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Report for month of January 1954 from MACHINE RECORDS BRANCH

Administrative:

The turnover in Machine Records Branch has been greater than usual since the last reporting period. Three resignations

and one transfer, [redacted] were effective during the month of January. In contrast only one employee, [redacted] entered on duty. Because of this shortage of personnel, there has been a great increase in the number of overtime hours worked. In December, 362 hours were worked; in January, 553 hours were worked. A reassignment program is being put into effect to try to relieve this personnel shortage in certain sections.

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A number of unfavorable conditions in this area of Curie Hall has been brought to the attention of the proper authorities and steps are being taken to correct them. Among these are the high voltage condition that is being handled by GSA and PEPCO. The lack of sufficient heat during cold weather is being checked by PBA engineers. The barriers in the halls that greatly hinder the moving of machines and carts have also been reported.

A training program for Machine Records Branch personnel is being studied. Its purpose is to furnish qualification data on personnel for promotion and reassignment. If properly carried out, this program should prove beneficial to the Branch.

Operational:

Special Projects

Since 4 January 1954, Machine Records Branch is being furnished daily employee production reports from Printing and Reproduction Division. These reports are the source of information that is being transferred to punch cards, and from the punch cards, recurring monthly reports and statistics will be furnished Printing and Reproduction Division on a weekly basis.

The Position Control Listings were furnished to Personnel Office about 20 January. Their reaction and comments on the appearance of the report and the information it contained were very favorable.

The completion date for the T/O operation for the DD/P group was extended to 2 February because of the changes received by this Branch after the 27th of January.

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Report for Jan. (cont'd)

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Fiscal

The W-2's were completed and distributed about January 20. Due to difficulties in balancing control totals of employee earnings and deductions, it was decided that in the future the balancing operation would be done on a pay period basis rather than quarterly.

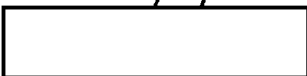
Logistics

The physical inventory of Family Group 5 (Communication and Photographic Equipment) is in progress and inventory data is being furnished Machine Records Branch on a daily basis. This data is being processed as received. The completion date for inventory processing and reports has been established as 1 March 1954.

Personnel Section

The status file for use by insurance actuaries was completed. For details of this project, see the weekly report for January 13.

Preliminary concurrence has been reached with Planning, Research, and Development Staff, Personnel Office, to include as a regular portion of the monthly recurring security reports, a consolidated report which can be better utilized, in lieu of the three separate reports now disseminated. This project gives a clearer picture of security in process "gains" and/or "losses" for each month.



Chief, Machine Records Branch

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