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Chief, Hawaii Bureau

13 December 1948

Chief, FBIB

Report of Physical Inspection at the Hawaii Bureau

1. Attached hereto for your information and appropriate action is report dated 6 December 1948 to Chief, FBIB, from Deputy Chief, FBIB, subject same as above.

2. Confirming oral instructions issued during discussion with Chief, Hawaii Bureau, of subject report on 7 December 1948, the recommendations made in paragraph 3 of the report are approved and implementation is directed with the exceptions, modifications, understanding, etc., indicated below.

Paragraph 2 a (2) It is understood that the P-3 Engineer in charge of each shift does prepare a report of reception conditions and that a weekly report is forwarded to the Washington office.

Paragraph 2 a (3) A weekly written progress report is not considered necessary due to the close proximity of the Bureau Chief to the actual work in progress. The Bureau Chief should, however, insure that he at all times has a first-hand knowledge of the progress on installation of new equipment and should use every precaution to insure that such installation is not lagging.

Paragraph 2 a While it is not mandatory that procedures at all field stations be the same, the West Coast Bureau procedure is highly satisfactory. The Bureau Chief should personally insure that his Chief Engineer is thoroughly indoctrinated, and procedures observed at Reseda should be taken into consideration where applicable. If the Chief Engineer, Hawaii Bureau, is transferred to Okinawa, it is anticipated that he will be returned to the States for re-orientation prior to his departure.

Paragraph 2 d The monthly progress report submitted to this office by the Bureau Chief should reflect the status of all projects in process of being implemented with an estimate of time required for completion.

Paragraph 2 g It is understood that the Shift Editor does ~~have the same~~ supervisory responsibility for all monitors on duty during his shift, but that personnel problems and the

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peculiarities of the Chinese Section require closer supervision and direction of this Section by the Bureau Chief. Due to the absence from the I/O of an Assistant Chief or Chief Editor who normally would do most of the work allotted to other members of your staff, this office sees no objection to the system of allocating various types of work to individual members of the staff. All such actions, however, should receive the final approval of the Bureau Chief and close supervision should be maintained at all times in order to insure satisfactory results.

Paragraph 2 i (1) It is understood that [redacted] was ill and unable to work during the greater part of the Deputy Chief's visit and inspection. It is also understood that [redacted] is a good worker when he is on duty and that his illness does not cause him to use more than his sick and annual leave. It is observed, however, that during this period of inspection the state of cleanliness and sanitation of the operations building and grounds was not satisfactory. Your custodial help should be flexible enough to insure that all buildings and grounds are maintained in a satisfactory condition at all times regardless of whether or not one custodian may be indisposed or absent for other reasons.

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Paragraph 2 i (2) It is understood that [redacted] while for the purpose of conforming to your personnel ceiling is charged against a position as cruising monitor, which position is rated at CAF-8, that he is not actually a cruising monitor but does copy code, and further that his rating is a CAF-2. With this understanding there is no immediate necessity for eliminating [redacted] provided he is worth his present salary and shows signs of improvement.

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Paragraph 2 i (3) It is understood that [redacted], English Monitor, has resigned.

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Paragraph 2 n While the system of maintaining time and attendance records at the West Coast Bureau is good, it is not necessary that the Hawaii Bureau adopt this exact procedure. It is necessary, however, that a positive rather than a negative check on attendance be made and that whatever system you use conforms to Civil Service regulations.

L. K. WHITE

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cc: OO w/copy of Inspection Report

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