

HEADQUARTERS  
ARMY SECURITY AGENCY  
WASHINGTON 25, D. C.

WDGSS-14

18 March 1946

SUBJECT: Personnel Board

TO: Acting Chief  
Army Security Agency

1. In reviewing the problem of setting up a Personnel Board, I have studied the file of the old Personnel Control Committee, of which I was a member. One of the chief difficulties encountered by that committee was the lack of proper representation from the operating divisions. Another was its lack of facilities to study any particular problem. A rather extensive paper was prepared on this subject by the committee and was presented before an ASA Staff meeting (See Tab A). As a result, the committee as constituted was dissolved, and another committee composed of the Assistant Commandant, Control Officer, and Chief, Personnel and Training Division was set up (See para. 1 of Tab B). The newly constituted committee never functioned as such, but papers were routed to each member. Matters dealt with were primarily those of allocating bodies where needed most. It is believed that the Personnel Control Committee has never been formally disbanded.

2. In the minutes of the Intelligence Division Executive Committee meeting for 28 February 1946 (see para. 4g of Tab C), there is given a rather complete view of the proposed Board from that Division's standpoint.

3. Taking all these factors into consideration, I have drawn up a tentative draft of an order setting up such a Board, which should be able to handle anything in the way of a personnel policy or problem. It will have the power and prestige necessary, and it can provide the working groups for whatever studies are needed either from the list of alternates or from the Personnel sections in the branches or divisions concerned. The Director of Communications Research will be glad to serve the committee in any way desirable.

4. The tentative order follows:

"1. An ASA Personnel Review Board is hereby established which will consist of the following members:

Assistant Chief, Operations (Chairman)  
 Chief, Intelligence Division  
 Chief, Research & Development Division  
 Chief, Security Division  
 Chief, Personnel Branch  
 Chief, Personnel Section, ASA Staff

Each member will appoint a regularly designated alternate who will be empowered to act in his absence.

2. The functions of the Board are as follows:

a. It will review any personnel problem properly referred to it by the Commanding General, Army Security Agency, or by any member of the Board, with a view to establishing equitable and uniform personnel procurement, allocation, promotion, and separation policies throughout the Agency.

b. The results of its deliberations will be prepared in the form of recommendations to the Commanding General, Army Security Agency.

3. The Personnel Control Committee set up by Office Orders No. 27, 25 November 1944, is hereby dissolved."

5. It is requested that the attached Tabs A, B, and C be returned to this office for file.

3 Encls  
 Tabs A thru C

MARK RHOADS  
 Assistant Director of  
 Communications Research