

2/17/42

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3. Use [faint] of members of the group for [faint]
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ORIGINAL NOTES
 TAKEN 2/17/42 at
 Flintkote by Mr.
 Gardiner

JOB METHODS SAVINGS IN
OFFICE PROCEDURES.

At the Office of Dependency Benefits, Newark, N.J. as a result of Job Methods Training:

4 hours per day saved by one woman on better method of breaking down documents.
 50% of manpower saved in improved method of assembling informational material.
 50% of manpower saved in change of method of applying for military furlough.
 75% of manpower saved in better way of handling status cards.
 13 hours per day saved in the department which processes form # 135.
 50% increased production in punching and tabulating department.
 20% of Congressional Letters saved (typing) through expediting supplies.
 100% saving in manpower)
 100% saving in machine capacity) on every 200 forms through new method of
 75% saving in material) handling authorization forms.
 80% saving in material (paper))
 50% saving in manpower) through a new method of disbursing
 50% saving in machine capacity) allotments.

At the Picatinny Arsenal, Dover, N.J.,

About 100 members of the Administrative Group took Job Methods Training.

Among the "improvements" were:

Revising Job Methods Training Forms) evidently asking "WHY"
 Improved method of handling suggestions) of J. M. T. itself.

Among hundreds of other savings reported in numerous concerns, ranging from a few hours weekly to several thousand annually, are the following. Many report saving paper - an important item right now:

650 hours eliminated annually in charging premium credits on cash sheets.
 260 hours eliminated annually on rotary files.
 Use of one combined rubber stamp instead of two stamps saves one woman one hour daily.
 60% manpower)
 37% materials) saved in making out overtime reports.
 200 hours of time yearly)
 \$340.00 in postage) saved in simplifying Asst. Supts. Personnel Reports.
 By eliminating "Form # 18057" - 320 hours a year are saved in handling clerical field vacations. The "new method" is to send the original schedule to the payroll department.

125,600 hours saved annually by eliminating "Progress Book" in District Offices.
600 hours saved yearly by autotyping congratulatory letters on Ord. Policies of \$5,000 or over.

2,000 feet walking (taking 2½ hours weekly) saved by moving of supply cabinet and collating of Forms 9410.

1,300 hours yearly saved by a new method of filing extra carbons of letter.

1 Clerk eliminated by shorter method of handling reports.

50 hours saved weekly by improved method of handling carfare expense reports.

Also improved service to agents.

90% saving in manpower and 66-2/3% saving in material on report to Order Service Department.

1,950 hours saved annually in transmittal of proposals to group representatives.
Control forms and transmittal form replace dictated letters.

75% manpower saving)
100% machinery saving) on handling applications to Service men.
75% material saving)

A new method of making out Time Cards shows estimated savings of 60,000 time cards per year; 7.6 hours per week for the time keeper, and half-a-ton of paper saved per year.

By changing the method of handling the Menswear Stock List, writing time was reduced 60% and paper and carbons saved from 50% to 75%.

Rearranging desks and other appliances in a department saves a total of 2 man-hours a day among several people getting up from desks, walking, sorting and filing.

By using a grocery store "grab stick" using a step ladder was eliminated every time it was necessary to reach for a carton on a shelf. Fatigue reduced, Walking reduced. Interruptions reduced. Waste storage space utilized.

One hour a week saved for supervisor and also for one clerk by change in procedure in entering and filing bills.

By combining 3 divisions of monthly Finishing Credits into one, 60% of paper work and book handling eliminated.

3/4 hours a week clerical work saved by combining entry, exit and transfer books into one volume.

At the Unemployment Compensation Commission, Trenton, N.J.

200% saving in manpower by a better method for disassembling form B-110.

50% saving in manpower and 25% saving in materials by eliminating duplicate "batch" listing.

4% saving in manpower and 4% saving in machinery by making one punch and die for New Jersey

60% saving in manpower and 30% saving in machinery by better use of Tabulating machine.

At the Jersey City Quartermaster Depot, Jersey City, N.J.

- 1/2 hour per day and paper saved through better method of recapitulation of man-hours.
- 1 hour per day for 6 workers saved by better method of auditing goubhers.
- 1 hour per day for 6 editors saved, better work flow, walking eliminated, in improved method for editing supplies.
- 3-4 hours per day saved, as well as unnecessary folders, by new method of handling cancellation slips.
- 8 hours per week saved in Bills of Lading Mailing procedure.
- 3 1/2 hours per day saved, 30% more work done, in procuring funds for purchases.
- 50% time saved - paper conserved, - less annoyances, in routing, entering and distributing of requisitions.
- 20% saving in manpower and 10% saving in materials in repacking after inspection at warehouse.
- 2 1/2 to 3 hours per day saved, unnecessary walking eliminated, in preparation of separation forms.
- 50% to 75% time saved; waste of stencils decreased from 20% to less than 2% in vari-typing stencils.
- 25 man-hours per week saved on using contractor's symbols on overseas shipments.

At the Signal Corps, Ground Signal Service, Belmar, N. J.

- 55% saving in manpower on improvement in method for transmittal of outgoing mail.
- 10% saving in material in improved method of handling technical correspondence.
- 25% saving in manpower in Industrial Coordination Department in improvement of method for typing military correspondence.
- 75% saving in manpower for method improvement in finding type numbers in nomenclature bulletins.
- 12% saving in manpower in better way for checking travel duty and entering information on reports.
- 25% saving in manpower and 25% saving in machine capacity in Development and Planning Department through improvement in operation of mimeograph machine.

At the Eatontown Signal Laboratory, New Jersey

- 5% saving in manpower in re-routing secret letters.
- 75% saving in manpower in cutting 9 x 12 paper
- 66-2/3% saving in manpower) in reproduction on
- 66-2/3% saving in machine capacity) Ozalid machine.
- 50% saving in materials)
- 25% saving in manpower in office work in connection with E.S.M.W.T. courses.