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TRAINING WITHIN INDUSTRY SERVICE

BUREAU OF TRAINING
WAR MANPOWER COMMISSION

OFFICE MEMORANDUM

CIRCULAR LETTER
February , 1944

To: All District Directors
From: C. R. Dooley
Subject: PDT Instruction #

We have made quite a little headway in getting PDT underway, from the standpoint of working out the technical content and starting the program in a number of the districts. By now we have accumulated enough experience in various parts of the country to be reasonably certain that our basic approach is sound. Naturally, there is still room for some important refinements.

There appears to be a great deal of enthusiasm all over the country for this program. The opportunity for T.W.I. to help a great many plants with a pressing problem is unmistakable. We want to be very sure this program is as good as a T.W.I. program ought to be. At the same time, we must keep in mind we have before us a heavy demand from almost every district and we can't postpone for long taking care of this demand.

However, I believe we ought to pause for a few weeks in holding PDT Institutes in order to capitalize on our field experience and bring the program up to a more effective level. I wish you would consider this letter as a request to schedule no more PDT Institutes

until the week beginning April 10. You should take care of any Institutes you have scheduled early in March but let us wait before taking on any more.

That will give us time to take stock of the ground that has been covered and evaluate the effectiveness of the training we have provided. Out of this will come an improved plan of action and a program that is better in some respects. This will enable us to do an even better job. We have in mind holding two PDT Master Institutes to reprocess all existing PDT Conductors and to train any new men whom the District Representatives have assigned to serve as Program Heads. Tentatively, we are thinking of the week beginning March 27, and it is possible that two Institutes will be held simultaneously during this week, one on the Atlantic Seaboard and the other in the Middle West.

Will you please lay your plans accordingly and further information will be sent you as soon as available.

Jaquet:ma