

September 6, 1944

CURRENT BASIS FOR TWI SERVICE!

In order to maintain TWI's high standard of quality and at the same time better serve the war effort, the following is to govern current use of district staff members from now on: -

ONE - Serve NO "NEW ACCOUNTS" except those specifically referred by WMC as being specific plant situations of highest urgency in war production.

TWO - Put remaining time, energy, and effort on improving service and coverage in "OLD ACCOUNTS", in order of priority of war need, recognizing that attention to such plants will contribute most to the war effort.

THREE - Admit no representative from any company to a "J Program Institute" who does not guarantee to put on at least five 10-hour groups in his own company.

Admit no itinerant candidates, either free-lance or from a non-eligible company, to a "J Program Institute" unless there is enough volume of need to warrant putting on at least ten 10-hour groups in priority companies, including both new and old accounts.

Use itinerant trainers only when it is uneconomical or impossible for TWI to prepare plant representatives or union representatives in the case of Job Relations program for union stewards.

It will be necessary to deny service to eligible plants and even to ignore recognized need for service unless such a plant is a War Manpower Commission priority referral or a priority plant in which TWI programs are already underway.

The big idea is that from now on TWI is to devote its entire effort to rendering full and complete service to those plants which it serves, rather than reaching out for a larger number of plants and serving them only superficially. No further commitments are to be made on any other basis.

This decision has been made in the light of current district reports and nation-wide WMC emphasis. It is impossible to give complete service with the funds available, even to all eligible war plants and services. We can't do everything we would like to do, so let's meet the neediest needs and do what we do do, excellently.

Headquarters Representatives are working on this basis in order to cooperate with you in making this application of our remaining time.