

17 NOV 1958

TO: Chief, Inspection and Review Staff

FROM: Study of Pay Scales and Fitness Reports in TSS/GARD

SUBJECT: Memorandum for Director of Personnel from Chief/TSS, dated 26 August 1958. Subject: Wage Hour Pay Scale in TSS/GARD

1. This memorandum outlines the action taken by this Office concerning specific recommendations of the Inspector General pertaining to TSS/GARD.

2. As a result of referenced memorandum, I appointed an Office representative to review the existing pay scale system and the adequacy of the Fitness Reports for TSS/GARD and to explore the possibilities of designing an Agency pay system and new Fitness Report for these craft-type positions.

3. Accordingly, a member of the Salary and Wage Division has conducted detailed interviews with all GARD Section Chiefs concerning job duties, skills employed, relationship of pay rates in various craft unions, methods of determining increases and adequacy of premium rates for use of a combination of skills. In addition, employees having problems on pay status, specific complaints or ideas on a pay system were interviewed.

4. The Salary and Wage Division is reviewing the history of applicable rates negotiated by unions or used by the Bureau of Engraving in determining any patterns or trends as to the pay relationships of the various crafts over a period of time.

5. This Office will review the recently adopted Fitness Reports made on GARD employees to determine whether the new form will prove adequate. Based on this experience, a determination will be made by 1 March 1959.

6. I expect to provide a report early in December 1958 on the TSS/GARD pay scale.

GRACE M. STEWART
Director of Personnel

Attachment
Referenced Memorandum

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