

This issue of the Tarheel QMD News was published before the tragic death of our beloved Commanding Officer, Colonel C. W. Woodward, and his Season's Greetings to the Officers and Employees which appear on the front page was one of his last official acts, and it is the undersigned's belief that he would have wanted you to receive this issue which carries his holiday wishes to you. I believe that the following editorials taken from the Charlotte News and Charlotte Observer truly exemplify Colonel Woodward as a man and soldier, and that every employee knows these expressions to be the feelings of all of us who served under him:

THE CHARLOTTE NEWS 18 DECEMBER 1944

"Colonel C. W. Woodward, whose death Saturday was a loss to this community as well as to the Army, was surely a casualty of this war. His was an important task, and he performed it well. As commander of the huge Quartermaster Depot here he had a hand in the building, supplying and training of our Army from the uneasy times of pre-Pearl Harbor days. Charged with servicing the tremendous numbers of troops gathered, trained and moved, to battlefronts from this area, he played as vital a part in our war as if he had been assigned some more dangerous and exciting post on the front lines.

Charlotte came to know him well, for he took an active part in its civic and social life. And the community knew him as a good soldier, one who worked very hard at a difficult job, and gave it his best until the very end. Accordingly, he will be mourned here, and honored as one who gave his life toward the winning of the war."

THE CHARLOTTE OBSERVER, 19 DECEMBER 1944

"Col. C.W. Woodward, commanding officer of the Charlotte Quartermaster Depot, was, first of all, a soldier who went about his military assignments in a soldiery way; that is, he was simply dutiful, and accepted his responsibilities in that spirit and with that understanding.

He had, therefore, developed the local Quartermaster Depot into one of the largest and most efficiently managed in the entire nation.

His achievements here were given glad and appreciative respect in Washington from which higher sources often came words and actions that indicated with what eminent regard the services of Colonel Woodward were recognized up there.

He was, at once, not only efficient, but immensely popular with the staff officers at the Depot and with all of those employed in that far flung military establishment. To one and all alike, he was always courteous, humane and considerate.

And so was he toward that part of the public, here and elsewhere, with which he had social and business contacts.

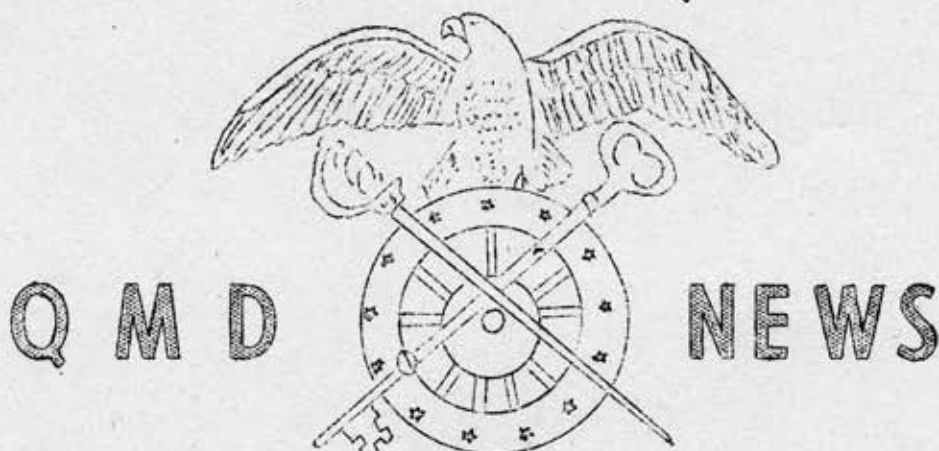
Forthright, he was never overbearing. In his social and civic comminglings in this community, limited though they may have been by the exactitudes of his official services, he was always gracious and charming.

The community had come to know him during the three years of his residence here not merely as a superior administrator of military affairs placed under his command, but as an officer who was unrestrained by his epaulettes in taking a helping hand in worthwhile civilian adventures imposed upon the public by war-time conditions and responsibilities, a friendly, co-operative, public spirited gentleman!"

Glen Stewart
GLEN STEWART

Lieut. Col., Q. M. Corps

TARHEEL



Army Service Forces
Charlotte Quartermaster Depot
Control Approval Symbol-APN-QM-14-C
Charlotte, North Carolina

COL. C. W. WOODWARD Commanding Officer
LIEUT. COL. GLEN STEWART. Executive Officer
LIEUT. COL. WILLIAM B. MOORE. Director of Supply

VOLUME V * NUMBER 5 DECEMBER 1944 PUBLISHED MONTHLY



As the Christmas reason rolls around in this year, 1944, I wish to extend to you all my most sincere greeting -- A MERRY CHRISTMAS!

As some writer has said: "There is no new way in which to say MERRY CHRISTMAS". Nor would we want a new way.

Christmas is a holiday that is ageless and yet new. It's tried and true. It's steeped in sacred meaning and secular custom. It revives old joys and memories of other Christmases; and in this year of warring years, it bears hope of peace, for the Christmas days of the future.

May you be cognizant of and work for that new hope. May you greet the holiday in the traditional spirit so that Christmas will always be Christmas.

Again to you, I say:

A MERRY, MERRY CHRISTMAS!

C. W. Woodward
Colonel, Q. M. Corps
Commanding

This is the monthly newspaper published by and for the personnel of the Charlotte Quartermaster Depot in order to familiarize ourselves with the work, and the workers of all the various branches within this supply installation, as well as to inform ourselves more broadly concerning the Quartermaster Corps, of which we are a part, and its supply activities in this victorious war. All officers and civilian employees of the Depot are asked to contribute their wit, humor, and wisdom, and the Editorial Staff is comprised of the following employees:

NINA WADE-DALTON Editor-in-Chief

Associate Editors

MARY JANE HART
ROSE GURGANUS

MARY K. WITTER
ELAINE WELLS

BOYD DAVIS
MARY LEE ALEXANDER

Reporters

Miss Claudia Forbes	Internal Review Section
Mrs. Mamie W. Bell	Depot Quartermaster
Mrs. Evelyn Oldham	Excess Property
Miss Dorothy Abernathy	Packing & Crating
Mrs. Margaret Brackett	Inventory Control Branch
Miss Mary Jane Hart	Clothing and Equipage Unit
Mrs. Helen Efird	General Supplies Unit
Miss Barbara Wyche	Procurement Division
Miss Grace Roberts	Incoming Property Branch
Miss Susie Pounds	Personnel Division
Mrs. Mary Seawell	Service Branch
Mrs. Dorothy Ross	Stock Record and Accounting Branch
Mr. John E. Northcutt	Cycle Inventory Branch
Mrs. Margaret Stegall	Labor & Equipment Branch
Mr. Obie D. Simms - Mr. William N. Knight & Mr. Ernest P. McCorkle	Guard
Mrs. Margaret Baker & Mrs. Lillian Barnes	Storage Division
Miss Lee Herrin	Signal Office
Mr. Ben Betts	Motor Transport
Miss Grace Keasler	Zone Inspection Division
Miss Johnnie Richardson	Office of the Chief Clerk
Miss Mildred Williams	Transportation Division
Mrs. Ouida Saunders	Fiscal Division
Mrs. Ruth Wright	Requisition Breakdown Section
Mrs. Irene Aberly	Load Breakdown Section
Mr. John C. Byrum	Cycle Inventory Branch
Mr. Perry Davis, Mr. Marion Ross, Mr. Nathan Long,	
Mr. Alexander Dykes & Mr. Forrest Davidson	Messenger Section

If your section is not reported in the above list of reporters, you should elect one who will contribute monthly, news of events and people to the TARHEEL QMD NEWS.

THE DEAD LINE for your January issue - Friday, December 29

THE FIGHTING QUARTERMASTER

DEPOT CONTROL STAFF

(This is the seventeenth of a series of articles on departments at this Depot vital to the war effort. This month's contribution was prepared by a member of the Depot Control Staff. Captain Donald M. Cushing was recently made Officer-in-Charge of the staff and under his general supervision are the two principal control activities, Statistics and Management Analysis.)

The Depot Control Staff at Charlotte was established in March 1943, and now that it has been functioning for more than a year and a half, it might be a good idea to present a brief description of just what those people do who hide behind the wooden wall across from Mail and Records.

The word "statistics" has a rather impressive connotation, but we'll see that the activities coming under this heading are of considerable assistance to the work of the depot. The Statistics Branch is headed by the ubiquitous Lt. Goodman, in addition to his other duties, and consists of Mrs. Dorcas M. Reinhardt, Mrs. Gertrude Llewellyn, and Miss Virginia Greene. A considerable portion of their work lies in controlling special and recurring reports. As this Depot gradually grew, so did the reports required of it. Therefore, a system was established providing for the adequate control of special and recurring reports. Special reports are registered in, charged to the appropriate division, and then checked off when the report is finally submitted. Perhaps you've noticed a bulletin board upon the wall at the back of the Depot Control Staff. That's the Report Control Board for recurring reports. All recurring reports (except certain Stock Control reports) are set up on that board by date. Then several days before the report is due out, notice is given to the proper division and the report is

checked off as it leaves the depot.

The above paragraph covers a multitude of problems and lots of work. Charlotte now averages about 70 special reports a month, most of the requests coming from the OQMG and the Fourth Service Command, and there are over 100 recurring reports set up on the Control Board. Besides insuring that reports get out on time, the Depot Control Staff also checks if possible to see that the figures add up and are complete. To make sure that all reports are controlled, the Statistics Branch has to cull through a maze of W. D. Circulars, ASF Circulars, OQMG Circulars and various other manuals, bulletins, and publications to cover all possible sources.

So far, we've talked about merely controlling the reports. Besides that, a lot of them are prepared by the Statistics Branch. The Monthly Depot Space and Operating Report, the Supply Operations Report, (with basic data compiled by Statistical Unit, Service Section), and the 467 - Monthly Commissary Operating Statement are the principal recurring reports prepared or consolidated by the Depot Control Staff, with assistance given on several other reports. Perhaps you're tired of reading about reports. The fact remains that this depot is required to submit them and that the efficiency of the depot is judged to some extent on the accuracy and promptness of report submission. Therefore, the Depot Control Staff is trying to

FIGHTING QUARTERMASTER (contd.)

see to it that the job is done properly.

Another activity of the Statistics Branch is the preparation of the Daily Activity Report for the Commanding Officer. In an installation of this size and with so many varied activities, it is essential that the Commanding Officer be informed periodically of the status of operations. Therefore, upon Colonel Woodward's order, an activity report is prepared showing various phases of Stock Control, Storage and Transportation work such as Line Items, Tonnage, and Shipments, plus certain indices of activity of selected other sections of the depot. Each report presents data for that particular day, for the month to date and for last month to date for comparative purposes.

One of the best methods of presenting statistical data is by means of charts and graphs. To accomplish this, the Statistics Branch is responsible for operations charts maintained in the Commanding Officer's office and in various other parts of the depot.

So much for the Statistics Branch. An equally important job is done by the Management Analysis Branch, directed by Lt. Hughes with Mr. George Halpin as Management Analyst, assisted by Mrs. Flora Fasnacht. When an operating unit is busy handling requisitions or otherwise performing its daily work, the supervisory personnel do not have sufficient time to study all operations, recommend simplifications, analyze work loads, or study the flow of work within their units or between their units and other units of the Depot. So the Management Analysis Branch stands ready, upon request of the operating Chief or upon the order of the Commanding Officer, to render all as-

sistance possible to the operating Divisions. In giving this assistance, certain so-called analytical "tools" such as work distribution charts, process charts, and others, as directed by Organization, Planning, and Control Division, OQMG, are used. These surveys are made in cooperation with the operating Divisions. Recommendations are discussed with the operating officials and agreed recommendations are submitted to the Commanding Officer for his approval. During a survey, suggestions and ideas are solicited from all employees. Proper credit is given to each employee for any work simplification resulting from ideas offered. Requests for additional or replacement personnel are checked against existing work load data to insure that sufficient work load is evident to warrant the position.

The necessity for such surveys should be apparent to everyone. As taxpayers, and War Workers, we all realize that today the most efficient utilization of personnel is of paramount importance; that all duplications and non-essential steps be eliminated in order that our supplies may be handled expeditiously with a minimum of useless labor.

An overall program of work Measurement is being stressed throughout the ASF. Essentially this program involves the accumulation of representative man-hours and work units and periodically comparing the two against a standard to determine the effectiveness of utilization of personnel. The Work Measurement Program here is under the direction of the Management Analysis Branch and while it will require considerable time and record-keeping, the results should materially aid each operating OIC to know rather than to estimate the trend of activities under his supervision.

Two other programs which are also given great emphasis throughout the ASF are Records Administration and Forms Control and Standardization, both

FIGHTING QUARTERMASTER (CONTD.)

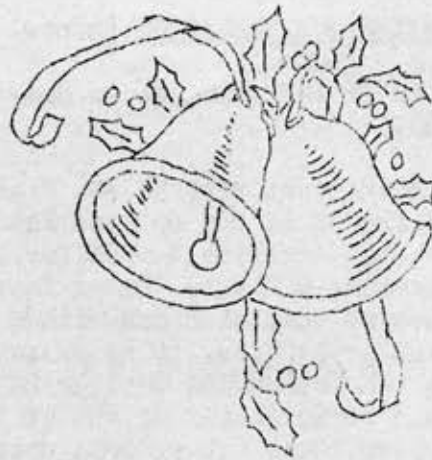
under control of the Management Analysis Branch. File space is critical in the Army; therefore, it is incumbent upon every installation to insure that only current material is in file drawers and that dead files be sorted, identified and stored. Records Administration comes under the control of Mr. Pudolsky, assisted by Perry Davis.

Charlotte QM Depot has today well over 300 different local forms just for Depot use. It is obvious that some sort of control is necessary to see that too many forms aren't prepared and that unnecessary and obsolete forms are weeded out. To perform these and other functions as required by the ASF, a Forms Control Unit has been established to act as a kind of go-between control between Reproduction Branch and the various divisions of the Depot. Miss Mauney handles this work.

The activities and responsibilities of the Depot Control Staff do not end here, however. A Control Staff is established as an aid to the Commanding Officer, as an extension of his powers. Therefore the Depot Control Staff may be and often is called upon to make special investigations, to handle unusual projects, and to take over any problem not specifically applicable to any other division of the depot.

Zip the lip
Complete the trip!

Look before you leap
Think before you speak!

MY HOLIDAY WISH FOR EMPLOYEES

Many of us are not going to enjoy Christmas without loved ones who are on distant shores; some in fox holes, others on the sea and in the air.

No, Christmas isn't going to be what it should.

But amid our work which is so closely connected with those boys, I wish to take this opportunity to express my sincere wish that you will have an enjoyable Christmas--- one that will be consoling in prayer for our boys overseas.

May God return our boys home soon, and may he answer our fervent prayer that Peace on Earth will return with the coming New Year.

GLEN STEWART
Lt. Colonel, QMC,
Executive Officer

A RESOLUTION

Old '44 is almost o'er
A New Year almost in view,
Here's a resolution for each one
And it's something we all can do---

"DO ALL WE CAN IN '45
TO END THE WAR AND SAVE A LIFE."

-Charles Rhinehart
Employee Relations

THE ENTERTAINMENT COMMITTEE
PLANS FOR A HOLIDAY DANCE IN THE
BALL ROOM OF THE HOTEL CHARLOTTE

FRIDAY, DECEMBER 29TH
FROM 9:00 P.M. TO 12:30 A.M.

MUSIC WILL BE FURNISHED BY FLEET GREEN'S ORCHESTRA

TICKETS ARE NOW ON SALE AND MAY BE PURCHASED FROM MEMBERS OF THE
ENTERTAINMENT COMMITTEE

TICKETS: \$1.25 PER PERSON



As the Christmas Season draws near and the year of 1944 fast draws to a close, the employees of the Charlotte Quartermaster Depot can look back upon a year of work well done, upon a year of earnest and faithful effort, upon accomplishments beyond the call of duty. Let each and everyone of us approach this Season with reverence and humility and with a prayer in our hearts, that the year 1945 will bring an honorable and lasting peace to all the world.

At this time I wish to thank all of you for your splendid cooperation and high sense of loyalty. I'm sure I speak the sentiment of all Officer personnel at this depot when I say, that it is a

pleasure and a privilege to be a part of your organization.

To the employees of the Charlotte Quartermaster Depot I extend best wishes for a most joyous Christmas and a happy and prosperous New Year!

W. B. MOORE,
Lt. Col., Q.M. Corps,
Director of Supply



WORLD'S CHAMPION
TYPIST GIVES
DEPOT DEMONSTRATION

"Typing to speed victory," is the program theme adopted by Miss Margaret Hanna, typing champion of the world, who gave a demonstration of her skill Monday afternoon, November 27, in the EAM section.

(contd. next page)

WORLD'S CHAMPION TYPIST (contd.)

Many Depot typists gathered around and watched a demonstration given by the first woman to achieve the title of world champion in 25 years. Miss Hamma gave points on speed and accuracy.

Miss Hamma became the world's champion typist when she established a new professional world's record of 149 words per minute for one solid hour at the Ninth Annual Commercial Schools contest in Chicago in 1941. She is the perfect example of a successful young business woman who began her commercial training in high school. Without further training she accepted a position with a commercial firm in New York City and through diligent application to her work became associated with International Business Machines Corporation for whom she does typing demonstrations.

In her appearances she stresses the subjects of posture, typing rhythm, greater accuracy, short cuts and tips for improved efficiency in typing as well as the importance of keeping machines in A-1 working order. She types from unfamiliar copy at the same time carrying on a conversation with another person. She is able to type 150 words per minute, making 12 carbon copies with a handkerchief over the keyboard.

Miss Hamma was chosen as the Business Woman of the year in 1941 by the Business and Professional women of New York. On January 16, 1942, in Ripley's "Believe it or Not" article was a picture of Miss Hamma before an Electromatic typewriter, typing 20 carbon copies at one time through a handkerchief over the keyboard with two glasses of water balanced on her wrists.

Not only has Miss Hamma become famous for her typing speed, but for

her charming personality and her ability to ad-lib in demonstrations.

NEWS FROM

OFFICER

PERSONNEL

By Mrs. Helen Eggleston

Promotions

2nd Lt. to 1st Lt. Edgar C. Cadwallader
2nd Lt. to 1st Lt. Charles E. Fancher
2nd Lt. to 1st Lt. J. W. Fox
2nd Lt. to 1st Lt. Thomas S. Lewis, Jr.

Arrivals

1st Lt. Edward J. Gast
2nd Lt. Joseph Kleinberg
2nd Lt. Joseph L. Skinner

Departures

2nd Lt. William H. Callaway to OQMG,
Washington, D. C.

Temporary Duty

Captain John B. Johnson attending Advanced Supply Course at Camp Lee, Va.
Lt. Joseph L. Skinner on temporary duty in Washington, D. C.

Births

A son, John M., to Lt. and Mrs. A. J. Bethune



You be the Judge

It's easy to give everything you have if you are scared to death and fighting for your life. Let's not wait for this to happen, your country needs your help more now than ever before. This is your country and your country is in a war struggling for its very existence. This is your war and all your government asks of you as your part in helping to win the war is that you save your money by investing whatever you can in war bonds. This is mighty little compared to what our boys are doing over there. They are doing a swell job. Many of them are giving their lives, they are fighting your war. Ask yourself this question, "Are you being fair to them, are you investing all you possibly can in War Bonds?" This is for you to decide!

This Depot was assigned a quota of 35% of the September payroll by the Fourth Service Command, based on our October payroll deductions and cash sales. We exceeded this quota on Nov. 4. We were also assigned an additional cash quota of \$8,000.00 above our regular payroll deductions by the Treasury Department. This was exceeded on Nov. 18th. Up to date our cash sales amount to \$25,931.25. This certainly is an excellent job. The drive is just a little more than half over. As officers and employees of this Depot, let's break all records for this drive and set an example for others to follow. I know you can do it.

Captain THEODORE R. BROWN
WAR BOND OFFICER

LET'S BREAK ALL RECORDS WITH WAR BOND PURCHASES!