

16TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held
28 February 1945

*1. EMERGENCY POWER - There was a resume of the previous facts discussed concerning the use of emergency power. It was indicated that some confusion regarding the facts still existed. However, it was considered that the matter was the responsibility of the Post Engineer. In this connection, the Chief of the Supply Branch reported that there was power equipment in Headquarters Building (PE-40-Power Unit) which is not being used at the present time. It was recommended that the entire matter be handled by the Post Engineer and coordinated with the Officer in Charge (Lt. Breach) of the Emergency Power Unit, A Building.

*2. TRAFFIC BACKLOG - There was a discussion of the existing problem with respect to communications in the Message Center. The Assistant Commandant indicated that it was a matter of major importance. It was reported that all necessary action was being taken to eliminate existing difficulties.

*3. EMPLOYEE COUNSELORS - It was stated that as immediate action was not forthcoming pending a reorganization of Employee Counselors, by Personnel and Training Division, that the matter be held in suspense.

*4. POST PUBLICATIONS UNIT - Concerning this matter, it was stated that the matter was a part of the control analysis survey and that a report of the situation would be included in the control analysis study.

5. REPORT OF STAFF MEETING - The Chief of the Division reported the following information which resulted from the Staff Meeting of 27 February 1945:

a. Information to Overseas Units - The Chief, Communications Branch was requested to forward to the Division Chief, information, by categories, sent via messages, to overseas units. It was explained that material was desired to advise G-2 in order to eliminate duplication and conflict in information forwarded to these units by the Signal Security Agency and G-2.

b. Major Projects - The Chief of the Division requested that the Branch Chiefs keep the Commanding Officer informed concerning progress made on projects of which he has knowledge.

c. Visit by Colonel Hobby - It was reported that Colonel Hobby was making an inspection of the administrative aspects of the organization of the WAC. It was explained that the reason for her visit was due to the division of responsibility for administration of the WAC between G-2 and the Office of the Chief Signal Officer.

*d. Centralized Research Group - It was reported that consideration is again being given to the establishment of a centralized research group. The Chief of the Division requested that comments, either written or verbal, concerning the composition, purpose, and function of such an organization, be submitted at the next meeting of the Operating Services Division Executive Committee.

e. Tables of Organization - It was reported, for the information of the Branch Chiefs, that consideration is being given a plan to withdraw Tables of Organization from the Branches and assigning vacancies only. A decision concerning this matter is in the hands of the Commanding Officer.

6. JUSTIFICATION OF EXISTING VACANCIES - The Chief of the Division requested that the Branch Chiefs submit in writing a justification for existing vacancies including officers and enlisted and civilian personnel, in order that a decision may be rendered concerning the desirability of accomplishing the work for which the position vacancies are being justified.

*7. MESSENGER SERVICE - There was a discussion of the problem existing concerning the messenger service. The Chief of the Division suggested consideration of a building messenger service rather than a Branch messenger service and a change in the system of sorting mail. The matter was turned over to the Communications Branch for investigation to include the two recommendations.

8. CONTROL ANALYSIS - The Chief of the Division indicated that there would be a control analysis meeting at 0830 on 1 March 1945, initiating a survey of the Supply Branch.

9. REPAIR OF FURNITURE - The Chief of the Supply Branch presented a problem concerning the transportation and repair of broken furniture. It was recommended that the matter be referred to the Control Office for investigation.

*10. PROVISION OF EQUIPMENT FOR RADIO INTELLIGENCE COMPANIES - The Chief of the Supply Branch reported a matter concerning the provision of intercept equipment to the 115th Signal Radio Intelligence Company in the Western Defense Command, the equipment having been disapproved through normal supply channels. There was some discussion of the problem, and it was recommended that in this instance, a letter, justifying the equipment, be drafted to accompany the requisition through normal supply channels. It was further recommended that a report of all problems of this nature be submitted in order to obtain a decision from the Commanding Officer on how these matters will be handled in the future.

In this connection, the Chief of the Supply Branch stated that a detachment of the Second Signal Service Battalion had requested some MC-88's and explained that normally this equipment was furnished by the Signal Security Agency but that at present, the theater had an excess of this equipment on hand. Therefore, it was considered desirable that the equipment be procured from the theater. It was recommended that the detachment be advised to procure the machines from the theater, making them accountable to the Signal Security Agency.

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