

~~SECRET~~ ~~CONFIDENTIAL~~ ~~RESTRICTED~~TO DATE 12/11 FROM

Commanding Officer _____
 Assistant Commandant _____
 ✓ Dir of Comm Research _____
 Control O _____
 Administrative O _____
 Adjutant _____
 Intelligence O _____
 Provost Marshal _____
 2nd Sig Serv Bn _____

Chief, Pers & Trng Div _____
 Chief, Pers Br _____
 Chief, Trng Br _____

Chief, Oper Serv Div ✓ _____
 Chief, Communications Br _____
 Chief, Laboratory Br _____
 Chief, Machine Br _____
 Property & Supply O _____
 Purchasing & Contracting O _____
 Fiscal & Certifying O _____
 OIC, Mail Section _____

Chief, Security Div _____
 Chief, Protective Sec Br _____
 Chief, Cryptographic Br _____
 Chief, Development Br _____

Chief, Intelligence Div _____
 Chief, Language Br _____
 Chief, Mil Cryptanalytic Br _____
 Chief, Gen Cryptanalytic Br _____
 Chief, T/A and Control Br _____
 Chief, I & L Br _____

 As discussed _____
 As requested _____
 Comments and return _____
 ✓ Information and file _____
 Information and forwarding _____
 Information and return _____
 Recommendation _____
 See note on reverse _____
 Signature if approved _____
 Your action _____

SIS-SC Form No. 96 (Rev)
 23 August 1944

~~RESTRICTED~~4th MEETINGOPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held
6 December 1944

1. UTILIZATION OF PERSONNEL - In accordance with requests made by Colonel Cook at meeting held on 29 November 1944, each Branch Chief presented an illustration of the operational procedures of his Branch, in the form of functional flow charts, with a brief explanation of each function. Major King was requested to digest the charts for the purpose of obtaining a uniform chart showing personnel utilization for use throughout the Division.

2. ENLISTED PERSONNEL - Colonel Cook presented the following breakdown of enlisted strength on the Post:

Authorized Strength	- 1470
Presently Assigned	- 1697
Overstrength	- 227

He stated that in order to reduce the number of enlisted men on duty at this Station, there must be a decrease in the number assigned each Division. This will necessitate greater utilization of civilian personnel. A decision was made by the Commanding Officer to retain 250 translators, 107 guards and administrative personnel, leaving 113 for other operational requirements. Colonel Cook indicated that a complete report is being prepared for the Commanding Officer regarding this situation so that corrective action may be taken to increase authorized strength, if necessary.

3. STORAGE SPACE - Operating Services Division has no requirement for space in any room set aside for inactive files.

4. PERSONNEL REQUIRED TO WORK DURING CHRISTMAS HOLIDAYS - Colonel Cook stated that in accordance with request made at the Staff Meeting of 4 December 1944, reports would be submitted by all Branch Personnel Officers concerning the number of personnel required to work during the Christmas holidays, so that necessary arrangements may be made with the cafeteria to accommodate personnel on duty.

5. CHANGE OF BADGES - It was reported by Colonel Cook that the procedure for changing the color of badges throughout the Post has been undertaken.

6. UNIFORM OF WAC PERSONNEL - Those present were informed by Colonel Cook that a prescribed policy will be issued in conformance with existing Army regulations concerning the uniform of WAC personnel on duty at this Station.

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7. WAC MORALE - A general discussion was raised concerning the existing problem of WAC morale on the Post. Colonel McGrail stated that some dissention is being caused by Company Commanders. Colonel Cook requested that if tangible information was received regarding the disturbing element, that it be reported to the Division Chief so that necessary action could be taken to correct the situation.

8. PNEUMATIC TUBE - Mr. Morris stated that an investigation was being made to determine the practicability of the extension of pneumatic tube service at this installation in conjunction with other systems used for delivery of mail.

Earle F. Cook
Colonel, Signal Corps
Chief, Operating Services Division