

SPSIS-1A

7 February 1945

MEMORANDUM for Commanding Officer, Signal Security Agency

SUBJECT: Control Analysis - Teletype Unit, Communications
Branch (SPSIE-~~II-C~~)I. DISCUSSION.

1. The mission of the Teletype Unit, Communications Branch as outlined in "Standing Operating Procedure - Organization" was being performed.

2. The work of this unit is a service function.

3. The Teletype Unit works on a 24 hour basis.

4. The personnel employed by this Unit are all enlisted.

The present Table of Organization (Inclosure 1) is satisfactory in view of the present traffic-load.

5. Discussion of the filing system this unit, developed the need for changes to give uniformity.

6. Discussion of the files developed the following:

a. How long should certain files be kept?

b. What time limit should be set for destruction of certain files?

7. The question of adoption of War Department procedure for use between Teletype Unit and all stations was discussed.

8. Discrepancy of Jap Army traffic count with Records and Distribution Unit, Intelligence Division, was discussed.

9. All reports received and sent via Teletype Unit were discussed with a view to having them addressed to a unit rather than an individual.

10. Discussion was had concerning Teletype machines operated by Branches other than the Teletype Unit.

11. Review of forms, developed a need for revision, standardization, and consolidation (Inclosure 2).

12. No physical changes were discussed in connection with functions of the Teletype Unit as relate to utilization of space (Inclosure 3).

II. ACTION RECOMMENDED.

1. That no change be made in personnel at the present time (Inclosure 1).

2. That the filing system be changed to the Dewey Decimal System, uniformly used throughout this station.

3. That the Teletype unit make a study to determine the answers to paragraph a, b, Section I.

4. That the Teletype unit make a study to determine the practicability of adopting the War Department Teletype procedure.

5. That the Control Office, when making control analysis, Intelligence Division, Records and Distribution unit, review the ~~discrepancies on Japanese Army traffic~~ existing between the Teletype Unit and Records and Distribution Unit, Intelligence Division.

6. That all reports received and sent by the Teletype Unit be addressed to the unit intended rather than an individual, as a part of a unit.

7. That the Control Office, in its control analysis of other Branches, this station, determine who, other than the Teletype Unit uses Teletype machines and justification of these.

8. That forms be revised, standardized and consolidated.

3 Incls.

Incl 1 - T/O

Incl 2 - Review of forms

Incl 3 - Chart

Earle F. Cook
Colonel, Signal Corps

AUTHORIZED TABLE OF ORGANIZATIONTeletype Unit, Communications Branch, SFBIE-ICOfficer Personnel

<u>Authorized</u>	<u>Rank</u>	<u>Actual</u>
1	Captain	0
1	1st Lt.	1
<u>2</u>	2nd Lt.	<u>2</u>
4		3

Enlisted Personnel

1	M/Sgt.	0
4	T/Sgt.	1
18	T/3	3
19	T/4	14
18	T/5	26
10	PPC	19
<u>10</u>	PVT	<u>16</u>
80		79

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SURVEY OF FORMS USED IN TELETYPE UNIT

<u>Form No.</u>	<u>Purpose</u>	<u>Action</u>
WD SIG 138	Operators Number Sheet (Sent)	n/c
Unnumbered #1	JM Elapsed Time Log	Correct abbreviation for "circuit".
Unnumbered #2	JGYO Check Sheet	n/c
Unnumbered #3	JGTA Check Sheet	Correct abbreviation for "number".
Unnumbered #4	WTJ Check Sheet	n/c
Unnumbered #5	Station 30 Check Sheet	Eliminated