

13-5-1045



31st Meeting

~~SECRET~~OPERATING SERVICES DIVISION
EXECUTIVE COMMITTEE~~SECRET~~By Authority of the
Commanding General

Initials

Date

Minutes of Meeting Held
8 August 1945


 _____ 10 Aug 1945


1. STAFF MEETING - The Chief of the Division reported the following information as a result of the Staff Meeting held 7 August 1945:

a. COUNCIL FOR POST-WAR PLANNING - General Corderman announced that the Post-War Planning Council, of which Captain Baird is chairman, held its first meeting 7 August 1945.

b. SIGNAL SECURITY AGENCY HISTORY - General Corderman suggested that consideration should be given to the inclusion in Branch histories of such subjects as handling of personnel, personnel problems and their solution, and any other such non-technical topics presently not being included in these studies.

c. INSTRUCTIONS TO NEW OFFICERS - Division Chiefs have been asked to interview new officers who may come into their Division from outside the Post. These interviews will consist of a review and discussion of Post policies with which the officers may not be familiar. The Chief of the Division requested that he be furnished with information about the background, contemplated assignment, and immediate superior officer of any new officer whom he is to interview.

d. COMPLIANCE WITH WAR DEPARTMENT REGULATIONS - General Corderman reminded the Division Chiefs of the letter sent out by him 6 August 1945, subject, "Compliance with War Department Regulations." He wants all War Department regulations and higher directives complied with, unless specifically changed in a letter or directive from him.

e. REPLACEMENT OF WACS - It is not the intention that civilian replacements for WACs doing basic clerical or stenographic jobs be made immediately. Rather, such transfers should be accomplished slowly so as not to inconvenience or impede operations in the Branches.

f. ATOMIC BOMB - Colonel Hayes discussed the atomic bomb which was dropped on Hiroshima at approximately 0900 hours on 6 August 1945. He stated that since that time not a single message had been intercepted from Hiroshima. Prior to that time, Hiroshima had been a prolific source of intercepted messages.

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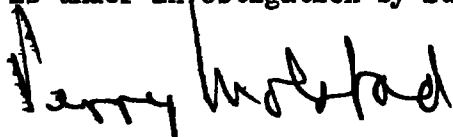
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g. RESIGNATIONS - Colonel Johnston reported on civilian gains and losses. The figure given for resignations was 5.8%, as against 5.2% one year ago. The Chief of the Division emphasized that Machine Branch still has the greatest number of resignations. Major Greene reported that the stiffening of the policy governing leave without pay may result in an even greater number of resignations. However, in most cases the people who resigned as a result of this were usually among the less desirable employees. The Chief of the Division reported that the Operating Services Division is going ahead with plans to conduct an extensive poster campaign to emphasize the importance of being present and on the job at all times. It is hoped that this may help solve the problem to some extent.

h. DETAILED STUDY OF SUPPLY - General Corderman asked the Chief of the Division to present a detailed study of supply on the Post and what had been done to comply with the War Department regulation in regard to accountability. Major Hamman and his staff have completed a survey of the Post and the job has been done, except for a final audit and consolidation of items covered in the survey. However, General Corderman feels that certifications of shortages as covered by some of the Supply Officers do not excuse them from negligence and ultimate responsibility as far as certain of these items are concerned. Specific cases were cited by the Chief of the Division.

i. NUMBERING SUPPLY ITEMS - General Corderman has indicated his desire that all supply items on the Post be numbered. Major Greene is presently working out the details of a plan for an IBM accounting system to be used for this numbering. The remainder of the details will be worked out by him in coordination with Major Hamman of Supply Branch.

2. SUPPLY - Major Hamman discussed the need to uncover surplus and unnecessary stock in the various Branches. Branch Property Officers should be instructed to survey their stock continuously, and send any surplus back to Supply Branch. This surplus may then be issued to another Branch and therefore prevent the necessity of ordering new stock by Supply Branch. Major Hamman also discussed cases wherein it is possible to substitute inexpensive items for expensive ones and thereby cut down the expense of supply. Major Greene stated that the Machine Branch had experienced much difficulty with fans which were sent back to them improperly repaired. This matter is under investigation by Supply Branch.


FERRY MOLSTAD
Lt. Col., Sig. C.
Chief, Operating Services Division

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