

30th Meeting

~~CONFIDENTIAL~~OPERATING SERVICES DIVISION  
EXECUTIVE COMMITTEEMinutes of Meeting Held  
1 August 1945

1. STAFF MEETING - The Chief of the Division reported the following information as a result of the Staff Meeting held 31 July 1945:

a. COUNCIL FOR POST-WAR PLANNING - Captain Baird discussed the need for post-war planning and requested that a Council for Post-War Planning be established within the Agency. The Council requested by him is designed to be broader in scope than that set up by Major King. The Chief of the Division was requested to appoint Branch representatives for this Council. Captain Wilder of Communications Branch and Captain Harder of Supply Branch were appointed as representatives of the Operating Services Division on the Post-War Planning Council, since Communications and Supply Branches are most concerned with post-war planning. These representatives are to work in close liaison with the Chief of the Division.

b. REASSIGNMENT OF WACS - General Corderman has approved the policy that all WACs now in basic clerical, secretarial, and stenographic positions be replaced by civilians; and the WACs be reassigned to operational positions. These reassignments should be submitted for approval not later than 15 August 1945, and in cases where it is desired that a reassignment not be made, complete justification must be given.

c. ABSENTEEISM - Captain Schloss presented a study made of absenteeism on the Post over a period of six weeks. The figures of this study show that absenteeism has become more of a problem than resignations. It was pointed out by the Chief of the Division that Machine Branch has the highest percentage of absenteeism shown in the study. One of the reasons given for this was the fact that Machine Branch has been very liberal in the granting of leave without pay, primarily to prevent resignations. The Chief of the Division stated that it must be emphasized to supervisors that employees have little value to the Branch or Post if they are absent one or two days each week. The Chief of the Division advised that personal talks should be given by the immediate supervisors to the employees in order to ascertain the individual's problem. It was generally agreed that the new civilian pay bill will do much to solve this problem also.

d. PARKING AREA - Colonel Slack announced that the re-surfacing of the parking area is about to begin.

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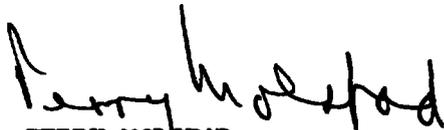
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e. PROPERTY ACCOUNTABILITY - The Chief of the Division stated that cases of the false certification of property accountability have arisen. He emphasized that Branch Supply Officers should investigate any material for which they sign so as to present a true picture of overages and shortages.

f. SURVEY OF SUPPLY - General Corderman has asked that the Chief of the Division present a complete, detailed survey of the supply situation on the Post at the next Staff Meeting. This will be compiled by Supply Branch.

2. CUSTODIAL OFFICER - The recommendation for a Custodial Officer which was discussed at the last meeting was again discussed. The conclusion reached was that such an officer was unnecessary because large items such as furniture do not present so great a problem as do smaller items.

3. SEMI-MONTHLY BRANCH ACTIVITY REPORTS - The Chief of the Division stated that the last reports submitted by the Branches were more nearly of the type desired by General Corderman.



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

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