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22ND MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held18 April 1945

1. OFFICER PROMOTIONS - The Division Chief reported that additional rules were going to be promulgated to supplement the memorandum of 7 April 1945, subject: "Officer Promotions", which would clear ambiguities now existent concerning officer promotions.

2. INCREASE IN PERSONNEL - There was a general discussion of the attempt of the Signal Security Agency to increase the allotment of personnel. It was indicated that some difficulty was being encountered at the present time. In this connection, the Chief of Communications Branch pointed out that included in the study presented to G-2 regarding increase in personnel was the augmentation of Guam and suggested that perhaps a separate study should be made concerning this matter.

3. STAFF MEETING - The Chief of the Division reported the following information as a result of the Staff Meeting of 16 April 1945:

a. Clearance for Employees - In view of the doubtful background of some of the employees, it has been recommended that a committee be established to investigate the background and loyalty of such personnel and decide what their disposition should be. The Intelligence Officer is undertaking a study of the situation and it was reported that the committee would begin to operate as soon as established. Mr. Ulrich Kropfl was designated as representative from the Operating Services Division as a member of the Clearance Committee.

b. Bulletin Boards - The Commanding Officer reported dissatisfaction with the general appearance of bulletin boards throughout the buildings and requested that they be kept up to date and in a more presentable condition.

c. Commendations by the Commanding Officer - The Commanding Officer requested that all letters regarding commendations, congratulations, and condolences prepared for his signature, be written in the first, rather than the third person.

d. Correspondence for Signature of Colonel Corderman - The Commanding Officer requested that correspondence prepared for his signature be dated 24 hours in advance of actual signing to allow for possible delay and processing.

e. Visit of Inspector General of MDW - The Inspector General completed his annual inspection as of 18 April 1945 and will proceed to Vint Hill Farms Station for a three day inspection.

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f. Employment Subsequent to VE Day - The Personnel and Training Division is undertaking the advertisement to employees of necessity for continued effort subsequent to VE day with such specialty on the subject as shadow bonus. Counselors and Personnel Officers have been notified to continue to emphasize the importance of continuing the job after VE day.

g. Survey of Officer Positions - Army Service Forces are requiring a survey of all officer personnel within the Signal Security Agency, the report to include classification of officers as to grade, sex, limited service, overseas service, without overseas service, exempt, key specialists, and others. The detailed survey is to be made by Branches and Divisions with special attention given to the classification of key specialists. No officer is to be considered a key person for whom it is possible to consider a replacement. The Commanding Officer will personally review the list of key specialists. It was indicated that prior to this survey, information would be disseminated concerning the procedure to be followed in the survey.

h. Survey by Manpower Commission - With respect to this matter, no further information is reported. An attempt is being made by the Commanding Officer to secure further information on such a survey.

*4. HOURS OF DUTY - A suggestion was made by the Chief, Communications Branch that in order to alleviate the problem of employees leaving work before the correct time, would be to not have buses leave the Post before 4:35. The Chief of the Division stated that he would discuss the matter with the Administrative Officer and advise the Committee concerning the suggestion.

*5. CUSTODIAL EQUIPMENT - It was recommended by the Chief, Communications Branch that the equipment used by the custodial personnel in cleaning the buildings not be placed in the halls before 4:45, as the equipment in the halls at 4:30 creates congestion in traffic.

*6. POWER SURVEY - Inquiry was made concerning the survey of the Power Unit. The Division Chief stated that he would investigate the matter and report at the next meeting.

7. CONTROL ANALYSIS - It was reported that control analysis studies were being continued by the Control Office. Studies are now underway in the Machine Branch in connection with analysis studies of Intelligence Division. Surveys in the Supply Branch were held up pending results of investigation by the Chief, Supply Branch, concerning supplying equipment to the overseas centers. Upon further discussion, it was agreed that control analysis of this nature were proving beneficial.

8. STANDING OPERATING PROCEDURE - ORGANIZATION - The Chief, Communications Branch inquired as to the status of responsibilities of Equipment Branch in connection with the "Standing Operating Procedure - Organization". The Chief of the Division indicated that there were but minor changes in the functions of Equipment Branch.

9. CRYPTOGRAPHIC MATERIAL - The Chief of Supply Branch inquired concerning some cryptographic material belonging to the British. The Division Chief advised the Chief, Supply Branch, to contact the Cryptographic Material Branch concerning this matter.

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