

18TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held
14 March 1945

1. EXPANSION OF ACTIVITIES IN THE LABORATORY BRANCH - The Chief of the Laboratory Branch indicated that necessary action was being taken to expand operations in the Branch and that a report of requirements for such expansion was forthcoming.
2. OFFICER PERSONNEL - The Chief of the Division indicated that no action had been taken as yet concerning this matter, as discussed in Item 10 of the last meeting, but that a report would be made at the next meeting.
3. STAFF MEETING - The Chief of the Division reported the following information as a result of Staff Meeting of 13 March 1945:
 - a. Change in Personnel - Colonel Hayes would replace Colonel Collins as Assistant Commandant and that the Chief of Intelligence Division would be designated at a later date.
 - b. Meeting of Officers - The Commanding Officer was calling a meeting of all officers on Friday, 23 March 1945. The meeting would consist of an address by the Commanding Officer and a short program on military customs and courtesy.
 - c. Control Procedure - After a brief discussion of the procedures in the Control Office, it was recommended that the Division Executive Officers be designated Division Control Officers to assist the Control Office in its operations and that the Control Office would operate through the Division Executive Officers.
 - d. Meritorious, Exceptional, and Suggestions Awards - It was pointed out that there was a lack of recommendations for exceptional and meritorious awards, and, in addition, a lack of suggestions from employees. It was requested that greater attention be given to these awards.
 - e. Centralized Research Unit - A general discussion was held concerning the plans to establish a central research unit. The plans were presented in detail as follows:
 - Plan 1 - The establishment of a research unit to meet monthly. Members would consist of the Director and Assistant Director of Communications Research, the Chiefs of the Branches in which research is involved, and a group of most competent research personnel.
 - Plan 2 - Establishment of a small group of research experts augmenting the Office of the Director of Communications Research.

Plan 3 - Establishment of a centralized research group consisting of the ablest research personnel to be set up as a separate and distinct organization within the Agency.

It was reported that a recommendation was to initially adopt Plan 1, which might subsequently resolve into Plan 2.

4. REVIEW OF SUPPLY FUNCTIONS OF POST REGULATIONS - The committee undertook to review and discuss the supply functions to be contained in the Post Regulations. After careful consideration of all points involved, the Chief of the Supply Branch was requested to review again the Supply Section of the Post Regulations before submission to the printer as final proof.

5. DEMobilIZATION PLANNING - The Chief of the Machine Branch indicated that the Branch was now in a position to discuss demobilization with the Postwar Planning Officer.

Earle F. Cook
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Chief, Operating Services Division