

SECRETCONFIDENTIALRESTRICTEDTODATE2/20FROMCommanding OfficerAssistant Commandant Dir of Comm ResearchControl OAdministrative OAdjutantIntelligence OProvost Marshal2nd Sig Serv BnChief, Pers & Trng DivChief, Pers BrChief, Trng BrChief, Oper Serv DivChief, Communications BrChief, Laboratory BrChief, Machine BrProperty & Supply OPurchasing & Contracting OFiscal & Certifying OOIC, Mail SectionChief, Security DivChief, Protective Sec BrChief, Cryptographic BrChief, Development BrChief, Intelligence DivChief, Language BrChief, Mil Cryptanalytic BrChief, Gen Cryptanalytic BrChief, T/A and Control BrChief, I & L BrAs discussedAs requestedComments and return Information and fileInformation and forwardingInformation and returnRecommendationSee note on reverseSignature if approvedYour action

5TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held  
21 February 1945

\*1. CLASSIFICATION OF MINUTES - It was recommended that the minutes of the 14th meeting of the Operating Services Division Executive Committee be classified in view of the information contained in Item 1 b. It was stated that the minutes should be classified CONFIDENTIAL.

2. SECURITY PROBLEM IN THE LABORATORY BRANCH - The Chief of the Laboratory Branch presented objections to the phraseology of Item 9 of the minutes of the last meeting concerning the security measures of the Branch. For his information, there was a discussion of previous events concerning the security aspects and the matter was clarified to his satisfaction.

\*3. EMERGENCY POWER - The Chief of the Machine Branch reported his findings concerning the use of the emergency power plant to provide adequate emergency lighting in all buildings. In this connection, there was a discussion as to the responsibility for the full utilization of the power unit. It was suggested that a study be made in consideration of priority of requirements and that a report be submitted to the Administrative Officer indicating recommendations concerning action to be taken by the Post Engineer. The Chief of the Machine Branch was requested to make the necessary study and render a report.

4. AUGMENTATION OF THE SECOND SIGNAL SERVICE BATTALION - There was a discussion of the proposed rotation policy submitted by the Second Signal Service Battalion for comments by the Branch Chiefs. Specifically, in connection with proposed policy, it was recommended that tour of duty at Amchitka, Alaska be changed from 18 to 12 months; Fairbanks, Alaska from 18 to 24 months; rotation between Guam and Hawaii, 24 months (12 months in each place). There was also included a recommendation concerning the tour of duty at Manila of 24 months.

In this connection, the Chief of the Supply Branch presented a problem as to difficulties encountered when requested to furnish supply officers to the field. It was pointed out that the Branch would probably not be called upon to provide personnel with an overall knowledge of supply functions. It was believed that there would not be any great demand for such personnel.

5. COMMAND AND GENERAL STAFF SCHOOL - The Division Chief requested that Branch Chiefs submit their recommendations for officers to attend Command and General Staff School. In this connection, he pointed out that some diffie-

culty had been encountered by some officers attending the school due to their lack of adequate military background. It was stated that Training Branch was undertaking to alleviate existing problems by giving short orientation courses for officers prior to their departure for Command and General Staff School. It was further pointed out that in selecting officers for the school, careful consideration should be given to their background and any future plans they have concerning the Army. It was recommended that a list be established of officers at this Agency who are interested in making the Army their career, as such a list would be valuable for future reference.

\*6. EMPLOYEE COUNSELORS - The Chief of the Division stated that the Commanding Officer considered it desirable that Branch Chiefs and the Employee Counselors coordinate personnel matters and keep advised of personnel problems. In this connection, the Chief of the Supply Branch indicated that there was no Employee Counselor for that Branch. The Chief of the Division stated that he would investigate the situation.

7. IDENTIFICATION OF MESSENGERS - It was stated that a problem existed concerning special identification of messenger badges, indicating dissatisfaction on the part of the messengers with such an arrangement. It was reported that the Administrative Officer was investigating the situation and that the Communications Branch coordinate with him any existing problems.

8. RECESSES - There was a discussion of the excessive amount of time utilized in procuring coffee at the morning recess periods. It was reported that the Branches are investigating the matter in order to alleviate excessive time delays.

9. MULTILITH PRESSES - There was a discussion of the replacement of small multilith presses with larger ones in the Cryptographic Branch, which would increase production without the need for additional personnel. In this connection, the Chief of the Laboratory Branch was requested to keep abreast of the situation in order to establish future plans for any increase in production by that Branch. The Commanding Officer requested that in connection with requests for approval of projects or procurement of material, that the entire problem be considered to insure that all factors are included.

\*10. POST PUBLICATIONS UNIT - The Commanding Officer inquired concerning the duplication of printing of publications in the Post Publications Unit. The Chief of the Division reported that this matter is already being investigated.

\*11. TRAFFIC BACKLOG - A report was made concerning the status of the backlog of traffic in the Communications Branch. It was indicated that a number of NAC's had been procured from the Machine Branch in order to alleviate existing pressure. It was further stated that due to the increasing communications problems, steps were being taken to increase the Table of Organization of the Communications Branch to take care of existing problems.

12. PERSONNEL CONTROL COMMITTEE - The Chief of the Division reported on the status of the Personnel Control Committee, indicating that a procedure has been established whereby the committee would exist on paper only and its functions would be performed by the Assistant Commandant, Control Officer, and Chief, Personnel and Training Division.

Earle F. Cook  
Colonel, Signal Corps  
Chief, Operating Services Division