

SECRETCONFIDENTIALRESTRICTEDTO DATE 2/10FROMCommanding OfficerAssistant CommandantDir of Comm Research *J*Control 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 returnInformation and fileInformation and forwardingInformation and returnRecommendationSee note on reverseSignature if approvedYour action

SIS-SC Form No. 96 (Rev)

23 August 1944

13TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held
7 February 1945

1. CHANGE IN TIME OF DIVISION MEETINGS - The Chief of the Division reported that the Commanding Officer had requested that all Division meetings be held not earlier than 1000 in the morning. It was stated, therefore, that meetings of the Operating Services Division Executive Committee will be held at 1000 on Wednesdays, unless otherwise notified.
2. EXCESSIVE FURNITURE - The Chief of the Division again requested that a survey be made of all excess furniture within the Branches and return to the Supply Branch whatever furniture is not needed. In this connection, it was also requested that an investigation of the use of florescent lamps be made to insure that they are being used to the best advantage, as these lamps are difficult to procure at the present time. The Chief of the Supply Branch was requested, however, to do whatever possible to procure additional lamps.
3. mimeograph machines - There is no additional information to report concerning the investigation of centralization of mimeograph machines, as the matter is still under consideration.
4. FUNDS FOR EQUIPMENT TO OVERSEAS THEATERS - The Chief of the Supply Branch reported that information had been received concerning the use of funds for supply of equipment to overseas theaters, which indicated that the Signal Security Agency funds should be used only for procurement of special items of equipment which could not be procured through normal supply channels. The Chief of the Supply Branch stated that a procedure had been proposed whereby requisitions for such equipment would be forwarded to the Signal Security Agency through the normal supply channels, and that this Agency would take necessary action to supply the equipment. Necessary steps are being taken to confirm this procedure in writing. It was further stated that this procedure would cover the procurement of special items of equipment for units of the Second Signal Service Battalion.
5. TRIP REPORT - The Chief of the Communications Branch stated, for information of interested persons, that Major Sieder was giving a talk on Wednesday afternoon, 7 February 1945, regarding his trip and inspection of the stations on the West Coast.
6. COMMUNICATIONS AT POA - The Chief of the Communications Branch presented problems existing concerning communications facilities at Fort Shafter and Station 5. He further stated that a discussion of the matter would be made in the monthly report submitted from that theater. The Chief of the Division recommended that no action be taken until the monthly report had been received and studied.

7. SECURITY MONITORING EQUIPMENT - The Chief of the Communications Branch reported that the Development Branch had requested additional personnel to work on a project concerning non-morse security monitoring equipment being provided Stations #1, #2, and #5. A special model built by the Development Branch for the equipment is required and it is desired to incorporate this equipment in any new equipment to provide more efficient operation. Development Branch had stated that it would take five months to draw up specifications of the model for manufacturing. It was reported that personnel provided by the Communications Branch to undertake this work could do it in approximately six weeks time. It was further stated that the Communications Branch was undertaking the problem and that the Development Branch posed no objection.

8. FIRE ALARM SYSTEM - The Chief of the Supply Branch presented a problem concerning the moving of the fire alarm system from the old fire house to the new one. He indicated he had received two bids of wide discrepancy from the Signal Officer. The Chief of the Supply Branch desired to know if it would be feasible to have Vint Hill Farms Station personnel do the job. The Chief of the Division stated that this was a matter for decision by the Signal Officer and that suggestion should be referred to him for action.

9. PHOTOGRAPHS OF CIVILIAN EMPLOYEES - The Chief of the Laboratory Branch indicated that some Branch Chiefs were desirous of having pictures of all employees within their Branch. He stated that up to the present time, such requests had been refused and requested information as to whether or not they were justified. The Chief of the Division suggested that the matter be referred to the Control Office for investigation.

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