

9TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held
3 January 1945

1. WORK SIMPLIFICATION. PERSONNEL UTILIZATION - It was stated that this matter was still under consideration and that further discussion would take place at subsequent meetings.
2. EFFICIENCY REPORTS - After general and specific discussions of officer efficiency reports, it was stated that reports would be completed without delay.
3. POST WAR PLANNING - Colonel Cook explained Period I as pertains to Post War Planning, outlining the basic plan of that period for the Signal Security Agency and briefly discussed the items which would be the responsibility of the Operating Services Division. It was further stated that the Branches would be required to elaborate on specific items of the Plan from time to time.
4. OPERATIONS OF PHOTOGRAPHIC SECTION. LABORATORY BRANCH - The Chief of the Laboratory Branch reported that there would be a 50% increase in the operations of the Photographic Section in order to meet the requests of the Southwest Pacific Area and the European Theater of Operations. He further stated that in order to meet the requirements of the increase, the Branch would be required to operate on a three shift basis, involving only process negative procedures.

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