

7TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held  
20 December 1944

PERSONNEL UTILIZATION - The meeting was attended by Major Philip King, Mr. Mark Rhoads and Major William Fortune, who was designated to act for Lt. Colonel John McGrail, during the latter's absence. A committee consisting of the Branch Chiefs, a representative of the Control Office and a representative of the Office of the Director of Communications Research was designated to meet daily between ~~1830~~ and ~~1930~~ to investigate all aspects of the problem presented concerning personnel utilization within the Operating Services Division, with a view to effecting such savings in man power as may be possible by the application of work simplification procedures or the elimination of jobs considered unessential to the war effort. Reports of the findings of this committee will be prepared by the representative of the Control Office.

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