

~~SECRET~~~~CONFIDENTIAL~~~~RESTRICTED~~TO DATE 12/10 FROM

_____ Commanding Officer
 _____ Assistant Commandant
 ✓ _____ Dir of Comm Research
 _____ Control O
 _____ Administrative O
 _____ Adjutant
 _____ Intelligence O
 _____ Provost Marshal
 _____ 2nd Sig Serv Bn

_____ Chief, Pers & Trng Div
 _____ Chief, Pers Br
 _____ Chief, Trng Br

_____ Chief, Oper Serv Div
 _____ Chief, Communications Br
 _____ Chief, Laboratory Br
 _____ Chief, Machine Br
 _____ Property & Supply O
 _____ Purchasing & Contracting O
 _____ Fiscal & Certifying O
 _____ OIC, Mail Section

_____ Chief, Security Div
 _____ Chief, Protective Sec Br
 _____ Chief, Cryptographic Br
 _____ Chief, Development Br

_____ Chief, Intelligence Div
 _____ Chief, Language Br
 _____ Chief, Mil Cryptanalytic Br
 _____ Chief, Gen Cryptanalytic Br
 _____ Chief, T/A and Control Br
 _____ Chief, I & L Br

_____ As discussed
 _____ As requested
 ✓ _____ Comments and return
 _____ information and file
 _____ Information and forwarding
 _____ Information and return
 _____ Recommendation
 _____ See note on reverse
 _____ Signature if approved
 _____ Your action

5TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held
13 December 1944

File

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MK

1. CIVILIAN AWARDS COMMITTEE - Colonel Cook outlined the functions and purpose of the Civilian Awards Committee for information of the members of the Executive Committee. A question was raised concerning the advisability of having personnel below the level of Branch Chiefs comprise such a committee. It was stated that the committee as set up possesses the qualifications desired of such a committee. It was further pointed out that in submitting information to the Committee, recommendations be as specific as possible to facilitate approval or disapproval by the Committee. In this connection, Colonel Cook stated that there would be circulated a Civilian Awards Bulletin for guidance in making recommendations to the Committee.

2. WAG MORALE - The Chief of the Laboratory Branch requested that Item 7 of the Minutes of the 4th Meeting of the Committee be amended to read: "The Chief of the Laboratory Branch stated that many of the girls said they were tired of being treated like small school children," and that "Colonel Melstad pointed out that it seemed the WAG officers were ill-advised as to the work requirements of the WAG's on their 8 hours of duty in operations and their company duty afterward." It was reported that there had been some consideration of this problem and that action is being taken to improve the situation. In this connection, Colonel Cook read a Transmittal Sheet from the Chief, Personnel and Training Division, concerning the study of this problem. As it was noted that the matter was being investigated, no further action was deemed necessary by Operating Services Division.

3. UTILIZATION OF PERSONNEL - Colonel Cook reported that the Control Office was continuing the study of the functional flow charts submitted by the Branches, but that there was nothing to report on the matter at this time.

4. INSPECTION AND WEARING OF BADGES - The Chief of Laboratory Branch reported two incidents concerning the badge situation, particularly with respect to pinning them on clothing. It was reported that the matter had been investigated and that action was being taken to procure ribbon for use in displaying badges, in order to eliminate the existing problem concerning their attachment to clothing.

5. PNEUMATIC TUBE - The Chief of Communications Branch reported that the pneumatic tube service was still under consideration and that a report concerning the problem would be forwarded to the Chief, Operating Services Division by 15 December 1944.

6. PRINTING - The Director of Communications Research presented an item concerning the printing of a cryptographic book, pointing out that Army Service Forces recommended that it be done at the Signal Security Agency Printing Plant. Colonel Cook reported that the Army Service Forces requirements concerning printing were being investigated.

7. SIGSALY - The Chief of the Supply Branch pointed out that a problem still existed concerning the responsibility of SIGSALY and the procedures for handling equipment pertaining thereto and raised the question as to whether or not there was any possible solution to the problem. He further indicated that he had a proposed plan for the handling of the equipment, but that concurrences to the plan were necessary before it could be put into operation. Colonel Cook stated that he would investigate the situation.

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