As discussed
As requested

Comments and return

Information and file

Information and forwarding

Recommendation

See note on reverse

Signature if approved

Your action

SIS-SC Form No. 96 (Rev)
23 August 1944
OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held
6 December 1944

1. UTILIZATION OF PERSONNEL - In accordance with requests made by Colonel Cook at meeting held on 29 November 1944, each Branch Chief presented an illustration of the operational procedures of his Branch, in the form of functional flow charts, with a brief explanation of each function. Major King was requested to digest the charts for the purpose of obtaining a uniform chart showing personnel utilization for use throughout the Division.

2. ENLISTED PERSONNEL - Colonel Cook presented the following breakdown of enlisted strength on the Post:

- Authorized Strength - 11,700
- Presently Assigned - 1697
- Overstrength - 227

He stated that in order to reduce the number of enlisted men on duty at this Station, there must be a decrease in the number assigned each Division. This will necessitate greater utilization of civilian personnel. A decision was made by the Commanding Officer to retain 250 translators, 107 guards and administrative personnel, leaving 113 for other operational requirements. Colonel Cook indicated that a complete report is being prepared for the Commanding Officer regarding this situation so that corrective action may be taken to increase authorized strength, if necessary.

3. STORAGE SPACE - Operating Services Division has no requirement for space in any room set aside for inactive files.

4. PERSONNEL REQUIRED TO WORK DURING CHRISTMAS HOLIDAYS - Colonel Cook stated that in accordance with request made at the Staff Meeting of 1 December 1944, reports would be submitted by all Branch Personnel Officers concerning the number of personnel required to work during the Christmas holidays, so that necessary arrangements may be made with the cafeteria to accommodate personnel on duty.

5. CHANGE OF BADGES - It was reported by Colonel Cook that the procedure for changing the color of badges throughout the Post has been undertaken.

6. UNIFORM OF WAC PERSONNEL - Those present were informed by Colonel Cook that a prescribed policy will be issued in conformance with existing Army regulations concerning the uniform of WAC personnel on duty at this Station.
7. **MAC MORALE** - A general discussion was raised concerning the existing problem of MAC morale on the Post. Colonel McCollin stated that some dissension is being caused by Company Commanders. Colonel Cook requested that if tangible information was received regarding the disturbing element, that it be reported to the Division Chief so that necessary action could be taken to correct the situation.

8. **PNEUMATIC TUBE** - Mr. Morris stated that an investigation was being made to determine the practicability of the extension of pneumatic tube service at this installation in conjunction with other systems used for delivery of mail.

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