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27th Meeting

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OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held
13 June 1945

1. RETURN OF MAJOR FORTUNE - The Chief of Laboratory Branch attended his first Operating Services Division Meeting since leaving for the West Coast on temporary duty.

2. BADGE IDENTIFICATION - The badge identification problem was discussed, and the Chief of Machine Branch made the suggestion that a possible way of checking badges more effectively would be for Headquarters to issue colored cords corresponding with the color of badges. The Division Chief indicated that consideration would be given this idea, but felt that it would do little to solve the problem. The Chief of Supply Branch suggested that a form of G-2 work be carried out in order to check security, but the Board agreed that this plan would cause much dissatisfaction and distrust among the personnel. The Division Chief reported as an example of the latter that some months ago a civilian employee in Machine Branch became very security conscious. His method of exercising loyalty had to do with taking every opportunity to remove badges left on coats, and turning them in to Headquarters. It was felt that had he referred this matter to his immediate supervisor or Branch chief, instead of taking the matter out of the Branch, it would have met with much less disapproval. He was finally requested to discontinue this voluntary act due to the growing dissatisfaction among his fellow employees.

3. STAFF MEETING - The Division Chief reported the following information as a result of the Staff Meeting of 12 June 1945:
 - a. Security Exercise - The Administrative Officer discussed the security exercise that will take place at Arlington Hall Station. The provost marshal, with a guard detail, will visit the Branches and ask to be permitted in certain areas. Division chiefs will notify Branch chiefs so that they will be able to attend the exercise. All badges will be checked to determine if they are being worn properly and by their owners. Unknown personnel will be looked for, and particular emphasis will be placed on classified material located in such places where it could be easily taken. It was requested that this information not be published. Otherwise, the purpose would be defeated.

 - b. Badge Identification - It was reported that in a very short time the guards at the entrance gates will ask personnel to remove badges

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for identification purposes. Those in motor vehicles will not be stopped. This plan will be tried and possibly continued for some time, unless it results in too much loss of time.

c. Branch pictures - It was requested that all Branch chiefs be at Headquarters Building at 1000, 18 June 1945, to have a new picture made. A specific meeting place will be announced before that time.

d. Staff Director - The new Staff Director, Captain Rhoad, is now on the Post. She is making a tour of the Divisions in the company of Captain Kenny, and will be introduced to Branch chiefs.

e. Resignations - The Commanding Officer questioned the value of making reports on Post resignations for comparison purposes. Continued attention should be given to resignations, with an effort to curb them, but information regarding Post resignations will be discontinued. Information will be available to Division chiefs who will decide how much should be passed on to the Branch chiefs.

f. Questionnaire - The Commanding Officer has heard of a questionnaire called "Reduction in Force" which is given to personnel. He reported that he had very little information on the matter, but the title implies an opportunity for personnel to be released. Branch chiefs are advised to look for any such questionnaires and to prevent the distribution of such.

g. Supply - The Commanding Officer feels that in connection with supply matters, the Branch chiefs should exercise discretion with regard to quantities of material being ordered. Acceptable substitutes already on hand should be used whenever possible and minimum rather than maximum amounts ordered.

h. Vacation facilities - The Executive Officer of Personnel and Training Division announced that Signal Security Agency has negotiated plans for vacation facilities for Arlington Hall Station personnel and their friends and relatives at Orkney Springs Hotel, Virginia. The rate for room, meals, transportation, and such sports as tennis and swimming, is \$40. a week. For the use of the stables and golf course, there is an extra charge. It is expected that the hotel can accommodate an average of 50 people a week. More detailed information will be available at a later date.

i. Requests for Art Material - To more effectively control the distribution of paints and similar materials needed for poster making, etc. the Commanding Officer directed that such requests be routed through the Control Officer.


PERRY MOLSTAD

Lt. Col., Sig. C.

Chief, Operating Services Division

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