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2300 MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held
25 April 1945

1. HOURS OF DUTY - As a result of the suggestion made by the Chief, Communications Branch at the last meeting concerning buses not leaving the Post before 1635, it was reported that the matter was discussed with the Administrative Officer and action was being taken in accordance with the suggestion. A notice will be placed in the Headquarters Bulletin to the effect that buses for personnel whose hours of duty end at 1630 would not leave before 1635.
2. CUSTODIAL EQUIPMENT - The matter of withholding the custodial equipment from the halls at the hour of departure of personnel was clarified. Such equipment will not be used until after 1630.
3. POWER SURVEY - Reports presented concerning the power survey resulted in a problem of dual responsibility by Machine Branch and the Post Engineer. Reports left the responsibility of emergency power in an ambiguous state. The Chief of the Division indicated that he would obtain a clarification of the matter from the Administrative Officer and report at the next meeting.
4. MOVE OF MACHINE BRANCH - The Division Chief requested the Chief of Machine Branch to make a study concerning the affect on operations in the recent move of the Machine Branch.
5. POST REGULATIONS - It was reported that the Post Regulations had been distributed, and that these regulations contained considerable changes. The Chief of the Division requested that every officer in the Division become familiar with the regulations as well as civilian section and unit heads.
6. CORRESPONDENCE FOR SIGNATURE OF THE COMMANDING OFFICER - The Division Chief again stressed the importance of dating correspondence for the signature of the Commanding Officer 24 hours in advance, if delays in processing are anticipated.
7. SPECIAL SIGNAL SECURITY AGENCY CRYPTOGRAPHIC SYSTEMS - The Division Chief requested the Chief, Communications Branch, to make a study concerning the necessity of the use of special Signal Security Agency cryptographic systems classified CONFIDENTIAL or RESTRICTED. The study is to be made to determine the necessity for the production of such systems by the Cryptographic Materiel Branch.
8. FLORESCENT LIGHTING - It was reported that a study was being made by the Post Engineer concerning the feasibility of equipping entire wings

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with florescent lighting. The Branches will be notified of the results of the study.

9. CONFERENCES WITH THE BRITISH - The Chief, Communications Branch, indicated that discussions were underway with representatives from the

He reported that problems involved are largely those concerning equipment and personnel and indicated that he would bring this matter to the attention of the Commanding Officer, in connection with the latter's anticipated discussions with Commander Travis.

10. TRIP REPORT - The Chief of the Laboratory Branch made a favorable report concerning Major Fortune's activities on the west coast.

11. LIAISON - The Chief, Supply Branch, made inquiry concerning the results to be accomplished by the Control Office regarding liaison. The Division Chief advised him that such a study was being made to resolve difficulties now encountered regarding liaison both within and without the Agency.

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

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