

SECRETCONFIDENTIALRESTRICTEDTO

DATE

17 April 55FROM

Commanding Officer
Assistant Commandant
 Dir of Comm Research
Control O
Fiscal O
Administrative O
Post Adjutant
Intelligence O
Provost Marshal
2nd Sig Serv Bn
Chief, Pers & Tng Div
Chief, Pers Br
Chief, Tng Br
O/C Officer Pers Sec
 Chief, Oper Serv Div
Chief, Communications Br
Chief, Laboratory Br
Chief, Machine Br
Chief, Supply Br
C/C, SSA Mail Unit
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

Approved for Release by NSA on 09-30-2013 pursuant to E.O. 13526

21st MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held
11 April 1945

STAFF MEETING - The Chief, Laboratory Branch, who attended the Staff Meeting of 10 April 1945 in the absence of the Division Chief, reported the following:

a. Security Legislation - On 10 April 1945, legislation was introduced and passed by the Senate for the purpose of more adequately safeguarding signal intelligence service after the war.

b. Departure of Day Shift Employees - The Commanding Officer commented that an improvement in the departure of employees at 4:30 had been noted. In this connection, it was reported that by 1 May 1945, fifteen additional buses will be available to transport the employees.

c. Dissemination of Information to Outside Agencies - In the future, any correspondence to outside agencies pertaining to the organizational or operational activities of the Signal Security Agency will be prepared for the signature of the Commanding Officer or Assistant Commandant.

d. Commendation of Employees - The Commanding Officer requested Division Chiefs to personally visit the branches and sections of their respective divisions more frequently and to personally commend civilian employees for a job well done, when such is warranted.

e. Liaison Officers - The Commanding Officer directed that all liaison officers assigned to fields as a representative of the Signal Security Agency be issued directives prior to their departure instructing them to make reports on subjects of interest and value to the entire Agency.

f. Film - "Secrets of Scotland Yard" - The film, "Secrets of Scotland Yard" will be presented at the Post Theater on 23, 24, and 25 April 1945 at 1630. All personnel are invited to attend.

g. Anniversary of Second Signal Service Battalion - The Second Signal Service Battalion will observe its third anniversary of Organization Day on 20 April 1945. Arlington Hall Station, stations, and detachments outside the continental United States will participate in the celebration. Enlisted personnel will be released from duty on a staggered basis, thus allowing uninterrupted operation.

h. VE Day - It was reported that a film entitled "Two Down and One to Go" will be shown to all personnel assigned to this Post two days after VE Day.

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