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TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held
7 March 1945

1. EXPANSION OF ACTIVITIES IN LABORATORY BRANCH - The Division Chief stated that the Commanding Officer desired to have information concerning facilities required in connection with the expansion of forgery operations in the Laboratory Branch. The Chief of the Laboratory Branch was requested to submit a report of his requirements in connection with such expansion.

2. EMERGENCY POWER - It was reported that the matter concerning the use of emergency power was now in the hands of the Post Engineer for investigation and was no longer a responsibility of the Operating Services Division.

3. TRAFFIC BACKLOG - With respect to the communications problem in the Message Center, it was reported that personnel for the unit has been increased, that a majority of the problems are being eliminated, and the situation is improving.

In connection with the matter, the Chief of the Communications Branch reported that all new personnel entering the Message Center were given an orientation course along operational and security lines in order to better acquaint them with the importance of the Message Center procedures.

4. EMPLOYEE COUNSELOR - Subsequent to the reorganization of the Employee Counselors, it was stated that the Supply Branch will be furnished a counselor. The Chief of the Branch was requested to keep apprised of the situation and the matter would be dropped from the minutes of the meeting.

5. CENTRALIZED RESEARCH GROUP - It was reported that comments by the Branch Chiefs concerning the establishment of a centralized research group within the Signal Security Agency, had been forwarded to the Division Chief.

6. MESSENGER SERVICE - The Chief of the Communications Branch reported that the problems concerning the messenger service were being investigated and that a report would be submitted prior to the next Executive Committee meeting.

7. PROVISION OF EQUIPMENT FOR SIGNAL RADIO INTELLIGENCE COMPANIES - It was reported that the letter discussed in the minutes of the previous meeting concerning the provision of specialized equipment to the 115th

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Signal Radio Intelligence Company had been forwarded to the Division Chief. It was further stated that the entire matter on provision of specialized equipment to Field Units was a major part of the control analysis study of Supply Branch and results of investigation of the matter would be included in any report submitted on the study of the Supply Branch.

8. COMMUNICATIONS WITH OVERSEAS UNITS - In connection with problems encountered in communications with the 130th Radio Intelligence Company, there was a general discussion regarding existing communications difficulties between the Signal Security Agency and overseas units. The Chief of the Communications Branch reported that problems are being remedied to a certain extent.

9. INFORMATION TO OVERSEAS UNITS - In connection with the file of material requested by G-2 concerning information sent to overseas units, via messages, the Division Chief explained the circumstances involved and indicated coordination in this matter would alleviate conflict and duplication in forwarding information to overseas units.

*10. OFFICER PERSONNEL - There was a discussion of the feasibility of disseminating data, in the Headquarters Bulletin, concerning officer promotions and assignments as they occur for information and guidance of those concerned. In this connection, there was a discussion of the matter of advising Branch Chiefs concerning the status of recommendations for promotion of officers. The Division Chief stated that the two matters would be discussed with the Chief, Personnel and Training Division and the Branch Chiefs would be advised at the next meeting.

*11. COORDINATION BETWEEN COMMUNICATIONS BRANCH AND TRAFFIC ANALYSIS AND CONTROL BRANCH - The Chief of the Communications Branch stated, for the information of the members of the committee, that monthly meetings between Traffic Analysis and Control Branch and Communications Branch were going to be held in order to effect better coordination of traffic analysis and intercept problems. He further stated that interested personnel would be advised as to the time and place of such meetings.

12. PERSONNEL FOR THE LABORATORY BRANCH - The Chief of the Laboratory Branch reported that despite increasing work loads as a result of Cryptographic Branch production, additional personnel and graveyard shift operation would not be required.

13. DEMOBILIZATION PLANNING - There was a brief discussion of demobilization planning as regards information required by the Operating Services Division. It was further stated that an officer from each Branch of the Division would be designated to study Postwar requirements and demobilization planning for the Branch.

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

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