

14TH MEETING

~~CONFIDENTIAL~~OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held
14 February 1945

1. REPORT OF STAFF MEETING - The Chief of the Division reported the following information which resulted from the Staff Meeting of 12 February 1945:

a. Schedule of Staff Meetings - Staff Meetings will be held on a regular schedule at 1300, every Tuesday, unless otherwise notified by the Commanding Officer. The Division Chief will report at the Operating Services Division Executive Committee Meeting the results of the Staff Meetings.

b. Loss of Cryptographic Material - The matter of the loss of cryptographic material by the 28th Division was discussed. The Chief of the Division requested that the Branch Chiefs aid the Cryptographic Branch wherever possible in order to eliminate the problems resulting from the loss of the cryptographic material.

c. Reorganization of the Office of the Commanding Officer - The Assistant Commandant will be present in many discussions of problems with the Commanding Officer in order that he may be kept informed of such matters. Lt. Kenney has been assigned to the Office of the Commanding Officer to act as an adjutant in assisting the Assistant Commandant in the handling of details. Pvt. Dunlap has been assigned as secretary to the Commanding Officer. This information was furnished in order that the Branch Chiefs may understand reasons for information requested by these individuals.

d. Policy for Night Duty Assignment - It is considered desirable that Branch Chiefs and senior officers either be assigned or spend some time on the night shifts of their respective Branches, depending on the problems of the Branch concerned, in order that they may be informed of such problems that might exist on those shifts.

In this connection, it was suggested that officers assigned to permanent night duty be rotated to day duty in order that they may become acquainted with operations performed during the day.

Rotation policy on shifts for civilians was discussed in view of establishing a definite policy for the information of recruiting officers. It was recommended that the Personnel and Training Division be informed to advise the recruiting officers that no information be given concerning definite shifts, except that there is a rotational policy.

e. Coordination and Liaison with Outside Agencies - The Chief of the Division requested that comments on problems concerning liaison with agencies other than the Signal Security Agency be submitted to the Control

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Office with suggestions for improvement of such liaison, as it is to be the responsibility of the Control Office to collect the material for study on the adequacy or inadequacy of present procedures concerning liaison.

2. PHOTOGRAPHS OF EMPLOYEES - This matter was discussed at the Staff Meeting and was turned over to the Personnel and Training Division for investigation.

3. RESPONSIBILITY OF THE CONTROL OFFICE - The Chief of the Division presented a matter which was discussed at the Security Division Executive Committee Meeting concerning criticisms of the Control Office in connection with handling of requisitions for equipment by Development Branch. It was stated that the Commanding Officer had directed the Control Office to investigate the situation, as Development Branch had been submitting requisitions for material quite regularly, involving thousands of dollars which seemed to indicate a lack of planning. It was pointed out that it should be borne in mind that plans should be made for future requirements regarding equipment.

4. STORAGE SPACE - There was a discussion of a matter in which Development Branch was disturbed because of the fact that they were not informed of the change of the storage space allocated to their Branch. The Chief of the Supply Branch stated that the individuals concerned in Development Branch had been advised that such a change would take place, but that it was not deemed necessary that the Branch Chief be so advised.

5. REPRESENTATION AT ARMY-NAVY JOINT COMMITTEES - It was reported that the Commanding Officer requested that representatives of the Signal Security Agency on the Joint Committees be aggressive in matters affecting the Signal Security Agency favorably.

6. IBM ASSISTANCE TO SUPPLY BRANCH - With respect to any IBM assistance that may be given to the Supply Branch, it was reported that the matter was still being studied in the Supply Branch, but that no action by the Machine Branch is contemplated until the Supply Branch has the complete material to submit. The matter is being suspended until 15 March 1945, when it is expected that the information will be available to the Machine Branch.

7. TIME RECORDS - The Chief of the Communications Branch presented a question concerning whether or not the new Time-Recording system adequately covered the payment to employees of salaries due them in consideration of accrued leave. It was stated that the regulations were adequately covered in the new Time-Recording system.

8. EMERGENCY POWER - The Chief of the Communications Branch reported that the Navy had inquired about our facilities in emergency powers. They were informed that the Signal Security Agency is equipped with an emergency power unit. In this connection, it was reported that the Post Electrician be consulted concerning the emergency lighting in Operations "B" Building. The Chief of the Machine Branch said that he would take care of the matter.

9. SECURITY PROBLEM IN LABORATORY BRANCH - With respect to the security of the location of Laboratory Branch, it was stated that the matter is now under control. The Chief of the Division requested that the Control Office be informed when the work had been completed.

10. NAVY WASHABLE CODES - The Chief of the Laboratory Branch related the study the Branch had made concerning the Navy Washable Code Books for the information of the members of the committee, and indicated that a report of the study had been forwarded to the Navy.

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Chief, Operating Services Division