

~~SECRET~~~~CONFIDENTIAL~~~~RESTRICTED~~

TO

DATE

12/11

FROM

Commanding Officer

Assistant Commandant

Dir of Comm Research

Control O

Administrative O

Adjutant

Intelligence O

Provost Marshal

2nd Sig Serv Bn

Chief, Pers & Trng Div

Chief, Pers Br

Chief, Trng Br

Chief, Oper Serv Div

Chief, Communications Br

Chief, Laboratory Br

Chief, Machine Br

Property & Supply O

Purchasing & Contracting O

Fiscal & Certifying O

OIC, Mail Section

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

SIS-SC Form No. 96 (Rev)
23 August 1944

~~RESTRICTED~~4th MEETINGOPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held
6 December 1944

1. UTILIZATION OF PERSONNEL - In accordance with requests made by Colonel Cook at meeting held on 29 November 1944, each Branch Chief presented an illustration of the operational procedures of his Branch, in the form of functional flow charts, with a brief explanation of each function. Major King was requested to digest the charts for the purpose of obtaining a uniform chart showing personnel utilization for use throughout the Division.

2. ENLISTED PERSONNEL - Colonel Cook presented the following breakdown of enlisted strength on the Post:

Authorized Strength	- 1470
Presently Assigned	- 1697
Overstrength	- 227

He stated that in order to reduce the number of enlisted men on duty at this Station, there must be a decrease in the number assigned each Division. This will necessitate greater utilization of civilian personnel. A decision was made by the Commanding Officer to retain 250 translators, 107 guards and administrative personnel, leaving 113 for other operational requirements. Colonel Cook indicated that a complete report is being prepared for the Commanding Officer regarding this situation so that corrective action may be taken to increase authorized strength, if necessary.

3. STORAGE SPACE - Operating Services Division has no requirement for space in any room set aside for inactive files.

4. PERSONNEL REQUIRED TO WORK DURING CHRISTMAS HOLIDAYS - Colonel Cook stated that in accordance with request made at the Staff Meeting of 4 December 1944, reports would be submitted by all Branch Personnel Officers concerning the number of personnel required to work during the Christmas holidays, so that necessary arrangements may be made with the cafeteria to accommodate personnel on duty.

5. CHANGE OF BADGES - It was reported by Colonel Cook that the procedure for changing the color of badges throughout the Post has been undertaken.

6. UNIFORM OF WAC PERSONNEL - Those present were informed by Colonel Cook that a prescribed policy will be issued in conformance with existing Army regulations concerning the uniform of WAC personnel on duty at this Station.

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7. WAC MORALE - A general discussion was raised concerning the existing problem of WAC morale on the Post. Colonel McGrail stated that some dissention is being caused by Company Commanders. Colonel Cook requested that if tangible information was received regarding the disturbing element, that it be reported to the Division Chief so that necessary action could be taken to correct the situation.

8. PNEUMATIC TUBE - Mr. Morris stated that an investigation was being made to determine the practicability of the extension of pneumatic tube service at this installation in conjunction with other systems used for delivery of mail.

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