

SPSIS-1A

13 February 1945

MEMORANDUM for Commanding Officer, Signal Security Agency

SUBJECT: Control Analysis, Traffic Exchange Unit, Communications Branch, SPSIS-2-C

I. DISCUSSION.

1. The mission of the Traffic Exchange Unit, Communications Branch, as outlined in "Standing Operating Procedure - Organization," was being performed.
2. The work of this unit is a service function.
3. The Traffic Exchange Unit works a day shift, eight hours per day, seven days per week.
4. Personnel employed by this unit are all civilian, including supervisor in charge (Inclosure 1).
5. Discussion of the elimination of cable traffic as of 1 March 1945 with respect to personnel was had. It was observed ^{that} this change would decrease the need for personnel by one vacancy.
6. Inspection of forms used indicated a need for revision, consolidation, and standardization.
7. The storage and filing of log sheets was discussed with a view to shortening the period of retention of one year, now employed.
8. No physical changes of equipment or space were found to be necessary. (Inclosure 2).

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II. RECOMMENDATIONS

1. That the Table of Organization of this unit be reduced by one vacancy.
2. That all forms be revised, consolidated, and standardized.
3. That log sheets kept by this unit be destroyed after a period of three months.

Earle F. Cook
Colonel, Signal Corps

2 Incls.
Incl 1 - T/O
Incl 2 - Chart

AUTHORIZED TABLE OF ORGANIZATION
TRAFFIC EXCHANGE UNIT
COMMUNICATIONS BRANCH, SPSII-2-B

<u>Authorized</u>	<u>Grade</u>	<u>Actual</u>
1	CAF-6	1
2	CAF-5	2
6	CAF-4	4
<u>0</u>	CAF-3	<u>1</u>
11		10

J. J. [unclear]