

20TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held  
3 April 1945

1. OFFICER PROMOTIONS - With respect to the withdrawal of grade vacancies from Divisions and Branches, the Chief of the Division reported that this situation would not involve a change in procedure in recommending officers for promotion.

2. OVERLAP OF WORKING HOURS - In connection with Item 8 of the Minutes of the last meeting regarding overlap of working hours on the swing and graveyard shift, it was reported that the letter written by the Operating Services Division requesting exemption from the new regulations had been approved and that Branches concerned would be advised verbally of the exemption.

3. STAFF MEETING - The Chief of the Division reported the following information as a result of the Staff Meeting of 3 April 1945:

a. Deferments - After discussion of qualifications necessary for deferment, it was indicated that necessary measures were being taken to grant deferments for personnel at Signal Security Agency.

b. Liaison with Military Intelligence Service - Captain Willard M. J. Baird has been designated the Signal Security Agency's representative at Military Intelligence Service.

c. Motion Picture Project - Considerable impetus is being given to a project of making a motion picture of the Signal Security Agency.

d. Security - Steps are being taken jointly by G-2 and Army Communications Service with the Judiciary Committee to provide adequate legislation for Postwar security requirements, particularly with respect to the conduct of personnel employed at the Signal Security Agency. At the moment, legislation concerning this matter is being considered.

In this connection, there was also an investigation and study of legislation with respect to modification of existing intercept regulations.

e. Hours of Duty - As a result of discussion concerning the fact that personnel are not working the required number of hours of duty, it was stated that this was a matter of primary responsibility of the supervisors. It was recommended that in order to impress personnel

with the necessity for remaining on duty to the end of the working day, that signs be posted to remind personnel of the designated hours of arrival and departure.

f. Major Projects - The Chief of the Division again requested that the Branch Chiefs keep the Commanding Officer informed with interim reports as to progress made on projects with which he has been apprised.

g. Budget - Greater consideration should be given to monetary requirements, as funds available are extremely limited. In this connection, the Division Chief requested that care should be taken to eliminate excess waste.

4. OFFICER UNIFORMS - The Division Chief reported that a circular had been distributed which indicated that beginning 15 April 1945, the summer uniforms for officers would be optional.

5. CORRESPONDENCE - The Division Chief indicated that major changes would be effected concerning correspondence on 1 May 1945 as a result of the publication of TM 12-253 and that new regulations may be expected for distribution probably not later than 23 April 1945.

\*6. PHOTOGRAPHIC REQUISITIONS - The Chief of the Laboratory Branch indicated that it was becoming necessary for him to disapprove certain requests for photostat work due to a shortage of necessary paper. The Division Chief reported that the matter would be referred to the next meeting of the Staff Committee.

In this connection, the Chief of the Supply Branch discussed some problems existing in the Supply Branch, particularly with respect to the emergency and specialized nature of requirements, but indicated that action was being taken to eliminate many of the difficulties encountered.

8. MESSAGE CENTER - The Chief of the Communications Branch reported that during the month of March, 3,500,000 groups had been transmitted. This was particularly due to increase of material from Intelligence Division and consequent increase in traffic by Military Intelligence Service.

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