

SPSIS-1A

5 March 1945

## MEMORANDUM for Commanding Officer, Signal Security Agency

SUBJECT: Suggested Creation of Office of Adjutant,  
Signal Security AgencyI. DISCUSSION.

1. Signal Security Agency and Arlington Hall Station are two distinct installations, but while there is an office of adjutant for Arlington Hall Station, no office of adjutant is authorized for Signal Security Agency. This situation is not desirable.

2. While the present Adjutant is Adjutant only of Arlington Hall Station, he performs most of the functions which would properly belong to an Adjutant of Signal Security Agency, the authority for such procedure resulting from Arlington Hall Station Memorandum No. 54, 22 November 1944, Inclosure 1. The Adjutant of Arlington Hall Station states that approximately 50% of his time is spent in matters pertaining to Signal Security Agency.

3. The problems created by this combination of functions are in part described in the memorandum from the office of the adjutant, Arlington Hall Station, to the Commanding Officer, 22 February 1945, Inclosure 2. It would appear to be essential, from a review of this matter with the various officers concerned, that an office of adjutant, Signal Security Agency, be created with its required Table of Organization.

4. As is the usual arrangement in army organization, the Adjutant, Arlington Hall Station, works closely with the Officer Personnel Section, the Chief of this section actually acting as Personnel Adjutant for Officer Personnel. For convenience, certain files are maintained in the Officer Personnel Section which normally would be under the direct charge of an Adjutant, and certain functions are performed by the Officer Personnel Section which normally would be supervised by and be the responsibility of the Adjutant.

5. In the arrangement now existing, although the Officer Personnel Section is not officially under the Adjutant, Arlington Hall Station, satisfactory coordination is secured by mutual agreement.

6. The Chief, Officer Personnel Section, presently is charged with the physical custody of the following files pertaining to officers:

- a. 201 files.
- b. Immunization cards.
- c. WDAGO Form No. 66-1.

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7. The Officer Personnel Section in addition to its other functions as listed in Signal Security Agency "Standard Operating Procedure - Organization" performs the following, normally exercised by or supervised directly by the office of adjutant.

a. Preparation, authentication and distribution of all Signal Security Agency office orders relating to assignment and designation of Signal Security Agency officers.

b. Preparation and distribution of Arlington Hall Station special orders relating to leave, travel, detached service, etc. (Authenticated by Adjutant, Arlington Hall Station.)

c. Preparation of daily morning report. (Officers' WDAGO Form No. 1.)

d. Execution of matters dealing with other miscellaneous items concerning officers, such as war bonds, pay, mileage, per diem allowance, etc.

e. Maintenance of Officers' Sick Book for officers assigned to Signal Security Agency or Officers Signal Corps Replacement Pool.

8. While normally a section such as Officer Personnel will function under the direct control of the Adjutant, it presently appears more satisfactory to retain Officer Personnel Section as a section of Personnel and Training Division. This permits all outside contacts for both military and civilian personnel to be the sole responsibility of Chief, Personnel and Training Division. At the same time the relationship between the Adjutant's office and Officer Personnel Section can be coordinated without this section being placed definitely under the office of adjutant.

9. The duties of the Adjutants of Arlington Hall Station, Signal Security Agency, and Second Signal Service Battalion would be as follows:

a. Adjutant of Arlington Hall Station.

- (1) Assists the Commanding Officer and the Administrative Officer as directed.
- (2) Signs routine correspondence pertaining to Arlington Hall Station in the name of the Commanding Officer.
- (3) Authenticates and distributes official publications of Arlington Hall Station, consisting of:

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- (a) General Orders.
  - (b) Special Orders.
  - (c) Headquarters Bulletins.
  - (d) Special Courts Martial Orders.
  - (e) Post Regulations.
- (4) Operates Arlington Hall Station mail room.
- W.S.* (5) Operates reproduction facilities for Arlington Hall Station and Signal Security Agency overhead requirements.
- (6) Maintains Arlington Hall Station general correspondence files.
- (7) Maintains official station files of Army Regulations and War Department Circulars. *W.S.*
- (8) Maintains Post Diary.

b. Adjutant of Signal Security Agency

- (1) Assists the Commanding Officer and the Assistant Commandant as directed.
- (2) Signs routine correspondence for the Signal Security Agency in the name of the Commanding Officer.
- (3) Is responsible for *administering* the policy of the Commanding Officer concerning official publications of the Signal Security Agency and of lower echelons.
- (4) Authenticates and distributes official publications and orders of the Signal Security Agency consisting of:
  - (a) Office orders.
  - (b) Numbered memoranda.
  - (c) Unnumbered memoranda.
  - (d) Letter orders.

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- ✓ (5) Coordinates policies and directives of the Commanding Officer with lower echelons.

c. Adjutant of Second Signal Service Battalion.

- (1) Assists the Commanding Officer and the Commanding Officer of Troops as directed.
- (2) Performs those functions normally ascribed to a Battalion Adjutant, including the authentication, reproduction, and distribution of orders and the maintenance of Battalion Headquarters files and records.
- (3) Maintains the Battalion Diary and History.
- (4) Maintains and administers records of domestic and overseas stations.

10. The proposed Tables of Organization for Arlington Hall Station, Signal Security Agency and Second Signal Service Battalion are as follows:

a. Arlington Hall Station

- 1 Captain - Adjutant
- 1 Civilian - Clerk-Stenographer

b. Signal Security Agency

- 1 Major - Adjutant
- 1 Civilian - Clerk-Stenographer

c. Second Signal Service Battalion

As at present.

II. ACTION RECOMMENDED.


1. That the office of adjutant, Signal Security Agency, be created, as shown on Inclosure 3.
2. That the Table of Organization for this office be furnished Personnel and Training Division for necessary action.
3. That the Adjutant, Signal Security Agency, in addition to his other duties, be charged with the responsibility of taking the re-

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quired steps so that all procedure is in accordance with War Department regulations, and the directive of the Commanding Officer, Signal Security Agency.

4. That the Officer Personnel Section continue as a section of Personnel and Training Division, but performing such functions and retaining custody of such files as are required by Adjutant, Signal Security Agency.

5. That the type of official publications, headquarters authority, and responsibility be divided between the Adjutant, Arlington Hall Station, Adjutant, Second Signal Service Battalion, and Adjutant, Signal Security Agency, as shown in Inclosure 2.

  
Earle F. Cook  
Colonel, Signal Corps

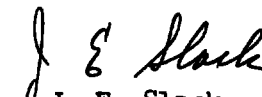
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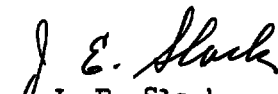
Incl 1. AHS Memo No. 54

Incl 2. Memo to Commanding Officer, 22/2/45

Incl 3. Proposed Chart of Organization - Office of Adjutant

Concurrences.

  
J. E. Slack,  
Lt. Colonel, Signal Corps,  
Administrative Officer.

  
J. E. Slack,  
Lt. Colonel, Signal Corps,  
Commanding Officer of Troops

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