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Commanding General

Initials

Date

OPERATING SERVICES DIVISION
EXECUTIVE COMMITTEE

J.M. 9 Nov 45

Minutes of Meeting Held
07 November 1945.

WPC ml

1. STAFF MEETING - The Acting Chief of the Division reviewed the following items which had been discussed at the Staff Meeting on 06 November 1945.

a. UTILIZATION OF PERSONNEL - During the past week a survey was made by the Control Office of the utilization of post personnel. The survey indicated a generally satisfactory condition, but evidence was found which indicated a lack of planning in the reassignment and release of personnel. General Corderman expressed the desirability of more advanced planning in matters of personnel utilization. Wherever possible, plans are to be made for the reassignment or release of personnel before their current assignment terminates. Key personnel who have indicated a desire to remain with the Agency in a military or civilian capacity may be kept on, but where feasible they should be assigned to their post war positions promptly.

b. STORAGE SPACE - The subject of storage was discussed in connection with a projected move of equipment from the New Cumberland vault to warehouse 420. General Corderman requested Colonel Jones to investigate the need for such a move in view of the already crowded condition of Post storage facilities and further stated that no change in the existing distribution of storage space on the post is to be made without coordination with and approval of the Control Officer.

c. PERIODIC PUBLICATIONS - Mr. Friedman reported that the investigation of R-5, the Second Signal Service Battalion publication for field units, was progressing and a report would be prepared setting forth the merits of R-5 as compared with similar publications. The report will also include recommendations for the possible replacement of R-5 by a current information letter or journal to represent the agency as a whole.

d. COLLABORATION WITH THE BRITISH - The plan for post war collaboration with the British in Signal Intelligence Activities has been drawn up and approved by the United States and the British. The present plan sets forth the principles rather than the details of collaboration. At a meeting to be held in London sometime next Spring the details of the plan are to be taken up.

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e. RETENTION OF PERSONNEL - A letter will be published in a forthcoming issue of the Barracks Bag giving civilian employees the latest information on future civilian employment with the Agency. This letter will attempt to provide answers to the many questions received at headquarters from civilian employees who are concerned about their future in this work.

f. PUBLIC RELATIONS COUNCIL - A draft of a proposed Public Relations council has been prepared under the direction of Mr. Friedman and will shortly be submitted for review and comment.

g. DEVELOPMENT PROJECTS - The Equipment Branch has been delegated the responsibility for the preparation of write-ups for all development projects. General Corderman requested that Branch Chiefs cooperate fully in furnishing all Equipment Branch representatives with related information necessary to the proper discharge of this responsibility.

2. DISCUSSION

a. Arrangements were made to train Communications Branch Personnel in the operation of the Diesel Plant to provide coverage in the event of a power failure during the night. Machine Branch personnel will continue to be responsible for the Diesel during the day and will provide stand by assistance at night until Communications Branch personnel are completely trained.

b. Mr. Morris will contact Lt. Col. Rowlett to determine whether certain British traffic now being received on microfilm under the TICOM project can be coordinated with existing methods for the handling of British Exchange traffic.

James B. Greene

JAMES B. GREENE
Lt. Colonel, Signal Corps
Acting Chief, Operating Services Division

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