

29th Meeting

~~CONFIDENTIAL~~OPERATING SERVICES DIVISION  
EXECUTIVE COMMITTEEMinutes of Meeting Held  
25 July 1945

1. CHANGE OF ORGANIZATION - Major Hamman has been relieved of his assignment as Adjutant, Signal Security Agency and has been assigned to duty in the Supply Branch.

2. SEMI-MONTHLY BRANCH ACTIVITY REPORTS - The Chief of the Division requested that the semi-monthly narrative Branch Report be prepared in a less formal manner. Every effort should be made to clearly indicate the Branch Chief's feelings about personnel, morale, welfare, and conditions in the Branch generally in exactly the way he would do it were he being asked about them by General Corderman personally.

3. STAFF MEETING - The Chief of the Division reported the following information as a result of the Staff Meeting of 19 July 1945:

a. INSPECTION OF NIGHT SHIFTS - General Corderman inquired as to what was learned upon inspection of the night shifts by the Division Chiefs. It was generally agreed that it was possible to do better work on swing and graveyard shifts because distractions were fewer. It was also reported that efficiency ratings of officers on night shifts were lower than the ratings of those on the day shift. It was suggested that more frequent rotation of officers into these shifts should be made. The Chief of the Division emphasized that the Branch Chiefs should visit their Branches more often during the night shifts to be certain that there was no considerable deviation in working conditions. A "Branch Officer of the Week" policy was suggested by the Chief of the Division. According to this policy, the higher ranking officers in the Branches would be assigned regularly scheduled visits to the night shifts on one night each week.

b. OFFICER REPLACEMENTS AND ASSIGNMENTS FOR RETURNEES - It is anticipated that some problems may be encountered in the replacement of officers leaving the Signal Security Agency and the assigning of officers returning from overseas. Mentioned specifically was the case wherein an officer who is senior in grade to the O/C of a Unit or Section will be assigned to replace an officer sent overseas, and he may not be as well qualified to do the work as is an officer who is his junior. It was concluded that every effort should be made to replace Message Center and Mail Unit officers with officers on the Post, who are familiar with the handling of civilian personnel and with Post regulations.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

c. WAC HOUSING - Colonel Slack reported that as of 26 July housing for WACs would be available at Fort Myer. If possible, however, the transfer of Arlington Hall WACs will be postponed until cold weather begins. Transportation problems have arisen, due to the fact that the WACs must rotate on three shifts. Eventually these problems will be solved and some of the Arlington Hall WACs will be housed permanently at Fort Myer.

4. COMMENDATION - The Chief of the Division read a commendation received from General Corderman for work done by the Division during the period from 10-15 July 1945. This work, although performed as a routine duty, was of great importance to MIS.

5. DISCLOSURE OF CLASSIFIED INFORMATION - A directive issued by General Corderman concerning the disclosure of classified information to personnel in allied work was discussed. It was emphasized that, in any liaison with other branches and agencies, no unwarranted exchange of information should be made to such personnel, even though they are engaged in the same general type of work.

6. RECOMMENDATION FOR CUSTODIAL OFFICER - Major Breitenbucher recommended that a Custodial Officer be appointed for each building to take care of office furniture only; its exchange, repair, etc. This was intended to relieve the necessity for extensive records now being kept in Supply Branch. The recommendation was discussed, but it was finally concluded that a better solution to the problem could be found, as the appointment of a Custodial Officer would only break down the work into one more step, and this extra step seemed unnecessary.

7. SEPARATIONS - Separations from the Post are still presenting a problem, and it was emphasized that there must be a very close bond between employees and supervisors. The Chief of Machine Branch reported on the work done by the Job Relations Committee which was set up in his Branch. He reported that the results were highly satisfactory, and that a number of problems were solved by this committee and much better understanding resulted for everybody concerned. It was also emphasized that gatherings, such as picnics, go far to promote pleasant relationships.

8. SUPPLY - Supply is becoming more and more important as the war draws to a close, and each Branch Chief and Branch Supply Officer must be made aware of its importance. Greater effort is being made towards cooperation with the Supply Branch and the necessity that it know the exact amount and location of equipment and material within the Branches.



PERRY MOLSTAD  
Lt. Col., Sig. C.  
Chief, Operating Services Division

~~CONFIDENTIAL~~