

12TH MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held
31 January 1945

1. CONTROL ANALYSIS - The Chief of Operating Services Division asked if there were any comments concerning the Control Analysis study of the Photographic Section, Laboratory Branch, SPSID-4. There were no comments. It was stated that there will be a meeting Thursday, 1 February 1945, to review the study made in the Message Center, Communications Branch.

2. PERSONNEL - As a result of the consideration of the procedure requiring justification of vacancies existing in the present Tables of Organization, the Chief of the Division reported that he had discussed the matter with the Chief, Personnel and Training Division, and ascertained that justification for additional personnel would only be required after vacancies in the existing Tables of Organization had been filled. It was further reported that information would be requested by the Personnel and Training Division concerning the total number of personnel vacancies and that these vacancies should be indicated according to specification numbers or job classification.

3. EXCESSIVE FURNITURE - It was reported that as a result of the control analysis studies made to date, an excessive amount of furniture was found in the Branches concerned. The Chief of the Division requested that this situation be investigated.

In this connection, the Chief of the Supply Branch reported that typewriters were becoming more difficult to procure, and that an investigation should be made to be sure that all typewriters were being used to the best advantage.

4. FIELD UNITS SECTION - It was reported that the status with respect to the transfer of this unit from the Personnel and Training Division back to the Communications Branch was being investigated by Major Frier, and the matter was still under consideration.

5. OFFICER PROMOTIONS - The Chief of the Supply Branch indicated that recommendations for promotion of officers to the grade of 1st Lieutenant were pending within the Supply Branch. The other Branches indicated they had no further recommendations at this time.

6. DRAFTING FUNCTIONS - The Chief of the Communications Branch inquired as to whether the facilities and time of the Drafting Unit of that Branch could be used to any advantage in other Branches. After some discussion, it was considered desirable that the unit remain intact and that its personnel be used only when a need occurred.

In this connection, it was pointed out that the Personnel Branch had requested a drafting table. The Chief of the Division indicated he would investigate the situation and determine the reasons for this request, as it was stated that a drafting table could be made available from the Minutes-tion and Drafting Unit of the Control Office.

7. SUPPLY AND EQUIPMENT - There was a discussion of the problem concerning the difficulties encountered in supplying equipment to the theaters from the Plant Engineering Agency in Philadelphia. It was recommended that the matter be investigated and that when items of an urgent nature are to be shipped, a representative of this Agency be sent to the Plant Engineering Agency to see that necessary action is taken to have the equipment shipped on time.

8. PHOTOGRAPHIC REPRODUCTION OF CRYPTANALYTIC MATERIAL - With respect to Item 6 of the Minutes of the 11th Meeting, the Chief of the Laboratory Branch reported that after some discussion of the request for reproduction of cryptanalytic documents with the office concerned, the request for reproduction was out in half, thereby enabling the Laboratory Branch to complete the job.

9. MINEOGRAPH MACHINES - There was a discussion of the problem concerning the decentralized use of mineograph machines. The Chief of the Division stated that the problem was being investigated.

10. FUNDS FOR EQUIPMENT TO OVERSEAS THEATERS - The Chief of the Supply Branch submitted a report received from the Plant Office concerning the funds for the supply of equipment to overseas theaters. There was some ambiguity connected with the report, and the Chief of the Supply Branch indicated he would investigate the matter further.

Earle F. Cook
Colonel, Signal Corps