

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE FileMinutes of Meeting Held
17 January 1945

1. CORRECTION TO MINUTES OF 9TH MEETING - Reference Item 4, the Chief of the Laboratory Branch reported that as a result of informal discussions with the Cryptographic Branch, process negative production could be expected to increase about 50% in order to meet cryptographic requests from Southwest Pacific Area and European Theater of Operations. He stated that such requests could be met without additional personnel by producing process negatives on a three shift basis.
2. REPORT ON STAFF MEETING - Colonel Cook reported the following information which resulted from the Staff Meeting of 15 January 1945:
 - a. Efficiency Reports - Colonel Corderman desired that officer efficiency ratings below the grade of "Excellent" be reviewed and that such officers be considered in light of their qualifications for possible adjustment involving modification of job assigned, training or reassignment.
 - b. Correspondence - It was requested that correspondence returned for revision be completely reviewed for all corrections necessary.
 - c. Promotion of 2nd Lieutenants - It was requested that all recommendations for promotion of officers to the grade of 1st Lieutenant, who have been in grade 18 months or over and whose efficiency warrants promotion, be submitted promptly.
3. PRIORITY OF ASSIGNMENT OF PERSONNEL - As a result of a request from the Personnel and Training Division, the feasibility of setting up a priority for assignment of personnel to the branches within the Operating Services Division was discussed. As only the Supply and Communications Branches are involved in setting up such priorities, it was considered advisable to settle questions on priority of assignment of personnel at the time they occur, rather than devise a plan on a theoretical basis, at the present time. It was recommended that when the question of assignment of personnel arises within the Division, the matter be referred to the Division Chief for decision.
4. TRAINING OF PERSONNEL ASSIGNED TO STATIONS - Colonel Cook reported that Colonel Corderman had requested that personnel to be assigned to overseas stations be adequately trained to meet their responsibilities. In addition, they should be given some training and experience in duties other than in their specialty prior to departure.

5. TIME RECORDING SYSTEM - A question concerning the proposed time-recording system was raised with respect to its efficiency in operation. Colonel Cook stated that this matter was one which concerned Branch Personnel Officers and should not be made subject to discussion at this meeting in the absence of the Personnel Officer.

6. IBM FUNDS - With respect to the budget for the Signal Security Agency, the question was considered concerning the use of Signal Security Agency funds for rental of IBM equipment in the theaters. After some discussion of the matter, Colonel Cook requested that the Chiefs of the Machine Branch and Supply Branch investigate the situation, on the basis that funds should be provided by the theaters for such equipment.

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