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34th Meeting

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MR
JOPERATING SERVICES DIVISION
EXECUTIVE COMMITTEEMinutes of Meeting Held
12 September 1945

1. STAFF MEETING - The Chief of the Division reviewed the following items which had been discussed at the Staff Meeting on 11 September 1945:

a. PHOTOGRAPHS FOR SSA HISTORY - General Corderman again stressed the importance of completing the taking of pictures as soon as possible. He also was concerned about security in distribution of these pictures, especially the aerial photographs. Colonel Molstad advised General Corderman the project would be completed within the next ten days.

b. MONDAY TO FRIDAY WORK BASIS - General Corderman wants the Post to get on a Monday through Friday basis as soon as possible. Colonel Molstad suggested that, if necessary, the mail desk personnel come in an hour earlier on Monday morning to handle mail accumulated the preceding Saturday.

c. CAPTURED ENEMY EQUIPMENT FILE RECORD - Colonel Molstad again advised that General Corderman is very concerned that Supply Branch records be up to date on all equipment received. Major Hamman was asked to review the matter further so that he can be certain what materiel is sent in since often the materiel goes directly to the various branches.

d. RELEASE OF PERSONNEL - General Corderman emphasized the importance of keeping people busy or else releasing excess personnel, military and civilian, when the work load falls off. It was suggested that branch chiefs can, in many cases, anticipate in advance the discontinuance of certain jobs and thus plan the release of personnel that much ahead of time.

e. ASA - In view of the proposed changeover from SSA to ASA, Colonel Molstad requested Major Hamman to be prepared to report on stationery on hand. A discussion of overprinting with the ASA letterhead reached the conclusion that such a procedure would be too costly.

2. DISCUSSION

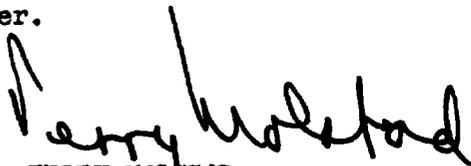
a. Major Hamman stated that he would like to have additional storage space and that office space was also a problem. Colonel Molstad stated that permission to survey storage space at Vint Hill should be received soon. Major Greene suggested that office space be provided in the warehouse. The problem is to be given further consideration.

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b. Mr. Morris stated that one of the functions of Communications Branch is to see that the stations are supplied with the equipment necessary to do the job, but in Alaska he discovered that it had become increasingly difficult to get coordinated action and too many channels had to be contacted. The need of instituting new procedure was clearly indicated. It was recommended that Supply Branch accept the word of the Detachment Commanders "That the material is not obtainable locally" and fill requisitions from SSA sources.

c. Major Greene stated that three-fourths of the machines and one-third of the people will soon be doing only thirty percent of the previous work load. Colonel Molstad stated that the plan is to release space in B Building very shortly, inasmuch as Machine Branch will have only 350 people by 1 November.



PERRY MOLSTAD
Lt. Colonel, Signal Corps
Chief, Operating Services Division

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