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OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held28 March 1945

1. IBM PROCEDURES FOR SUPPLY PROCEDURES - In connection with the matter of IBM processing of supply procedures and catalogs discussed at prior meetings of the Operating Services Division Executive Committee, it was reported that action is being taken by Machine Branch in this connection and that work is being completed on the material.

2. STORAGE SPACE FOR SENT-ACTIVE FILES - There was a general discussion concerning the interpretation placed on material to be filed in storage space provided in the basement of the cafeteria. It was indicated that the space was for files that were considered inactive but not dead. The Chief of the Division stated that he would undertake to advise the Intelligence Division that the space was for inactive files rather than a place for routine storage of files.

3. STAFF MEETING - The Chief of the Laboratory Branch, who attended the Staff Meeting held 27 March 1945 in the absence of the Division Chief, reported the following:

a. Clarification of Responsibilities of Radio and Radar Dem-measuring - The Commanding Officer attended a meeting at the Office of the Chief Signal Officer concerning clarification of responsibilities for radio and radar countermeasures. It was reported that this matter was being investigated and a definite assignment of responsibilities would be made.

b. Officer Promotions - It was reported that recommendations for officer promotions were being forwarded through G-2. It was pointed out that the Assistant Chief of Staff, G-2, desired that all grade vacancies in the Signal Security Agency not be filled, to provide an incentive to officers in their operations. In this connection, it was stated that as of 27 March 1945, grade vacancies were withdrawn from the Division and Branches. The Chief of the Division indicated that he would obtain a clarification concerning this matter and advise the Branch Chiefs at the next meeting.

c. Research Council - The first meeting of the Research Council will be held Friday, 29 March 1945, at 1400, in Room 214, Headquarters Building.

d. VE Day - At the end of the European war, measures should be taken to prevent a general erosion of personnel, emphasis should be placed on their retention, and personnel should be indoctrinated with

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a desire to remain at the Signal Security Agency. There will be only a shift in emphasis from the European to the Atlantic Theater in connection with operations at the Signal Security Agency. The Chief of the Personnel and Training Division will undertake to have personnel from other War Department agencies transferred to the Signal Security Agency.

In this connection, there was a discussion of intelligence material to be processed subsequent to VE day by Machine Branch. It was indicated that such problems would be investigated carefully in deciding its importance.

4. REDUCTION OF NEGATIVES FOR CRYPTOGRAPHIC MATERIAL - The Chief of the Laboratory Branch reported that production of negatives for cryptographic material was increasing without the need for additional personnel.

5. ADDITIONAL SOURCE OF TRAFFIC - The Chief of the Laboratory Branch reported that traffic was now being obtained in connection with material sent to and from Rome.

6. VE DAY REQUIREMENTS - There was a discussion of requirements of civil citizenship subsequent to VE day. It was indicated that necessary action was being taken by personnel concerned. Further, the Chief of the Division inquired as to the disposition of IBM equipment subsequent to VE day. The Chief of the Machine Branch reported that this equipment would not be returned to the United States but would be turned over to IBM representatives in foreign countries.

7. SUPPLY FUNCTIONS IN SECURITY DIVISION - The Chief of Supply Branch indicated that there was a reported reorganization of supply functions in the Security Division and requested that he be informed as to its status. The Chief of the Division stated that he would investigate this situation and advise the Chief of the Supply Branch.

8. OVERLAP OF WORKING HOURS - The Chief of Machine Branch indicated there was a problem of overlap in working hours on the swing and graveyard shifts. It was reported that the same problem existed in the Communications Branch. The Chief of the Division requested that the Chief of Machine Branch write a letter for his signature addressed to the Commanding Officer, claiming exemption from the procedure established in connection with hours of duty, after coordinating the matter with the other Branches of the Division.

9. SUPPLY OF PAPER - It was reported that it was becoming increasingly difficult to procure required teletype paper and photographic paper. The Chief of the Supply Branch indicated that all possible action was being taken to procure the necessary paper and believed that the matter was under control.

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