

3rd MEETING

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEE

Minutes of Meeting Held
29 November 1944

1. Correction to Minutes of Second Meeting - Reference Item 6, the Chief of the Laboratory Branch, not Chief of the Development Branch has been designated a member of the committee to draw up a plan for Civil Censorship in Japan.

*2. Utilization of Personnel - The Assistant Control Officer attended the meeting for the purpose of presenting a procedure for studying the utilization of personnel and obtaining the reaction of the Branch Chiefs to such a procedure. The plan as outlined would require the illustration of operational procedures in the form of functional flow charts, including, if possible, the number and location of personnel. It was pointed out that such a plan might simplify the comparison among Branches with respect to personnel utilization. Colonel Cook requested that each of the Branch Chiefs submit rough drafts of such charts for the next meeting in order to determine their practicability.

3. IBM Cards - It was reported that IBM cards are no longer being shredded, but are being disposed in the vat of the District of Columbia Paper Manufacturing Company, resulting in a considerable saving in cost and labor.

*4. Storage Space - It was reported that Branches desired storage space for files that are neither current nor dead, but in a more or less inactive category. The Supply Branch was requested to look into the matter.

5. Secret Trash - With reference to Item 15 of Intelligence Division Executive Committee Meeting, it was indicated that a problem concerning the disposal of secret trash existed. It was stated that the matter was being investigated.

6. Procedure of the Office of the Chief, Operating Services Division - Colonel Cook requested that the following procedures be employed by the Branches of the Operating Services Division:

- a. Obtain concurrence of the Division Chief on civilian promotions above GAF-5.
- b. Forward recommendations for officer promotions through the Office of the Chief, Operating Services Division.
- c. Forward all correspondence for the signature of the Commanding Officer through the Office of the Chief, Operating Services Division.

7. Correspondence - Colonel Cook pointed out that subsequent actions to correspondence initiated in the Office of the Commanding Officer should be signed in that office.