

FROM: ~~Confidential~~

~~SECRET~~
E-5-01999 41b
FILE DESIGNATION:

E-5
Col. Cook

2nd Meeting

Minutes of Meeting Held 15 Nov. 44

TO REMAIN ATTACHED TO COMMUNICATIONS AT ALL TIMES

TO:	TO:	TO:	TO:	TO:	TO:
E-3					
DATE:	DATE:	DATE:	DATE:	DATE:	DATE:
11-23-44					

ACTION:

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MK

OPERATING SERVICES DIVISION EXECUTIVE COMMITTEEMinutes of Meeting Held15 November 1944

1. Film Salvage: With reference to film salvage, the Chief of Laboratory Branch reported that at the present time, such salvage was impracticable, but that the study of the matter would be continued and the Salvage Officer would be kept informed concerning the possibility of future salvage of film material.
2. Enlisted Personnel: Colonel Cook reported on the status of enlisted personnel at Arlington Hall Station. He pointed out that the Commanding Officer desired that a careful check be made concerning the duties of enlisted men, and that those performing translating and cryptanalytic duties have priority insofar as retention of them at this station is concerned. Colonel Cook recommended that each Branch Chief be prepared to justify the enlisted men within his Branch.
3. Officer Personnel: Colonel Cook stated that a study of Tables of Organizations and allocation of officer personnel to the Branches was being undertaken and would be coordinated with the Branches concerned.
4. Operations Activities: It was recommended that the Branch Chiefs take a more active interest in supervisors and personnel participating in the operations of the Branches.
5. Operating Services Division Executive Committee: It was pointed out that due to the fact that the Commanding Officer desired to receive a copy of the minutes of the Operating Services Executive Committee Meeting, and that copies would be furnished to the Divisions for their information, a formal record would be kept of the minutes.
6. Plan for Civil Censorship in Japan: For the information of the members of the committee, it was reported that the Chief of the Development Branch has been designated a member of the committee set up to draw up a plan of the Civil Censorship in Japan, particularly involving secret inks and open codes. *Development Branch*
7. SIGSALY: The Chief of the Communications Branch inquired whether or not any study should be undertaken concerning SIGSALY material available at Vint Hill Farms Station. Colonel Cook indicated that the matter would be looked into and advise the Chief of the Communications Branch concerning any action necessary.
8. IBM Cards: The problem was presented concerning the practicality and security aspects involved in shredding IBM cards. After discussion of the matter, it was recommended that disposal of the cards in the vat of the District of Columbia Paper Manufacturing Company be investigated.

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9. Location of Operating Services Division: Colonel Cook stated that the office of the Operating Services Division would be located in Room 224, Headquarters Building, and that the telephone extension would be 303.

10. Tour of Branches: Colonel Cook suggested that it would be advisable to have each Branch in the Division become cognizant of the operations of the other Branches, possibly in the form of tours, and asked the Branch Chiefs to take the matter into consideration.

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

CC:

Colonel Corderman
Branch Chiefs, Operating Services Division
Mr. Friedman
Chief, Personnel and Training Division
Chief, Intelligence Division
Chief, Security Division

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