

12-8-1070

~~Confidential~~
KDOSS-50

NO:

FILE DESIGNATION:

Operating Services Division Executive Committee
Minutes of Meeting Held 26 Sept. 1946. - 38th
Meeting.

cys sent to 53-80, 90, 51, 52, 53, 54.

TO:	TO:	TO:	TO:	TO:	TO:
53-10	53-14				BY M
DATE:	DATE:	DATE:	DATE:	DATE:	DATE:
2 Oct. 1946					

ACTION:

Declassified and approved for release by NSA on
09-30-2013 pursuant to E.O. 13526

SECRETCONFIDENTIALRESTRICTED

IS-5-1070

TODATE

1 Oct. 1945

FROM

✓ Commanding General (IS-10)

Executive Officer (IS-1)

Dir of Comm Research (IS-3)

Control O (IS-1A)

Fiscal O (IS-1B)

Administrative O (IS-2)

Post Adjutant (IS-2)

Intelligence O (IS-2)

Provost Marshal (IS-2)

2d Sig Serv Bn (IS-6)

Chief, Pers & Tng Div (IS-4)

Chief, Pers Br (IS-4A)

Chief, Tng Br (IS-4B)

Chief, O Pers Sec (IS-4C)

Chief, Oper Serv Div (IS-5) ✓

Chief, Comm Br (IE)

Chief, Lab Br (ID)

Chief, Machine Br (IN)

Chief, Supply Br (IS-5A)

O/C SSA Mail Unit (IE-2C)

Chief, Security Div (IS-8)

Chief, Prot Sec Br (AP)

Chief, Crypt Mat Br (IC)

Chief, Equipment Br (IF)

Chief, Comm Sec Br (IS-8A)

Chief, Intelligence Div (IS-9)

Chief, Lang Br (IB-1)

Chief, Mil Crypt Br (IB-2)

Chief, Gen Crypt Br (IB-3)

Chief, T/A and C Br (IB-4)

Chief, I & L Br (IR)

As discussed

As requested

✓ Comments and return

Information and file

Information and forwarding

Information and return

Recommendation

See note on reverse

Signature if approved

Your action

15-5-10-70

35th Meeting

~~CONFIDENTIAL~~OPERATING SERVICES DIVISION
EXECUTIVE COMMITTEEMinutes of Meeting Held
26 September 1945

1. STAFF MEETING - The Chief of the Division reviewed the following items which had been discussed at the Staff Meeting on 25 September 1945:

a. SIGNATURES - General Corderman indicated the advisability of reviewing branch personnel now authorized to sign off-post correspondence with a view toward insuring that it is being done only by top-ranking officers.

b. COURTESY LETTERS - All officers who visit field units or other agencies should on their return prepare a letter for General Corderman's signature, thanking the Commanding Officer for courtesies extended to them during their visit.

c. CIVILIAN USE OF POST RECREATIONAL FACILITIES - General Corderman stated that there is some misunderstanding on the part of civilian employes as to the use of recreational facilities on the post. He requested that it be brought to the attention of civilians that rate of pay, opportunities for recreation, etc., for enlisted personnel are different and they are given preference since facilities are not sufficient for all.

d. WOMEN'S REST ROOMS - General Corderman requested that arrangements be made for more frequent inspections, preferably by WAC officers, of the women's rest rooms.

e. HISTORIES - General Corderman emphasized the importance of keeping the following in mind when preparing Branch histories. They should be factual, balanced and non-controversial in nature; avoid duplication, glorification of individuals and eliminate eulogies; references to G-2 are to be made where warranted.

f. PETITIONS - In some instances petitions requesting changes in established post functions have been sent direct to Headquarters. Colonel Molstad requested that such matters be discussed with him prior to determination of any final action.

g. LETTERS WRITTEN TO PERSONS OF HIGHER AUTHORITY - General Corderman requested that he be kept posted of any discussions held with persons of higher authority.

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15-5-1070

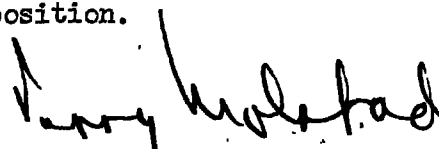
~~CONFIDENTIAL~~2. DISCUSSION

a. Colonel Molstad requested that revised qualified replacement lists be submitted to him on or before 30 September.

b. Major Hamman advised that all records are up to date on all captured enemy equipment thus far received. He added that he thought most of the captured equipment was over-classified. It was agreed this was worth further investigation.

c. Colonel Fortune advised Major Hamman that the photostat machine in his office is in poor condition and will last approximately six months. Colonel Molstad requested Colonel Fortune to write recommendations covering the need for a new machine.

d. Mr. Morris reported the following changes in personnel in Communications Branch: Major Geddie's assignment to the ASA Planning Board and Captain Wilder's assignment as Adjutant of Second Signal Service Battalion. He advised that there is a position open for an officer in the grade of Captain or 1st Lt. as Executive Officer in E-III. Pending filling of this vacancy from within Communications Branch, Colonel Greene was asked to look into suitability of surplus Machine Branch officers for the position.



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

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