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33d Meeting

OPERATING SERVICES DIVISION  
EXECUTIVE COMMITTEE~~SECRET~~By Authority of the  
Commanding General

Initials

Date

Minutes of Meeting Held  
5 September 1945Initials: *WPC*  
Date: *7 Sept 1945**MR*  
*Z*

1. STAFF MEETING - The Chief of the Division reported the following information as a result of the Staff Meeting held 5 September 1945:

a. CAPTURED ENEMY EQUIPMENT - The importance of having a single source of information covering the receipt and availability of captured enemy equipment at SSA was emphasized. Major Hamman was asked to review the matter to insure that an up-to-date record of such items would be available to General Corderman at all times.

b. PHOTOGRAPHS FOR SSA HISTORY - With the dissolution of many activities at SSA well under way, the need for getting pictures of such installations was stressed. Major Fortune was requested to urge all Branch Chiefs to forward the picture-taking schedules previously requested without further delay. Mr. Rhoads stated he would cooperate with the Branch Chiefs in the quick accomplishment of this endeavor.

c. SIGNING OF MONTHLY AND SEMI-MONTHLY REPORTS - General Corderman asked that in the event a branch chief is absent, the person who is the acting chief sign the report, with an explanation as to why the branch chief did not sign.

d. ELIMINATION OF T/D - General Corderman has instructed that all T/D be carefully reviewed and only projects of absolute importance be conducted when T/D is required.

e. DUTY HOURS FOR MILITARY PERSONNEL - Attention was called to the fact that hours of duty for military personnel should be the same as those for civilians. No deviation from this was reported in the Division.

f. REDUCTION IN FORCE - General Corderman strongly desires that every effort be made to arrange for the rapid release of any personnel in jobs where the work-load does not justify their retention. Wherever possible attempts should be made to anticipate work decreases so that employees' 30-day termination notices (usually two (2) weeks plus accumulated annual leave) will, insofar as possible, coincide with discontinuance of the project.

g. EXCESS FURNITURE - Colonel Molstad requested that all supply officers be instructed to report any excess furniture to the Supply Branch immediately.

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h. GERMAN SECRET INKS LABORATORY - Arrangements to temporarily install this recently received enemy equipment in the B building head-house area, formerly occupied by the Machine Branch, are being completed by Major Fortune.

i. TRANSFER OF FUNDS - Major Fortune reported that a War Department circular required a transfer of funds be made to reimburse any agency, other than the Army and Navy, upon transfer of equipment from that agency. Colonel Molstad asked Major Hamman to study the situation and prepare a report for General Corderman on the subject.

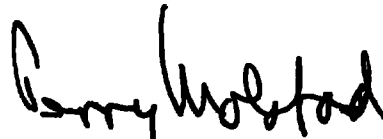
## 2. DISCUSSION

a. It was suggested that military personnel desiring to remain on the post as civilians should remain in the military service as long as possible, as their employment as civilians will improve as reduction in force is concluded.

b. Colonel Molstad advised that those employees who are remaining on the post because of the six-month travel agreement should be reported as available so that their reimbursement of travel allowance could be waived.

c. Major Fortune reported that intercept of traffic from commercial companies will be in full operation in approximately two weeks and recommended that better coordination be maintained between B-4 and Laboratory Branch in order to insure complete intercept coverage of the traffic, and in order that radio intercept of this traffic by SSA may not cease before complete photographic coverage is attained.

d. Mr. Rhoads stated that in his opinion any equipment that we can get now, that will save money as well as labor, would be a good investment.



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

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