

15-5-1052

32d Meeting

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Commanding General

Initials Date

M 20 Aug 1945

OPERATING SERVICES DIVISION
EXECUTIVE COMMITTEEMinutes of Meeting Held
17 August 1945

1. STAFF MEETING - The Chief of the Division reviewed the following items which had been discussed at the Staff Meeting on 14 August 1945:

a. CIVILIAN PERSONNEL - Cutbacks in civilian personnel will be the responsibility of Personnel and Training Branch which is to follow the procedure set forth in a letter on the subject, Headquarters, Signal Security Agency, dated 10 August 1945.

b. SUPPLIES - All procurement previously approved has been stopped for further review by General Corderman and future procurement requisitions will be cleared through his office. A survey of material and equipment is to be made so that all such items can be put to their best use or even disposed of by transfer to other agencies. An immediate release is desired of supply items critical in the civilian economy, such as vacuum tubes, radio parts, etc.

c. CENSORSHIP - V-J Day ends press censorship which has kept Arlington Hall Station out of the public eye. It is important that there be no relaxation in security and that we continue to guard against publicity or general discussion of our activities.

d. VISITORS AT ARLINGTON HALL - In line with the above, visitors are to be discouraged at Arlington Hall Station. No former members of the Agency are to be allowed except on business, and a room in Headquarters Building will be set aside where visitors may transact their business.

e. INVENTORY RECORDS - The Chiefs of Machine Branch and Supply Branch are devising an IBM process of accounting to insure correct inventory records on office furniture. This should be completed about 25 August 1945.

f. EQUIPMENT - IBM special cryptographic equipment left in the theatres is to be returned here as a measure of security.

2. RESERVE SUPPLIES - The Chief of Supply Branch outlined a plan whereby the War Department is creating a reserve of machine tools for loan within the Department. This will obviate the need to purchase complete sets of tools for each separate agency.

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

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