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The planning, engineering, development of specialized equipment, procurement, warehousing, shipping, recruiting and training of skilled operators, technicians and code clerks all serve but one purpose — effective communications.

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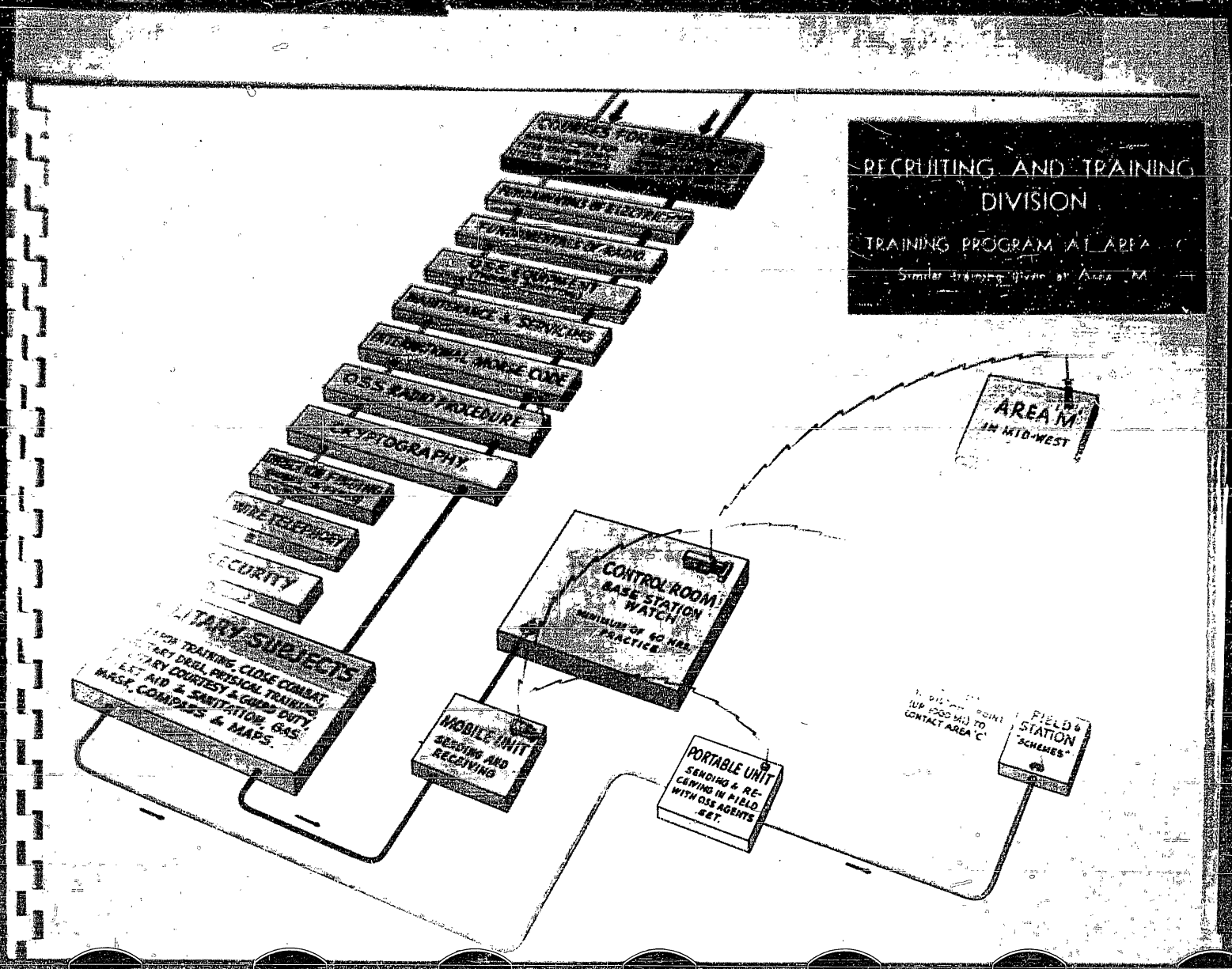

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RECRUITING AND TRAINING DIVISION - Chart II

Men with practical knowledge are trained as technicians or operator-technicians. Others are trained as operators, for field or base stations, or mobile units

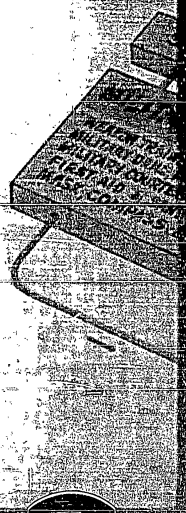
Operators get a minimum of 60 hours practice in "Base Station Watch"— sending and receiving messages, maintaining schedules and keeping logs under conditions closely simulating those at a base station.

A transmitter is located in Area "M" in Midwest to give men on "Base Station Watch" in Area "C" practice in long-range sending and receiving

Also, men especially recruited for Direction Finding work, for both mobile and fixed stations, are trained at Areas "C" and "M".

Field station operators get in addition to their basic studies, a minimum of 60 hours practice in the field with the OSS Agents' Set contacting mobile units on schedule with the Control Room. They are also sent out to distant points up to 1,000 miles to contact area "C" Base Station, maintaining cover and working entirely on their own.

All men in the communications schools also take military subjects, given under the direction of the commanding officers of the areas.



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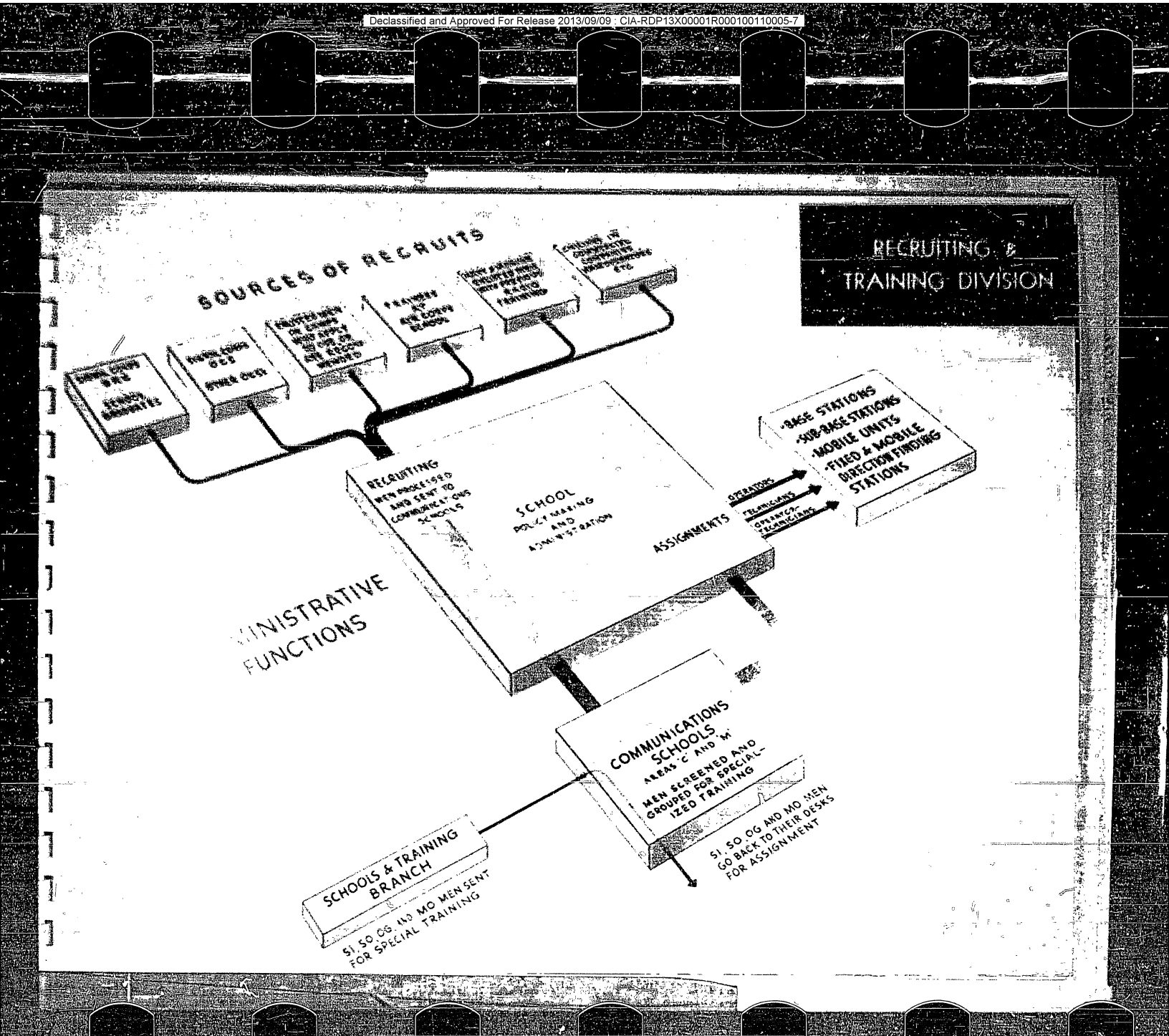

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RECRUITING AND TRAINING DIVISION - Chart I

The specialized nature of OSS operations require special communications procedures, and in many cases special equipment.

This necessitates special training for operators, technicians and field agents.

The recruiting of suitable instructors and men for this training, the training curriculum of its schools, and the qualifying and assigning of personnel is the responsibility of the Recruiting and Training Division.

Chart I shows the general administrative functions of the Division, as well as the flow of recruits from their various sources to the Schools, and from there to their assigned stations.

Chart II shows the training program given at Area "C". In order to meet the rapidly rising requirements for trained men, and to maintain a pool ready for assignments, an additional school at Area "M" has been acquired in the mid-west.

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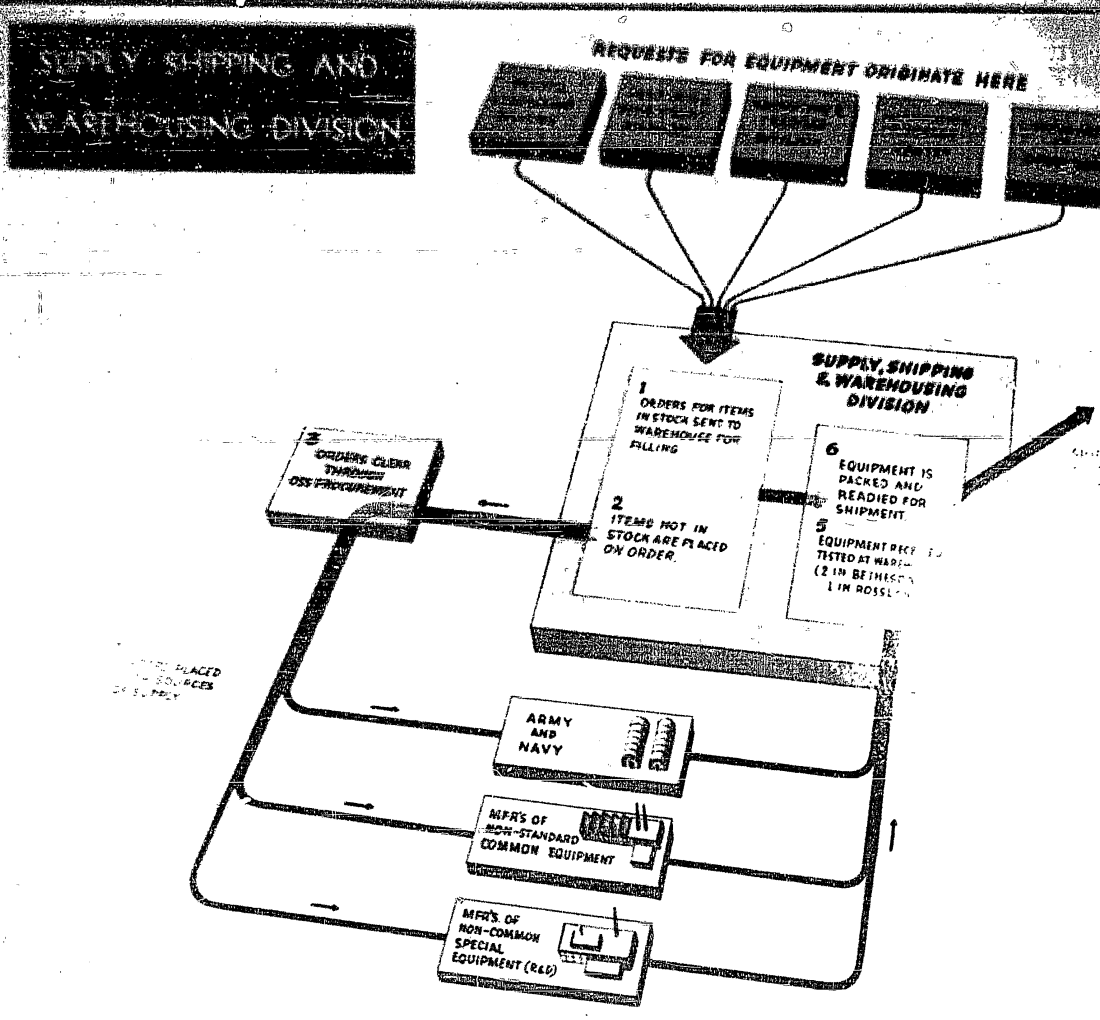

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SUPPLY, SHIPPING & WAREHOUSING DIVISION

60 tons of equipment are shipped every month by the Communications Branch, and it is the function of the Supply, Shipping and Warehousing Division to procure, stock and deliver this equipment.

The closest liaison is maintained with the supply services of the Army and Navy for procuring standard military equipment, and with manufacturers of common and special equipment. As all sources of supply are greatly swamped with high priority requests, the procurement of the desired equipment in the desired time constitutes a never-ending battle for the executive officers of the Division.

Three warehouses are maintained for receiving and stocking equipment, and for checking, packing and shipping.

The remaining functions of the Division fall into the various clerical categories of requesting estimates, writing specifications, sending orders and confirmations, keeping stock records and inventories, shipping schedules, financial accounts, etc.

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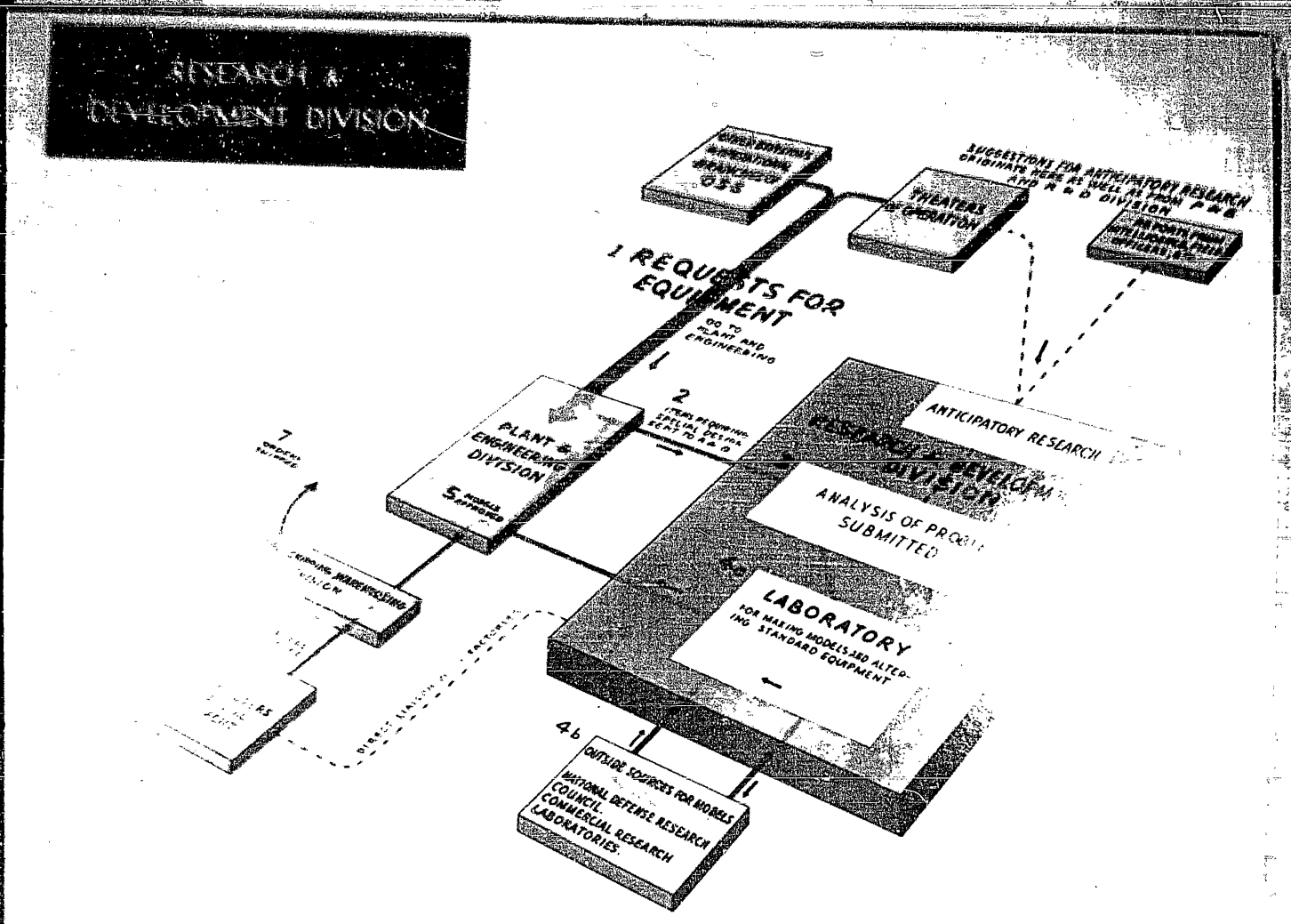

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RESEARCH AND DEVELOPMENT DIVISION

A good deal of the equipment required by OSS Communications Branch has to be specially designed and built.

These special problems are the responsibility of the Research and Development Division.

Designing a piece of special equipment involves a study of all the conditions entering its use, such as

1. The specific job to be done.
2. The terrain, climate, and degree of "cover" in the locale.
3. The knowledge and skill of its users.
4. Limitations of size, weight, portability, and conspicuousness.
5. Adaptability to other equipment, such as power sources, etc.
6. Efficiency of materials going into its manufacture.

The Division maintains a small laboratory for experimental work, making models, re-modelling standard equipment, and for standardization. Wherever possible it utilizes the facilities of outside laboratories for having models made.

Radio constitutes the main group of equipment requiring special development; other equipment developed by the Division includes Optical and Acoustical Signalling Equipment, Homing Devices, etc.

The Division maintains close contact with experimental laboratories and factories that make some of the models and produce the equipment in quantity.

In addition to working on the problems submitted by the other Divisions, the Operational Branches and Theatres of Operation, Research and Development Division also does anticipatory research on communications equipment likely to be needed in future operations.

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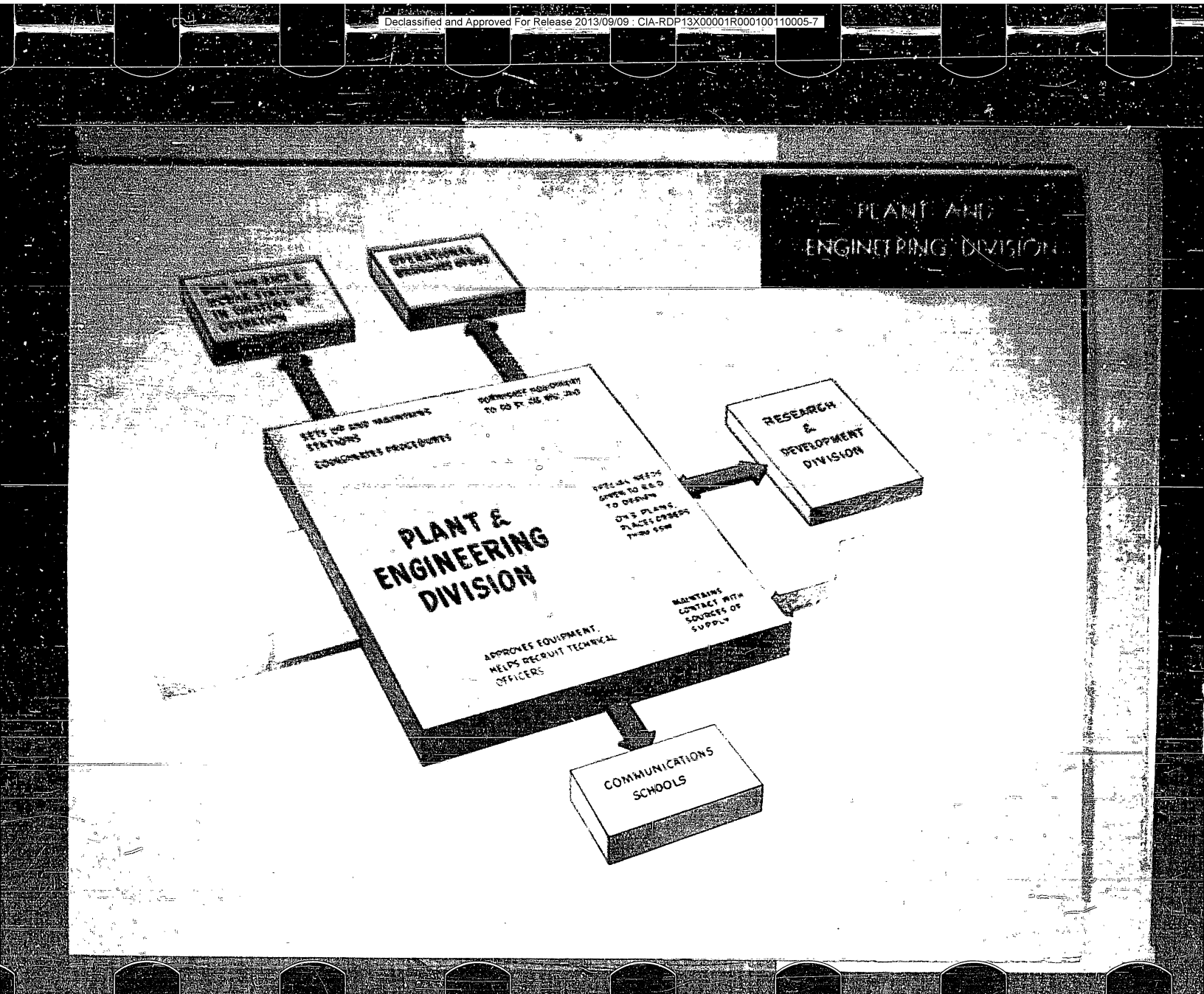

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PLANT AND ENGINEERING DIVISION

The technical coordination of the Communications Branch is the responsibility of the Plant and Engineering Division.

It approves all equipment, whether standard, common, or specially designed, before such equipment can be secured by the theaters of operation, by the Communications School, or by the Operational Branches of OSS.

It is responsible for the construction and technical equipment of the Base Stations, Sub-base Stations, and Mobile Units, and maintains contact with all sources of supply of equipment.

Plant and Engineering Division also is responsible for the technical operation and maintenance of two radio receiving stations, one in Long Island, the other in California, for monitoring foreign propaganda press dispatches. These stations are operated by the Communications Branch for OSS. The Army and Navy Signal Security Sections have been allotted positions at both stations for their work.

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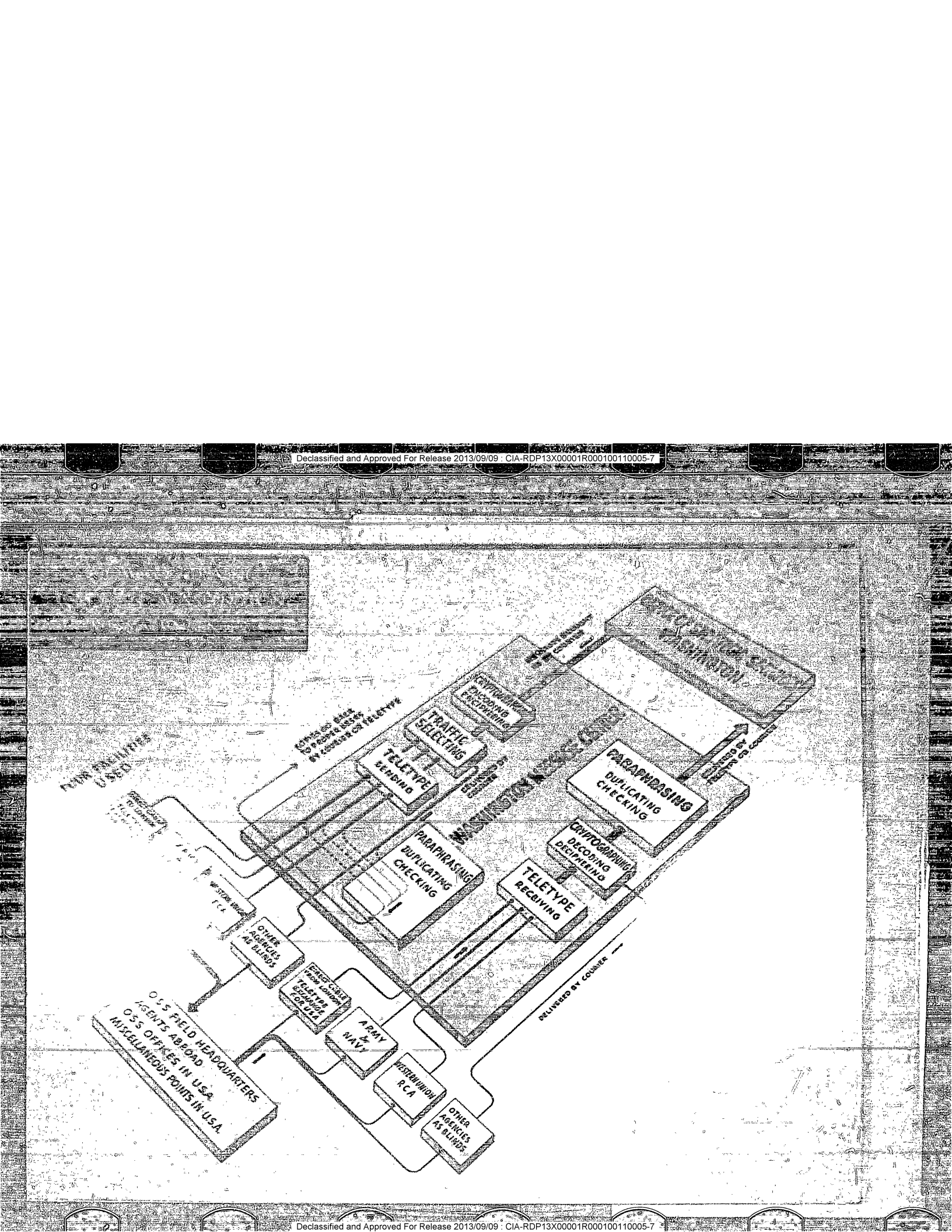

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WASHINGTON MESSAGE CENTER

The sending and receiving of all official telegrams and cables for the Washington Headquarters of OSS is the specific function of the Washington Message Center, a Division of the Communications Branch.

Each classified message to be transmitted in OSS code is checked for correctness of classification, completeness of address and conformity to security requirements;

Its transmission route is determined by a traffic expert;

Its message is encoded or enciphered by specially trained cryptographers; and is

Teletyped (or forwarded by courier, as may be required) to the selected transmission facility; and finally

Its message is paraphrased for security and the requisite number of paraphrased copies are typed and returned to the sender and other interested parties for their records.

Some classified Army and Navy messages relating to OSS operations are coded by these services for transmission. There are also a number of non-classified, straight message telegrams to be handled each month.

Besides handling all the incoming and outgoing OSS cables and telegrams in Washington, the Message Center through its Specialist Section prescribes and checks on cryptographic methods throughout the entire OSS, and provides special training in cryptography for other OSS personnel when requested.

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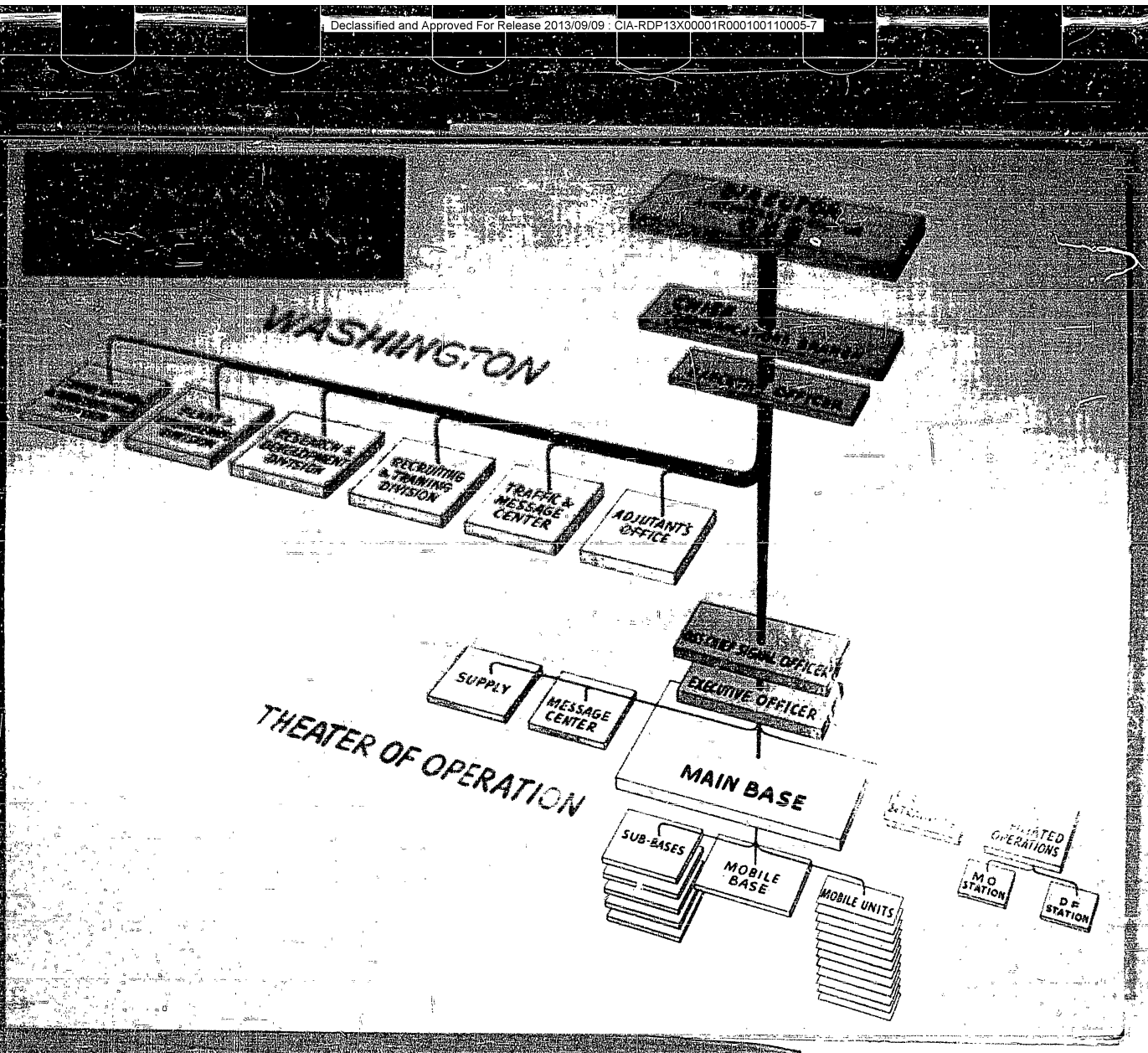

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ORGANIZATION OF COMMUNICATIONS BRANCH

The Communications Branch is responsible for the planning, organization and operation of all OSS communications other than telephone and courier service.

To effectively integrate the activities of the Communications Branch with the expanding needs of the OSS, the Chief of Branch maintains contact with the Planning Group, the Secretariat, Headquarters and Headquarters Detachment, the Theater Officers and Desks, and the various operational groups (SI, SO, MU, MO, OG and X-2).

In the theaters of operation it sets up and operates — with personnel recruited and trained by the Branch — the main base stations with their subsidiary sub-bases, mobile bases and mobile units necessary for handling communications with field operatives and with other theater base stations. It also arranges through existing Army, Navy and commercial facilities, the incoming and outgoing flow of information between Washington and OSS headquarters in the field. It trains the personnel for, equips, maintains and operates all fixed DF Stations and DF Units. It is also responsible for the construction of MO Stations when authorized.

The Chief of Branch administers all of its activities through 6 Division chiefs and their staffs.

A detailed description of the functions and activities of each of the Divisions appears on their respective charts.

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