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28 May 1947

MEMORANDUM FOR ADVISOR FOR MANAGEMENT, ICAPS

SUBJECT: Transfer of SDS and GMDS: Allocation of Functions Within CIG

1. By agreement with the Director of Intelligence, WDGS, the existing intelligence functions of GMDS and SDS will be assumed by Central Intelligence Group on 30 June.

2. Physical custody of all captured German documents, which are jointly owned by the United States and Great Britain, will be transferred from the Intelligence Division, WDGS, to the Adjutant General, 31 May 1947. Captured documents returned from the European Theater in the future will be received and controlled by the Adjutant General. All such documents will be available for screening and exploitation by the Central Intelligence Group, but title to them will remain with the War Department.

3. The present intelligence functions of GMDS are outlined in Appendix I; the archival and library functions hitherto performed by this section are not included in detail, since these will be transferred to the Adjutant General. The present functions of SDS are shown in Appendix II. A War Department statement of functions and status of current SDS/GMDS projects is attached as Appendix III.

4. Since certain of the intelligence information operations now performed by GMDS and SDS are normally the responsibility of different offices within the Central Intelligence Group, the following plan for the allocation of functions and personnel has been agreed on by authorized representatives of the Office of Operations, Office of Reports and Estimates and Office of Collection and Dissemination.

a. (1) All functions directly concerned with the processing, translating and exploiting of foreign documents for intelligence purposes will be assumed by the Office of Operations, Documents Branch. All necessary working files, indexes, records and linguist personnel from SDS and GMDS will be transferred to and integrated with Documents Branch, which will continue the strictly documentary projects and functions currently assigned to GMDS and SDS.

(2) Future projects and priorities for production of intelligence information will be determined by the Office of Collection and Dissemination in close coordination with the Office of Reports and Estimates.

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Army review(s) completed.
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b. The functions of inter-agency coordination and liaison will be assumed by the Office of Collection and Dissemination, delegated by them as necessary to Documents Branch, or handled according to the procedures already authorized for the latter by Memorandum of 31 December 1946. Subject: Control and Functions of the Washington Documents Center. The Office of Collection and Dissemination will authorize direct contact between Documents Branch and the Adjutant General for the purposes of screening and exploiting captured documents and advising the War Department as to the disposition of European documents of intelligence value. The Office of Collection and Dissemination will determine policies and channels in regard to incoming requests for information and the distribution of translations, index cards, and other publications now issued by SDS and GMDS through War Department channels.

c. There shall be no direct collection and dissemination of documents between offices of CIG and representatives of Great Britain or Canada. Such exploitation of the documents as the British or Canadians may desire to conduct will be accomplished through arrangements between the British and/or Canadians and the War Department. Requests from the British and Canadians for material produced by CIG and dissemination of such material to the British and Canadians will be channelled through the War Department.

d. The function of maintenance of the Industrial Card File, (which has been established on an inter-agency basis and includes information from other sources) will be taken over by the Office of Reports and Estimates as soon as practicable. The time factor will be reviewed on 1 October 1947. At such time Documents Branch will continue to extract and collate pertinent information from foreign documents for inclusion in the ICF by the Office of Reports and Estimates. In the interim, Documents Branch will carry on the entire ICF function of SDS, subject to the limitations in paragraph b above. Two complete sets of ICF cards will immediately be provided to the Office of Reports and Estimates, Reference Branch. The Office of Reports and Estimates will coordinate closely with the Office of Operations on procedures to be established for this and other specific projects of SDS and GMDS to be continued permanently or temporarily by Documents Branch.

[redacted] 25X1

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

Concur:

Assistant Director for Collection and Dissemination EPN. 28 May, 1947.

Assistant Director for Reports and Estimates [redacted] 3 June 1947 25X1

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APPENDIX I

Intelligence Functions of

German Military Documents Section

1. The following functions are now performed by the exploitation sub-section of German Military Documents Section:

a. Screening of all incoming documents shipments for material of intelligence value; determining priorities for setting up (by the archival sub-section) of documents or document collections (1) which contain material needed by Special Documents Section or other intelligence agencies for exploitation or special projects, (2) which require detailed screening and indexing for items of intelligence interest.

b. Advising the archival sub-section as to the disposition of captured documents which are (1) of no intelligence or military value; to be deposited on permanent loan with other government agencies. (2) Of primary technical value; to be exploited by the technical services of the War Department.

c. Preparing information abstracts and compiling and maintaining an index (known as the GMDS Intelligence Catalogue) of all items of intelligence value contained in documents in the German Military Documents Section collection.

d. Indicating which documents are of particular interest to agencies maintaining liaison groups with GMDS, such as the FBI, War Crimes Commission, etc.

e. Coordinating with the War Department (Chief, Information Control Branch, Security Group, ID, WDGS) on the security classification of captured German documents, i.e., the upgrading or downgrading, from the overall classification of "confidential," of individual documents or information therefrom.

f. Determining the availability within GMDS of all documents containing intelligence information on a specific subject in response to requests from authorized agencies. This involves searching the collection for, and assembling the relevant documents for the interested agency, but does not include the translating of documents.

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2. Documents Branch will assume the above functions and provide a CIG detachment to operate in the Pentagon in direct conjunction with the Adjutant General. The latter will take over the title "German Military Documents Section," and all non-intelligence functions, such as those of the archival sub-section. These including receiving, library cataloguing, shelving, storing, recording, loaning to other agencies, and otherwise handling and disposing of documents. A detailed plan for coordination and cooperation between CIG, the Adjutant General, and the Intelligence Division on such matters as declassification, directives to field collecting agencies, etc. will be submitted later.

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APPENDIX II

Functions of Special Document Section

1. The mission and functions of SDS may be summarized as follows:

a. Extracting from captured German and Russian documents factual information pertaining to the USSR and European satellites.

b. Preparing full translations of selected captured German and Russian documents.

c. Preparing project studies from collated documents on selected subjects, as assigned or approved by the Chief, Intelligence Group, ID, WDGS.

NOTE: All current projects will be completed or merged with the Industrial Card File before the transfer to CIG except two:
(1) Transportation and Communications of the USSR and European Satellites
(2) Soviet Military Potential

d. Extracting and translating intelligence information from current Russian newspapers and periodicals for inclusion in the above projects or in the Industrial Card File.

e. Maintaining and operating the Industrial Card File. This file contains in fragmentary form all available information on individual industrial installations in the USSR and satellite countries. It was established by the Intelligence Division in October, 1946, in direct coordination with the State Department, A-2, ONI and other interested agencies. Agreement was reached on the essential elements of information to be obtained on each plant and on a standard card format. Since captured German and Russian documents proved the most prolific and dependable source of such information, SDS was designated as the central working agency for the project. The ICF now consists of approximately 17,000 items which have been produced and circulated, and 15,000 which are in process of reproduction.

The majority of the information is still extracted by the staff of SDS from captured documents, which are borrowed from GMDS and other document repositories and agencies in the USA and abroad. Information from other sources is carded by the

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participating agencies and submitted to SDS for collation, assignment of ICF number, reproduction, and dissemination. Direct channels were set up between SDS and member agencies for all matters pertaining to the ICF and to captured documents.

On completion of the card file, it is planned to have competent analysts examine the information on each individual plant. After further collation, checking, evaluation, and analysis of the collected data, they are to produce a current basic plant list which will be adaptable for use on International Business Machines.

2. Documents Branch will assume the functions described in Paragraph 1, a through d, and will continue the extraction of ICF information from foreign documents. A plan for the continued operation of the ICF by CIG, and the possible incorporation of the ICF into the Foreign Industrial Establishments project, should the latter be implemented, will be prepared by ORE.

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APPENDIX III

WAR DEPARTMENT STATEMENT:

FUNCTIONS OF THE GERMAN MILITARY DOCUMENTS SECTION AND THE SPECIAL DOCUMENTS SECTION AS OF 1 APRIL 1947

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ID 907 30 April 1947

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SUBJECT: Transfer of German Military Document Section and Special Document Section, Intelligence Division, WDGS

1. Reference is made to memorandum your office dated 15 April 1947, Subject: "German Military Document Section and Special Document Section, Intelligence Division, WDGS, and to telephone conversation of 21 April 1947 between General Sibert of your office and Colonel Ennis, Intelligence Division, WDGS.

2. Inclosed herewith are the detailed functions of the two sections. Regarding German Military Document Section, it is to be noted that functions which do not pertain to research on captured documents have been omitted since the organization and physical custody of the documents will be assumed by the Adjutant General on 31 May 1947.

3. Lt. Col. James E. Ligon, Chief, Document Section, Exploitation Branch, Intelligence Division, is designated as the representative of the Intelligence Division to coordinate with your office in arranging the transfer of the two sections.

4. Necessary action has been taken to continue on temporary duty with the two establishments those officers who are scheduled to attend the August 1947 class of the Strategic Intelligence School until the opening date of the course.

FOR THE DIRECTOR OF INTELLIGENCE:

/S/ W. A. SOLOMON
Colonel, GSC
Asst. Executive

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2-Functions of SDS

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RESEARCH FUNCTIONS OF GERMAN MILITARY DOCUMENT SECTION

1. Mission

The mission of the German Military Document Section is as follows:

a. Organize, maintain and keep accessible an active archive of captured German military documents.

b. Receive and process incoming document shipments.

c. Screen for intelligence all captured German documents received, and prepare and disseminate an intelligence index listing items of intelligence interest.

d. Dispose of non-military records by lending them on a permanent basis to governmental agencies of primary interest.

e. Make available to the appropriate technical services of the War Department documents of a technical nature.

2. Research Functions

To execute and implement the above mission, the following research activities are conducted by GMDS:

a. Screens for intelligence and determines priority for setting up in the archival sub-section document shipments which:

(1) Contain research material for use in special projects conducted by Special Document Section.

(2) Contain material to be intelligence indexed.

b. Advises the archival sub-section in the disposition of captured records which:

(1) Are of no military value and are to be deposited on permanent loan with other governmental agencies (Library of Congress, National Archives, State Department, Department of Commerce, etc.)

(2) Are of primary technical value and are to be exploited by the technical services of the War Department.

(The above activities include the appropriate disposition of phonograph records, books, motion picture films, still pictures, slides, etc.)

c. Conducts research on captured German documents in order to produce a card index of items of intelligence value. The exploitation sub-section also prepares the cards for the "offset" process and arranges them for dissemination to the following agencies:

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(1) Intelligence Documents File Branch, Intelligence Division, WDGS.

(2) Air Information Division, A-2, USAAF.

(3) Central Intelligence Group

(4) Canadian Army Staff

(5) British Army Staff

(6) Joint Intelligence Bureau, London, (British)

(7) Reading Panel, Intelligence Division, WDGS (12 sets for dissemination within Intelligence Division and Technical Services.)

d. Call documents of particular interest to the attention of permanent liaison groups with GMDS; namely:

(1) Historical Division, U.S. Army

(2), FBI

(3) War Crimes Commission

e. Determines the security classification of captured German documents as orally directed by the Chief, Information Control Branch, Security Group, Intelligence Division, WDGS. This activity includes upgrading and downgrading of captured German documents. In this connection, overall classification of the document collection is "confidential."

f. Conducts searches of the collection for availability of documents on broad subject requests as opposed to requests for specific documents.

g. It is to be noted that GMDS does not translate documents for using agencies, but lends the original captured documents (or microfilms) for exploitation.

3. Completed Work in GMDS

a. Aside from the archival phase which includes setting up the collection in usable order, the intelligence index (see par. 2c) is completed in part as follows:

(1) 52,200 folders of captured documents have been examined and indexed for the intelligence contained therein.

(2) 6,200 different items of intelligence value have been carded and the information disseminated.

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b. Approximately five (5) percent of a collection of 700 reels of microfilms have been reviewed and properly intelligence indexed.

4. Work Remaining

a. 21,000 folders of unreviewed captured documents remain to be examined and properly indexed in the manner outlined in par. 2c.

b. Additional shipments arrive from the theater at an average rate of ten (10) to fifteen (15) tons per month. These, as well as several major collections in the warehouse, remain to be screened - approximately 500 packing cases of documents.

c. Of the collection of approximately 700 reels of microfilms of documents photographed elsewhere, fifty (50) percent remain to be viewed to determine subject matter and ninety-five (95) percent require examination for the purpose of the intelligence index.

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FUNCTIONS OF SPECIAL DOCUMENT SECTION

1. Mission

The mission of the Special Document Section is as follows:

a. Extract from captured documents factual information pertaining to the USSR.

b. Prepare project studies under the guidance of the Chief, Eurasian Branch, Intelligence Group, Intelligence Division, WDGS, and prepare additional studies initiated by Special Document Section as approved by the Chief, Intelligence Group.

c. Prepare full translations of selected captured German and Russian documents.

d. Disseminate completed projects and translations through the Chief, Exploitation Branch, Intelligence Group, Intelligence Division, WDGS.

2. Intelligence Functions

a. In accomplishing the above mission, activities of Special Document Section were initially centered around five (5) major research projects based on captured documents pertaining to the USSR; namely:

(1) Atomic Energy and Allied industries

(2) Machine Tool Industry in the USSR

(3) Soviet Railway Transport

(4) Naval and Maritime Shipbuilding in the USSR

(5) Communications in the USSR (telephone, telegraph, cable, radio, mail, television, radar, courier services).

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b. In addition, the Intelligence Division, WDGS directed the establishment of an "Industrial Card File Project." The preparation of this file of Soviet industrial plants is based on captured documents available in the German Military Document Section, Washington Document Center and other document agencies. This file contains in fragmentary form all information available on Soviet Industrial installations including personnel, working methods, equipment, output, type of production, etc. When the card file is completed, competent analysts will examine the information plant by plant and, after evaluating and collating it, will produce a current basic plant list which will be adaptable for use on International Business Machines.

c. In conjunction with the project outlined in paragraph 2b above, a newspaper evaluation sub-section has been established for the purpose of extracting, translating and disseminating pertinent data from Russian periodicals

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and newspapers.

d. The production of a handbook on the USSR was initiated in January 1947. This project is based on top-level captured German documents as an overall picture of Russian industry and has been given an arbitrary deadline of 1 May 1947.

3. Status of SDS Projects

a. Atomic Energy: During October 1946 it was found that all presently available information pertaining to atomic energy had been exhausted and the intelligence derived properly disseminated.

b. Machine Tools: Information collected on this subject matter is being included in the Industrial Card File Project (see par. 3f).

c. Railway Capacities: This project will provide detailed information on Russian railway lines, their capacity, technical data, etc. This includes a general survey of waterways in Russia. The project is long-range and incomplete.

d. Shipbuilding: At the time of the establishment of the Industrial Card File Project (see par 2 b) all available information on shipbuilding in the USSR had been exploited. All future information will be included in the card file.

e. Telecommunications: In December 1946 it became apparent that the documents on hand pertaining to telecommunications had been exploited fully. The telecommunications project was then merged with the railroad study (see par. 3 c.)

f. Industrial Card File Project: Data utilized for this project are based on pre-war Russian material, captured German documents and current Russian newspapers and periodicals. All available top-level captured German documents have been exploited and work has begun on low-level German documents and Russian material. This project is perpetuating and long-range.

g. Newspaper Evaluation: Press reading will continue indefinitely in conjunction with activities pertaining to the Industrial Card File Project (see par 3f).

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DISPOSITION FORM

FROM	TO	DATE		FROM	TO	DATE	
			DIRECTOR OF CENTRAL INTELLIGENCE				CHIEF, CENTRAL REPORTS STAFF
			DEPUTY DIRECTOR, C.I.G.				[redacted]
			ASSISTANT TO THE DIRECTOR				
			SECRETARY, N.I.A.				
	1		Asst. Director, OCD				
			CHIEF OF OPERATIONAL SERVICES				Western Hemisphere Branch
	2		Asst. Director, ORE	x		63	Asst. Director for Operations
	3		Chief, ICAPS				
			CHIEF, CENTRAL PLANNING STAFF				ADMINISTRATIVE OFFICER
			[redacted]				Personnel Branch
							Budget & Fiscal Branch
							Administrative Services Branch
							Central Records
							Security Branch

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REFERENCES:

ENCLOSURES:
1. Memo to Advisor for Management ICAPS re: Transfer of SDS & GMDS: Allocation of Functions within CIG and Appendices

____	ACTION	____	DIRECT REPLY
____	RECOMMENDATION	____	COMMENT
____	SIGNATURE	____	FILE
____	INFORMATION	____	NOTE
____	RETURN	____	MAIL
____	PREPARATION OF REPLY	1 & 2	Concurrence

REMARKS:

1. It is our understanding that paragraph 4 c will be revised to conform to new policy recently expressed by the Director and now being studied b y ICAPS.

2. Please indicate concurrence on attached memorandum and on carbon copy to be returned to the Office of Operations.

[redacted]

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

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