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OFFICE OF STRATEGIC SERVICES

CONFIDENTIAL

INTEROFFICE MEMO

10 June 1944

APPROVED FOR RELEASE
DATE: MAY 2004

To: SI Officers and Civilians Arriving in Washington from the Field

From: Chief, SI

Subject: Report on Field Conditions

1. All SI officers and civilians arriving in Washington from the Field (whether permanently stationed here, or on T.D.) will file a comprehensive report on field conditions with the Executive Officer, SI, for submission to the Chief, SI, and to the Director, OSS.

2. The report will be classified as "Secret".

3. The report should cover, inter alia:

(a) What the Officer or civilian actually has been doing in the field;

(b) The progress of the work, as well as any achievements, in his particular activity in that Theater;

(c) Conditions in the field which might be improved;

(d) Specific difficulties in the field of which he personally became aware.

4. (a) It is expected that few reports will exceed 8 pages, as only the most important matters should be treated in detail. The purpose of the report is to allow your Chief, and the Director, to learn at least the matters suggested in Par. 3.

(b) Unless dates are of particular importance, the report should not be in chronological form, but dates and an itinerary should be given in outline form in the first Par.

(c) Care must be taken to specify anything reported by hearsay, or by direction from someone in the field. Any such matter will be held to a minimum.

(d) Each paragraph will be given a heading and an index must be prepared for any report covering more than 3 pages.

5. The report must be made promptly, but because of leave and personal factors a deadline will be set only after the officer or civilian returning from the field has talked with the Executive Officer, SI.

The deadline for the report due from _____ is _____.

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