

CONFIDENTIAL

C O P Y

STANDARD OPERATING PROCEDURE #3

July 13 1942

1. By letter of March 13 1942 I was ordered in addition to my other duties with the Military Intelligence Service, War Department General Staff, to purchase two HRC Listening Posts at Bellmore, New York and Hollywood, California, purchase and install all necessary equipment and employ all necessary personnel to establish and organize a Coordinator of Information Listening Service, all this on part time loan to the Office of COI.

2. More recently I was ordered to also organize the basic or key installations for a world radio communication system with Bellmore, NY and Hollywood, California, as control points, while still maintaining a listening or monitoring service; by keying circuits to available transmitter facilities which we could control (namely the Mackay facilities at Aragsanett, NY and Clearwater, California). This was arranged.

3. The Monitoring operations and Intelligence Section, as well as the Code and Cipher Section naturally were still practical and necessary adjuncts to any communication system for secret operations and secret intelligence in a world war, aside from the Listening Service as such.

4. The Office of the Coordinator of Information then became the Office of Strategic Services with Colonel Donovan as its head.

5. The Listening or Monitoring service and the basic installation and control points of a world wide communication system as to key equipment and facilities and personnel are now well started.

6. The Office of Strategic Services have recently appointed Major L Lowman in charge of radio and the installation and organization I have set up. As per instructions dated July 10 1942, I will revert to my full time assignment with Military Intelligence.

7. From now on you will look to Major Lowman for all orders directives and policies and I hope you shall give him the same loyal and outstanding service and cooperation you have given me in the difficult period of organization. The organization of services of the type required are difficult as they involve problems not common to any peace time or commercial radio communication operation.

8. I shall remain in an advisory and liaison capacity for the next month. The Voice Broadcast Station list being prepared by the Translation and Editorial Section, aided by the Intelligence Section, shall be completed as soon as possible. Intelligence Section reports will continue to be routed to me until further orders from Major Lowman. All other operations will also continue, unless terminated or changed by Major Lowman.

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9. All "secret" information obtained by me personally from various sources shall be returned to me with no copies permitted except whatever information have been already entered or incorporated in the permanent active frequency records and card index files of the Intelligence Section.

10. All Department and Section Chiefs shall make an immediate and thorough physical inventory and list all articles from small to large. These lists in duplicate shall be collected by Miss Latimer and should be ready not later than Friday, July 17th 1942.

11. All matters pertaining to equipment, priorities, personnel, security approvals, draft board negotiations, rationing board requests and employment actually in the works shall be taken up and should be arranged or approved by Major Lowman.

12. It is recommended that employment commitments made prior to July 10th but not yet in actual effect shall be honored by the OSS or Major Lowman.

13. All future passes will be issued and signed per Major Lowman's instructions and detailed rules and regulations covering security will be issued by him.

14. D.E.M.L. and D.S. certificates for rations and quarters and pay for assigned military personnel shall be signed by Major Lowman.

15. Questions with regard to petty cash payments and Civil Service status shall depend on whether the OSS will still remain a civilian agency or become part of the Army.

16. It is hoped that this organization will soon be operating efficiently, securely and effectively under your new Director.

John V Grombach
Lieut Col., Inf
Contact and Liaison Section
Military Intelligence Service

cc Mr Sellar
Candela
Lt Delafield
Mr Maher
Mj Stone
Mr Smith
Resides
McElrath