

## COORDINATOR of INFORMATION

**ADMINISTRATIVE  
ORDER**

Number: 1

Issued: 9/11/41

Effective: 9/11/41

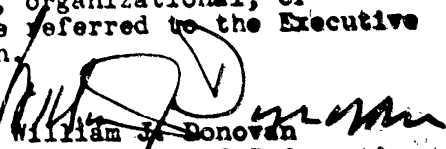
**SUBJECT: DELEGATION OF FISCAL AND ADMINISTRATIVE AUTHORITY**

In accordance with authorization contained in an Administrative Order dated August 13, 1941, Mr. Thomas G. Early was authorized to approve all allotments and travel orders and to designate certifying officers who would be responsible for the proper preparation and certification of obligation documents, payrolls, and other vouchers which accrue as expenditures chargeable to the appropriation for the Coordinator of Information. The above-mentioned Administrative Order was issued to delegate authority for a limited period pending the establishment of a more permanent organization.

I hereby rescind the Administrative Order dated August 13, 1941, and designate the following personnel with full authority to perform the activities specified herein:

1. Mr. Thomas G. Early, as Executive Officer, to coordinate and exercise full responsibility in all fiscal, organizational, and administrative functions for the Coordinator of Information.
2. Dr. A. Rex Johnson, as Budget and Planning Officer, to be responsible for all budget, procedural, and planning functions.
3. Mr. Cecil W. Barnes, as Business Officer, to serve as certifying officer for purchase requisitions, payrolls, and other vouchers and obligation documents.
4. Mr. James B. Opsata, as Personnel Officer, to be responsible for the recruitment and placement of personnel and other phases of personnel administration.

All matters of a fiscal, organizational, or administrative nature shall be referred to the Executive Officer for appropriate action.

  
William J. Donovan  
Coordinator of Information

*Organization  
+ Bonds  
+ Treasury*

August 29, 1941

Mr. H. R. Schwalm, Chief  
Section of Surety Bonds  
Treasury Department  
Washington, D. C.

Gentlemen:

Authority has been delegated to  
Mr. C. W. Barnes, Chief of Office Services,  
to approve Bonds of Indemnity - Advances,  
"Subsistence Expense Act of 1926" for  
travel advances for personnel in the Office  
of Coordinator of Information.

Very truly yours,

William J. Donovan

CWB:lj;cc

*CWB*  
cc: Mr. Brennan (Disbursement)  
Att: Mrs. Love

✓ Organization  
Library of Congress  
2

July 24, 1941

Mr. Harold D. Smith, Director  
Bureau of the Budget  
Washington, D. C.

My dear Mr. Smith:

In developing the organization for the Coordination of Information, it has been determined that the Library of Congress has facilities which, if expanded, will provide valuable data which may bear upon national security.

It is estimated that approximately \$75,000 will be required by the Library of Congress to cover expenses for the first quarter of the fiscal year to develop these facilities.

In order that the Library of Congress may start work immediately, it is requested that approval be given to the transfer of \$75,000 from the \$350,000 fund which has been tentatively approved for the establishment of the office of Coordination of Information.

Very truly yours,

William J. Donovan  
Coordinator of Information

### DESIGNATING A COORDINATOR OF INFORMATION

By virtue of the authority vested in me as President of the United States and as Commander in Chief of the Army and Navy of the United States, it is ordered as follows:

1. There is hereby established the position of Coordinator of Information, with authority to collect and analyze all information and data, which may bear upon national security; to correlate such information and data, and to make such information and data available to the President and to such departments and officials of the Government as the President may determine; and to carry out, when requested by the President, such supplementary activities as may facilitate the securing of information important for national security not now available to the Government.
2. The several departments and agencies of the Government shall make available to the Coordinator of Information all and any such information and data relating to national security as the Coordinator, with the approval of the President, may from time to time request.
3. The Coordinator of Information may appoint such committees, consisting of appropriate representatives of the various departments and agencies of the Government, as he may deem necessary to assist him in the performance of his functions.
4. Nothing in the duties and responsibilities of the Coordinator



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of Information shall in any way interfere with or impair the duties and responsibilities of the regular military and naval advisers of the President as Commander in Chief of the Army and Navy.

5. Within the limits of such funds as may be allocated to the Coordinator of Information by the President, the Coordinator may employ necessary personnel and make provision for the necessary supplies, facilities, and services.

6. William J. Donovan is hereby designated as Coordinator of Information.

(Signed) Franklin D. Roosevelt

THE WHITE HOUSE,

July 11, 1941

*Inclosure  
X Organization*

August 13, 1941

Building Foreman  
The Apex Building  
Washington, D. C.

Dear Sir:

We have made arrangements to have our  
wastepaper picked up in the afternoon and burned.  
I understand that, later in the evening, the people  
who clean empty wastebaskets of paper which has  
accumulated after the other men have emptied the  
baskets.

We prefer that this not be done and that  
the accumulated paper remain here until it is picked  
up the next day to be burned.

Yours very truly,

Thomas G. Early  
Executive Officer

Wico  
Final.

#4195 - PARAPHRASE FROM CHERWOOD PERSONAL FOR W.J. DONOVAN

1. Efforts to arrange places for Whitney and me on the British Clipper from London the week of 9/22 are being made by the Ministry of Information. If space is available, this would be the most convenient form of travel and would as well provide an opportunity on our way through Dublin to have at least an informal conversation with our Minister there. There has been no confirmation as yet of this reservation.

2. The matter of broadcast time a speech to Britain and the United States has been broached by the BBC. I would appreciate your view as to the propriety of my doing this inasmuch as the BBC seems desirous of having me do it. All my work is being forward in splendid style.

XXXXXXXX CHERWOOD

TRB

GRAY

London

Dated September 6, 1941

Rec'd 2:15 p.m.

Secretary of State,  
Washington.

4120, September 6, 5 p.m.

PERSONAL FOR DONOVAN FROM WHITNEY:

First we find no record in any incoming air service that Sherwood is expected. For purpose making arrangements here can you cable us his method of travel.

Second, weather conditions rendering bomber service increasingly unreliable. Therefore have made tentative booking for myself to Lisbon September 15. Would appreciate your requesting State Department to arrange Clipper booking from Lisbon September 18 and at same time arrange tentative return booking to Lisbon at appropriate date. State Department can there confirm both dates direct to Embassy and we will then arrange here my return booking Lisbon to London.

WINANT.

RR



EJ

GRAY

London

Dated September 9, 1941

Rec'd 9:16 a.m.

Secretary of State,  
Washington.

4165, September 9, 1 p.m.

PERSONAL FOR WILLIAM J. DOLOVAN FROM SHERWOOD.  
Work going well.

Recommend Whitney return United States of  
America with me leaving London about September 22.  
Please advise about this also whether you wish both  
Whitney and me to go to Dublin.

Best cable method address Whitney care Winant.

WINANT

RR

#4120 - LONDON PERSONAL FOR COLONEL DONOVAN FROM  
WHITNEY -

We find no record in any incoming air service that Sherwood is expected for purpose making arrangements here. Can you cable us his method of travel.

Weather conditions rendering bomber service increasingly unreliable. Therefore have made tentative booking for myself to Lisbon 9/15. Would appreciate your requesting State Department to arrange Clipper booking from Lisbon 9/18, and at the same time arrange tentative return booking to Lisbon at appropriate date. State Department can there confirm both dates direct to Embassy and we will then arrange here my return booking Lisbon to London

WHITNEY

*Carol Whitney to return  
Traveled with Beardsley  
& State Dept who  
arranged for transportation.*

//4165 - LONDON PERSONAL FROM SHERWOOD -

Work going well. Recommend Whitney return United States of America with me, leaving London about 9/22. Please advise about this, also whether you wish both Whitney and me to go to Dublin.

Best cable method address Whitney care of Winant.

SHERWOOD

(COPY)  
Inter-Departmental

(COPY)  
Inter-Departmental

(COPY)  
Inter-Departmental



OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.

15-11-70  
CIAA

X. T. C. S. M. L. L.  
X. W. S. G. T. E. M. A. N. D.

15 December 1944

MEMORANDUM

TO: Director  
FROM: General Counsel  
SUBJECT: Radio Transmitter of CIAA

1. As stated in the letter of 8 December to you from Mr. Rockefeller, the transfer of the radio transmitter from the Coordinator of Inter-American Affairs to OSS has been accomplished in accordance with your orders, following an inspection which revealed that while the property was damaged it could be repaired without great difficulty. The damage thus affected only the price.

As required by the Surplus Property Act of 1944, the CIAA reported the transmitter as surplus property under Defense Supplies Corporation. We have entered into a letter agreement with the latter for the transfer of the equipment to us. The price we ultimately will pay is not to be determined, according to our agreement, until we have had an opportunity to test the equipment and to determine what repairs or replacement parts may be necessary. In no event will the price be less than \$76,000.00 (which RCA offered the Government for the equipment) nor more than \$102,264.81 (the original cost to CIAA).

2. Procurement and Supply Branch is arranging for the shipment of the equipment to Rosslyn, Virginia.

3. Communications Branch has handled all technical matters in connection with the transfer.

J. B. D.

JBD

Mat is the present  
decoration

P

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE FOR EMERGENCY MANAGEMENT  
COORDINATOR OF INTER-AMERICAN AFFAIRS

COMMERCE DEPARTMENT BUILDING  
WASHINGTON, D. C.

December 3, 1944

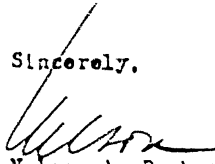
Dear Bill:

I am glad that the transfer from  
Prencinradio, Inc. to your Office of the  
broadcast transmitter, referred to in your  
letter of October 28th, has now been completed  
in accordance with the appropriate rules and  
regulations of the Surplus War Property Adminis-  
tration. I am sure that this transmitter will  
prove useful to you in implementing your program.

We appreciate very much your cooperation  
and that of the members of your staff who handled  
the details of this transfer.

Kindest regards,

Sincerely,

  
Nelson A. Rockefeller  
Coordinator

Brig. Gen. William J. Donovan,  
Director, Office of Strategic Services,  
25th and E Streets, N. W.,  
Washington 25, D. C.

*C. J. A. D. 10/20/44*

*Transmitted via  
\* Wiggins Terminal*

23 October 1944

*P.C. up  
Rel. to Police*

Mr. Nelson A. Rockefeller  
Coordinator of Inter-American Affairs  
Commerce Building  
Washington, D. C.

Dear Nelson:

Referring to your letter dated October 10, 1944 concerning the broadcast transmitter now owned by Procinradio, Inc., a Government corporation controlled by your agency, I wish to confirm your understanding that this Office requires such a transmitter for the performance of its functions.

In accordance with your request, the General Counsel of OSS has communicated with Mr. Bussal concerning the inter-agency transfer of this property and our payment of a proper price for it.

I appreciate your courtesy and cooperation in this matter.

Sincerely yours,

William J. Donovan  
Director

cc: Deering-Earn  
Donovan, Long



OFFICE OF STRATEGIC SERVICES  
~~COORDINATION AND INFORMATION~~

## OFFICE MEMORANDUM

Date: January 28, 1943

To: Mr. James Murphy  
 From: Colonel A. H. Onthank  
 Subject: File

Am returning file on Italy. Thank you.

A. H. Onthank

SECRET

The conversation in connection with the Italian  
 Plan

The Plan will be submitted to the command of the  
 C.I.A.A. plan at an early date

A. H. Onthank  
 Secretary



CIAA 9969  
 Italian Camps  
 PW  
 Latin Am  
 J.C.S.

**SECRET**

February 3, 1943

Honorable Nelson A. Rockefeller  
 Coordinator of Inter-American Affairs  
 Washington, D. C.

Dear Nelson:

On January 14, 1943, you kindly sent me a copy of The Plan for Western Hemisphere Support of the Italian Campaign, which you had prepared for the Joint Chiefs of Staff, with a request for comments and suggestions.

The Office of Strategic Services Planning Group has given careful consideration to your Plan and has informed me that, with minor differences, it is in general accord with The Basic Plan for the Military Program of Psychological Warfare in Italy, which I have sent to the Joint Chiefs of Staff. I assume that a copy of that Basic Plan will be sent to you by the Joint Chiefs of Staff as and when it is approved by them.

Sincerely,

William J. Donovan  
 Director

**SECRET**

0900  
91969

**SECRET**

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: COL. WM. J. DONOVAN

FROM: LT. COL. A. H. ONTHANK *AWO*

SUBJECT: ITALIAN PLAN

DATE: Jan. 22, 1943

The Planning Group, at its meeting this morning, considered the C.I.A.A. plan for Western Hemisphere support of the Italian campaign, which you transmitted. The Group came to the following conclusions:

1. That the influence of the C.I.A.A.'s operations in South America upon Italians there was, in effect, a part of the psychological warfare on Italy. The South American operations of that nature, therefore, should conform to the basic Italian plan for psychological warfare, which is now ready for submittal by the Psychological Warfare Staff to the Planning Group.
2. The State Department has a definite interest in the Italian plan and in the C.I.A.A. plan because it is now considering a proposal from the British Foreign Office which sets forth a definite psychological warfare approach to Italy.
  - (a) The State Department does not wish to respond to this British proposal until it has received the opinions of the Joint Chiefs of Staff in the premises.
  - (b) The State Department is understood to be willing to wait for the Joint Chiefs of Staff to consider the Italian plan of the OSS.
  - (c) The Planning Group believed that it would be desirable that a request from the Joint Chiefs of Staff to the OSS be arranged, asking that submittal of the OSS Italian plan be expedited.
3. It was also suggested that the Director of Strategic Services communicate his thanks to the C.I.A.A. for its courtesy in furnishing a copy of the South American plan, and that it be explained that there

**SECRET**



**SECRET**

is an intention to lay the plan before the Advisory Committee in order that it may be integrated with the broad program for psychological warfare on Italy which is being produced at the request of the Joint Chiefs of Staff.

-2-

**SECRET**

1969  
✓ *Mr. Nelson A. Rockefeller*  
✓ *Stalin Campaign*  
✓ *P. W.*  
✓ *Latin America*  
✓ *T. O. S.*

January 21, 1943

Mr. Nelson A. Rockefeller  
Coordinator of Inter-American Affairs  
Office for Emergency Management  
Washington, D. C.

Dear Nelson:

Thank you very much for your  
letter with enclosure which we will exa-  
mine with great care. I appreciate your  
cooperation.

Sincerely,

William J. Donovan  
Director

C400 174

< Italian Campaign  
x PLO  
> Latin America

January 20, 1943

< J.C.F.

Mr. Nelson A. Rockefeller  
Coordinator of Inter-American Affairs  
Washington, D. C.

SECRET

Dear Nelson:

✓ This will acknowledge receipt of  
your letter of January 14, 1943, enclosing a copy  
of plans for the Italian program in the Hemisphere.

I have sent the plans to our Planning  
Group, and we shall be glad to give you any sugges-  
tions and all possible assistance.

Sincerely,

William J. Donovan  
Director

SECRET

Colonel A. H. Onthank

January 20, 1943

Colonel Donovan

Plans for Hemisphere Support of the Italian Campaign

I am sending to you herewith copy of letter dated January 14, 1943, which I have received from Nelson Rockefeller, together with the plans enclosed therewith. I am also sending herewith copy of my reply.

Will you please see that this matter is brought to the attention of the Planning Group.

Encs.

W. J. D.

OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.

CIA 9769  
\* Mike Long  
\* 100  
\* 1st. America  
\* 500

January 15, 1943

TO: The Secretariat  
FROM: Colonel Donovan

Will you please advise the Planning Board of  
the attached, then return it to me.



*W.J.D.*  
*Returned to sender*  
*Did I send*  
*letter to*



THE JOINT CHIEFS OF STAFF  
WASHINGTON

January 15, 1943.

**SECRET**

Colonel William J. Donovan,  
Director, Office of Strategic Services,  
25th and E Streets, N. W.,  
Washington, D. C.

Dear Colonel Donovan:

In a memorandum to you dated December 2, 1942, General Deane stated that appropriate parts of the Joint American-British Plan of Psychological Warfare for Italy (J.C.S. 139) had been referred to the Coordinator of Inter-American Affairs for implementation. General Deane also enclosed for your information a copy of the letter which was forwarded to that agency.

Yesterday I received from Mr. Nelson A. Rockefeller the Plans for Hemisphere Support of the Italian Campaign as prepared by the office of Coordinator of Inter-American Affairs.

In view of the fact that the Joint Psychological Warfare Committee has been abolished and its functions transferred to the Office of Strategic Services, I have requested Mr. Rockefeller to communicate directly with your office on matters concerning his Plans for Hemisphere Support of the Italian Campaign. However, in connection with other subjects requiring liaison between the Coordinator of Inter-American Affairs and the Office of Strategic Services, I have informed Mr. Rockefeller that it is desired that he should coordinate his liaison with you through the Secretariat, Joint Chiefs of Staff.

Sincerely yours,

*Forrest B. Royal*

FORREST B. ROYAL,  
Captain, U.S. Navy,  
Deputy Secretary.



**SECRET**

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE FOR EMERGENCY MANAGEMENT  
COORDINATOR OF INTER-AMERICAN AFFAIRS

January 14, 1963

SECRET

Dear Bill:

In line with the directive received from the Joint Chiefs of Staff in a letter addressed to me from General Deane on December 2, we have completed and sent today to General Deane plans for the program to be carried out in the Hemisphere in connection with the Italian campaign.

We would like very much to have your comments and suggestions concerning the plans.

With best wishes,

Sincerely,

*Nelson*

Nelson A. Rockefeller  
Coordinator

Colonel William J. Donovan  
Office of Strategic Services  
Washington, D. C.

*To Mr. [unclear]*

*For [unclear] [unclear]*

