

TAB C

Recommendations for Future Management Action
in the Office of Collection and Dissemination

1. Study the processing of documents from the point of receipt through every stage in OCD, including volume, points of origin, age upon receipt, time for processing, channels of work flow, supervision, methods used in each stage, purposes of each function, record keeping, machine methods used. Study availability and uses made of codes, intellofax runs, Library references. Determine insofar as possible the duplicate routing practices of other Offices, delays such "second reading" causes in dissemination of material. Review routing patterns, how they are determined and kept up-to-date, how effective they are in meeting the needs of the Offices serviced.

2. Study the security control procedures used in connection with SECRET and CONFIDENTIAL material and prepare a Handbook similar to the proposed TS Handbook, except that it can be a considerably modified version for these lower classifications. This study should be conducted in collaboration with the CIA Classification Control Officer in OCD.

3. Intelligence code indexing is apparently not satisfactory to the analysts who state that the present coding system is ineffective in locating source material. A study should be made to determine the validity of the complaints. Possibly preliminary codes could be assigned by OCD, analysts could enter suggested coding as they read the document, and final coding could follow dissemination.

4. CIA Library, Industrial Register, and Biographic Register are not receiving full accessions of CIA and analysts are hampered in their research as a result. The main problem seems to be with FI/DDP. Possibly a joint project could be worked out between Management's DDI and DDP analysts.

5. CIA Library, Circulation and Reference Branches, could probably be combined for more effective operation and elimination of duplicate effort.

6. The functional statement of CIA Library, Circulation Branch, should be revised when they start reproducing documents from microfilm for reference purposes.

7. The machines for preparation of mats for dissemination of material SECRET and below should be returned to [REDACTED] saving several days in the processing of documents for dissemination.

25X1A6a

8. Machine methods should be developed for coordinating specific requirements with reports in response to the requirements. [REDACTED] and I have discussed this and he has developed a tentative system.

25X1A9a

9. Progress in conversion of intelligence files to microfilm should be checked and reported to the DD/A again in October 1954.

10. Review of the problem of hard copy versus microfilm in the Vital Materials Repository should be made about October 1954. If microfilm is used, decision should be made whether it will be mounted on aperture cards and Photostat reproduction machines placed in VMR for emergency use.

~~SECRET~~~~CONFIDENTIAL~~

19 July 1950

DOCUMENT NO. 9
 NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
 CLASS. CHANGED TO: TS S (C)
 NEXT REVIEW DATE: 1989
 AUTH: HR 70-2
 DATE: 17 Oct 79 REVIEWER: 025814

MEMORANDUM FOR: Management Officer

SUBJECT: Realignment of Certain Agency Functions

REFERENCE: Management Officer's Circular Memo of 10 July

1. We have no objections to these realignments of agency functions but think some of the following points should be given consideration:

2. We are not too happy about ORE-OSI joint control of requirements, but they say it can work. We doubt the efficiency of a requirements group going in for the assignment of collection action. We think they could recommend sources to our collection office, which apparently will be OO, and that that office must determine the best way to fulfill the requests made upon it.

3. We see no objection at this time to giving all domestic overt collection to OO, i.e. collection from and through other Government agencies in Washington as well as from private industry in the U. S. It must NOT, however, be designated the "Office of Overt Collection" as that too pointedly emphasizes that we have an office of covert collection also. Also, if the NSC50 Plan should ever be revived for one Office of Operations the present OO, with these new functions, should not be included therein. Let it now be changed and called just the Office of Collection, as all its "Operations" are some sort of collecting activity. "Presentations" would also be "collecting" oral information.

4. The new Office of Collection should also give attention to CIA's coordinating functions in the field of collecting information of intelligence value, as CIA's production offices do in the field of producing National Intelligence. This will develop through assigning collection activities to the various outside collectors and knowledge of their capabilities, and through familiarity with the requests (i.e. "requirements") it receives. State has long-established procedures, and CONFIDENTIALLY I've been told by Mr. Crilley, Chief of the Division of Foreign Reporting Services, that he would welcome a close tie-in with CIA. Theoretically, we have to work through Mr. Strong in IAD of Mr. Armstrong's office, which we should not by-pass; but maybe in time we can get more CIA ideas through to Mr. Crilley.

Document No. 009NO CHANGE in Class. ☐

☒ DECLASSIFIED
 Class. CHANGED TO: TS S C

Approved For Release 2000/08/22 : CIA-RDP61-00274A000200190011-4

Auth: IDA REG. 77/1733

Date: 24 Feb 78 By: 022~~CONFIDENTIAL~~~~SECRET~~

61-274

B2 Feb 17

10865

JUL 20 1950

~~SECRET~~

~~CONFIDENTIAL~~

5. Once these "realignments" are made, let's stop re-organizing CIA for twelve consecutive months. We re-organize ourselves and the outside agencies also re-organize us. It's a new Agency, I admit, but let's let it work for a while without interruptions and without devoting hundreds of manpower hours and taxpayers' dollars to new schemes and change for the sake of change. Whatever system we have will not be perfect, but with experience it will certainly improve, if given time enough to gain experience!

*There are not
changes for change
Sally 1/11*

P2

PRESCOTT CHILDS, Chief
Coordination, Operations
and Policy Staff

Distribution:

Acting Executive
AD/OCD
AD/00

~~SECRET~~

~~CONFIDENTIAL~~