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~~Security Information~~

21 November 1952

MEMORANDUM FOR: 25X1A9a
[REDACTED], PP/PP

SUBJECT : CIA's Contribution to the 2nd PSB Quarterly Report,
due at PSB 6 January

REFERENCES: a. Annex C, Annual Status Report, (PSB D-30)
25X1A9a b. Section III, First Quarterly Report, (D-34)
c. Memo from [REDACTED] to Chief, OPS Division, dated
3 November (PSB E-3 file)

1. In order to assure that the PSB Quarterly Report is prepared adequately and on time, it will be necessary for this staff to assume the over-all responsibility for accomplishing it.

25X1A9a 2. With above references in mind, I desire that you spend the major portion of your time, as a major project assignment, for the next two weeks on the preparation of the Quarterly Report, utilizing September, October, and November Operational Summaries. It is expected that we will write a report paralleling the previous PSB reports which will not need any form of re-editing or revising by the PSB Staff, as has been the case heretofore. Based on that criteria, the report should not exceed 12 legal-size pages double spaced. After you have completed your first preliminary draft in this light, I would like it turned over to [REDACTED] on or about the 4th of December as an editorial rewrite and polish assignment.

25X1A9a 3. I expect to distribute on 2 December a copy to PAD, PI/Prop., EOD, and OPS/Eval. for comment and critiquing, with their papers due back at the close of business on 10 December. From this point forward, it will be [REDACTED] responsibility to rewrite the paper, incorporating the comments, and have it ready for distribution to Area and IO Divisions by the afternoon of 12 December, with the request that their review and comments be referred to us by 22 December. A new draft will then be compiled for [REDACTED] consideration between Christmas and New Years.

25X1A9a 4. [REDACTED] instructions, is to take you to [REDACTED], 2403 K, OPS Reporting, in order that all the necessary background reports can be made available to you for data purposes as soon as possible.

5. Do not

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5. Do not place any requirements on Area and IO Divisions, or confer with them with respect to this report, without my O. K.

SIGNED
25X1A9a
[REDACTED]
PP/PP

PP/PP/[REDACTED] 25X1A9a
Distribution:
Addressee [REDACTED] 25X1A9a
PP/PP [REDACTED]
OPS/Eval.
2nd Qtrly. Rept. file
FRZ chronc.

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