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TRANSMITTAL SLIP

DATE
3 December 1963

TO: Colonel White (via and STAT
Mr. Lloyd)

ROOM NO. BUILDING

REMARKS:

A corner JWD

Recommend your signature.

VRT

FROM:

ROOM NO. BUILDING EXTENSION

12 November 1963

MEMORANDUM FOR: Chief, Logistics Services Division, OL
FROM : Chief, Intelligence Information Staff, OCI
SUBJECT : Distribution Service

1. As you probably will recall, as a result of a staff study prepared on 29 January 1953, the Office of Logistics agreed that the messenger/distribution activity which had been conducted by OCI in support of the restricted area tenants in "M" and "Q" buildings should be transferred from OCI to OL. Accordingly three positions and ceiling were transferred to the Office of Logistics. In return OL agreed to detail three individuals to OCI to perform the restricted area distribution function. OL has faithfully lived up to the agreement.

2. However, since the move to Langley headquarters in 1961, the demands placed upon the three individuals performing the distribution function have exceeded their capabilities. Some of these demands are:

a. Distribution to Agency components in corridors F and G, floors 2 through 7, roughly equivalent to twice the "M" and "Q" building areas.

b. Distribution to Office of Security designated and approved delivery points outside the DDI special center, i.e. O/DCI, O/DDCI, O/IG, O/EXEC.DIR., O/DDP/FID, etc.

c. Creation of two new DDI Staffs, the Collection Guidance Staff, (CGS), and the Research Staff (RS), both of which are housed within the DDI all-source center. Both of these staffs require all-source distribution service.

d. Creation of the Deputy Directorate for Science and Technology (DDST) and the move of some of its components into the DDI Center, all of which require distribution service.

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e. Issuance of DDI Special Center Notice #2-63, July 1963 which designated OCI Registration (from which the three detailees operate) as the central point of registration and distribution for T-KH materials for the DDI Center in addition to performing the same function for COMINT for the Agency. This designation has introduced a highly sensitive, tightly controlled flow of material of all sizes and shapes into the distribution system.

f. As an adjunct to the hand-carry distribution system, the pneumatic tube "B" and "C" systems are used extensively during the hours they operate. The "B" system links the DDI all-source center with components outside the center. The "C" system operates solely within the all-source center. The OL detailees service the "B" and "C" pneumatic tube system stations in OCI registration, and transfer materials from one system to the other as necessary. When transferring materials from "C" to "B", a check on the classification of the material being transferred must be made, because while the "C" system is approved for the transmission of TOP SECRET CODE WORD material, the "B" system is not. This check is often a time-consuming necessity because of the volume of material.

g. Recently we were informed that the DDI all-source center (floors 2 through 7, corridors F and G) will be expanded to include certain areas on the 1st floor, presumably in F or G (or both) corridors. This expansion means of course that the existing distribution service must be expanded to include the new area.

3. By way of comparing the 1953 and 1963 distribution workloads, the following is offered:

a. In 1953, the three messengers effected distribution of material to:

OCI - hourly

ORR - twice daily

SR/OCR - twice daily

all three of which were located on the 2nd floors of "M" and "Q" building, and in a corridor of the 1st floor of "Q" building.

b. In 1963 distribution is effected to:

O/DDI	-	On ad hoc basis
OSI	-	twice daily
ONE	-	" "
JAG	-	" "
OEL	-	" "
CGS	-	" "
RS	-	" "

in addition to those listed in paras 2a and 3a, above. This represents about a 400% increase in the number of delivery points which must be serviced.

4. From the foregoing it may be concluded that the present workload is seriously straining the capabilities of the distribution system. Indeed, some of the components being serviced twice a day have asked for more frequent deliveries. These requests of course cannot be honored unless additional manpower is forthcoming. It is requested therefore that the Office of Logistics give consideration to detailing two additional persons to the OCI Registry to help maintain the present schedule and provide such additional service as may be required in the future. If this request is favorably considered, the individuals selected for the assignment must meet the security criteria for COMINT and other special clearances.

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