

DISPATCH

CLASSIFICATION
S E C R E T

PROCESSING ACTION

TO	Chief of Station, Germany Attention: []	XX	MARKED FOR INDEXING
INFO			NO INDEXING REQUIRED
FROM	Chief, EE		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Administrative CABATON Progress Reports		MICROFILM

ACTION REQUIRED - REFERENCES

- The arrival of EGOT 22784, dated 14 April 1964, coincided with preparation for a field trip. He therefore asked me to look into and reply to paragraph 11 of this Fortnightly letter.
- Reporting on operational support projects has a troublesome history over many years and it has been most difficult for both the field and Headquarters to find a solution that imposes a minimum of work on the field and simultaneously provides Headquarters with reasonable current status information. We do not disagree that EGFA 41542 is longer than necessary but we must request that the quarterly status report be continued. We would therefore suggest that saving and preparation of CABATON type progress reports can be effected by eliminating the summary paragraph, by simply listing those assets whose status and activities have not changed instead of mentioning how often he was met, and provide detail only where unusual or new activities occurred during the quarter. In our view the status report while serving a real Headquarters requirement forces the field case officer to take a periodic look at the status of each of his assets; something which should be particularly helpful in an activity which has become so wide spread and where it is easy to overlook things because of the number of assets involved and the constant pressure of daily servicing.
- We suggest that we use the above simplified procedure for the preparation of two quarterly reports and then review whether additional modifications are required or desirable.

Distribution:
2 - Chief of Station, Germany

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

GROUP 1
Excluded from automatic
downgrading and
declassification
27 APR 1964

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER EGOS 14148	DATE 24 April 1964
	CLASSIFICATION S E C R E T	HQS FILE NUMBER Non-Record

Hqs Distribution:
1 - EE/G/IS
1 - C/EE/G
✓ - EE/G/West

ORIGINATING		
OFFICE C/EE/G	OFFICER Erich W. Isenstead;br	EXT 7858
COORDINATING		
OFFICE SYMBOL	DATE	OFFICER'S NAME
OFFICE SYMBOL AC/EE	DATE 24 APR 1964	OFFICER []

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