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JCS
RESTRICTED
Joint Secretariat 12/12
Typing Instructions

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

DATE: May 18, 1943

TO: Mrs. O'Donnell

FROM: E. M. Rattigan
Secretariat Files *EMR*

SUBJECT: Joint Secretariat Memorandum No. 12

There is on file in the Secretariat one copy (No. 16)
of Joint Secretariat Memorandum No. 12, General Typing
Instructions - Restricted, April 16, 1943.

RESTRICTED

April 14, 1943.

MEMORANDUM FOR ALL COMMITTEES AND AGENCIES OF THE
JOINT CHIEFS OF STAFF:

Subject: Preparation of Papers by all Supporting
Agencies of the Joint Chiefs of Staff
Organization.

1. The Joint Chiefs of Staff at their 74th Meeting on
April 13, 1943, considered this subject and

"(a) Agreed that all papers prepared by supporting
agencies of the Joint Chiefs of Staff organ-
ization should be prepared, if possible, on
two pages to show briefly: the problem pre-
sented, the facts bearing on the case, and
the conclusions and/or recommendations of the
agency or committee preparing the paper.

"(b) That all discussion and supporting data for
the papers prepared as indicated in (a) above
be attached to such papers as enclosures, ap-
pendices, or annexes."

2. It is requested that all committees and agencies of
the Joint Chiefs of Staff comply with (a) and (b) above.

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

Distribution:

Joint Strategic Survey Committee
Joint Staff Planners
Joint U. S. Strategic Committee
Joint Communications Board
Joint Intelligence Committee
Joint Airway Transportation
Joint Air Support
Joint Epidemiological Committee
Office of Strategic Services
Joint Security Control
Joint Army Petroleum Board

April 15, 1943

JOINT SECRETARIAT MEMORANDUM NO. 13

Preparation of Papers by all Supporting Agencies
of the Joint Chiefs of Staff Organization

Enclosure "A", Memorandum for All Committees and Agencies
of the Joint Chiefs of Staff is furnished for the information
and guidance of the Secretaries and to assist them in rendering
aid and service to the committees and agencies of the Joint
Chiefs of Staff.

J. R. DEANE,
F. B. ROYAL,
Joint Secretariat.

RESTRICTED

7 January 1944

JOINT CHIEFS OF STAFF

JOINT SECRETARIAT MEMORANDUM NO. 26

ASSIGNMENT OF CONFERENCE ROOMS

Note by the Secretaries

Effective 10 January 1944 the U.S. Message Center will be responsible for the assignment of conference rooms.

Those desiring to confirm regular weekly meeting conference rooms or to obtain a conference room for a special meeting should call Lieutenant Zitlin, Extension 77747, (REpablio 6700).

P. B. ROYAL,

A. J. McFARLAND,

Joint Secretariat.

RESTRICTED

12 January 1944

JOINT CHIEFS OF STAFF

MEMO FOR THE SECRETARIAT OF ALL SUPPORTING AGENCIES OF THE J.C.S.

Subject: Personnel for duty with the Joint Chiefs of Staff Secretariat and Supporting Agencies.

1. Attention is invited to that section of the Charter for the Joint Secretariat which provides for the assignment of personnel as follows:

"4. The Secretary shall:

 1. Assign secretaries and provide such other officers, enlisted, and clerical personnel as may be required for the proper functioning of the Joint Chiefs of Staff organization."

2. Please insure that all requests for orders for personnel are made to the Secretary, Joint Chiefs of Staff, via the Assistant's Office, Room 200 B.

F. B. ROYAL,
Secretary.



"II. PHYSICAL FITNESS

1. There has been a marked tendency for Army personnel whose duties are confined primarily to office work to dispense with the regular outdoor physical exercise necessary for the maintenance of good health. While outdoor exercise may be dispensed with for a short period of time without deleterious effect on the physical fitness and efficiency of an individual, to do so over a prolonged period will definitely decrease his efficiency. Emergency situations may temporarily interfere with the participation of certain individuals in regular outdoor physical exercise. However, health precautions cannot be ignored without eventually resulting in lowered mental and physical efficiency, with a decrease in the quality of work performed."

"2. In the interest of good health and physical and mental fitness, exercise in the open air or in a well-ventilated room will be taken regularly by all officers not actually participating in active outdoor instruction of troops. Whenever it is possible to do so, duties of such officers will be so arranged that each will be allowed at least one-half day a week, other than holidays and Sundays, for physical exercise."

Excerpt from United States Fleet Headquarters of the
Commander in Chief, Navy Department, Washington, D.C.
Headquarters Memorandum No. 4-42.

"1. The Secretary of the Navy has directed that the Navy Department operate on a seven day working basis and that every individual in a key position should have a forty-eight hour leave period at least twice a month. He has emphasized the importance of open-air exercise and physical fitness."

"2. The Commander-in-Chief, U.S. Fleet, desires that his Headquarters operate on a similar basis. With that end in view, officers concerned will arrange for their work to be carried on seven days a week, but will take time off for rest and recreation on all Sundays of one full day per week."

RESTRICTED

JOINT CHIEFS OF STAFF

JOINT SECRETARIAT MEMORANDUM NO. 29

PHYSICAL FITNESS

Note by the Secretaries

The War and Navy Departments have issued instructions on the matter of physical fitness, excerpts from which are attached. It is desired and expected that all officers assigned to the Secretariat arrange their duties to the end that these instructions are observed.

F. B. ROYAL,

A. J. McFARLAND,

Joint Secretariat.

RESTRICTED

3 March 1944

JOINT CHIEFS OF STAFF

JOINT SECRETARIAT MEMORANDUM NO. 30

COMMITTEE ON SECRETARIAT IMPROVEMENTS
(Ref. Joint Secretariat Memo No. 24)

1. Colonel Francis R. Sweeney, General Staff Corps, is detailed as a member of the Committee on Secretariat Improvements for a term expiring 1 June 1944, vice Colonel M. J. Gunner, relieved.

2. The senior officer of the committee will assume the chairmanship.

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

RESTRICTED

TOP SECRET

21. TOP SECRET matter will be handled in accordance with the above rules, with additional safeguards as follow:

a. Under no circumstances will such matter be transmitted by registered mail.

b. Under no circumstances will messages so graded be transmitted by electrical means in the clear.

c. It is mandatory that transmission and custody of such matter be covered by a receipt system.

d. TOP SECRET documents will be handled only by persons specifically designated and may not be disclosed to any person solely by virtue of his rank or office.

CONFIDENTIAL

22. CONFIDENTIAL matter will be handled in accordance with the following rules:

a. CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered CONFIDENTIAL documents will be handled in the same manner as registered SECRET documents.

b. It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that appropriate security precautions are taken at all times.

RESTRICTED

23. RESTRICTED matter will be handled in accordance with the following rules:

a. RESTRICTED documents will be transmitted by such approved channels as will provide a reasonable degree of security.

b. Registered RESTRICTED documents will be transmitted by such approved channels as will provide a reasonable degree of security. RESTRICTED documents will be handled in the same manner as registered SECRET documents.

~~RESTRICTED~~SECRET

20. SECRET matter will be handled in accordance with the following rules:

a. The highest grade cryptographic systems available will be used for the transmission of SECRET messages.

b. SECRET documents will be transmitted only by officially designated courier in double sealed envelopes, the inner one being marked SECRET, and will be opened only by the addressee or his authorized representative. Where officially designated courier service is not available, SECRET documents may be transmitted by registered mail service or mail service superior to registered mail service, if the service is completely within national control.

c. Transmission and custody of these documents and materiel will normally be covered by a receipt system and registered documents or materiel periodically accounted for. It is mandatory that registered documents be covered by a receipt system.

d. SECRET messages will not be transmitted by electrical means in the clear, except over approved circuits and providing the rule in paragraph 18 is not violated.

Notes: (1) An approved circuit is:

A circuit approved by the theater commander.

The British Services "Defence Teleprinter Net-Work"

in the United Kingdom.

(2) This item will not appear in U.S. regulations on cryptographic security. It will be released immediately to responsible commanders in special letters of instructions.

3. It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

RESTRICTED

d. Aerial photographs of territories under our control remote from operational theaters.

e. Photographs of enemy, enemy occupied or dominated, areas except those which reveal secret sources.

f. Strength returns of units remote from operational theaters.

GENERAL PRINCIPLESGRADING

14. The designation of persons responsible for grading and regrading will be a function of the appropriate authorities.

15. Each document should be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from graded documents.

16. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

RE-GRADING

17. IT IS THE OBLIGATION OF ALL AUTHORITIES TO KEEP CLASSIFIED MATTER CONSTANTLY UNDER REVIEW AND TO DOWNGRADE IT AS SOON AS CONDITIONS PERMIT.

TRANSMISSION OF CERTAIN MESSAGES BY ELECTRICAL MEANS

18. Messages which have been transmitted or are to be transmitted in a high-grade cryptographic system of one nation will not be relayed or transmitted by the other nation between point of origin and destination by electrical means in clear language or unapproved "scrambler" system, or low-grade cryptographic system.

HANDLING (TREATMENT)

19. No person is entitled solely by virtue of his rank or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

- 6 - Appendix to Enclosure "A"

RESTRICTED

would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign nation shall be classified CONFIDENTIAL.

11. The following are some examples of matter which normally will be graded CONFIDENTIAL:

- a. Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- b. Routine operational and battle reports which do not contain information of vital interest to the enemy.
- c. Routine intelligence reports.
- d. General military radio frequency allocations.
- e. Military call signs, unless so collected together that they reveal the Order of Battle.
- f. Meteorological information of designated areas.
- g. Unit movements of non-operational significance in areas within or adjacent to operational theaters.
- h. Certain technical documents and manuals used for training, maintenance and inspection of important new munitions of war.
- i. General tactical lessons learned as a result of operations.
- j. Aerial photographs of territories under our control in or adjacent to operational theaters.

RESTRICTED

12. Documents, information or material (other than TOP SECRET, SECRET, or CONFIDENTIAL) which should not be published or communicated to anyone except for official purposes shall be classified RESTRICTED.

13. The following are some examples of matter which normally will be graded RESTRICTED:

- a. Information of moves of non-operational aircraft units in areas remote from theaters of war.
- b. Training and technical documents for official use only or not intended for release to the public.
- c. Certain routine documents relating to control and procurement.

RESTRICTED

- e. Critical information of new and important munitions of war, including approved scientific and technical developments.
- f. Important particulars of cryptography and cryptanalysis.

SECRET

8. Documents, information, or materiel, the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation, or any governmental activity thereof, or would be of great advantage to a foreign nation shall be classified SECRET.

9. The following are some examples of matter which normally will be graded SECRET:

- a. Particulars of operations in progress.

- b. Plans or particulars of operations not included under TOP SECRET.

- c. Instructions regarding the employment of important new munitions of war.

- d. Order of Battle information and locations and moves affecting the Order of Battle.

- e. Knowledge of enemy materiel and procedure, the value of which depends upon the enemy not knowing that we possess it.

- f. Vital military information on important defenses.

- g. Certain reports of operations containing information of vital interest to the enemy.

- h. Adverse reports on general morale affecting major operations.

- i. Important improvements to existing munitions of war until accepted for service use.

- j. Photographs of vulnerable points or vital installations under our control.

- k. Certain development projects.

- l. Important cryptographic devices unless assigned to a lower category.

CONFIDENTIAL

10. Documents, information, or materiel, the unauthorized disclosure of which, while not endangering the national security,

Appendix to Incl 1000000

RESTRICTEDCATEGORIES

3. Official matter requiring classification shall be examined and graded under one of the following categories:

TOP SECRET (Signal abbreviation, TOPSEC)

SECRET

CONFIDENTIAL

RESTRICTED

4. The United States regards TOP SECRET as a subdivision of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. Although this difference of view is recognized it is immaterial to this agreement under which complete working uniformity is obtained by the adoption of agreed definitions, examples and rules of treatment, for the handling of all classified matter.

5. Providing the following definitions and rules for handling are mutually accepted and rigorously implemented, the difficulties can be overcome.

TOP SECRET

6. Certain secret documents, information, and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation shall be classified TOP SECRET.

7. The following are some examples of matter which normally will be graded TOP SECRET:

1. Plans or particulars of future major or special operations.

2. Particulars of important dispositions or impending moves of our forces or convoys in connection with a above.

3. Very important political documents dealing with such matters as negotiations for alliances and the like.

4. Information of the methods used or success obtained by our Intelligence Services and Counter-Intelligence Services for which would imperil secret agents.

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2. Very important political documents dealing with such matters as negotiations for alliances and the like.

3. Information of the methods used or success obtained by our Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.

RESTRICTEDA P P E N D I XCOMBINED SECURITY CLASSIFICATIONS AGREEMENTNEED FOR CLASSIFICATION

1. To safeguard official matter, it must be examined and graded into categories so that it may be recognized and accorded proper handling. To grade matter accurately and uniformly, the following general policy and definitions have been agreed upon by the Combined Chiefs of Staff to become effective 15 March 1944. The detailed instructions based thereon will be issued by the several services concerned not later than 1 April 1944.

DEFINITIONS

2. For the purpose of this agreement, the following definitions apply:

- a. Documents: Any form of recorded information.
- b. Materiel: Any article, substance, or apparatus.
- c. Handling: Care in transmission and custody.
- d. Distribution: Extent of actual or authorized issue of specific matter.
- e. Cryptographic system: Code and/or cipher and instructions therefor.
- f. Registered matter (document): Any classified document or device, registered serially, numbered and periodically accounted for.
- g. Order of Battle: Important dispositions of our forces with the identities of the units and formations composing those forces in or adjacent to operational theaters.
- h. Munitions of war: Any item used for war.

RESTRICTED

11. From experience gained from the 1 October 1943 agreement and because grading habits must be changed, there may arise differences of interpretation of language and of definitions between the two nations. To facilitate adjustments, an agency on each nation should be designated.

RECOMMENDATIONS

12. It is recommended that:

a. The Combined Chiefs of Staff approve the proposed Combined Security Classifications Agreement (Appendix, page 4) and forward it to all commands to become effective on 15 March 1944.

b. Amplifying regulations and instructions based thereon be issued by the respective services not later than 1 April 1944.

3. The U.S. Chiefs of Staff and the British Chiefs of Staff designate in Washington the Joint Security Control and in London the Joint Security Board as the agencies with which all pending regulations and instructions will be filed and to which points of difficulty in the execution of the details of this agreement will be referred. Each agency will also consider any exceptional reclassifications of documents.

4. This agreement should form the basis of any further similar agreements with other allied nations and when the occasion arises.

5. The civilian governmental agencies of both nations be urged to adopt and observe the same security habits.

RESTRICTED

6. The agreement became effective on such short notice that proper indoctrination and training instructions were not possible.

7. The British were unable, through lack of personnel, to undertake the enciphering of all SECRET messages for transmission over certain teleprinter lines. The United States considers that such transmissions in the clear endanger cryptographic security if a message were also transmitted in cipher over other circuits. The United States also believes the difficulty would be reduced if the term SECRET were more strictly applied.

CONCLUSIONS

8. Official matter requiring classification should be examined and graded under one of the following categories, which should be identical in name, definition, and treatment on between the two nations:

TOP SECRET (Signal abbreviation, TOPSEC)
SECRET
CONFIDENTIAL
RESTRICTED

9. The United States regards TOP SECRET as a subdivision of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. This recognized difference of view is immaterial to the agreement reached, because complete working uniformity is obtained by the adoption of agreed identical definitions, examples and rules of treatment for the grading and handling of all classified matter.

10. Providing the definitions and rules which have been agreed upon for handling are mutually accepted and rigidly implemented, the present difficulties can be overcome.

RESTRICTED

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7. The British were unable, through lack of personnel, to undertake the enciphering of all SECRET messages for transmission over certain teleprinter lines. The United States considers that such transmissions in the clear endanger cryptographic security if a message were also transmitted in cipher over other circuits. The United States also believes the difficulty would be reduced if the term SECRET were more strictly applied.

CONCLUSIONS

8. Official matter requiring classification should be examined and graded under one of the following categories, which should be identical in name, definition, and treatment as between the two nations:

TOP SECRET (Signal abbreviation, TOPSEC)
SECRET
CONFIDENTIAL
RESTRICTED

9. The United States regards TOP SECRET as a subdivision of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. This recognized difference of view is immaterial to the agreement reached, because complete working uniformity is obtained by the adoption of agreed identical definitions, examples and rules of treatment for the grading and handling of all classified matter.

10. Providing the definitions and rules which have been agreed upon for handling are mutually accepted and adhered to, as mentioned, the present difficulties can be overcome.

RESTRICTEDENCLOSURE "A"SECURITY CLASSIFICATIONS

References: a. C.C.S. 210/2
 b. C.C.S. 210/3
 c. C.C.S. 143d Mtr., Item 1.

Report by the Combined Administrative CommitteeTHE PROBLEM

1. a. To examine the whole system of classification of protected documents with the object of achieving the greatest degree of uniformity practicable.
- b. To review the rules of the two countries for handling and safeguarding of classified matter with the object of bringing them into line.
- c. To settle questions arising from differences in classification of documents, including corrections and additions to documents classified under the security equivalents in use prior to 1 October 1943.

FACTS BEARING ON THE PROBLEM

1. Effective 1 October 1943, the Combined Chiefs of Staff established equivalent security classifications as set forth in C.C.S. 210/2.
2. Subsequently, difficulty and confusion were reported from the application of the new agreement.
3. One of the difficulties was confusion in regarding upon transfer of U.S. SECRET material to the British MOST SECRET or SECRET categories and vice versa.
4. Another difficulty was the breaking of habits of long standing in grading material. This was aggravated by the lack of instructions for the implementation of the October agreement (C.C.S. 210/2).

Enc. to "A"

RESTRICTED

1 March 1944

COMBINED CHIEFS OF STAFF

COMBINED SECRETARIAT MEMORANDUM NO. 8

SECURITY CLASSIFICATIONS

Notes by the Secretaries

1. The Combined Chiefs of Staff, by informal action, have accepted the recommendations contained in paragraph 12 of Enclosure "A" to C.C.S. 210/4.
2. In accordance with the above decision, the Combined Security Classifications Agreement contained in the Appendix to the Enclosure to C.C.S. 210/4 will become effective on 15 March 1944.
3. Enclosure "A" to C.C.S. 210/4, and the Appendix thereto, are attached hereto for convenient reference.

H. RFDMAN,

F. B. ROYAL,

Combined Secretariat.

Date 2 March 1964

General Director

Ref: COS 210/4

RESTRICTED

The attached copy of COS 210/4, which you had seen before, is now returned by the Combined Secretariat as a working copy. Please note that the new instructions become effective on 15 March 1964.

C. A. Bane
C. A. Bane

Attachment

RESTRICTED

Office of the Secretary

(13)

RESTRICTEDAPPENDIXFORM FOR REPORT TO THE JOINT CHIEFS OF STAFF

1. The report proper should not exceed two pages in length, double spaced. All discussion and all supporting data will be attached in the form of enclosures.
2. The main enclosures will be labeled appendices. Enclosures to appendices will be labeled annexes. Enclosures to annexes will be labeled tabs. In case of more than one appendix, annex or tab, each will be appropriately lettered as, for example, APPENDIX "A" ("B" etc.), ANNEX "A" ("B" etc.) to APPENDIX _____, TAB "A" ("B" etc.) to ANNEX _____.

(S A M P L E F O R M)

SYNOPSISPLAN FOR SPECIAL OPERATIONS

(Subject)

References: a. J.C.S. _____
 b. J.C.S. _____ Mtg., Item _____
 c. J.C.S. memo directive _____

REPORT BY THE (Title of Committee)THE PROBLEM

1. (Indicate briefly the essentials of the directive given the committee. Paragraphs as required.)

FACTS BEARING ON THE PROBLEM

2. (Enumerate succinctly and in logical order the pertinent facts adduced by the committee. These should be stated in their simplest form. Data supporting the facts and any necessary discussion thereof should be attached in the form of appendices and referred to parenthetically as, for example, "(See Appendix "A")." Paragraphs as required.)

CONCLUSIONS

3. (List any conclusions inferred from the pertinent facts. When appropriate, the conclusions may be omitted or combined with the recommendations under the heading, "Conclusions and Recommendations." Paragraphs as required.)

RECOMMENDATIONS

4. (State briefly and clearly the action recommended. Paragraphs as required.)

RESTRICTED

a. That all papers prepared by supporting agencies of the Joint Chiefs of Staff should be prepared, if possible, on two pages to show briefly the problem presented, the facts bearing on the problem, and the conclusions and recommendations of the agency submitting the paper.

b. That all discussion and supporting data be attached to the paper as enclosures, appendices, or annexes.

These instructions are not being fully complied with. The submission of reports of four or more pages in length is increasing, and lengthy discussion is being included in the form of facts bearing on the problem.

3. a. In order to comply fully with the instructions of the Joint Chiefs of Staff, it is desired that reports submitted hereafter be prepared in accordance with the attached form.

The facts bearing on the problem should be stated simply and tersely. If discussion is necessary it will be attached in the form of an appendix and will not be carried in the body of the report.

b. When it is necessary that a report exceed two pages in length, the secretary transmitting the report will state briefly the circumstances requiring the additional length.

P. B. ROYAL,

A. J. McFARLAND,

Joint Secretariat.

18 October 1943

JOINT CHIEFS OF STAFFJOINT SECRETARIAT MEMORANDUM NO. 21Note by the Secretaries

1. The steady increase in the number of papers handled by the Joint Chiefs of Staff is indicated by the number of stencils run by the message center during 1943, which was as follows:

First quarter	-	1,957
Second quarter	-	1,936
Third quarter	-	1,462

2. Papers referred for decision to the Joint Deputy Chiefs of Staff during 1943 were as follows:

First quarter	-	44
Second quarter	-	68
Third quarter	-	62

The Secretariat sends to the Deputies every appropriate paper. Furthermore, in order to speed up action, informal circulation is resorted to whenever possible.

The papers and necessary reference material appearing on a recent J.C.S. agenda made up a folder 3-1/8 inches thick, 4-1/2 pounds in weight, and 385 pages in length. Its reading by a capable officer required five hours of uninterrupted work. This was not an unusual agenda but a normal one for recent months.

3. It is manifestly impracticable for the Joint Chiefs of Staff to read all the papers requiring their action unless these papers are clear and concise and restricted in volume to matters essential to an understanding of the problem. In order to reduce the volume of papers, the Joint Chiefs of Staff in their recent meeting agreed:

- 1 -

(Revine.)

RESTRICTED

JCS
17

THE JOINT CHIEFS OF STAFF
WASHINGTON 25, D. C.

28 October, 1943

MEMORANDUM FOR THE DIRECTOR OF STRATEGIC SERVICES

**Subject: Preparation of papers for submission
to JCS**

Enclosure: Joint Secretariat Memorandum No. 21

1. The inclosure is forwarded for your information and guidance.

C. P. PUGH
Colonel, G.S.C.
Executive Secretary.

Distribution:
Capt. Loft in
Records



RESTRICTED

21 C.S. RESTRICTED
Secretary

THE JOINT CHIEFS OF STAFF
WASHINGTON 25, D. C. X Papers
X Preparation

28 October, 1943

MEMORANDUM FOR THE DIRECTOR OF STRATEGIC SERVICES

Subject: Preparation of papers for submission to JCS

Inclosure: Joint Secretariat Memorandum No. 21

1. The inclosure is forwarded for your information and guidance.

C. P. Peck
C. P. PECK
Colonel, G.S.C.
Executive Secretary.



RESTRICTED

TCS - 811

RECORD OF COPIES DISTRIBUTED

Memorandum No. 21 - rules for preparation for
 and papers presented to FIS, to cut down on paper work.

Requested by _____ Authorization _____
 Date of copies _____ Reproduction date _____
 AUTHORITY _____ 1 Nov., 1945

Copy To	Date	Signature
General Magruder		
Shepherdson		
Scribner		
Cheston		
Col. Burton		
Bears		
Secretariat		

(21)

RESTRICTED

1944 SEP 4 PM 2 42

2 September 1944

OSS

JOINT CHIEFS OF STAFFSECRETARIAT MEMORANDUM NO. 36ARRANGEMENT OF PAPERS APPENDED TO JOINT CHIEFS OF STAFF PAPERSNote by the Secretaries

Implementing letters or memoranda appended to reports to the Joint Chiefs of Staff will follow the recommendations and precede other appendices and enclosures.

EXAMPLE

ENCLOSURE "A"

Committee report recommending a reply to the Secretary of State which encloses a draft agreement.

APPENDIX "A"

Draft reply to Secretary of State.

APPENDIX TO APPENDIX "A"

Draft agreement to accompany letter.

APPENDIX "X"

Discussion.

APPENDICES "C"
AND "D"

Supporting data.

ENCLOSURE "B"

Letter from the Secretary of State.

A. J. McFARLAND,

E. D. GRAVES, JR.,

Joint Secretariat.