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Executive Secret

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Sanitized - Approved For Release : CIA-RDP57-00042A000100010014-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director for Administration

DATE: 10 January 1951

FROM : Advisor for Management

SUBJECT: Routing of Non-CIA Originated Cables to Office of Special Services.

1. To facilitate production of a "dry-run" on the Daily Summary by the Office of Special Services, changes are required in the presently constituted procedures for routing copies of non-CIA originated cables to the Office of Special Services.

2. Therefore, it is recommended that the following changes in routing of cables will become immediately effective:

a. The cable center of the Office of National Estimates will designate the present Office of Research and Reports' copy of cables as the Office of Special Services' copy and will indicate on that copy the Office of Special Services' geographic area of interest. These cables will be hand-carried to the Office of Special Services with a minimum of delay. ~~This will include that copy of State S/S Cables previously sent to the Office of Research and Reports, with the strict understanding that the information therein will not be published in any form.~~

31 Jan.
Sentence deleted
to cover exception
of AD/OOI JDA

b. The Office of Collection and Dissemination Liaison Division readers will include the newly-constituted Office of Research and Reports' Divisions in their subsequent dissemination, indicating necessary reproduction and routing of copies of pertinent cables to these Divisions.

c. The Signal Center, Office of Special Operations, will effect reproduction and distribution of copies designated for the Office of Research and Reports in the same manner as is now employed for the Office of Operations and the Office of Scientific Intelligence.

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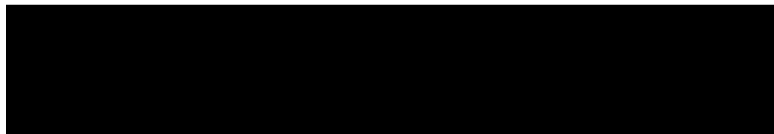
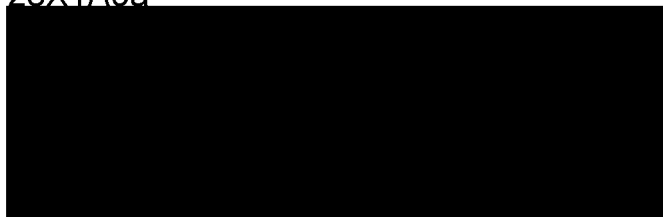
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3. The above indicated changes in cable-routing procedures are designed as an interim expedient pending transfer of the function of producing a Daily Summary from the Office of National Estimates to the Office of Special Services. They will remain effective until a formal transfer of function is effected, at which time a revised procedure will be installed.

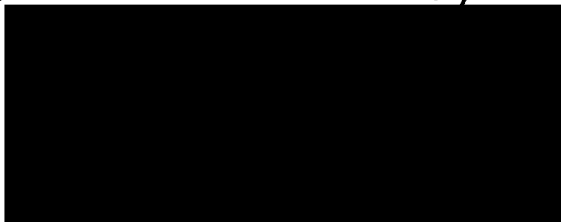
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~~Office of National Estimates~~

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Office of Special Operations (Concurs as a temporary expedient only)

See NOTE below

Office of Special Services

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Do not object to this temporary expedient, but believe permanent solution will require a Cable Desk in OGD to serve all Offices and Staffs. See memo attached and Dissemination

ADPC 23 Jan 51

- cc: AD/NE
- AD/SS
- AD/RR
- AD/CD
- AD/SO

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NOTE: Approved with exception of paragraph 2a which should not be implemented until Mr. [redacted] has introduced Mr. [redacted] and Summary Editor to Mr. [redacted] and has received State Department approval of procedure

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