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Security Information*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: **AUG 22 1952**

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SUBJECT: Proposed Far East Area Command Message Center

1. PROBLEM:--To prepare recommendations regarding the organization, functions and procedures of the proposed Far East Area Command Message Center.
2. FACTS BEARING ON THE PROBLEM:--
 - a. The Far East Area Command will be a relatively self-contained element of CIA, insofar as communication, correspondence and registry functions are concerned.
 - b. The FEAC Message Center will be required to perform complete and centralized registry, document analysis and non-technical communications handling functions in support of administrative and operational activities of FEAC.
 - c. A primary function of the Message Center will be to provide information for the FEAC Secretariat. The Message Center will also serve as a focal point for the transmission of information to the nucleus of FE Division in CIA headquarters.
 - d. Cable and dispatch facilities will be available to receive and transmit communications at all levels of the FEAC. For short distance transmission, relay facilities should be included in the Message Center.
 - e. The organization, functions and procedures recommended in this staff study were developed after discussions with Records Integration Staff and the Signal Center.
3. DISCUSSION:--
 - a. As a comprehensive overseas organization carrying out a variety of clandestine activities, the Far East Area Command will require complete intelligence indices of the type compiled by Records Information Staff. Because of its location overseas, however, the FEAC will not have access to RI indices. Accordingly, the FEAC Message Center must perform this analysis and indexing function. In order to permit CIA headquarters access to these indices, there should be close working relationships between the FEAC Message Center and RI.

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- b. In addition to the analysis and indexing functions, the Message Center must serve as a control center for the flow of correspondence and communications within the FEAC. The successful operation of the Secretariat and Liaison Control Staff and of other staff elements of the FEAC will depend upon the quality and quantity of information which may be obtained from the Message Center.
- c. Within the FEAC, there will be regional elements which will also require registry, document analysis and communications distribution facilities. Physical locations will necessitate the creation in at least one region of a message center similar to the FEAC Message Center. It does not appear to be possible to prevent such duplication, if successful regional operation is to be permitted.
- d. A revised organization has been recommended for the present Document Control Section of FE. Functions and procedures of this Section will depend upon the composition and functions of the FE nucleus.
- e. The organization, procedures and functions for the FEAC Message Center recommended here are based upon the new area command concept, which differs from present concepts of overseas operation. Actual operating experience will point out the need for further implementation of these recommendations.

4. CONCLUSIONS:--

- a. The FEAC Message Center should be initially created as a control center for all communications and correspondence flowing through the FEAC.
- b. The FEAC Message Center will, in effect, be a combined RI and central mail room.
- c. Formal channels should be established for liaison between the FEAC Message Center and RI.

5. RECOMMENDATIONS:--

- a. Specific recommendations:

(1) Organization.

- (a) Annex A is recommended organization of the FEAC Message Center, and of regional message centers. No such message center will be required for the Far East Area Support Command, since it will be physically located in the same place as the FEAC Message Center. If

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FRU activities are to be continued, it may not be necessary to establish a regional message center for the North Asia Regional Command.

- (b) Annex B is recommended organization of a station command mail room. No document analysis functions are included.
 - (c) Annex C is present organization of the FE Document Control Section. Annex D is recommended organization of this Section. The proposed organization differs from the existing one by providing for a merger of "SO" and "PC" material handling (now [REDACTED] [REDACTED] respectively).
- (2) Functions.
- (a) Annex E is recommended functions and responsibilities of the FEAC and regional message centers.
 - (b) Annex F is recommended functions of a station command mail room.
- (3) Flow of Material.
- (a) It is recommended that all action material be reviewed by the Secretariat and Liaison Control Staff, until specific determinations can be made regarding which papers and documents will be channeled to the Secretariat by the FEAC Message Center.
 - (b) Annex G is recommended flow of correspondence and communications from CIA headquarters to FEAC. Provision is made for the centralization of all material through the FE nucleus in Washington and through the Senior Representative overseas. The flow through the Senior Representative is assumed, and is not a recommendation of this study.
 - (c) Annex H is recommended flow of material within FEAC and from FEAC to CIA headquarters.
 - (d) Annex I is recommended flow of material through the Message Center.
- (4) Procedures:
- (a) Annex J is recommended internal procedures for the FEAC and regional message centers. This Annex is a handbook prepared by RI for field installations.

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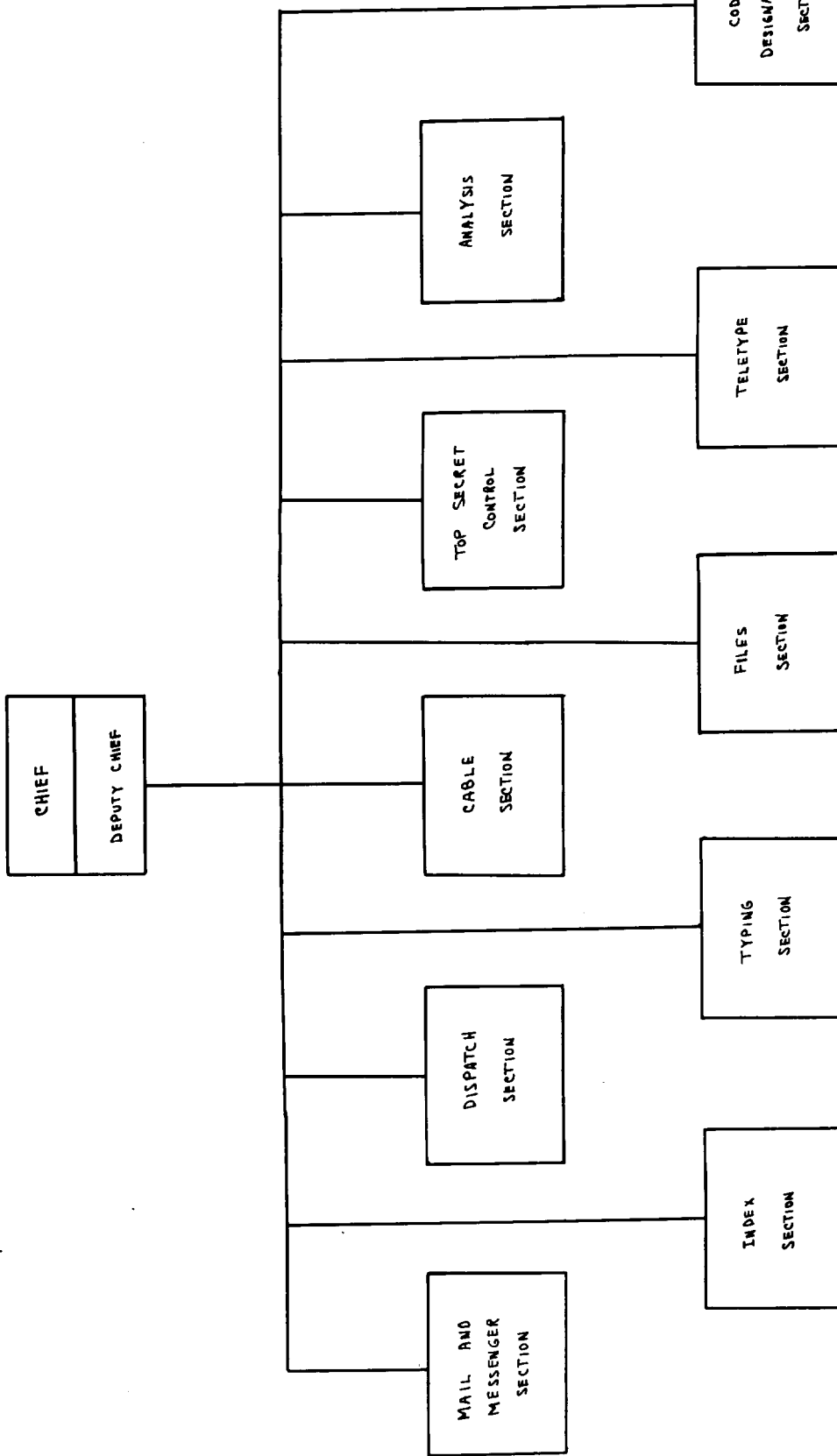
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- (b) It is recommended that procedures presently being prepared by RI and the Office of Communications in regard to the preparation of dispatches and cables respectively be adopted for FEAC.
- (5) Table Of Organization:
- (a) A T/O for the FEAC Message Center has not been recommended because the final organization and functions of the FEAC have not yet been finalized. Based upon similar organization of registry and mail room functions in other CIA components, it is anticipated that at least thirty personnel will be required to operate the FEAC Message Center, and that a somewhat smaller number will be required at regional levels. Station command mail rooms may need less than a half-dozen clerical and messenger personnel. Actual T/O must be based upon volume and type of handling.
- (b) General recommendations: It is recommended that
1. Records Integration Staff formally review the proposed organization and functions of the FEAC Message Center and that consideration be given to utilizing RI personnel in staffing the Message Center.
 2. Consideration be given to calling the proposed organization a Registry, a term with which most CIA personnel are familiar.

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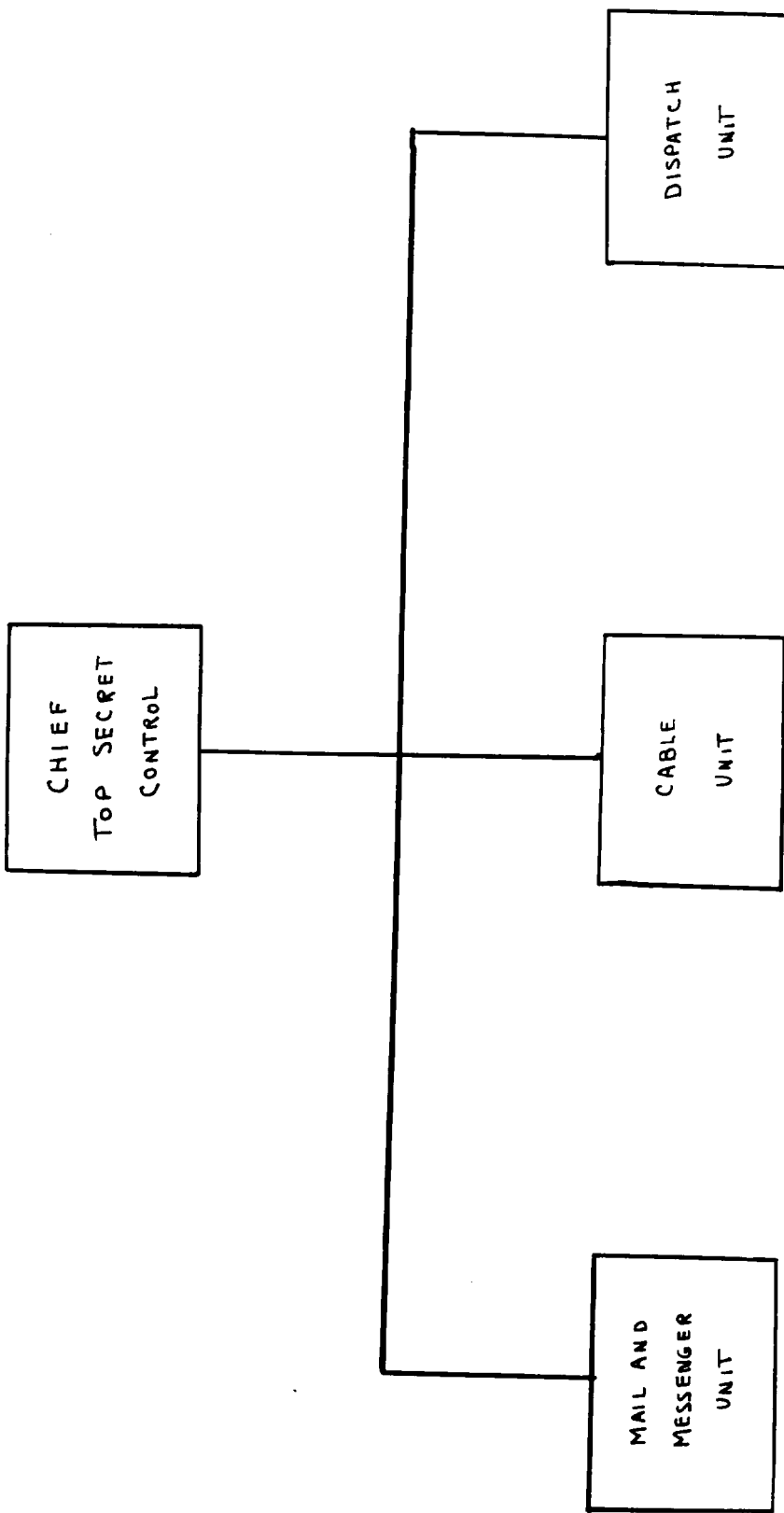


FEAC OR REGIONAL MESSAGE CENTER

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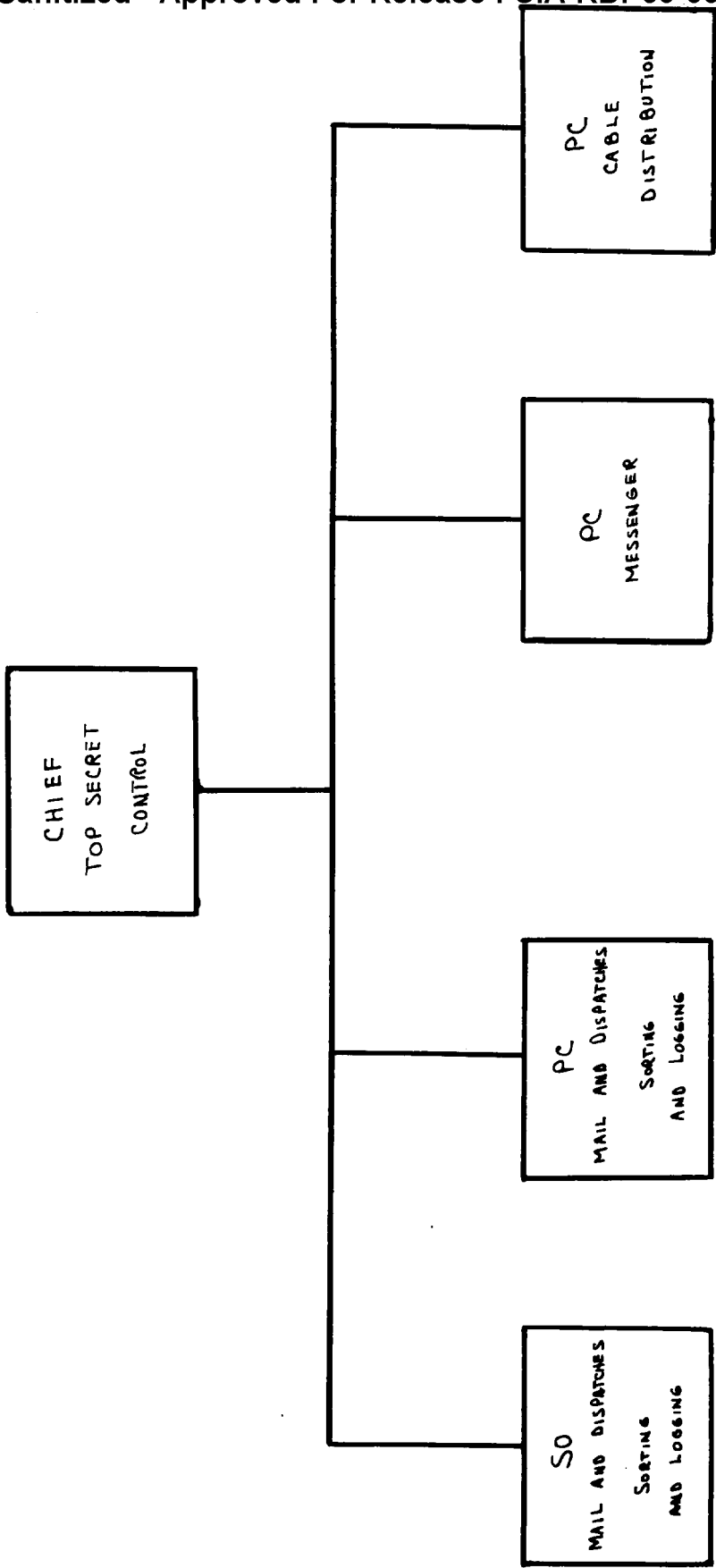
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STATION COMMAND MAIL ROOM

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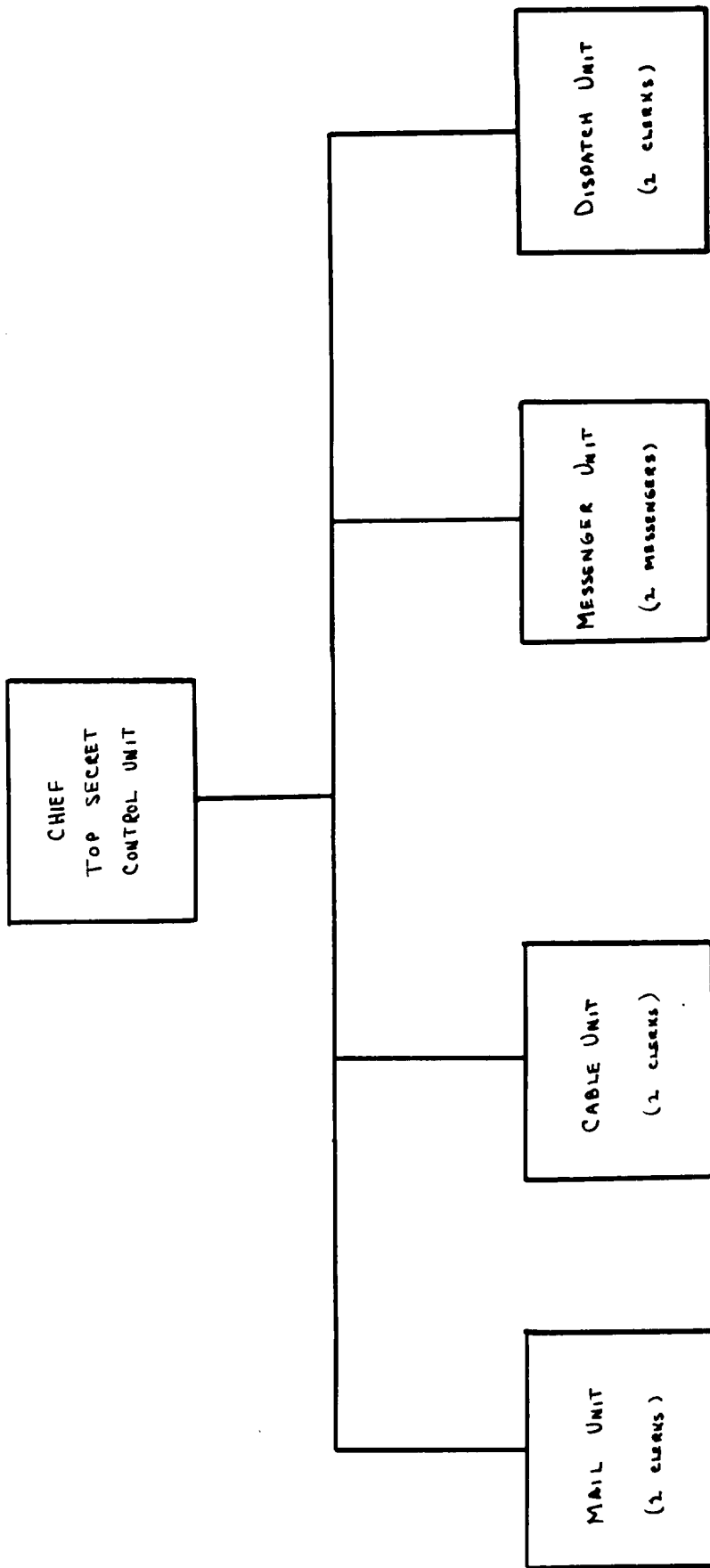
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PRESENT FE DOCUMENT CONTROL SECTION

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PROPOSED FE DOCUMENT CONTROL SECTION

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FUNCTIONS AND RESPONSIBILITIES OF THE FAR EAST AREA COMMAND (AND REGIONAL) MESSAGE CENTER

The FEAC Message Center is responsible for proper routing, recording, filing and accounting for internal correspondence, documents, cables and dispatches and for the centralized processing, maintenance, analysis and recording of intelligence documents and papers in support of theater operations. The following functions will be performed by the FEAC Message Center:

Mail and Messenger Section

1. Distributes and picks up all incoming and outgoing communications on a regular schedule.
2. Sorts internal correspondence by destination.
3. Assigns control numbers to all internal correspondence.
4. Logs internal correspondence and documents not classified as Top Secret, "Eyes alone" or sensitive indicators.
5. Performs special messenger service.
6. Prepares and maintains copies of receipts for outgoing classified papers and documents except Top Secret documents and papers.

Dispatch Section

1. Receives and checks manifests of incoming pouches.
2. Maintains logs of incoming and outgoing dispatches.
3. Wraps all outgoing dispatches.
4. Properly addresses outgoing dispatches.
5. Maintains manifest files.
6. Maintains lists of correct pouching addresses.
7. Reviews outgoing dispatches for proper form and Security.
8. Advises area of regional command components of pouch channels and facilities.

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Cable Section

1. Logs incoming and outgoing cables.
2. Maintains files of cables.
3. Analyzes routes incoming cables in accordance with a prescribed procedure.
4. Logs and routes copies of cables, prepares cable boards and maintains files of cable copies.

Top Secret Control Section

1. Logs incoming and outgoing Top Secret papers and documents.
2. Assigns control numbers to Top Secret material and maintains control files.
3. Prepares and signs receipts for Top Secret material.
4. Maintains files of Top Secret materials.
5. Relogs TS material for re-distribution.
6. Delivers and collects TS material.
7. Advises FEAC components regarding handling of TS material.
8. Pouches TS material.
9. Destroys TS material and maintains records of material destroyed.

Index Section

1. Reviews incoming and outgoing operational documents and papers and searches main index for names and information contained therein.
2. Attaches pertinent existing files to documents or papers.
3. Maintains central Index in support of operations.

Analysis Section

1. Reads incoming and outgoing operational documents and papers.
2. Marks material for indexing and filing by subject content and area concerned.

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3. Maintains liaison with operating components to determine analysis needs.
4. Forwards copies of indices to RI. Regional Message Center forwards copies of indices to FEAC Message Center.

Typing Section

1. Types index cards and abstracts of material received from analysis section for indexing.
2. Performs various typing tasks as required.

Files Section

1. Maintains files of material carded and indexed.
2. Maintains chronological files of correspondence and documents.
3. Maintains a charge-out system for materials files.
4. Performs micro-film functions in regard to material filed.
5. Maintains files of inactive papers and materials.

Code Designations Section

1. Receives and forwards requests for code designations to RI.
2. Records and maintains records of code designations assigned and devised.
3. Maintains a secure code designation cross-reference central file.
4. Maintains liaison with RI in all matters relating to code designations.
5. Logs "Eyes Alone" and other sensitive materials.

Teletype Section

1. Encrypts messages for transmission.
2. Transmits messages to components of FEAC.
3. Receives and deciphers incoming messages.

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FUNCTIONS AND RESPONSIBILITIES OF A STATION COMMAND

MESSAGE CENTER

Mail and Messenger Unit

1. Distributes and picks up all incoming and outgoing communications and correspondence on a regular schedule.
2. Sorts internal correspondence by destination.
3. Logs internal correspondence not classified as Top Secret, "eyes alone" or material with sensitive indicators.
4. Performs special messenger service.
5. Prepares and maintains copies of receipts for outgoing classified papers and documents except Top Secret materials.
6. Files correspondence and documents.

Dispatch Unit

1. Receives and checks manifests of incoming pouches.
2. Maintains logs of incoming and outgoing dispatches.
3. Wraps and addresses outgoing dispatches.
4. Maintains manifest files.
5. Maintains lists of correct pouching addresses.
6. Reviews outgoing dispatches for proper form and security.
7. Advises station command components of pouch channels and facilities.

Cable Unit

1. Logs incoming and outgoing cables.
2. Maintains files of cables and cable copies.
3. Analyzes and routes cables in accordance with a prescribed procedure.
4. Logs and routes cable copies.
5. Prepares cable boards.

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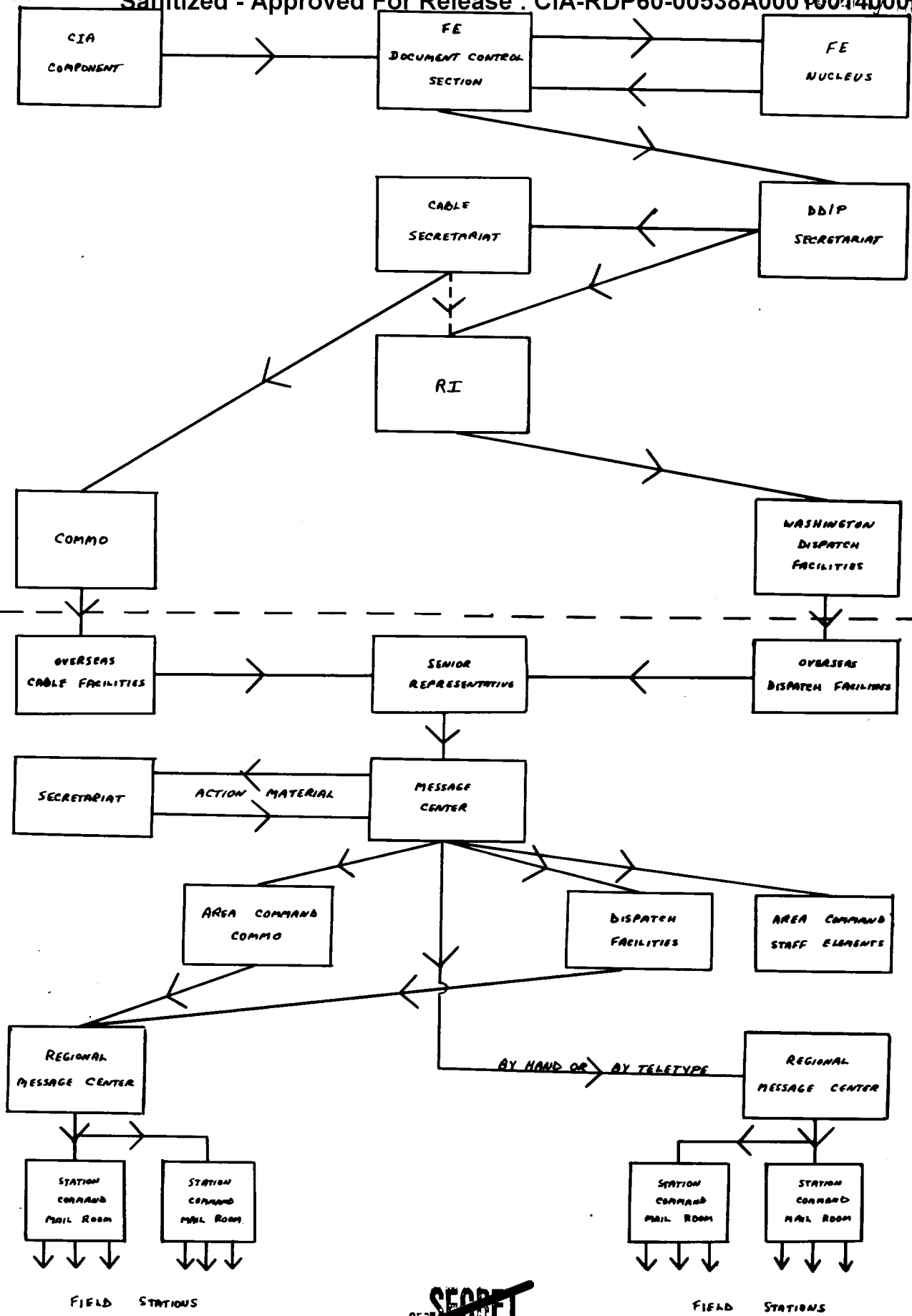
Top Secret Control Unit

1. Logs incoming and outgoing Top Secret materials.
2. Assigns control numbers to Top Secret materials and maintains control files.
3. Prepares and signs receipts for Top Secret materials.
4. Maintains files of Top Secret materials.
5. Relogs Top Secret material before re-distribution.
6. Pouches Top Secret material.
7. Destroys Top Secret material and maintains records of material destroyed.

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WASHINGTON
FIELD



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FLOW OF MATERIAL WITHIN FEAC AND FROM FEAC TO WASHINGTON

Staff Element to Staff Element
(Information)

1. Pick up by FEAC Message Center messenger.
2. To Message Center.
3. Delivery to destination.

Action

1. Pick up by FEAC Message Center messenger.
2. To message Center.
3. To Secretariat
4. To message center.
5. Delivery to destination.

Staff Element to Regional Element
(Information)

1. Pick up by FEAC Message Center messenger.
2. To FEAC message center.
- * 3. To cable or dispatch facilities.
- * 4. To local cable or dispatch facilities.
5. To Regional Message Center
6. Delivery to destination.

Action

1. Pick up by FEAC Message Center Messenger.
2. To FEAC Message Center.
3. To Secretariat.
4. To FEAC Message Center.
- * 5. To Cable or dispatch facilities.
- * 6. To local cable or dispatch facilities.
7. To Regional Message Center.

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8. Delivery to destination.

*Where necessitated by physical distance.

Staff Element to Washington

1. Pick up by FEAC Message Center messenger.
2. To FEAC Message Center.
3. To Secretariat.
4. To FEAC Commo or to FEAC Dispatch facilities.
5. To Senior Representative.
6. To CIA Commo or dispatch facilities.
7. a. Cables to Cable Secretariat
b. Dispatches to RI
8. To Document Control Section
9. Delivery to Destination

Staff Element to Station Command Thru Region
Regional Element to Staff Element
(Information)

1. Pick up by Regional Message Center messenger.
2. To FEAC Message Center by hand, or by cable or dispatch facilities.
3. Delivery to destination.

Action

1. Pick up by Regional Message Center messenger.
2. To FEAC Message Center by hand, or by cable or dispatch facilities.
3. To Secretariat.
4. To FEAC Message Center.
5. Delivery to destination.

Regional Element to Regional Element

1. Pick up by Regional Message Center messenger.
2. To Regional Message Center (copy to FEAC Message Center for review by Secretariat).

- ** 3. To Regional cable or dispatch facilities at source.
 - ** 4. To Regional cable or dispatch facilities at destination.
 - 5. To destination Regional message center.
 - 6. Delivery to destination.
- ** Where communications between north Asia or South Asia regional commands and FE Area Support Command FEAC Message Center and cable or dispatch facilities will be routing centers.

Regional Element to Station Command

- 1. Pick up by Regional Message Center messenger.
- 2. To Regional Message Center (copy to Secretariat)
- 3. To station command cable dispatch facilities, if necessary, or by hand to station command message center.
- 4. Delivery to destination.

Regional Command to Washington

- 1. Pick up by Regional Message Center Messenger.
- 2. To Regional Message center.
- 3. To regional cable or dispatch facilities, if necessary.
- 4. To FEAC cable or dispatch facilities.
- 5. TO FEAC Message Center.
- 6. To Secretariat.
- 7. To FEAC Cable or dispatch facilities.
- 8. To Senior Representative.
- 9. To CIA command or dispatch facilities.
- 10. Cables to Cable Secretariat, dispatches to RI.
- 11. To Document Control Section.
- 12. Delivery to destination.

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Station Command to Staff Element

Reverse of staff to station command.

Station Command to Regional

Reverse of regional to station command.

Station Command to Station Command

Through Regional Message Center. (No lateral communication permitted).

Station Command to Washington

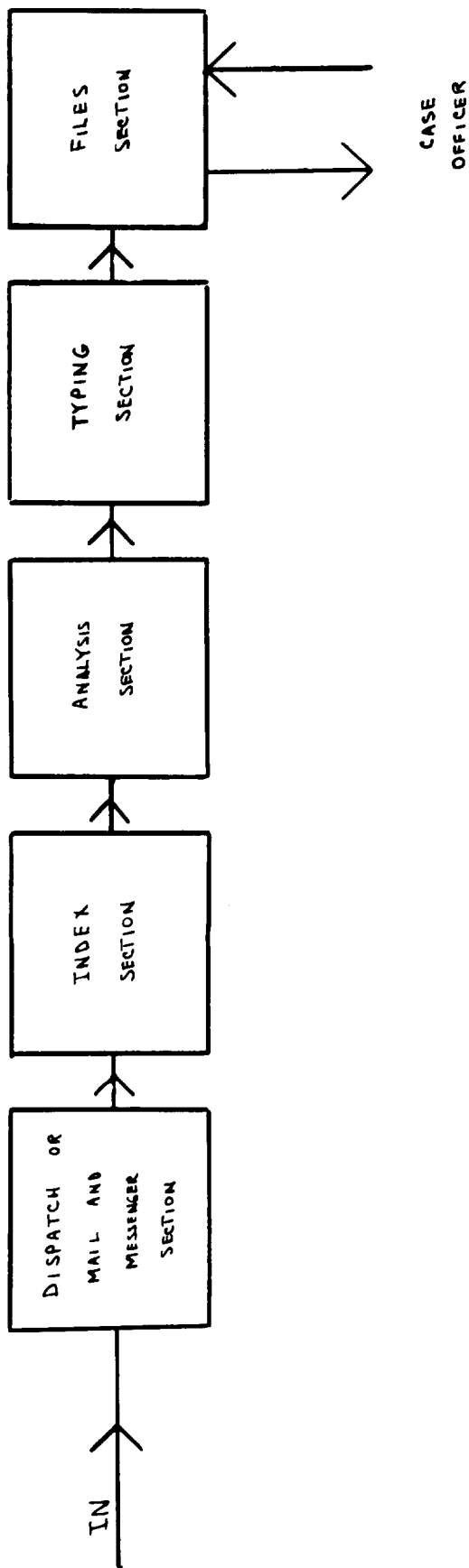
Reverse of Washington to Station Command.

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FLOW OF CORRESPONDENCE AND COMMUNICATIONS
WITHIN FEAC AND REGIONAL MESSAGE CENTERS



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