

CONFIDENTIAL

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31 January 1949

*OK - increase
and write up
for*

Accomplished

File

John

7 Feb 49

MEMORANDUM FOR: EXECUTIVE

THROUGH: Acting Management Officer

FROM: Executive Assistant Director, OCD *A*

SUBJECT: Requested Alterations of the T/O for the Office of Collection and Dissemination

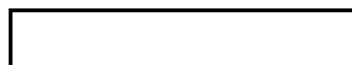
REFERENCE: Your memorandum to AD/OCD, dated December 30, 1948, subject: T/O Office of Collection and Dissemination

1. A recent review by this office of the courier work being carried on by the CIA Mail and Courier Section indicates that the quantity of work has been mounting rapidly during the past six to eight months. Some of this is reflected in the memorandum to Executive, A & M, dated 14 December 1948, from EAD/OCD, subject: Requested revision of the CIA Mail and Courier Section, OCD, Table of Organization. However, the establishment of the new OPC and the new OSI has raised the number of operating offices from four to six making more points for pickup and dissemination of classified material.

2. Also, the amount of classified material which must be handled daily between CIA and the other intelligence agencies by courier has reached a staggering load. As one example, the last pickup to the Pentagon Building, which a year ago took one courier one-half an hour and never amounted to more than a couple of brief cases or one small sack, now runs around three large sacks full of material, and requires two couriers almost an hour to pickup and reroute after returning to CIA. The greatest need, however, is in handling the Top Secret problems of OPC and SO. Here too, there is a growing demand for special couriers particularly during the last three hours of the day.

3. Even by clearing one or two of the Secret Couriers for T.S. and pulling them off of their regular classified mail runs to handle the special requests of the Agency, it has not been possible to render the fullest service requested by members of the Agency.

4. It is, therefore, requested that one additional Top Secret Courier (CAF-5) and one additional Secret Courier (CAF-4) be assigned to OCD, in order to provide adequate service for CIA operations.



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John