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26 OCT 1962

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PROCEDURE FOR HANDLING TRAFFIC FROM OPCEN/OSA

BACKGROUND

1. On the week-end of 20-21 October OPCEN/OSA received a considerable amount of traffic which the DD/I and various of his offices needed on an urgent basis. For a variety of reasons the handling of this traffic was imperfect. After reviewing the types of traffic involved and the needs of the various DD/I offices and examining the handling facilities and the classification problems it is evident that jury rig solutions are not efficient solutions to an emergency situation.

PROBLEM

2. The problem is to get traffic from OPCEN into DD/I hands rapidly and efficiently. Even though not all of the traffic is TALENT, use of the system has expedited it to Langley and continued use is not only expeditious but efficient. The efficiency factor revolves about the need not only to provide an accounting system for traffic received and forwarded to the policy levels of DD/I but also to ensure its availability to those responsible for analysis, requirements and targetting.

FACTORS BEARING ON THE PROBLEM

3. OPCEN receives a varying number of copies of a variety of traffic. It cannot be expected to decide on ultimate DD/I dissemination needs and it does not have sufficient personnel to provide courier service. In essence then, OPCEN can call someone to come and pick up traffic and must leave reproduction and dissemination to someone else.

4. As the Watch Office runs around the clock it looked as though it might be the someone for OPCEN to call. On examination, however, the two officers on duty in the off-duty hours are too busy to service OPCEN anywhere nearly as frequently as last week-end's activity would have required. Also, in an emergency situation normal demands on their time will be greatly increased. Add to this the fact that the Watch Office is not equipped to log TALENT material, nor to handle selective dissemination and the possible advantage of augmenting its personnel to provide a pick-up service becomes unprofitable.

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5. The office best equipped to log, control, reproduce and accomplish selective dissemination of the type of traffic received at OGCEN is the LS/PAD of NPIC in 5G28. It already handles the majority of such traffic received during duty hours or that need not be picked up except during duty hours. The main handicap of LS/PAD is an insufficient number of personnel to staff the office on an emergency basis and to provide courier service. For optimum service to DD/I, during emergency periods LS/PAD requires one officer and one clerk on duty. The officer to provide liaison and services to OGCEN, NPIC, DCI and the DD/I offices, and to control dissemination. The clerk to act as courier between OGCEN and LS/PAD and to the DCI as well the DD/I offices, and to log and make extra copies as needed.

6. Although the optimum coverage outlined above will provide the most efficient service during periods of emergency, based on the experience of 20-21 October, the term "period of emergency" requires some scrutiny. The actual emergency, for instance, did not change during the week-end but the demands for urgent action on an emergency basis certainly did. Therefore, when studying the need for maximum courier, logging and reproduction service, the number of senior officers or analysts needing such services must be considered. At times when the majority of analysts have retired to a telephone status frequent pick-ups and double coverage of LS/PAD are not warranted.

CONCLUSION

7. LS/PAD must be open during periods of emergency to control and disseminate traffic received at OGCEN for DD/I.

8. A means must be found to accomplish the foregoing and at a minimum provide some form of courier service.

RECOMMENDATION

9. Until the need for a full staffing of LS/PAD in accordance with paragraph 5 has been proven and can be accomplished, it is recommended that the augmentation of its staff and dispatch of the necessary functions be assisted by the other offices of the DD/I.

10. As soon as the DD/I has declared an emergency status within DD/I it shall be the immediate responsibility of the TOC's to consult with their respective AD's as to the intended coverage. With this as a basis a plan for LS/PAD will be drawn up. (This plan must be based on the willingness of offices needing the most support or the most urgent support, to assist LS/PAD in courier runs, reproduction

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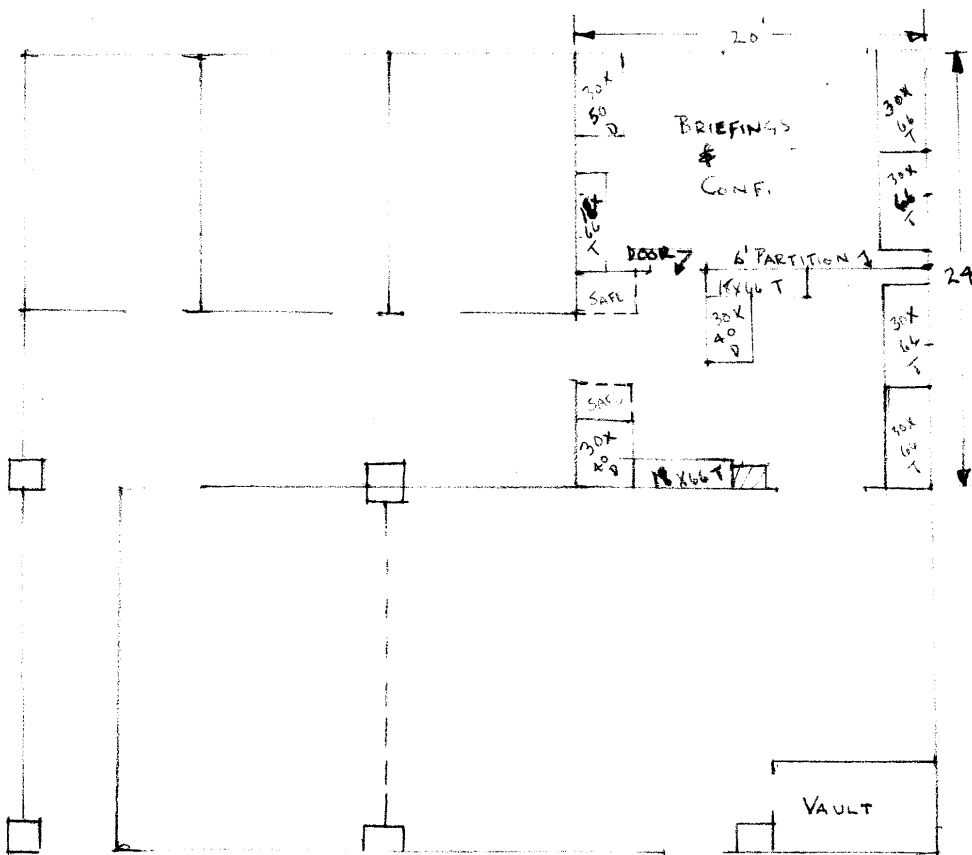


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and occasional coverage of LS/PAD. The TCO's will remain in touch with their AD or his designee in order to cut back or increase LS/PAD coverage as the occasion demands).



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