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Approved For Release 2001/04/01 : CIA-RDP83-00500R000100020010-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Assistant Director for Operations

DATE: 4 April 1958

FROM : Chief, Foreign Documents Division

SUBJECT: FDD Monthly Progress Report -- March 1958

ADMINISTRATION

1. The number of personnel charged against ceiling as of 31 March was [REDACTED]

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2. The Office of the Comptroller and the Office of Logistics granted permission to raise the imprest fund for the [REDACTED] to \$1,000, double the standard \$500 limitation on such funds, because of the heavy demand for cash payments.

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3. The flooding of several areas in [REDACTED] during the recent rainy spell led to consultations between Real Estate and Construction Division/OL, and GSA which resulted in a GSA agreement to re-roof the building during the coming summer.

4. The final security re-indoctrination session in FDD was held on 25 March. A total of [REDACTED] from FDD heard the lectures, and the remainder will be scheduled as available.

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5. [REDACTED] left on a two-month familiarization tour of the Far East on 17 March.

6. A six-week typing course for professionals, meeting one hour daily, started on 10 March with 16 students.

On 14 March two people completed the FDD Intensive Serbo-Croatian Reading Class; on 28 March three completed a six-month course at OTR in Chinese newspaper reading.

7. Chief, FDD, presented his semiannual "Division Progress Report" to each of the branches and to Branch 4, CIA Library, between 3 and 10 March.

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8. On 24 March [redacted] Management Staff reviewed the FDD reorganization proposal. [redacted] Position Evaluation Division/OP, completed his survey of the positions involved on 29 March.

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9. [redacted] on 28 March completed a six-day orientation visit to the Division.

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10. [redacted] Chief, Records Management Staff, and [redacted] inspected FDD with the Area Records Manager on 12 March. Several recommendations were made for use of more modern filing equipment. The Division is now studying these suggestions against budget limitations.

11. Three of Circulation Branch, CIA Library, visited FDD on 11 March. They were briefed on the CTS operation and Division activities in general.

12. Microfilm copies for Vital Materials deposit were brought up to date for the author and periodical files of the CTS Index through cooperation of Records Management Staff and Office of Logistics. There were [redacted] exposures made. 25X1A

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13. [redacted] gave a general briefing on FDD to SR-6 personnel on 5 March; on 25 March [redacted] lectured on Soviet history at the OTR Basic Country Survey Course. 25X1A

14. Mr. J. J. Bagnall, Division Chief, met with Dr. Burton Adkinson of the National Science Foundation, AD/CR, and AD/SI, in an endeavor to find a more ready solution to the problem of dissemination of government work to scientists and interested citizens in the light of the failure of OTS to receive supplemental appropriation. The Library of Congress is to be investigated as a possible distribution point.

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15. On 5 March, [redacted] Special Assistant to Chief, PSD/OL, visited [redacted] to advise on that area's STATSPEC reproduction problems. He found GPO service in good order at that time.

- 2 -

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[REDACTED] made arrangements for the Processing Department, Library of Congress, to act as repository and provide supplementary distribution [REDACTED]

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16. Through the cooperation of [REDACTED] of Transportation Division/OL, arrangements were made for GSA truck pick-up of all reports material in bulk at the [REDACTED] and delivery to the Agency mailroom for IAC distribution. The saving in postage is estimated at \$500 per month.

OPERATIONS

1. Arrangements were concluded on 4 March with Department of the Army whereby spot use will be made of linguistic personnel on TDY at Fort Meade for the translation of items of particular military interest. Such material will be supplied by FDD and will be of nonpriority nature.

2. A rush translation of "Precalculation of an AT-700 Map on the 'Strela' Electronic Digital Computer" was made and reproduced in the Division for a classified conference at Andrews Air Force Base on Soviet numerical weather prediction.

3. Reference to the CTS Index prevented 154 cases of duplication totaling 3,590 pages.

4. Among the commendations received during March was an appreciation for the services of three persons in an OTR training film. Thanks were expressed for the translation of the sound track of a Japanese film on atomic energy and for supplying valuable material on Yugoslav industry for NIS texts.

5. Liaison activities outside CIA included arrangements for coverage of Soviet language and area training programs pointed toward Asia, Africa, and Latin America.

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6. Special linguistic assistance was furnished the DD/P area in Arabic and German; a special course of instruction in spoken Greek was arranged for a member of SR/DDP. [REDACTED]

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- 3 -

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7. Outstanding reports:

FDD Summary No. 1664 -- Report on USSR Ministries (15): Soviet Ministries Responsible for Transportation, Communication, and Electric Power (collation of data on organization, structure, and function of subject ministries 1955-1957).

FDD Summary No. 1712 -- Development of the Chemical Industry in Kazakhstan and Soviet Central Asia 1946-1957 (data on construction, production, and development in this field collated from Soviet and German sources).

FDD Summary No. 1711 -- Manifestations of and Communist Treatment of Slovak Nationalism (shows extent of nationalist tendencies of Slovak minority and efforts of regime to throttle them).

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J. P. BAGNALL

Enclosures:

1. Statistical Report on FDD Operations
2. Details of Personnel Actions

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