

ADSO

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OC HISTORICAL PAPER
NO. OC-1, VOL. 11
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1 March 1949

1. Attached are several memoranda which request action to meet certain specific personnel problems. The major document is prepared for forwarding by you to the Director. It is not intended as a substitute for the memorandum which was submitted to the ADSO in December, 1948, outlining a program over a three year period. The paper is rather a statement of the most pressing requirements which it is felt must be acted upon without delay in order to avoid serious repercussions within OSO and CIA. The overall program is still considered most important by the Communications Division and it is urgently recommended that it be presented to the Director as soon as your studies are completed. The attached papers does not specify certain points which it is believed should be brought out in any discussion with the Director. These include the facts that the Communications Division Table of Organization is not adequate to meet the work load which the personnel are attempting to carry, that even this inadequate T/O had never been more than approximately 2/3 filled, that the long delays in recruitment of qualified personnel and the excessively long delays in security clearance are the main reasons for this lack of personnel, that present space limitations preclude the firm establishment of the large training program which is now believed essential to ultimate filling of existing and requested additional positions.

2. The other documents are a request for unblocking of certain positions at the base station in [] and a request for the proper establishment of positions required for the Communications Division to meet its responsibilities under the reorganization in the field of communications supply. The last document is a recommendation that the network of radio stations which have been established by CIA in the Middle East at the request of the Department of State be closed since there appears to be no prospect that the personnel crisis there, taking into consideration the worldwide shortages, can be satisfactorily met within the next six months.

3. The matters taken up in all of the papers mentioned above merit, it is believed, action in the immediate future and your approval of the action requested in them is considered urgent.

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Name: []
Date: 4/25/67

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MAR 1 1949

TO: The Director

SUBJECT: Communications Support for OSO Future Program

1. The Communications Division has been seriously embarrassed by its inability to support CIA activities in accordance with its understanding of Communications responsibilities. Commitments have been

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[Redacted]

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[Redacted] These commitments have been and are being met on a decreasing scale due principally to the shortage of qualified technical and clerical personnel, both for overseas installations and departmental positions. The implementation of other projects, [Redacted]

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[Redacted] has been delayed or suspended when this Division was unable to assure adequate communications facilities. Unless it is possible to eliminate the present recruitment and processing difficulties, the Communications Division will be forced to continue to contract its activities as is already true in MECA and Latin America.

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2. The implications of the above statements have been apparent for some time and a Communications program for present and projected activities has been initiated. The seriousness of this problem necessitates not only the filling of all vacancies in the presently authorized Communications Division Table of Organization without delay, but also both augmentation of that Table of Organization and priority recruitment and processing of additional personnel thereby authorized. These steps will permit undertaking certain projects of immediate nature. The additional personnel are required in order to insure:

a. The establishment of an adequate Communications training, briefing, and coordination group [Redacted] are being set up very rapidly [Redacted]

[Redacted] which involve personnel training, provision of signal plans, and cryptographic procedures and materials. The [Redacted] programs [Redacted] utilizing personnel whose training will be continued in [Redacted] are also under way. A presently limited number of plans for clandestine radio communications under peace time conditions are being implemented.

b. The establishment of a Communications operation staff in the [Redacted]

Personnel are required to plan and establish clandestine communications and train operating personnel for projects currently held in abeyance due to lack of staff. Their assignment will obviate the necessity for utilizing the services of CIC and ASA.

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c. The provision of a technical staff for carrying out the Communications portion of the [redacted] staff and clandestine intelligence project.

d. The establishment of the staff for Communications training, briefing, and coordination of clandestine communications projects for the [redacted]. The current procedure of detaching personnel [redacted] or of sending foreign personnel [redacted] is considered by FBW and Communications to involve serious security hazards. The proposed staff should either have headquarters in one of the countries concerned or should be stationed in Washington for dispatch to overseas stations as necessary.

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f. The efficient establishment of a base station [redacted]. This facility is required in order to provide a base station for MECA which is not as politically vulnerable as the present station at [redacted] or a base station at any other existing MECA location. In addition, the [redacted] station is necessary to support clandestine communications operations in the [redacted].

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g. The assignment of additional personnel to [redacted] to permit efficient support of commitments for staff and clandestine communications mounted by [redacted] and by State support stations [redacted].

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[redacted]

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h. Increase of authorized strength for the Communications Division in Washington. The current staff is not adequate to efficiently carry out all regular assignments and to implement the above CSO requirements, the responsibilities for providing electrical communications and training of personnel for the Advisory Council, ORE, [redacted] FBIB, and for the selection and training of personnel and support of communications needs of OPC.

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J. No figure is included for personnel to perform staff functions in connection with Communications supply matters set forth in agreement between the Services Officer and the Chief, Communications, since this matter is being handled by separate memorandum.

3. The attached sheets list all positions in addition to those on the present Table of Organization which must be filled in order for the Communications Division to carry out previously assigned responsibilities and to undertake the new projects listed above. The necessity for filling both the vacancies on the present Table of Organization and the additional positions herein requested with the least possible delay cannot be over-emphasized. This memorandum does not reflect the ultimate requirements of the Communications Division for implementing all projects contemplated by OSO and meeting known Communications Division requirements of other elements of CIA.

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4. positions are listed (the 1960 budget estimate indicated the necessity for departmental personnel over estimated 1949 strength). Where possible, departmental positions which were approved by the Civil Service Commission but suspended from the Communications Table of Organization in December 1947 have been utilized and are indicated by Bureau number. It is believed that identical additional positions may be established in other instances and these are indicated with the Bureau number of the present position. The remaining departmental positions must be established by the Civil Service Commission, and the overseas positions must be established within CIA.

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25 February 1949

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[redacted] Table of Organization

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It is requested that you authorize the unblocking of the seven ceiling positions on the [redacted] Base Station table of organization and the amendment of the table of organization to substitute two Communications Technician, Radio, CAF-7 positions for the two Maintenance Diesel Motor, CAF-7 positions now authorized. A copy of the previous memorandum on this subject, including the ADSO notation, is attached. This action is necessary to formalize the establishment of the Base Station as a working entity rather than the originally requested radio test group. It was not incorporated in the memorandum requesting additional positions since it is understood that you have authority to approve this without reference to the Director.

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ADSO

26 February 1949

COMMO

Allocation of Supply Slots

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1. It is requested that approval be granted for the establishment of a section in the Communications Division consisting initially of five positions to carry out the supply functions and responsibilities assigned to COMMO by memorandum of agreement dated 11 January 1949, copy attached, following overall reorganization. The positions and grades should be as follows:

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2. The effect of the agreement between the Services Officer and COMMO is to relieve COMMO of direct warehouse responsibility but to remove no other previously held function and to add certain duties not previously assigned. At the present time, the Communications Division has no positions allocated to it for these functions. None of the three men who were retained out of the original Supply and Property Control group is assigned to a Communications Division departmental position. One has been carried on [redacted] since 1946; one is carried on [redacted] established for SSU; and one is carried on an old SSU slot, [redacted]. Their suspended status is highly undesirable. Their small number is already resulting in work backlogs.

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3. Tentative job descriptions have been prepared and will be submitted upon approval of the position allocations on the Communications Division Table of Organization. It would be appreciated if action on this request could be expedited.

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11 January 1949

MEMORANDUM OF AGREEMENT

Pursuant to memorandum dated 29 December 1948 signed by

U.S.N., Executive Director, the following procedures will be followed by the Services Office and Communications Division, OSO, in handling signal property.

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1. Accountable Officer and Accountability Records: Accountability records will be established and will be maintained in the Storage and Issue Section, Supply Division, Services Office. It is understood Communications Division, OSO, will establish a memorandum record of stock on hand and will post to this record from requisitions as they are received. However, a copy of all debit and credit vouchers posted to the records of the accountable officer will be forwarded to Communications Division, OSO, for information.

2. Signal Equipment, Catalogue, and Nomenclature: The Services Office, in cooperation with the Engineering Section, Communications Division, OSO, will review all existing signal equipment on hand and establish complete and accurate nomenclature of all items. A signal equipment catalogue carrying the correct nomenclature will be prepared. The Engineering Section will furnish the complete nomenclature required and a stock catalogue numbering system as item numbers will be mutually agreed upon. The signal equipment catalogue will be issued and distributed by Communications Division, OSO. No catalogues will be distributed by the Services Office except within that office as required. The catalogue will not contain lists of covert or semi-covert equipment and it is understood Communications Division, OSO, will prepare and distribute such a list as they deem necessary.

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3. Stock Items — Stock Levels: It is the responsibility of the Communications Division, OSO, to designate those items which they desire to be stocked, giving complete nomenclature and establishing maximum and minimum quantities for all items to be carried in stock. The addition and/or elimination of items to be carried in stock will be on the recommendation or approval of the Communications Division, OSO. The recommendations of Communications Division, OSO, in this regard will be made by memorandum to the Services Officer, CIA.

4. Requisitioning: Communications Division, OSO, will initiate all requisitions for communications supplies and equipment required by overseas activities of OSO and by the Communications Division, USA. Requisitions for stock items will be forwarded directly to the Storage and Issue Section, and requisitions for purchase from vouchered funds will be forwarded to the Chief, Supply Division, Services Office. Requisitions for supplies or equipment to be procured from will be forwarded to the Services Officer, CIA, with such approvals as are required by special funds regulations. Technical specifications for items to be procured under contract and those for developmental contracts will be prepared by Communications Division, OSO, and submitted together with appropriate requisition. Requisitions for signal supplies or equipment submitted by CIA activities other than OSO, received by the Supply Division to be issued either from stock or to be procured from open market or contract purchase, will be forwarded to the Chief, Communications Division, OSO for coordination and approval. The same procedure will be followed by the Deputy Services Officer, Covert Branch, upon the receipt of requisitions from covert activities other

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than OSO. Requisitions for supplies or equipment for the replenishment of signal stock items will be prepared by the Accountable Officer, approved by the Chief, Storage and Issue Section, and will indicate stock item number, nomenclature, quantity to be ordered, maximum and minimum quantities as established by the Communications Division, OSO, quantity on order, and monthly rate of consumption for each item to be replenished. Such requisitions will be forwarded to the Chief, Communications Division, OSO, Attention: Supply Officer, Communications Division, for approval. Requisitions which are approved will be forwarded to the Chief, Supply Division, Overt Branch, Services Office for procurement action. In any case where the Supply Officer, Communications Division, desires any changes to be made on the items requisitioned, he will forward his recommendations to the Services Officer, CIA, by a memorandum, together with the requisition concerned. Requisitions for items from stock required by Communications Division, OSO, Washington or vicinity, will be prepared by the Supply Officer, Communications Division, once each day and delivery will be made by the Storage and Issue Section on the following day. Requests for issuance of supplies and equipment required for an unforeseen emergency will be made on an informal basis, subject to the receipt of a confirming requisition. In these instances, temporary memorandum receipts will be obtained.

5. Receiving and Inspection: Services Office will be responsible for the receiving of all signal equipment, and representatives of the Inspection and Testing Section, Communications Division, OSO, will be responsible for technical inspection of signal equipment. Services office representatives will not forward receiving copies of purchase orders or other document to the Budget Office until the signature of the Communications Division Inspector

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has been obtained on the Storage and Issue file copy of the procurement document. Inspection and testing will be made at the location at which the property is to be stored. Supplies or equipment found by the Inspector not meeting specifications, or damaged in shipment will be made the subject of a written memorandum by the Inspector to the Chief, Storage and Issue Section, indicating in sufficient detail the extent of failure to meet specifications and/or damage.

6. Inspection — Cargo Shipments: Signal supplies and equipment will be inspected and tested by representatives of the Inspection and Testing Section, Communications Division, OSO, prior to packing or crating, and the Inspector will by appropriate means indicate those items which have been inspected and/or tested and will approve for shipment. The Storage and Issue Section will not make shipment of any items which have not been inspected and tested prior to shipment. Representatives of the Inspection and Testing Section, OSO, will supervise and approve the method of packing and actual packing of all technical equipment of a fragile nature, and will indicate by appropriate means those items in each shipment which were supervised as to packing and were approved. Responsibility for adequacy of packing will be mutual.

7. Substitution — Back Order: The Storage and Issue Section will not make any substitutions of items requisitioned. Where an item is not in stock, the accountable officer of the Signal Supplies Unit, Storage and Issue Section will, by telephone, notify the Supply Officer, Communications Division, that the item or items requisitioned are depleted and request new requisition for new items where substitutions can be made. In addition, the accountable officer, Signal Supplies Unit, will forward "out-of-stock memorandum" to the Supply Officer, Communications Division, OSO, and will indicate thereon those items and quantities of such items which cannot be filled from stock. Carbon copies of "out-of-stock memorandum" will remain on file in the Storage and

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Issue Section. The "out-of-stock memorandum" will always be used in these instances and will serve as a confirmation of telephone notice as indicated above.

8. Surplus Equipment and Supplies: No signal supplies or equipment will be declared surplus by the Storage and Issue Section, Supply Division, without the prior written approval of the Supply Officer, Communications Division, OSO.

9. Priorities: In order to facilitate and expedite procurement, inspection, packing, crating, and shipment of signal equipment and supplies, the following priority system is established and will govern all procurement, warehousing, and shipping activities of Services Office with respect to such shipments:

- a. AA Priority - This priority will be applied to all shipments in which procurement and shipment must be accomplished within a period of 30 days or less. If the period of time is less, the Supply Officer, Communications Division, OSO, will indicate on all requisitions, in addition to the priority, the deadline date and place from which shipment is to be made.
- b. A Priority - This priority will apply to those shipments on which procurement and shipment must be completed with a period of 60 days.
- c. B Priority - This priority will govern those shipments which must be made within a period of 120 days.

On other shipments of a routine nature, on which there is no urgency or deadline, no priority will be used, although procurement and shipment will be made at the earliest possible date.

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In assigning priority, the Supply Officer, Communications Division, OSO, will, in addition to indicating the priority on all requisitions applying to the cargo and request for cargo shipment, also indicate the date on which shipment will be made, the location if necessary, and will coordinate with the Transportation Division, Covert Branch, the date of availability of shipping space. In the event a shipment is cancelled, the Services Office will be notified by memorandum of the cancellation which will indicate disposition of equipment originally procured for the shipment.

Chief, Communications Division, OSO

Services Officer

Deputy Services Officer

Services Officer

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1 March 1949

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MECA Radio Network

1. The problems facing the Communications Division, and particularly those which concern MECA have been discussed with the Chief, MECA, since his return on TDY to the U. S. The MECA problems appear to stem principally from insufficient personnel. The evident impossibility of bringing MECA up to its presently authorized strength, plus providing replacements for personnel who are returning to the U. S. or have stated their intentions of resigning upon completion of one year in the field, plus providing additional personnel to cover the necessary move of the base station from its present politically exposed location, necessitate the recommendation: that all radio operations in MECA be terminated as soon as possible. The implementing of such a decision by CIA may take a number of courses:

a. The network can be closed permanently and equipment withdrawn or turned over to the Department of State;

b. The network can be closed until such time as a completely adequate staff can be recruited, processed, and trained for shipment to the area;

c. The network can be closed temporarily, leaving two men in [redacted] whose responsibility will consist in preventive maintenance, replacement of obsolete and worn out equipment, compilation of supply records and occasional activation of emergency circuits.

2. At the present time, there are nine vacant slots in the overall MECA Table of Organization of [redacted] active, [redacted] inactive positions. In addition, there are [redacted] stations which are authorized one radio operator technician, and should be authorized [redacted] One man whose contract will be completed in March has requested authority to leave the organization to join [redacted] The present acting Chief, MECA, is returning in March for home leave and return to MECA. [redacted] men will return in June and July for reassignment elsewhere. The Special Funds Officer is due to return in April. One man has stated his positive intention to resign upon completion of one year in the field in June, and one or two others have hinted at similar action. One man may be lost through marriage.

[redacted] individuals are being security cleared for assignment to MECA. Processing was requested by this office on three of these in September and on one each in August, October, November 1948 and January 1949. It is expected that the organization will be fortunate if [redacted] of the [redacted] accept employment when security processing is completed. Personnel shortages have plagued efforts to operate MECA since it was initiated in 1946 and the Communications Division foresees no means by which the shortages can be met or operation continued.

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3. Additional problems in MECA which have recurred since its inception and which have contributed to the constant upset condition are the presently non-existent or unsatisfactory arrangements for transportation of necessary equipment and supplies in the area; the unsatisfactory sanitary and housing conditions, and the periodical adjustments in living and quarters allowances which alter the overall income of personnel.

4. The closing of MECA will permit the reassignment of personnel to positions and duties which are deemed, according to discussions with COPS and his Branch Chiefs, to hold higher priority in fulfilling the primary responsibilities of OSO. These might include the establishment on a very limited scale of a base in either [redacted] and the assignment of one or two men to staff training and operating duties in Europe.

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