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10 August 1970

DDS DEPARTMENT
FILE O+M6

MEMORANDUM FOR: Chief, Historical Staff
FROM : Support Services Historical Officer (SSHO)
REFERENCE : Memo for Ch/HS from SSHO, 14 July 70,
"Status of DDS Historical Program."

1. Par 3 of the referenced memorandum notes that Mr. Bannerman requested all DDS components to reexamine their historical program with the SSHO and to report to the DDS by 3 August 1970 on the results of the reexamination.

2. I have a detailed schedule showing the complete results of that reexamination which I will show you at your convenience, but you might find some of the following information useful for your current report to Colonel White.

3. As it now stands, DDS components are scheduled to submit 76 reports to the SSHO.

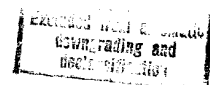
a. Except for 5 reports from OMS and 5 from OC, the submission dates appear reasonably firm. The OC submissions which are in doubt will be resolved by next month. (September). There seems to be little hope, however, that the OMS commitment will be met within the time frame which I have suggested (submission of all draft reports not later than 27 August 1971); and I have doubts that the OMS program will be completed even by 31 December 1971.

b. Of the 76 reports scheduled, approximately one-half (37) of the drafts are to be submitted by 31 December 1970. Included among these 37 papers will be at least 8 reports in revised form following initial SSHO review.

c. Another 27 reports are due for submission between 1 January and 30 June 1971; and I have agreed to 2 reports for submission between 1 July and 31 August 1971.

d. Of the 10 OMS and OC reports as yet to be given firm dates, it is my intention to request most of them after 1 January 1971.

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4. Hopefully, there is a promise of some assistance in the review process. The DDS has authorized a contract for [redacted] a long time records management officer in the DDS who has been retired for about two years. It is anticipated that [redacted] will sign a contract next week. (Incidentally, we will have to provide quarters for him over here.)

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5. [redacted] is an unknown quality insofar as talent for substantive review is concerned; but with his knowledge of the DDS and DDS records, he may be able to provide the kind of guidance which the writers usually need. Something else in his favor is that [redacted] has both his A.B. (1935) and M.A. (1938) degrees history and literature from the University of Iowa. His record also indicates some secondary school teaching, work in the National Archives (War Records, 1945-50), and a stint with GSA Records Management Services as an archivist (1950-53). His Agency fitness reports have been "S" (Strong); and in August 1968, he received a Certificate of Distinction.

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6. Even should [redacted] prove to be a competent reviewer and editor and even if all deadlines are met as scheduled, my margin for research and writing the history of the Support Directorate grows thinner each day. There are also bound to be other diversions similar to those involving the disposition of the CS Support records, which will take some time. I regard my involvement in such matters as a positive contribution to the over-all historical program-- witness some of the materials I have recovered from the files of both FE/Support and WH/Logs Support--and usually there is some positive benefit in terms of my understanding of the over-all DDS effort.

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7. Rather than borrow trouble, however, there is no doubt that the DDS program has been pushed off of dead center by Mr. Bannerman's recent memorandum; and, with the exceptions noted in Par. 3, the Offices now appear to be turning to the task--if not eagerly, at least with determination.

[redacted]

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[redacted]

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Distribution:

0 & 1 - Addressee

1 - [redacted]

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1 - DC/HS

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Mr. Bannerman via Mr.



The Support Offices have responded to your memorandum of 6 July asking that they revise their schedules for completing the historical program.

The Office of Finance expects the major portion of its history to be completed by December 1970 and the overall summary of the Office of Finance history to be completed by 1 April 1971.

The Office of Security expects to complete its six-volume history at the rate of about one volume per month from 1 February 1971 through 1 September 1971.

The Office of Personnel expects to complete its 19-volume history by the middle of June 1971.

The Office of Logistics plans to have drafts of the total 25-volume commitment in the hands of the Support Services historical officer no later than 30 January 1971 with submissions phased over a period beginning in October. They have decided to assign as many authors as they can full-time to the program until it is completed.

The Office of Medical Services has revised its schedule and expects its six volumes to be completed by August 1971 with submissions beginning in September 1970. The Office of Medical Services is still planning to rely on "a few senior OMS officials" to complete the program.

The Office of Communications has not completed the revision of its schedule. Their principal author retired at the end of July and they propose to enter a contract with a retired annuitant. When he is in place they expect to be able to present a new schedule and plan to have this ready by the middle of September.

The Office of Training expects to have its program completed by the end of August 1971.

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Chief, Support Services Staff

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DD/S 76-2695

DD/S REG I

FILE OFM6

6 JUL 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Support Directorate Historical Program

1. There is increasing concern that many of the Support Component histories have been scheduled for completion too close to the December 1971 deadline to permit reasonable time for review and revision; that individual writers may have been overcommitted by scheduling the completion of projects too close together; that a number of papers are now overdue; that the pace of submissions is slower than it should be; and that the production rate of new papers is falling behind schedule. A revision of the production schedule has been proposed with the objective of eliminating bottlenecks in due dates and ensuring that enough time is allowed for processing the draft histories. A copy of the proposed revision as it applies to each of your offices is attached for your review.

2. The proposed revision of the schedule is not fixed, but is subject to negotiation between your historical officer and the Support Services Historical Officer consistent with the objective of moving the overall Support Directorate Historical Program forward. It is imperative, however, that we adhere to the general time frames suggested to ensure that we maintain a more even distribution of production than we have had in earlier scheduling attempts and that the production be moved forward to ensure that the catching-up phase is completed satisfactorily before the December 1971 deadline.

3. If it were possible to assign all of those people currently responsible for writing histories to the task full time, it has been estimated that we could finish the job in six to eight months. While a concerted effort of this dimension may not be practical in all cases, you are requested to re-examine the program in your office and take whatever action you can to relieve history writers from their other duties for as long as it may take to complete the program. I would

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SUBJECT: Support Directorate Historical Program

like you to report to me no later than 3 August the actions you have been able, or propose, to take in this direction together with a copy of your revised schedule as agreed upon with the Support Services Historical Officer.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Attachment

DDS/SSS/RHW:skd (29 June 1970)

Distribution:

Orig - D/C (w/att)

1 - Each of the other Directors (w/att)

~~X~~ - DD/S Subject Copy (w/att)

1 - SSS Subject

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REVISED SCHEDULE
for
SUPPORT SERVICES HISTORIES
(numbers of papers due)

<u>YEAR</u>	<u>MONTH</u>	<u>WEEK</u>				<u>Total</u>	<u>Revised</u>
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>		
1970	May	0	0	1	1	2	-
	Jun	1	1	1	1	4	-
	Jul	1*	1*	1*	2	5	3
	Aug	1	2*	1	1	5	1
	Sep	1	1	2	1	5	-
	Oct	3*	3	2	1	9**	1
	Nov	3*	2	1	2	8	1
	Dec	2	1	0	1	4	-
1971	Jan	1	1	1	2	5	-
	Feb	2	2	1	1	6	-
	Mar	2*	2	1	1	6	1
	Apr	1	1	1	2	5	-
	May	2	1	1	1	5	-
	Jun	1	1	1	2	5	-
	Jul	0	0	0	0	0	-
	Aug	0	0	0	1	1	-
	Sep	This time will be used to complete the review					
	Oct	and revision of historical contributions.					
	Nov	Such time as otherwise available will be used					
	Dec	for research toward <u>An Overview of the Support Directorate.</u>					

*Includes 1 report which has already had initial review by SSF
 **Includes 3 papers from OMS. C


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30 JUN 1970


MEMORANDUM FOR: Mr. Bannerman via Mr 

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When we discussed the History Program last week you asked that I prepare a memorandum to the Directors of Support Offices asking for a revision in the schedules and an increase in the level of effort being devoted to the writing. A memorandum to accomplish these purposes is attached for your signature.

You also asked that I find out whether  who retired from the Records Administration Branch in February 1969, would be available and interested in a contract to write the History of the Office of the DD/S and the overview History of the Directorate. He would be interested and will be available about 10 August after he returns from a tour through the British Isles.

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Chief, Support Services Staff

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Attachment

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DDS-70-0595

11 FEB 1970

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Mr. Bannerman via Mr. Coffey and [Redacted]

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[Redacted]

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[Redacted] report to the Chief Historical Staff on 15 January 1970 says that the Office of Medical Services has not assigned an author to write the history of the Clinical Program or to write the overview history of the Office of Medical Services. I have talked to [Redacted] and Dr. Tietjen about this without very satisfactory results. Dr. Tietjen seems to feel that these histories need to be written by physicians and he has no one to assign the responsibility. He says it may be necessary to put on a crash program when they get nearer to the deadline but he can't see his way clear on balance with other priorities to ask anyone in the Office of Medical Services to assume responsibility for writing these histories now. He said that he might even have to do them himself. They have no annuitants who could be employed and he rejected the suggestion that a retiree from some other part of the Agency might be brought in on contract for the purpose.

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[Redacted]

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[Redacted] has expressed separately to me his concern that nothing is being done about writing the history of the Office of the DDS. [Redacted] did some of the basic research during the interim that he was assigned to the Office of the DDS but there is a great deal left to be done. [Redacted] concern is he will not be able to do both the basic research and the writing in addition to other responsibilities he has assumed and still meet the deadline. The thought occurs that we might ask [Redacted] who retired last year from the Records Management Branch, if he would consider a contract to do the research and write the history of the Office of the DDS. [Redacted] is an archivist by profession whose career with the Agency was in the Management Staff and the Records Administration Branch. His background and knowledge of the Support Directorate from its early days should make him well qualified for the task.

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If you agree, I will invite him in to discuss the proposal.

[Redacted]

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Chief, Support Services Staff

SSS/DDS/RHW:mjk (10 Feb 70)

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- 2 - SSS

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