

S-E-C-R-E-T

DD/S 59-2070

14 Apr 11 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of Planning Group Meeting
31 March 1959

PRESENT



COMPONENT

- OC
- OC
- OC
- MGT/S
- OS
- OIR
- C-DD/S
- Cable Secretariat
- Cable Secretariat
- C-DD/C
- C-DD/P
- C-DD/P
- CRR
- OCI
- OCR
- OSI
- C-DD/S

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1. Approval to Establish [REDACTED] Pilot Model

[REDACTED] reported that, pursuant to the action of the Planning Group at its last meeting, the chairman recommended to the Deputy Directors on 27 February that:

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"A pilot model of the [REDACTED] Reporting System be established at the [REDACTED], subject to applicable security requirements and utilizing existing equipment and assigned personnel."

"Headquarters elements whose participation is required in the test be authorized and instructed to participate."

These recommendations were formally approved by the Deputy Directors in early March.

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2. Report on Activation of [redacted] Pilot Model

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(a) [redacted] who had just returned from [redacted] where he helped install the pilot model, related some of the circumstances and events involved in setting up the test there, and he described the initial results. Copies of the first two [redacted] reports from Munich were distributed, together with a schedule showing the time required for each of the various processing steps.

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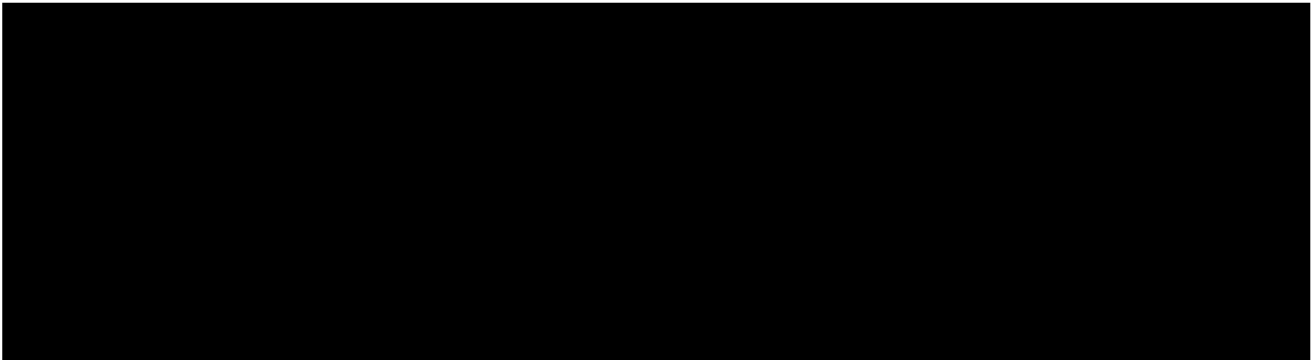
(b) When [redacted] arrived in [redacted] on 9 March, the Flexowriter machines sent there a short time before in connection with the Teletape program had just been installed and operators partially trained. Hence, he was able to proceed directly with setting up the [redacted] system. Base and station officials in [redacted] were most receptive and helpful in the undertaking.

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(d) [redacted] noted two problems he felt the Planning Group should be aware of in connection with the pilot model [redacted] First, the Security and Communications Officers in the [redacted] were not adequately informed about the [redacted] of a Flexowriter. Second, insufficient recognition is being given the person (GS-7) in Frankfurt who is responsible for developing the format and input techniques used in the [redacted] test.

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(e) The two [redacted] reports and the "time schedule" distributed to the group were discussed. Considerable optimism was expressed over the results achieved. Both reports had been disseminated just as they had come in -- without retyping and with only very minor editorial changes. Seven calendar days elapsed between the original typing of the reports in [redacted] and their receipt by OCI analysts.

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(f) [redacted] told of a "follow-up survey" he made among OCI analysts who received the first [redacted] report. He said their reactions were quite favorable and most of them seemed to feel that the Initial Reaction Sheet would not be a problem. [redacted] noted that not all analysts who receive reports are expected to prepare reaction sheets -- just those analysts who have something worthwhile to say, and perhaps the ISC code can help identify the latter. [redacted] interjected the opinion that OCI analysts are not very

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familiar with the ISC code. Also they work against very tight deadlines. Hence, he thought it might be well to let them merely make narrative comments on reaction sheets from which OCR can develop the necessary coding information.

25X1A (g) [redacted] noted that "ROUTINE" had been typed in the "precedence" block of each [redacted] report. (The TD format is used for [redacted] reports.) He 25X1A
25X1A objected to having this term appear on items transmitted by non-electrical means. Several alternate terms were proposed by members of the group. But
25X1A at the suggestion of [redacted] it was agreed that an entry will appear in the "precedence" block only when a report is received electrically. Otherwise, the term "via tape" will be placed in the upper right corner.

25X1A (h) [redacted] asked for reconsideration of that part of the [redacted] pro-25X1A
cedure which requires the Cable Secretariat to retain mats of reports being processed in the area divisions. He proposed that entire mats and not just copies go to the divisions. He said OCR can use the teletape copy of incoming reports to code them, and the Cable Secretary can still maintain a follow-up on pending reports since he will hold a tissue copy of each. The group agreed with [redacted] proposal.

3. Proposal to Establish Working Committees within Planning Group

25X1A (a) [redacted] stated that one of the major problems with which the Planning Group must now deal is the selection of equipment to support the [redacted] system. The teletape scheme, and hence the link in [redacted] were started 25X1A
25X1A With Flexowriters because a number of them were available and appeared to be adapted to the task. However, there are enough Flexowriters left for only one more link -- probably [redacted]. The M-19 Teletype machine, which has been suggested as an alternate device for [redacted] reporting, will be included in the [redacted] test and a special report format is being developed for this purpose. [redacted] added that equipment selected for the [redacted] system must 25X1A
25X1A also handle other communications. Only ten per cent of DD/P's pouch traffic is intelligence reporting. The remainder consists of operational reporting, administrative and technical correspondence, etc. And some, perhaps a good bit, of this latter traffic ought to be transmitted by tape. On this point, [redacted] suggested that the Office of Communications use the M-19 to pre-
25X1A pare Teletapes for some of its field communications with certain designated stations, thereby extending the nature and area of the tests in progress.

25X1A (b) [redacted] discussed several very tentative observations which they and others had made since the last Planning Group meeting, at the request of the chairman, with respect to equipment. They expressed the view that neither the Flexowriter nor the M-19 is the ideal machine for our purposes and the Planning Group should examine intensively a number of other machines now being developed before trying to select a model for long-term use.

25X1A (c) [redacted] underscored the view that equipment problems should be studied very carefully, and he recommended that an ad hoc group be formed for this purpose. The group concurred in the suggestion.

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(d) [redacted] added the recommendation that an ad hoc group be formed to deal with procedural aspects of the [redacted] system. This likewise met with the group's approval.

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ADDENDUM:

Acting on the recommendations cited in the two preceding paragraphs, the chairman of the Planning Group asked [redacted] to undertake such studies and inquiries as are appropriate with respect to equipment and technical aspects of the [redacted] system and [redacted] to do the same with respect to procedural aspects of the system. They will work in consultation with other members of the Planning Group and with members of various components of the Agency who can contribute to their purposes.

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[redacted]

Secretary

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Distribution:

- 1 - DPD-DD/P [redacted] 25X1A
- 1 - O-DD/I [redacted] 25X1A
- 1 - IG Staff [redacted]
- 1 - OIR (Mr [redacted])
- 1 - RQM/FI [redacted]
- 1 - SPA-DD/S [redacted]
- 3 - D/CO [redacted]
- 1 - AEO-DD/P [redacted] 25X1A
- 2 - OS [redacted]
- 2 - MGT/S [redacted]
- 1 - Cable Secretary
- 1 - O-DD/C [redacted]
- 1 - OCI (Mr [redacted]) 25X1A
- 1 - CRR (Mr [redacted])
- 1 - OCR (Mr [redacted])
- 3 - SA-DD/S [redacted]
- 3 - O-DD/S [redacted]