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19 November 1946.

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION.

SUBJECT: Recommended Conference regarding Liaison between CIG  
Stand-by and Week-end Duty Officers with Departmental  
Intelligence Agencies

1. CIG Administrative Order No. 35, dated 15 November 1946, Subject: Stand-by Officers, establishes the operating procedures and instructions for CIG's stand-by officers.
2. It is believed, however, that the War, State and Navy Departments and the Federal Bureau of Investigation of the Justice Department may not have designated stand-by officers for off-duty hours or duty officers for Saturday and Sunday similar to those of the Central Intelligence Group. Undoubtedly, some of the Departments do designate certain professional personnel who are responsible for taking action on urgent matters outside of normal working hours, however, it is believed that an assured integration of stand-by or duty officer procedures of the Departmental intelligence agencies in Washington should be effected with those of C.I.G.
3. The matter discussed in this paper is considered worthy of full investigation, both from the collection point of view and, quite definitely, from the viewpoint of the national security. It does not seem logical that C.I.G. detail competent duty officers during the off-duty periods if there is no corresponding system similarly established on the other end(s).
4. It is therefore recommended that this situation be brought to the attention of ICAPS with the suggestion that ICAPS sponsor an inter-departmental conference to review the current arrangements within Departments to insure the transmittal of urgent and vital intelligence information to the C.I.G. stand-by or duty officers. This conference may determine that present arrangements are satisfactory but even in this event, it is considered that such a conference would serve an extremely useful purpose.

/s/ T. J. SANDS  
Colonel, G.S.C. (F.A.)  
Chief, Collection Branch

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APPROVED FOR  
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