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~~EYES ONLY~~

29 MAY 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Procedures for Restricted Handling of RYBAT  
MICHIAOS Traffic

On instructions from the DDP, RYBAT MICHIAOS cable traffic was switched into restricted handling channels on 23 May 1969. The following procedures will apply:

1. The Division will receive one copy of RYBAT MICHIAOS cables; these cables will be hand delivered to the Division Chief's secretary by the secretaries of CI Staff/Special Operations. Envelopes will be marked EYES ONLY Chief, Division. Wherever possible, CI/SO will attempt to deliver responses to incoming cables for coordination at the same time the Division's copy of the incoming cable is delivered, thus saving both carrying and reading time. In all cases, the cables will be delivered to the Division within one working day of receipt.

2. Access to MICHIAOS cable files will be limited to Chief and Deputy Division Chief, one designated Division Staff Officer, their secretaries, and Chiefs and Acting Chiefs of Branches. Division copies of MICHIAOS cables are to be held in central files in the Division front office. The cable file should be organized so that Branch Chiefs have access only to the traffic concerning their branch's field stations and bases.

3. Outgoing cables prepared by CI/SO will be coordinated with one of the designated Division Staff officers. Whenever possible the Division Staff officer will coordinate on behalf of the Division without additional coordination with Branch or Branch Chiefs. If CI/SO feels such coordination is necessary it will, whenever possible, coordinate before the delivery of the cable to the Division Staff officer for formal coordination. If in the judgement of the Division Staff officer or CI/SO a cable should be coordinated with the appropriate Branch Chief (s), this may be done either by phone by the Division officer, by having the Branch Chief come in, or by having the CI/SO secretary carry the cable to the appropriate Branch Chief.

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4. Outgoing cables originated by Division Branch Chiefs will be prepared in draft on bond paper without slugs and delivered by hand to the secretaries of C/CI/SO in sealed envelopes. CI/SO will type the final cable and coordinate it with the appropriate Division Staff officer.

5. Final disposition of all MIICHAOS traffic will be by return to CI/SO. No MIICHAOS traffic will be destroyed by Divisions, nor will it be sent to RID.

6. Each Division (if it has not done so already) will withdraw previous MIICHAOS cable and dispatch traffic from Branch files and hold it under the central control of the Division front office where the Branch Chief and his Deputy will continue to have access.

Richard Ober  
C/CI/SO

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