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USCIB: 5.4/19


~~HANDLE VIA COMINT CHANNELS ONLY~~

11 January 1955

~~TOP SECRET~~MEMORANDUM FOR THE MEMBERS OF USCIB:

Subject: Semi-Annual Report of the Executive Secretary, USCIB.

The enclosed report of the activities of the office of the Executive Secretary is forwarded for information. It is intended that this report will be placed on the agenda for consideration at the next regular meeting of USCIBEC on 28 January 1955.



RUFUS L. TAYLOR
Captain, U. S. Navy
Executive Secretary, USCIB

Enclosure
a/s

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11 January 1955

SEMI-ANNUAL REPORT

THE EXECUTIVE SECRETARY, USCIB

Reference: USCIB 5.4/12 of 15 June 1954 (Annual Report of the Executive Secretary, USCIB).

I. COMPOSITION AND ORGANIZATION OF THE EXECUTIVE SECRETARIAT.A. NARRATIVE.

1. There have been no changes since the previous report except that Major Culmer returned from the Army Command and General Staff College and, on 3 January 1955, resumed his duties as Chairman of the Security Committee and as Assistant to the Executive Secretary for security matters, vice Lt. Col. Simmons, who has been doing double duty since August of 1954.

B. COMMENTS.

1. The existing strength and organization of the Secretariat is the minimum adequate for the job. The long period of double duty performed by Lt. Col. Simmons demonstrated that even with a good deal of work outside of normal working hours it was possible only to keep abreast of current and pressing requirements thus leaving no time for research and effort on planned long-range programs.

2. The Comments contained in the previous report regarding the demands of USCSB (see paragraph I. B. 2 of the reference) remain valid.

3. Logistic support arrangements are unchanged and remain in all respects satisfactory. In fact, logistic support in the form of reproduction of documents and courier facilities provided by the CIA has been outstanding in spite of repeated and urgent special demands. Likewise the OSD motor pool has provided many special trips without hitch or complaint.

C. RECOMMENDATIONS.

1. The current composition, organization and support arrangements for the Executive Secretariat should remain as is.

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~~TOP SECRET~~II. FUNCTIONS AND DUTIES.A. NARRATIVE.

1. No changes in the routine duties being performed by the Secretariat have occurred since the last report.

2. No further progress has been made on the project of codification of USCIB directives, policies and decisions. While some ground was gained in consolidation of directives, ground was lost in the card indexing of USCIB decisions. This was due to the press of current business brought on by the Petersen Case, the CHICOM problem and the MUSCO affair which resulted in building up new material without a commensurate increase in carding of the old.

3. No further progress has been made on the project to consolidate and issue in one document USCIB directives and policy statements with regard to the security of COMINT. However, it is expected that progress will resume in the near future.

4. Full implementation of the new Appendix "B" went into effect on 1 January 1955. The effect of this action is not yet discernible. A complete set of new code words was introduced concurrently with categorization.

5. While still not satisfactory, security of electrical transmissions of COMINT appears to be improving, the monthly average of compromises having dropped from approximately 5 to approximately 3.

6. The Petersen Case occupied much of the time and effort of the Executive Secretariat throughout the latter half of the period of this report. A dossier on this case is on file in the office of the Executive Secretary. The lessons to be learned from it will be studied and presented for consideration at a later date.

B. COMMENTS.

1. Members are again reminded of the requirement to file copies of their new security regulations with the office of the Executive Secretary. Only two members have done this so far.

2. With the advent of categorization each member should make a diligent effort to divide and compartment his organization so as to allow for only the absolutely necessary minimum of Category III clearances. If effective compartmentation can be achieved, control of damage resulting from compromises can be enhanced materially.

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3. In making or requesting exceptions to USCIB security policies every effort should be made to confine such exceptions to Category II personnel and material. At the same time a careful account should be kept of all exceptions made or requested. If this is done, future revisions to Appendix "B" can be accomplished on a realistic experience basis.

III. GENERAL COMMENT.

1. The Executive Secretariat of USCIB would be grateful if an effort could be made to get papers to be considered by USCIB or USCIBEC in the hands of the Secretariat by morning of the Friday preceding a meeting. It is of course realized that this is not always practicable. Yet there have been several occasions in the past when the problem to be considered was known sufficiently in advance of scheduled meetings to meet such a deadline.


2. A word about the administrative problems that make such a deadline desirable might be in order. The Executive Secretariat must use the reproduction and distribution facilities of the CIA which imposes the burden of our work on facilities essentially organized for other purposes. Even though the papers to be distributed are sent to us in form and quantity suitable for distribution, at least a cover memorandum and usually some cross referencing is required of the Executive Secretary. Arrangements are such that papers prepared on Friday can be reproduced over the weekend. These can then be assembled by the Secretariat and distributed by regular courier Monday and be available for scrutiny by the members on Tuesday (having by that time cleared through mail-handling facilities of the various members). Most members arrange their pre-USCIB briefings for sometime Thursday or early Friday morning. The rules of the Board require that insofar as practicable Board papers be in the hands of the members at least 48 hours prior to a meeting. Thus a paper distributed by routine procedure on a Monday prior to a meeting comes well within such a deadline. However, a paper received by the Executive Secretariat on a Monday prior to the meeting automatically cuts out the lead time afforded by the weekend and immediately requires consideration of special measures. Usually such a paper can be handled in routine manner and still be within the minimum deadline - but just. For example, such a paper would normally be checked and cross referenced by the Secretariat and a cover memorandum prepared. Reproduction would be accomplished Monday evening and, if all went well, delivery would be effected by noon Tuesday. Routine handling by the addressee would probably bring it to his attention Wednesday morning - just within the 48-hour minimum. In consequence anything arriving late on the Friday before the meeting will very probably require special measures with attendant disruption of other perhaps equally important schedules.

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3. It goes without saying that the Executive Secretariat and the CIA facilities that support it stand ready to take whatever extraordinary measures may be necessary to handle the urgent and unexpected items that will inevitably occur.

4. Progress reports on the tasks assigned to the INTCOM and SECCOM are enclosed herewith.


RUFUS L. TAYLOR
Captain, U. S. Navy
Executive Secretary, USCIB

Enclosures

1. INT #0001 dtd 10 Jan 1955.
2. SEC #0002 dtd 10 Jan 1955.

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