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DEPARTMENT OF STATE
Office of
THE SECRETARY



September 18, 1945

A-Mc
Mr. McCarthy:

In connection with the proposed formation of an Intelligence Office, I believe that you may be interested in the following summary of intelligence activities already being conducted in the Department.

Intelligence operations are being carried on by a number of scattered organizations and persons, including the Division of American Republics Analysis and Liaison in ARA, Mr. Carlton Savage - Assistant to the Secretary, a unit in EUR, and the Information Service Committee. I am Chairman of the Information Service Committee and feel that certain advantages resulting from the Committee's operation should be retained in any new set up. Incidentally, the word "Information" in the title of this Committee is incorrect since it deals with intelligence and not information.

I am attaching a memorandum prepared by Mr. Edgar, Vice Chairman of the Committee, concerning the origin and development of the Committee. It will be noted that there are two central editorial boards - one in the Secretary's Office for political intelligence and the other in Mr. Clayton's office for economic intelligence. Otherwise the Committee has deliberately been decentralized as far as possible in order to bring about the maximum possible amount of flow of intelligence from the various offices into the central units. It must be born in mind that much essential intelligence is not contained in telegrams or despatches or in any written document. Officers throughout the geographic and economic divisions possess considerable and invaluable stores of intelligence material gathered through personal contact with officers of foreign missions in Washington. Intelligence concerning the development of a particular problem or situation is also available only from the officer handling this situation. There is a natural tendency for these

officers

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officers to pass on the information at their disposal more freely to persons within their own organization than to persons outside. Therefore, I believe that in any new office set up some attempt should be made to preserve the Committee structure and, so far as possible its decentralized features. I believe that this could be done without affecting materially the obvious need for a centralized intelligence service.

RRR

S:RBReams

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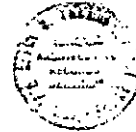
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DEPARTMENT OF STATE

THE SECRETARY

MEMORANDUM



The Information Service Committee was originally established by Departmental Order No. 1229, February 3, 1944 under the auspices of the Office of Foreign Service for the purpose of assuring an adequate flow of policy background information to the Chiefs of Foreign Service establishments abroad, the Director of the Office of Foreign Service being Chairman. The members of the Committee were designated as Chief Informational Liaison Officers and assigned to the Offices of the various Directors of Office in the Department where they operated on a decentralized basis as staff members, thus permitting each Director to supply guidance for the flow of policy background information on the activities of his particular office. At the same time all Directors of Offices, through their Chief Information Liaison Officers gave considered attention to the coordinating recommendations of the Information Service Committee.

As the result of a realization throughout the Department of the vital need of keeping Chiefs of Mission abroad fully and promptly informed of developments both within the Department and in foreign countries of policy developments directly and indirectly affecting the operations of the various Embassies, the Committee was able in a limited time to create an impressive flow of classified background information in happy contrast to the previous situation wherein our missions frequently had no knowledge whatsoever of the United States policy toward countries immediately adjacent to the one in which they were located, or more importantly of the development in Washington of policy directly affecting relations with the country of their assignment.

Later in 1944 the Security Officers of the Department concluded that the codes were being jeopardized by the wide distribution within the Department (scattered among several buildings throughout Washington) of so many copies of true readings of incoming and outgoing messages. To meet this problem the Information Officers of the four geographic Offices undertook to prepare daily summaries of telegrams from and to posts in their respective areas. These summaries were assembled by the secretary of the

Committee,

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Committee, hectographed, and circulated in lieu of the true readings. This summary form was so acceptable to officers that the process was gradually extended until the present set of summaries of all important developments within the Department and abroad were evolved to meet the varying requirements of the various classifications of officers within the Department.

These summaries are:

1. Special summaries for the President.
2. Special summaries for the Secretary and Under Secretary.
3. Top Secret Daily Summary, for members of the Staff Committee (Assistant Secretaries).
4. Secret Daily Summary, for members of the Coordinating Committee (Directors and Deputy Directors).
5. Secret Weekly Review, for Division Chiefs working on policy matters.
6. Current Foreign Relations (Secret), for Foreign Service Officers here and abroad.
7. Secret Weekly Economic Developments, for Economic Officers in the Department and abroad.
8. Confidential Inter-Agency Economic Digest, for American Economic Officers of agencies other than the Department of State.

In addition the various Information Officers continue to maintain a flow of special information telegrams and airgrams to the missions abroad.

Early in 1945 as the result of the acceptance by the Information Service Committee of the responsibility for the flow in the Department as well as to the field of policy background information, it was considered appropriate to move the Secretariat of the Committee from the Office of Foreign Service to the Office of the Secretary where the Chairman and Vice Chairman are now located. The Committee's Secretary, who works closely with these two officers, is assigned to the Office of the Assistant Secretary for Economic Affairs where she supervises the information activities of the three dependent economic offices, (TRC, ITP, OFD) and the inter-agency editorial board responsible for the preparation of the Inter-Agency Economic Digest.

In addition

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In addition to the above listed activities of the various Information Officers they are responsible for the circulation within their offices of intelligence material, the systems varying in accordance with the characteristics of their offices. They also perform numerous specialized services for their directors in their capacity of special assistants.

While the success of the system as it has developed has been attributed principally to its decentralized form, which locates information officers in each of the offices where they are available promptly to pick up news of current developments, memoranda of diplomatic conversations, other internal memoranda, etc., the chairman of the committee with the assistance of the vice chairman have served in an editorial capacity coordinating the work and supplying appropriate direct suggestions for the maintenance of the necessary high caliber of selectivity and draft. In addition these two officers, who serve as information officers to the Secretary, are responsible in the Secretary's Office for the screening of the true reading of telegrams originating in DC and determining which should be brought, on an information basis, to the personal attention of the Secretary. This same screening is done on all submissions from the other information officers. During absences from Washington of the Secretary, these two information officers have had the responsibility of keeping the Secretary posted as to developments which might affect his negotiations.

Although severely handicapped by the absence of a formal Departmental Order fully setting forth their increased activities (Departmental Order 1229 of February 23, 1944 being strictly limited to field information), a considerable organization has developed to carry on this over-all intelligence work. The attached sheet gives this organization in detail. There is also attached a draft of a Departmental order on the Committee which was held up because of disagreement over the location of the Committee.

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INFORMATION SERVICE COMMITTEE

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2. Marguerite Smith	CAF-4
3. (vacant)	CAF-3
4. (vacant)	CAF-3
<u>EUR</u> Samuel Gardner Welles Marselis C. Parson, Jr. H. Lee Staples	P-7 FSO Class VI P-3
1. Ruth P. Fitzgerald	CAF-5
2. Lucille Richards	CAF-4
3. (vacant)	CAF-4
<u>ARA</u> H. Kingston Fleming (vacant)	P-7 P-5
1. Constance Grant	CAF-3
2. Isabel Nolph	CAF-4
3. Jeanette Jaynes	CAF-4
4. Helen Albaugh	CAF-4
<u>NEA</u> Robert T. Miller, III Lucile Snyder	CAF-14 P-3
1. Evelyn Traylor	CAF-5
<u>FE</u> Ethel G. Christenson	P-4
1. (vacant)	CAF-4
<u>SPA</u> Virginia Fox Hartley	P-5
1. Mary Semel	CAF-4
<u>A-C</u> Nancy W. Davis Ruth Donahue	P-3 P-5
1. May C. Ensbo	CAF-4
<u>OFD</u> Selma Freedman	P-3
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<u>ITP</u> Virginia M. Haaga	P-4
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