

RESTRICTED

COPY NO. 38

2 September 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

MEMORANDUM FOR INFORMATION NO. 97

CHANGE IN MEMBERSHIP SWNCC

Note by the Secretaries

Mr. Charles E. Saltzman, Assistant Secretary of State for Occupied Areas, has been designated as the State Member of the State-War-Navy Coordinating Committee, vice Major General J. H. Hilldring, relieved.

H. W. MOSELEY
W. A. SCHULGEN
V. L. LOWRANCE
Secretariat

RESTRICTED

(97)

*310
Procedure
Miss
[Signature]*

29 July 1947

**MEMORANDUM FOR THE SECRETARY, STATE-WAR-NAVY
COORDINATING COMMITTEE:**

I hereby designate Major General Daniel Noco,
effective 29 July 1947, and until such time as a
new Assistant Secretary of War is appointed, to
act as the War Department Member of SWCCG.

(Signed) Howard C. Petersen

**Howard C. Petersen
The Assistant Secretary of War**

*Original filed
834 Roster of Subcommittees (Change)*

[Signature]
91

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

310
Procedure

29 July 1947

Cross

MEMORANDUM FOR: Chief, Central Statistical Office
Office of Chief of Staff

SUBJECT: Report on Evaluation of Military
Worth Activities (Reports Control
Symbol WDCSO-(OT)-50

The attached correspondence is returned to
your office without action by the Secretariat of the
State-War-Navy Coordinating Committee.

It is the consensus of opinion of members of
the SWNCC Secretariat that SWNCC studies, actions,
and decisions do not fall in the categories of
"military worth" subjects enumerated in paragraph 3
of Enclosure #1 of Tab "A".

For the State-War-Navy Coordinating Committee:

W. A. SCHULGEN,
Colonel, GSC
Senior Army Member
SWNCC Secretariat

1 Incl: n/c

90
~~88~~

3 July 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

310
Procedure

MEMORANDUM FOR INFORMATION NO. 87

NEW LOCATION OF THE SECRETARIAT, SWNCC

Note by the Secretaries

1. The Secretariat, SWNCC, is moving from its present location in the New State Department Building (New War), 21st Street and Virginia Avenue, to a new location in the same building.
2. The message center, SWNCC, will close in Room 2027, at 1700 Monday, 7 July 1947, and open in Room 2225 at 0830 Tuesday, 8 July 1947. The Secretary, SWNCC, will be located in Room 2203.
3. There will be no change in the present telephone numbers.

H. W. MOSELEY
W. A. SCHULGEN
V. L. LOWRANCE
Secretariat

89

UNCLASSIFIED

9 April 1947

COPY NO. _____

84

STATE-WAR-NAVY COORDINATING COMMITTEE

MEMORANDUM FOR INFORMATION NO. 76

DESIGNATION OF WAR DEPARTMENT ALTERNATE

Note by the Secretaries

Effective this date and during the temporary absence of Mr. Howard C. Petersen, War Department Member, SWNCC, Major General Daniel Noce has been designated as the War Department alternate.

H. W. MOSELEY
W. A. SCHULGEN
V. L. LOWRANCE
Secretariat

330
Roster

C O N F I D E N T I A L

was

OFFICE OF INTELLIGENCE COLLECTION AND DISSEMINATION

310 Procedure Lane

March 26, 1947

HUM

MEMORANDUM TO: Director, OIR
 Chiefs, DRA, DRE, DRF, DRN, IFI, MI, BI, IAD, REF

FROM: George R. Fearing, Jr., Director,
 Office of Intelligence Collection
 and Dissemination

Justi

SUBJECT: State-War-Navy Coordinating Committee Papers

The State-War-Navy Coordinating Committee (SWNCC) papers are now available in the Reference Division to the Research and Intelligence Divisions.

Papers with the security classifications of Restricted and Confidential will be processed in the usual way by the Reference Division. These papers will be routed by REF and will be made available on request by number and title. For the Restricted and Confidential papers and for the alphabetical index of SWNCC papers, inquiries should be addressed to the Information Section, REF, room 202, War Annex Building, telephone Executive 6101, extensions 527, 528 and 529.

At the request of the Secretariat for SWNCC, papers of both SECRET and TOP SECRET security classification will be handled as TOP SECRET documents. These categories will be routed by the Chief of the Reference Division, in his capacity as Top Secret Control Officer, to the other Division Chiefs and may be read only by those members of the staff who are cleared for TOP SECRET. Requests for SECRET and TOP SECRET papers should be addressed to the Office of the Chief, Reference Division, Room 205, War Annex Building, telephone Executive 6101, Extensions 520, 521, and 522. Such requests will be honored only with the approval of the requestor's Division Chief.

C O N F I D E N T I A L

87



THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

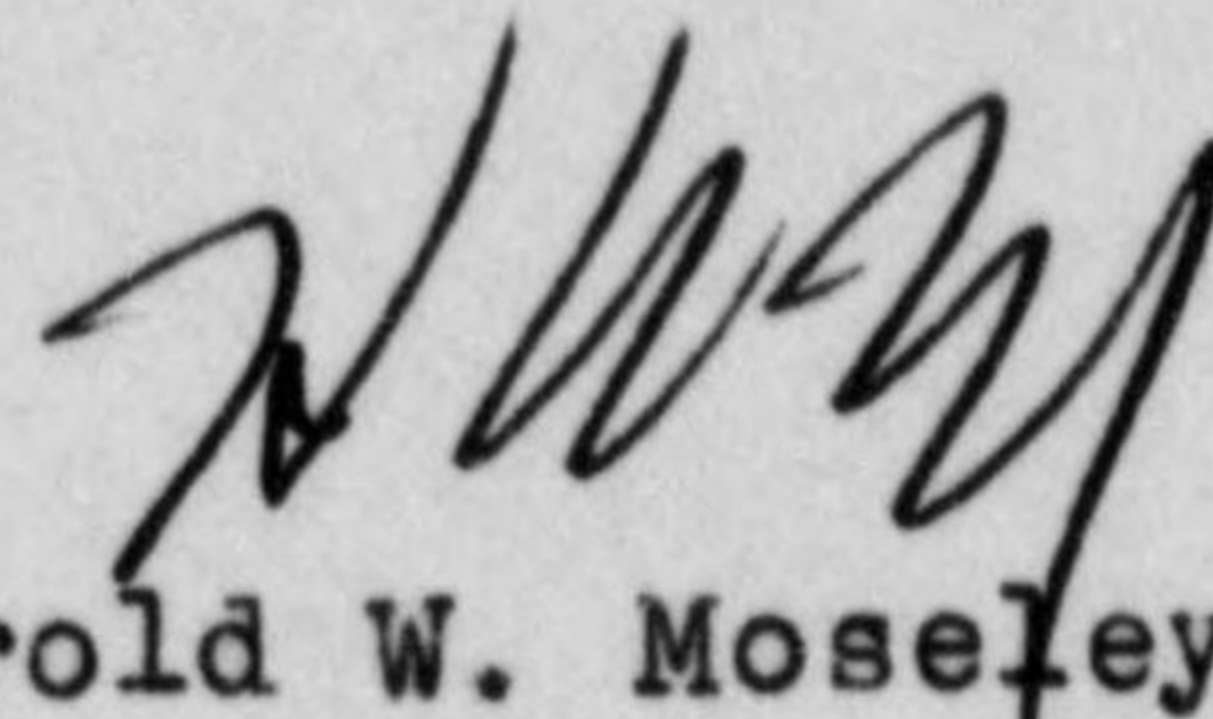
March 10, 1947

310
Since Procedure

SWNCC - Colonel Field:

Subject: Distribution of SWNCC Papers to
the Office of Intelligence Re-
search.

As a matter of record, I wish to advise you that, with the approval of Colonel Eddy, I have complied with a request from Mr. George R. Fearing, Jr., Office of Intelligence Collection and Dissemination, that all SWNCC documents be made available to that Office for distribution to the appropriate research divisions in the Office of Intelligence Research. I reached an understanding with Colonel Eddy that I would withhold distribution of papers which appear to be of a highly confidential or delicate nature, the distribution of which should be strictly limited.


Harold W. Moseley

SWNCC:HWM:nla

86

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : SWNCC - Mr. Harold W. Moseley.

DATE: March 6, 1947.

FROM : OCD - Mr. George R. Fearing, Jr. *lert*

SUBJECT: Request for State-War-Navy Coordinating Committee Documents.

Mr. John Gardiner of State-War-Navy Coordinating Committee has suggested that we direct to you on behalf of the newly established Office of Intelligence Research, a request that the Office of Intelligence Collection and Dissemination receive copies of all State-War-Navy Coordinating Committee documents and administer their distribution to the appropriate research divisions in the Office of Intelligence Research. It is now a matter of urgency that these materials be made available to the Office of Intelligence Research so that they may be distributed regularly and in the most expeditious manner by the Office of Intelligence Collection and Dissemination to the research divisions.

May we ask that you give this matter your most careful consideration.

IAD:BFDorr:jvc

76

SWNCC - Mr. Harold W. Moseley.

March 6, 1947.

OCD - Mr. George R. Fearing, Jr.

Request for State-War-Navy Coordinating Committee Documents.

Mr. John Gardiner of State-War-Navy Coordinating Committee has suggested that we direct to you on behalf of the newly established Office of Intelligence Research, a request that the Office of Intelligence Collection and Dissemination receive copies of all State-War-Navy Coordinating Committee documents and administer their distribution to the appropriate research divisions in the Office of Intelligence Research. It is now a matter of urgency that these materials be made available to the Office of Intelligence Research so that they may be distributed regularly and in the most expeditious manner by the Office of Intelligence Collection and Dissemination to the research divisions.

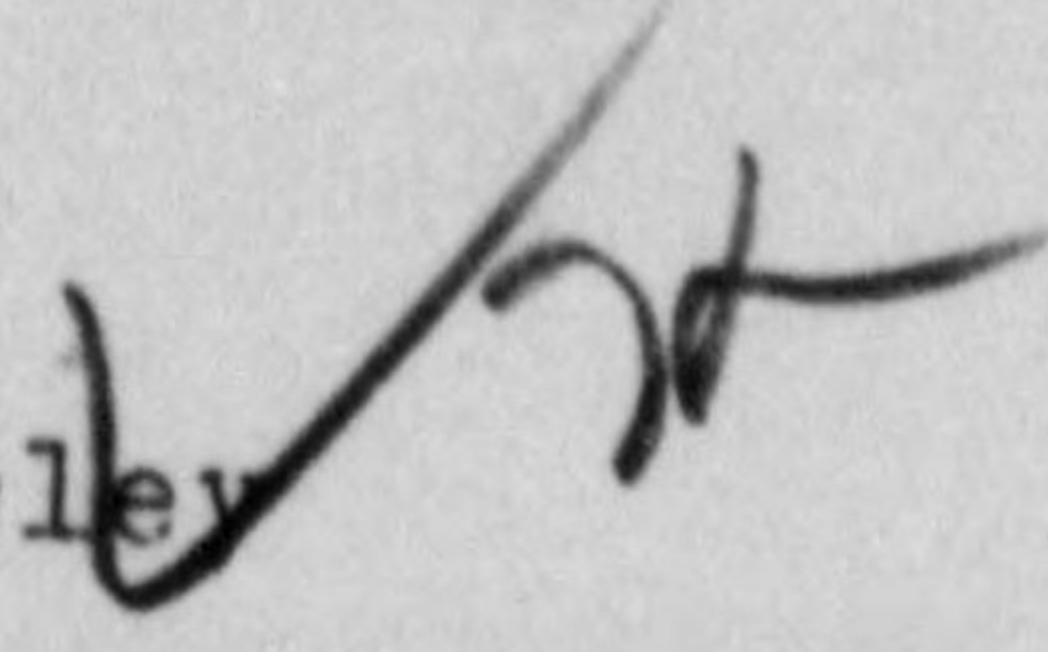
May we ask that you give this matter your most careful consideration.

IAD:BFDorr:jve

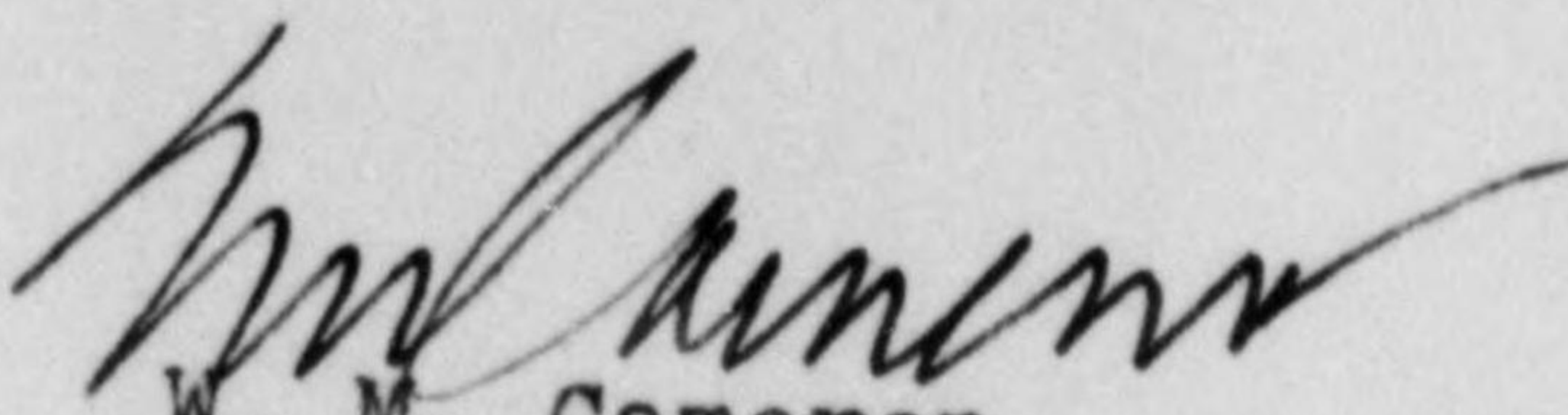
DEPARTMENT OF STATE

ASSISTANT SECRETARY

March 19, 1947

SWNCC
Mr. Moseley 

Attached for your information and file are copies of letters from Mr. Sullivan and Mr. Petersen in reply to General Hilldring's letter, dated March 7, with respect to expediting approval of SWNCC papers. General Hilldring has seen these two letters. The originals have been retained in his files.


W. M. Cameron

SECRET

310

Revised by J.H.H. 3/19/47
Sub

Lines
Procedure

17 MAR 1947

misc-

My dear General Hilldring:

I have your letter of 7 March enclosing a memorandum from the Secretary of SWNCC which is to the effect that the War and Navy Departments frequently hold up action on papers because of press of other business.

Many matters under consideration by the Coordinating Committee appear to me to require considerable staff research before I, as Navy Member, can take responsible and appropriate action. I believe this is the primary cause for delay.

I have not yet felt the need for the formal designation of a deputy to take action in my behalf. I should, however, be glad to discuss this matter with you and with Mr. Peterson at an early meeting.

Sincerely yours,

S/John

The Honorable
J. H. Hilldring
Assistant Secretary of State

85

SECRET

14 March 1947

*Noted by JHH 3/19/47
Sub.*

The Honorable John H. Hilldring
The Assistant Secretary of State
The Department of State
Washington, D. C.

My dear General Hilldring:

I have your letter of March 7 concerning the action by the War Member of SWNCC in the approval of SWNCC papers and suggesting the appointment of a deputy to approve SWNCC matters for the War Department.

Unfortunately, the report which was chosen to show the dilatory position of the War Department covered the period of about a week when I had been unusually busy with hearings before the Congress. Further, in checking the report I note that there were no momentous policy decisions which were withheld as a result of my inactivity in approving them. Nevertheless, I can assure you that I will give renewed attention to completing my action on the papers with a minimum of delay.

It has been my policy in the past personally to approve all matters which come to the War Department for consideration by the State-War-Navy Coordinating Committee. I feel that, if the matters are important enough to be referred to SWNCC, they are important enough to receive my personal consideration. At times I have personal knowledge of information which, for one reason or another, has not been made available to the staff echelons and which possibly would not be known by my deputy, if I had one. For these reasons I feel that I should continue to give SWNCC matters my personal consideration and that I should not delegate such authority to a deputy.

Sincerely yours,

(Signed) Howard C. Petersen

Howard C. Petersen
The Assistant Secretary of War

SECRET*An 780*

COPY FOR MR. HAROLD MOSELEY,
SECRETARY OF SWNCC*Secret*

March 7, 1947

My dear Mr. Petersen:

I am enclosing for your consideration a Memorandum from the Secretary of SWNCC which indicates that final action on SWNCC papers is frequently held up in the War and Navy Departments by reason of the fact that decision by the War or Navy member is delayed by pressure of other business.

I realize, of course, that you are in the best position to make a judgment concerning the relative importance of matters requiring your attention as well as the most appropriate procedures for expediting your consideration and decision on important policy matters. However, I know you will agree that the expeditious conduct of SWNCC affairs in general is an important objective in itself and that we have made every effort to confine SWNCC business to policy issues the resolution of which should be accomplished with maximum speed.

In my own case I have found, after many months of experience, that State Department action upon SWNCC matters has been effectively speeded up, without sacrificing internal coordination and clearance, by authorizing my Deputy to approve SWNCC papers on my behalf subject, of course, to his keeping me closely advised concerning the problems at hand so that the action taken in my name in fact reflects my own judgment and views.

It may be that you will consider some other tactic or device as more suitable to meet your own departmental problem. In any event, I urge that in the interest of expediting the flow of SWNCC affairs every practicable step be taken to meet the problem presented in the enclosed Report from the Secretary of SWNCC. I am sending an identical letter to the Under Secretary of the Navy, Mr. Sullivan.

Sincerely yours,

(signed) J. H. Hilldring
J. H. HILLDRING
Assistant Secretary.

Encl.
Report of Sec of SWNCC.

The Honorable
Howard C. Petersen,
Assistant Secretary of War.

A true copy of
the signed original.
A M W

Secret

A-H:RAG:ross:td

3/7/47

SECRET

COPY FOR MR. HAROLD MOSELEY,
SECRETARY OF SWNCC

March 7, 1947

My dear Mr. Sullivan:

I am enclosing for your consideration a Memorandum from the Secretary of SWNCC which indicates that final action on SWNCC papers is frequently held up in the War and Navy Departments by reason of the fact that decision by the War or Navy member is delayed by pressure of other business.

I realize, of course, that you are in the best position to make a judgment concerning the relative importance of matters requiring your attention as well as the most appropriate procedures for expediting your consideration and decision on important policy matters. However, I know you will agree that the expeditious conduct of SWNCC affairs in general is an important objective in itself and that we have made every effort to confine SWNCC business to policy issues the resolution of which should be accomplished with maximum speed.

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Sincerely yours,

(signed) J. H. Hilldring

J. H. HILLDRING
Assistant Secretary.

Encl.
Report of Sec of SWNCC.

The Honorable
John L. Sullivan,
Under Secretary of the Navy.

A true copy of
the signed original. *AMW*

A-H:EAGross:cd

SECRET

3/7/47

SECRET

THE STATE-WAR-NAVY COORDINATING COMMITTEE
 WASHINGTON, D. C.

March 5, 1947
 ASSISTANT SECRETARY
 A-H
 MAR 7 1947
 GENERAL HILLDRING
 DEPARTMENT OF STATE

*Noted JH H/K
 Returns Moseley.*

A-H
 General Hilldring

Re: Proposed Improvement in SWNCC Machinery by Appointment of Deputies.

Experience has proven that the SWNCC machinery is definitely hampered because the War and Navy Members do not have deputies who have authority to sign papers for them. After a paper has been cleared through the necessary branches of the War and Navy Departments, it is a common experience to have them then delayed as much as a week due to the fact that they cannot be brought to the attention of the War Member or the Navy Member. We are in such a position now where as many as 10 papers have been held up due to the fact that the War Member has not had the time to review them. A similar situation is quite common with respect to the Navy.

In an effort to remedy this situation the Secretariat often sets up a meeting in order to "smoke out" slow papers; however, this procedure is far from satisfactory. Although I fully appreciate the pressure under which the Members work, it occurred to me that it might be possible for them to ease their burden and at the same time improve SWNCC machinery by designating deputies. Accordingly, I strongly recommend that you approach the War and Navy Members with the suggestion that they designate deputies who will have the authority to sign at least the less important SWNCC papers.

As an example of the present situation, I am attaching a copy of the Secretariat's daily Status Sheet which indicates the present status with respect to informal clearances. Please note those items underscored in red which indicate that the delay in most instances is on the part of the War and Navy Departments. I should like to add that the situation indicated on this Status Sheet is a common one, and was not picked out to put the State Department in a favorable light. Our good position with respect to clearances is largely due to the fact that a deputy is readily available to approve the papers.

H. W. Moseley
 H. W. Moseley
 Secretary

Enclosures:
 Status Sheets (3)
 Memos Messrs Sullivan
 and Petersen.

SECRET

SECRET
STATUS OF INFORMAL CLEARANCE
5 March 1947

<u>Paper</u>	<u>Subj</u>	<u>Date of Paper</u>	<u>Date Circulated</u>	<u>Status</u>
12/5, 12/6, 12/7, 12/8, 12/9, 12/10, 12/11, 12/13	Charters	12 Feb	12 Feb	No approvals to date
59/10	U.S. POSITION ON SOVIET PROPOSAL FOR AMENDMENT OF DRAFT TRUSTESHIP AGREEMENT	1 MAR	3 MAR	NO APPROVALS
83/20	Future Policy of the U.S. towards China	29 Jan	30 Jan	State apprvd 31 Jan Awaiting War & Navy
206/39	Disclosure of Classified Military Information to Foreign Govts & Their Nationals	23 Jan	24 Jan	State apprvd Enc "A" 7 Feb. Awaiting War and Navy
206/42	Disclosure of Classified Military Information to Foreign Govts & Their Nationals	19 Feb	19 Feb	State apprvd 4 Mar Awaiting War&Navy
206/43	Establishment of Policies Relative to Matters of Mutual Interest, etc.	26 Feb	26 Feb	No approvals to date
206/44	Disclosure of Classified Military Information to Foreign Govts & Their Nationals	27 Feb	28 Feb	No approvals to date
226/5	Opening of Account with NCB of NY, NY City as Depository for Proceeds of Certain Jap. Exports	4 Feb	4 Feb	Submd by State Navy apprvd 12 Feb Awaiting War
236/35 236/40	U.S. Policy on Reparations allocations Procedures for industrial facilities in Japan	3 Mar	3 Mar	No approvals to date
242/9	Proposed Reply to British & Netherlands Notes on Delay in Completion of Repatriation of the Jap. from Southeast Asia	26 Feb	26 Feb	No approvals to date
250/3 250/4	Obligations Incurred by Internees in the Philippines	30 Jan 4 MAR	31 Jan 5 MAR	250/4 SUBMTD BY STATE. NO APPROVALS
251/4	Restitution to Lithuania, Latvia, Esthonia of Property Seized by Germany	13 Feb	14 Feb	Navy apprvd 20 Feb State apprvd 24 Feb Awaiting War
271/15 271/16	Military & Civil Affairs Agreement between the U.S. & Italy	5 Feb 25 Feb	5 Feb 25 Feb	271/16 Submt'd by State. Awaiting War and Navy
302/2	Statement of U.S. Policy with Respect to Excessive Concentrations of Economic Power in Japan	23 Jan	24 Jan	No approvals to date
314/2	Formulation of Nat'l Policy with Respect to Foreign Trade in Relation to National Security	18 Feb	18 Feb	State apprvd 3 Mar Awaiting War & Navy
334 334/1 334/2 334/3	Interim Directive for Military Govt in Certain Pacific Islands	18 Oct 4 Nov 18 Nov 21 Jan	18 Oct 4 Nov 18 Nov 21 Jan	334/3 Subgtd by Navy. State apprvd 7 Feb. Awaiting War
346 346/1	Release from Custody of Mbrs of the SA, Reich Cabinet & the Gen. Staff & High Command of the German Armed Forces	8 Jan 28 Jan 2 MAR	8 Jan 28 Jan 2 MAR	Submt'd by State Navy apprvd 3 Feb Awaiting War

(OVER)

85

In reply refer to Initials
and No.

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON 25, D. C.



*310
Procedure - info*

20 January 1947.

Memorandum for Secretariat, State-War-Navy Coordinating Committee,
Room 178, State Department.

Subject: SWNCC Papers - Distribution of.

1. It is requested that the distribution of Copy #11 of SWNCC papers for the Chief of Naval Operations be discontinued.
2. It is desired that Asst. Chief of Naval Operations for Politico-Military Affairs (Op-35) continue on the distribution list.

H. C. Bruton

H. C. BRUTON,
Captain, U.S. Navy,
Administrative Aide to Chief of Naval Operations

SWNCC SECRETARIAT

State Member	-----
Army Member	-----
Navy Member	-----
Ass't State Member	-----
Ass't Army Member	-----
Ass't Navy Member	-----
Executive Secretary	-----
Ass't Exec. Secretary	-----
State Adm. Assistant	-----
Army Adm. Assistant	-----
Navy Adm. Assistant	-----
File	-----

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310
Swnee Procedure

P&O 334 SWNCC (25 Nov 46)

25 November 1946

MEMORANDUM FOR THE SECRETARY, JOINT CHIEFS OF STAFF:

SUBJECT: New Location of the Secretariat, SWNCC

The inclosure is forwarded for information.

JAMES L. CANTRELL
Lt Colonel, GSC
Executive Officer
Plans and Policy Group

LAURIS NORSTAD
Major General, GSC
Director of Plans & Operations

1 Incl
SWNCC MFI No. 66,
dtd 22 Nov 46

Copies furnished:

- D/P&A, w/incl
- D/I, w/incl
- D/O&T, w/incl
- D/SS&P, w/incl
- D/R&D, w/incl
- L&LD, w/incl
- CAD, w/incl
- CG, AAF, w/incl
- TAG, w/incl
- PRD (Thru: Chief, Public Info) w/incl
- Sec, SWNCC, w/o incl

SWNCC SECRETARIAT

- State Member _____
- Army Member _____
- Navy Member _____
- Ass't State Member _____
- Ass't Army Member _____
- Ass't Navy Member _____
- Executive Secretary _____
- Ass't Exec. Secretary _____
- State Adm. Assistant _____
- Army Adm. Assistant _____
- Navy Adm. Assistant _____
- File _____

was

*310
Lance Parker*

22 November 1946

STATE-WAR-NAVY COORDINATING COMMITTEE

MEMORANDUM FOR INFORMATION NO. 66

NEW LOCATION OF THE SECRETARIAT, SWNCC

Note by the Secretaries

1. The Secretariat, SWNCC is moving from its present location in the State Department Building to the New War Department Building on 21st Street and Virginia Avenue.

2. The message center, SWNCC will close in Room 178, State Department Building at 1700 Monday, 25 November 1946 and open in Room 2027, New War Department Building at 0830 Tuesday, 26 November 1946.

3. The SWNCC Secretariat may be reached on the following telephones pending the transfer of the present telephone numbers to its new location:

STATE	-	Extension 2428
WAR	-	Extension 79707
NAVY	-	Extension 3157

SWNCC SECRETARIAT

State Member	-----	
Army Member	-----	
Navy Member	-----	H. W. MOSELEY
Ass't State Member	-----	
Ass't Army Member	-----	W. A. SCHULGEN
Ass't Navy Member	-----	
Executive Secretary	-----	V. L. LOWRANCE
Ass't Exec. Secretary	-----	
State Adm. Assistant	-----	Secretariat
Army Adm. Assistant	-----	
Navy Adm. Assistant	-----	
File	-----	

WAR DEPARTMENT
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

310 Procedure
Incc Misc-

7 October 1946

MEMORANDUM FOR THE SECRETARIAT, STATE-WAR-NAVY COORDINATING COMMITTEE:

SUBJECT: Appointment of Acting War Member, SWNCC

During my absence Mr. Dean Rusk, Special Assistant to the Secretary of War, is appointed Acting War Member of SWNCC.

SWNCC SECRETARIAT

State Member	-----
Army Member	-----
Navy Member	-----
Ass't State Member	-----
Ass't Army Member	-----
Ass't Navy Member	-----
Executive Secretary	-----
Ass't Exec. Secretary	-----
State Adm. Assistant	-----
Army Adm. Assistant	-----
Navy Adm. Assistant	-----
File	-----

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Howard Petersen
Howard C. Petersen
Assistant Secretary of War

Respatched from O. A. S. W. Oct. 8, 1946

(82)

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON 25, D. C.



DEPARTMENT OF STATE
WASHINGTON

*3/10 Procedure
with the emergency
functions conferred
upon this official in
SWNCC 319.*
October 18, 1946

MEMORANDUM TO THE SWNCC SECRETARIAT

I have conferred with the War and Navy Members of the Committee and they have agreed in the designation of Mr. Harold W. Moseley of the State Department as Secretary of SWNCC, I should appreciate it if the necessary arrangements are made to have Mr. Moseley undertake this position effective immediately.

J. H. Hilldring
J. H. Hilldring
State Member
State-War-Navy Coordinating Committee

RESTRICTED

310 Procedure
Misc-

SWN-4532
12 July 1946

VFF:aj

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE,
Room 2165, New War Building

Subject: Request for SWNCC Papers.

Pursuant to your request of 11 July 1946, the Director of Central Intelligence has been placed on the distribution list for all SWNCC papers, effective immediately.

No attempt will be made by the Secretariat at this time to furnish back issues of papers; however, in the event that copies are needed for reference, they may be secured by calling the Secretariat of SWNCC on War Extension 79131 or Navy Extension 3161.

For the State-War-Navy Coordinating Committee:

A. D. REID,
Secretary

COPY FOR SWNCC FILE

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CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D.C.

1 COPY

11 July 1946

MEMORANDUM FOR THE SECRETARIAT, STATE-WAR-NAVY
COORDINATING COMMITTEE

1. The President's letter of 22 January 1946, directing the establishment of the National Intelligence Authority, made the Director of Central Intelligence responsible for accomplishing the correlation and evaluation of intelligence relating to the national security, and the appropriate dissemination within the Government of the resulting strategic and national policy intelligence. The National Intelligence Authority subsequently directed the Central Intelligence Group to furnish strategic and national policy intelligence to the President and the State, War and Navy Departments, and, as appropriate, to the State-War-Navy Coordinating Committee, the Joint Chiefs of Staff, and other governmental departments and agencies having strategic and policy functions related to the national security.

2. To enable the Central Intelligence Group to produce adequate, accurate and timely intelligence pursuant to the above directives, it is axiomatic that the Director of Central Intelligence must at all times be aware of all policies, plans and activities related to the national security which are contemplated, in preparation, approved, or being executed.

3. It is therefore requested that the Director of Central Intelligence be placed upon the distribution list for all State-War-Navy Coordinating Committee papers.

/s/ Hoyt S. Vandenberg

HOYT S. VANDENBERG
Lieutenant General, USA
Director of Central Intelligence

RESTRICTED

~~RESTRICTED~~

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and VIRGINIA AVENUE, N. W.
WASHINGTON, D. C.

OFFICE OF THE DIRECTOR

11 July 1946

MEMORANDUM FOR THE SECRETARIAT, STATE-WAR-NAVY
COORDINATING COMMITTEE

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3. It is therefore requested that the Director of Central Intelligence be placed upon the distribution list for all State-War-Navy Coordinating Committee papers.

JUL 11 1946



HOYT S. Vandenberg
HOYT S. VANDENBERG
Lieutenant General, USA
Director of Central Intelligence

STATE-WAR-NAVY COORDINATING
COMMITTEE

DECLASSIFIED

Authority NND 230065

By ed/kmb NARS, Date OCT 22 1976

(80)
~~RESTRICTED~~

5 June 1946

JCS

310
Procedure
M.C.

State-War-Navy Coordinating Committee

Col. Alexander D. Reid
Captain B. L. Austin, USN
Col. William A. Schulgen
Captain V. L. Lowrance, USN
Lt. Col. V. F. Field
Major Howard W. Karbel
1st Lt. Emmett L. Turner

State-War-Navy Coordinating Committee

Robert E. Olson

VIRGIL F. FIELD
Lt. Col., GSC
Security Control Officer, SWNCC

79

310 Procedure
File

OPD 312.1 (6 May 46)

6 May 1946

MEMORANDUM FOR THE COMMANDING GENERAL, U. S. FORCES, EUROPEAN THEATER,
ATTENTION: SECRETARY GENERAL STAFF, FARBENINDUSTRIE BUILDING,
FRANKFURT, GERMANY:

SUBJECT: Downgrading of Certain State-War-Navy Coordinating
Committee Papers

The inclosure announcing the downgrading of certain State-War-Navy Coordinating Committee papers, is forwarded for information.

J. E. HULL
Lieutenant General, GSC
Assistant Chief of Staff, OPD

K. R. KIMBALL
Major, GSC
Ass't Executive Officer
Strategy & Policy Group

1 Incl
SWNCC Downgrading Memo to Holders of
SWNCC 25/8 & SWNCC 30/3, dtd 24 Apr 46

Copies furnished:
Sec, JCS, w/c incl
Sec, SWNCC, w/o incl

(78)

RESTRICTED

Do not circulate

OPD 312.1 (22 Apr 46)

22 April 1946

*151
091
Durgan*

MEMORANDUM FOR THE COMMANDING GENERAL, U. S. ARMY FORCES, MEDITERRANEAN THEATER OF OPERATIONS, CASERTA, ITALY:

SUBJECT: Information on Downgrading by the State-War-Navy Coordinating Committee

1. Transmitted herewith is downgrading "Memorandum to Holders" of SWNCC 151 Series published by the State-War-Navy Coordinating Committee. This paper contains information on the downgrading of SWNCC papers and is furnished for information.

2. Any information that becomes available in the future on the downgrading of SWNCC papers will be furnished as it becomes available.

J. E. HULL
Lieutenant General, GSC
Assistant Chief of Staff, OPD

K. R. KIMBALL
Major, GSC
Ass't Executive Officer
Strategy & Policy Group

1 Incl
SWNCC Downgrading Memo to Holders of
SWNCC 151 Series, 12 Dec 45

Copies furnished:

- Sec, JCS, w/incl SWNCC Downgrading Memo to Holders of SWNCC 151 Series, 12 Dec 45
- ✓ Sec, SWNCC, w/incl SWNCC Downgrading Memo to Holders of SWNCC 151 Series, 12 Dec 45

APR 24 1946



2686

STATE WAR & NAVY COORDINATING COMMITTEE

RESTRICTED

(75)

RESTRICTED

COPY NO. _____

12 December 1945

STATE-WAR-NAVY COORDINATING COMMITTEE

MEMORANDUM TO HOLDERS OF SWNCC 151 SERIES

Note by the Secretaries

SWNCC 151/D to 151/2 inclusive are hereby downgraded from SECRET to RESTRICTED. Holders of these papers are requested to change the classification of their copies accordingly.

ALEXANDER D. REID

B. L. AUSTIN

RAYMOND E. COX

Secretariat

encl 1

SWN-4128
9 April 1946

VFF:aj

MEMORANDUM FOR THE STATE MEMBER, SWNCC
WAR MEMBER, SWNCC
NAVY MEMBER, SWNCC

1. The attached draft of Policy Memorandum No. 3 is submitted for approval by the Committee.
2.
 - a. The contents of subparagraph 1 a are an extract from the Minutes of the 13th Meeting held on 9 March 1945.
 - b. The contents of subparagraphs 1 b and 1 c are interpretations on which approval is recommended.
3. It is requested that you indicate hereon your approval of the attached draft.
4. Upon approval, necessary action will be taken to bring the contents of the attached memorandum to the attention of interested individuals and agencies.

For the State-War-Navy Coordinating Committee:

A. D. REID,
Secretary

Enclosure:
Draft of Policy Memo No. 3

APPROVED: _____

DATE: _____

COPY FOR SWNCC FILE

SWN 4128

72

DRAFT

STATE-WAR-NAVY COORDINATING COMMITTEE

POLICY MEMORANDUM NO. 3

DISTRIBUTION OF COMMITTEE PAPERS AND MINUTES OF MEETINGS

1. The following policy and interpretation have been approved by the State-War-Navy Coordinating Committee:
 - a. No copies of minutes of Committee meetings or of SWNCC papers should be distributed to others than those on the regular distribution list and those within the three Departments "who need to know" in specific cases, except by agreement of the three members of the Committee.
 - b. "Minutes of committee meetings" is interpreted to include minutes of any subcommittee or ad hoc committee of SWNCC as well as the SWNC Committee.
 - c. "SWNCC papers" is interpreted to include all papers of SWNCC and its subcommittees and ad hoc committees in all stages of preparation.

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

SWN-4128
9 April 1946

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WAR MEMBER, SWNCC
NAVY MEMBER, SWNCC

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For the State-War-Navy Coordinating Committee:

~~_____~~
A. D. Reid.
A. D. REID,
Secretary

Enclosure:
Draft of Policy Memo No. 3

FE: J.V.

APPROVED: *[Signature]*

DATE: 4/19/46

(72)

D R A F T

STATE-WAR-NAVY COORDINATING COMMITTEE

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THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

SWN-4128
9 April 1946

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WAR MEMBER, SWNCC
NAVY MEMBER, SWNCC

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For the State-War-Navy Coordinating Committee:

APR 16 1946



2628

A. D. Reid.
A. D. REID,
Secretary

Enclosure:
Draft of Policy Memo No. 3
STATE WAR & NAVY
COMMITTEE

APPROVED: *John H. Fullin*

DATE: 4/16/46

(72)

DRAFT

STATE-WAR-NAVY COORDINATING COMMITTEE

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THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

SWN-4128
9 April 1946

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WAR MEMBER, SWNCC
NAVY MEMBER, SWNCC

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3. It is requested that you indicate hereon your approval of the attached draft.

4. Upon approval, necessary action will be taken to bring the contents of the attached memorandum to the attention of interested individuals and agencies.

For the State-War-Navy Coordinating Committee:

A. D. Reid

A. D. REID,
Secretary

Enclosure:
Draft of Policy Memo No. 3

APPROVED: *W. S. Woodruff* Col. W.S.C. Jr. AFM

DATE: *April 22, 1946*

(72)

DRAFT

STATE-WAR-NAVY COORDINATING COMMITTEE

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310 Procedure

RESTRICTED

23 April 1946

COPY NO. 64

STATE-WAR-NAVY COORDINATING COMMITTEE

POLICY MEMORANDUM NO. 3

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ALEXANDER D. REID

B. L. AUSTIN

HAROLD W. MOSELEY

3/19/46
510 *Matthews*
THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

March 19, 1946



EUR
Mr. Matthews,

Will you please indicate your approval hereon that in the absence of Mr. Cox, I am the Department's number one representative on the SWNCC Secretariat?

yes

*O.K.
H.W.M.*

H.W.M.
H.W.M.

adp

(66)

310 *JANCO procedure*

9 January 1946

MEMORANDUM TO: Lt. Col. V. F. Field,
State-War-Navy Coordinating Committee,
Room 178, State Department,
Washington 25, D. C.

In accordance with our telephone conversation of 10 December 1945, the attached copy of a brief and necessarily incomplete discussion of the work of the State-War-Navy Coordinating Committee, which was prepared in connection with graduate study in administrative management, is belatedly transmitted for your personal files. Copies of various releases referred to in the article which you furnished are returned at this time.

Your kind assistance and suggestions in the preparation of this article are appreciated.

James E. Loughran
JAMES E. LOUGHRAN,
Captain, C. E.
Room 5-B-664,
Extension 5036.

(65)

DEPARTMENT OF STATE
OFFICE _____
DIVISION OF EUROPEAN AFFAIRS

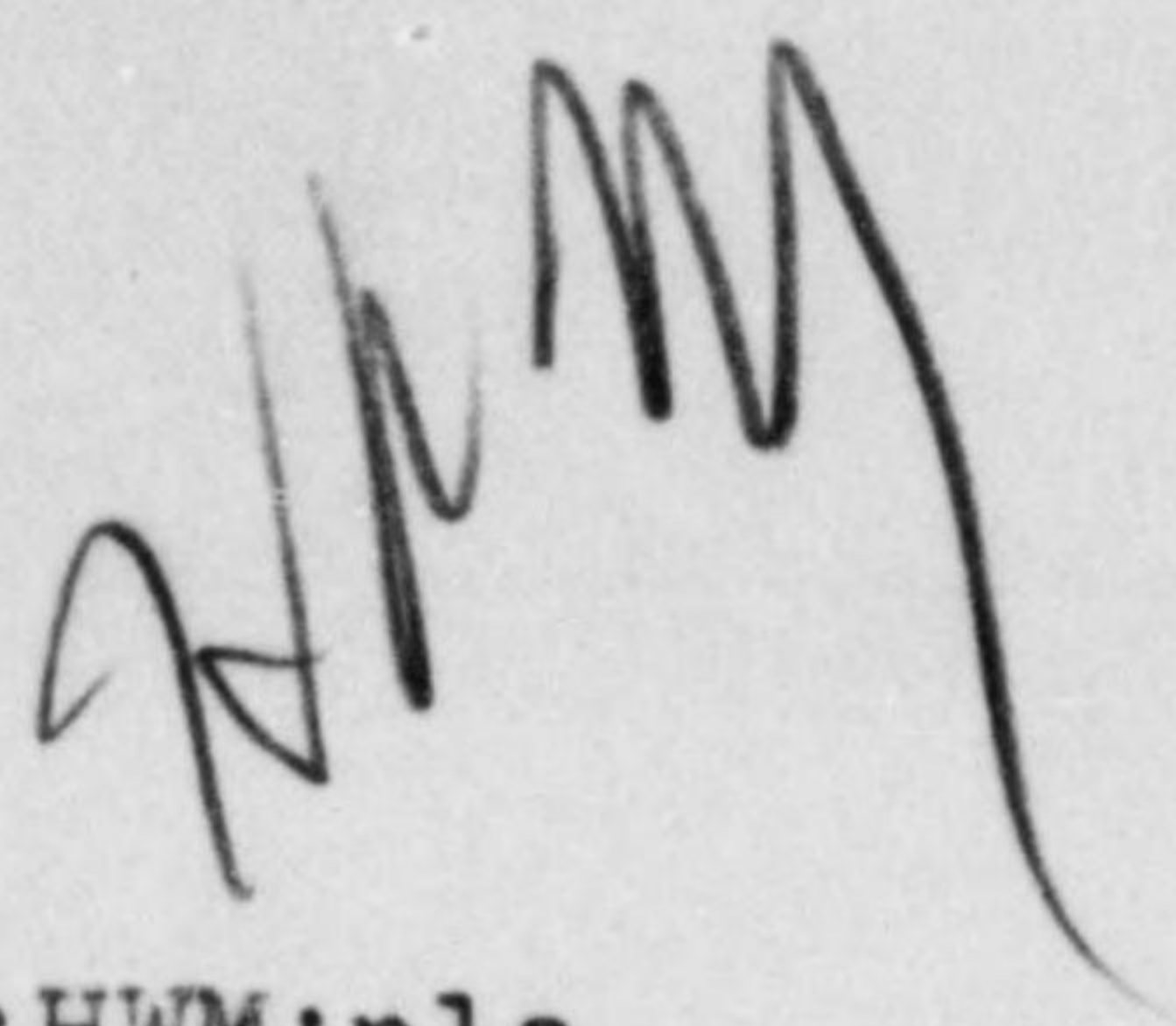
320
Procedure

February 27, 1946

To: Colonel Field, SWNCC

From: Harold W. Moseley

The attached memorandum from Mr. Matthews requests that machinery be established whereby the JCS will furnish to the State Department for transmission to the FEC two copies of past and future directives issued to SCAP. It is desirable that you make arrangements agreeable to you for transmitting these directives when received to Mr. Penfield. JCS could, of course, transmit them direct to Penfield, but I imagine that they will wish to use SWNCC as a transmittal agency. Any arrangement that you may wish to establish along this line is agreeable.



EUR:HWM:nla



February 27, 1946

MEMORANDUM FROM THE ACTING STATE DEPARTMENT MEMBER, SWNCC

Paragraph III-4 of the Terms of Reference of the Far Eastern Commission provides that all directives issued to the Supreme Commander for the Allied Powers by the United States Government shall be filed with the Commission. In order that this provision may be implemented it is suggested that the Joint Chiefs of Staff be asked to furnish to the State Department for transmission to the Commission two copies (one copy to be certified) of each directive which has been issued to SCAP, and to furnish similar copies of all such directives issued in the future.

H. Freeman Matthews
Acting State Member

FE:JKPenfield:ALM
2-27-46

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON, D. C.



DEPARTMENT OF STATE
WASHINGTON

February 27, 1946

MEMORANDUM FROM THE ACTING STATE DEPARTMENT MEMBER, SWNCC

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H. Freeman Matthews
H. Freeman Matthews
Acting State Member

ADP

BT

(DF)



S - W - N - C - C
~~DRAFT~~ date _____
SW-N-C-C Meetings 3/10 Procedure
Memorandum by the Secretariat

1. Based upon information obtained informally from the Committee members by the Secretariat, it is proposed for approval by the Committee that Thursday afternoon at 1430 hours be designated as the time for a regular weekly meeting of SWNCC.

2. It is further proposed for approval by the Committee that, except in cases of urgency, no paper shall be brought up for consideration at a meeting unless the ^{Secretariat has delivered the} ~~paper was~~ ^{for their consideration} ~~paper~~ delivered to the Committee members, at least twenty-four (24) hours prior to the time of the meeting.

(63)

310 Procedure

Minutes 34th Meeting
30 January 1946

^{me}
F. SCHEDULED MEETINGS

The War Member observed that the agenda of this meeting was so long as to make advisable holding of stated meetings. After discussion, it was decided to ascertain a suitable day for regular meeting. MR. MATTHEWS expressed the hope that it would be other than Tuesday.

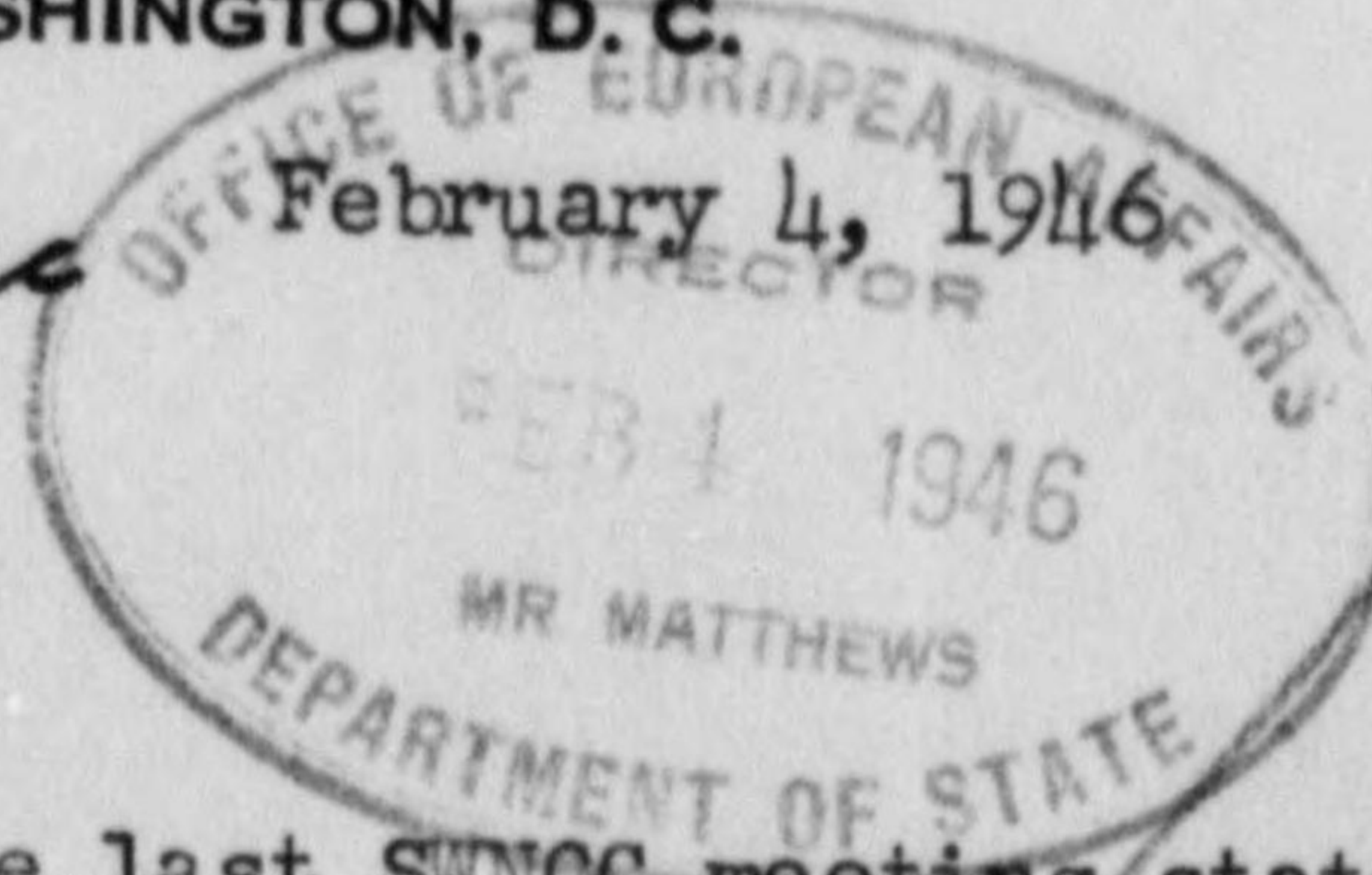
(B)



THE STATE-WAR-NAVY COORDINATING COMMITTEE

WASHINGTON, D. C.

3/0 Procedure



RFC

EUR - Mr. Matthews,

The draft minutes of the last SWNCC meeting state as follows:

"The War Member observed that the agenda of this meeting was so long as to make advisable holding of stated meetings. After discussion, it was decided to ascertain a suitable day for regular meeting. Mr. Matthews expressed the hope that it would be other than Tuesday."

Col. McCarthy has just telephoned that it has been established that the weekly meetings of the Committee of three will, in future, be on every Wednesday.

Mr. Peterson has also telephoned and suggested that in order not to conflict with the meetings of the three secretaries SWNCC meetings, in future, be held on Thursdays at 2:30 p. m. The Navy Member has concurred in this. Is this agreeable to you? If so, the next SWNCC meeting will take place on Thursday, February 7, at 2:30 p. m.

Please give me your views on this matter.

*Thursday 2:30
is a.K.
HFM*

Cap.
R.E.C.

(63)

310

091 Procedure
wise

23 January 1946

MEMORANDUM FOR GENERAL NELSON:

Subject: Relationship between SWNCC and the
Department of State.

1. The State-War-Navy Coordinating Committee was organized initially based upon an exchange of letters between the Secretaries of State, War and the Navy in which the three Secretaries agreed that the existing methods of obtaining advice, for the State Department on politico-military matters and visa versa for the Joint Chiefs of Staff, needed improvement. As the functions of the Committee expanded it became necessary to clarify the authority of SWNCC. As a result the three Secretaries issued a statement which is appended as Enclosure No. 1.
2. Prior to the establishment of SWNCC, the normal way in which the Department of State would secure military guidance was by writing identical letters to the Secretaries of War and the Navy who in turn would decide after proper coordination which Department should forward it to the JCS for basis of reply. After preparing the reply JCS would forward it back to the Department initiating the action, where, after further coordination was had with the other Department, it was forwarded on to the Department of State. The reverse procedure applied when JCS wanted political advice from the State Department.
3. Initially, the Committee agreed that the identical letters would still be written by the State Department but would be routed through SWNCC where the determination would be made by the Secretariat as to whether or not the matter in question should be diverted directly to JCS for the answer. When the Secretariat forwarded the letter to JCS a notation to that effect was made on the identical letters prior to their dispatch to the Secretaries. Likewise if JCS desired State guidance, a memorandum was forwarded directly to the Committee by the Secretary, JCS where, after approval, it was forwarded to the State Department for an answer.

(62)

4. The above method, under paragraph 3, proved to be quite an improvement over the system outlined in paragraph 2, however, it did not speed up the action by the State Department on JCS requests. Various ways and means were discussed in the Secretariat as to how to improve this situation and it was finally agreed that when a JCS request for guidance was received it would be referred to a subcommittee for a report, or referred, by the State member of the Secretariat, directly to the desk of the State action officer who would prepare the answer and return it through the State member of the Committee to the Committee in the form of a study. The study would be prepared in accordance with a form prescribed by SWNCC i.e. "The Problem", "Facts Bearing", etc. The State was rather slow to react to this new procedure, however, as time progressed and it was found how easy and expeditiously the system worked the State Department gradually accepted it and as a result are, in most cases, preparing studies, in lieu of identical letters to the Secretaries of War and the Navy, which are submitted directly to SWNCC through the State member. SWNCC in turn forwards the study direct to JCS for comment from a military point of view, if action cannot be resolved in SWNCC or its subcommittees.

5. As a result of the State Department adhering to SWNCC procedure the following improvements have been noted:

a. An average estimated saving of from 4 to 6 days in time necessary to handle a matter in the State Department over the method outlined in paragraph 3.

b. A decrease of 2 or 3 days time in obtaining State approval on SWNCC papers.

c. A saving of several days time in obtaining JCS comments on papers submitted by the State because of their initial preparation in study form which obviates the necessity of sending it to a subcommittee for preparation in study form preparatory to forwarding it to JCS.

6. In addition to the above savings in time, it is interesting to note that most State officers whom I have come in contact with on SWNCC or SWNCC subcommittee matters, are now willing to effect the required clearances within the State Department and to subsequently present a departmental point of view on the subject on matters pertaining to the Committee where initially, there was a hesitancy on their part to do so. I believe that this is due to a change brought

about by SWNCC. Instead of waiting to find out what the State opinion is from higher executives or offices, the officer now prepares a study on his own estimate of the situation knowing that it will be scrutinized by higher authority when it is considered on a SWNCC level.

7. In my opinion it would appear that the main bottleneck in the State Department is this--instead of DCR routing communications directly to the officer who eventually prepares it, it is routed to a higher office where it is sometimes held up before the action officer gets it. Unless it is one of great importance, I believe it should be referred directly to the officer where the answer could be prepared and then forwarded to higher authority for concurrence or approval.

8. Even further of the opinion that the system you established in the War Department General Staff for handling all action papers could be very readily applied to the State Department inasmuch as SWNCC parallels JCS as to procedure, form, etc. including implementing action. Peculiarities of the War Department General Staff system have already been introduced by the SWNCC in obtaining action from the Department i.e. suspense, and follow up on requests and implementing action and, I believe, has somewhat prepared the Department for the adoption of a similar system.

V. F. FIELD
Executive Secretary

Enc.
Ltr 16 Oct 45,
re: SWNCC.



Procedure

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.



4 December 1945

MEMORANDUM FOR COMMANDER RICHARDSON

Subject: F.E.S.C. Files

1. To bring the files of the Far Eastern Subcommittee in line with the SWNCC files, it is recommended that the following system be set up:

a. Case files - These files will be a history of each subject which the Subcommittee takes action on and should be arranged in the following sequence:

- (1) Initial Directive (SWNCC)
- (2) Working Committee
- (3) Initial draft or paper
- (4) Subsequent papers of directives
- (5) Extracts of minutes affecting final decision
- (6) Final approved paper as forwarded to SWNCC by
- (7) Numbered Memo of transmittal

Each case file should be given a file number (Decimal System) and should coincide with the file number used by SWNCC. This file number may then be entered on the Status card and File card and cross-indexed by country on the file cards (ie If the subject is on War Criminals, Japan the file number would be 000.5 and cross-indexed under 0.91 - Japan showing the subject and number under which it is filed).

b. Extra Copy File - The extra copy of all SWNCC AND FESC papers will be filed numerically.

c. Agenda, Minutes, Status - An extra copy should be filed as in b. above.

d. Stencils - Should be placed in an envelope and filed numerically with all stants together under one number.

e. Miscellaneous - Letters, Memos, requisitions, etc. from or to departments may be either filed under the decimal system or in a separate file.

f. Publications - Filed chronological in a separate file unless deemed highly important in which case an extract or the entire document should be integrated in a case file.



THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.



2. To effect the above changes it is recommended that the following action be taken:

a. New cases be set up as soon as possible under this system with the assistance of SWNCC file clerk. This will include the setting up of file cards, status cards, etc.

b. Starting with the initial case considered by the Subcommittee, which was SWNCC 5 Series, rearrange by transfer from the several files all material to go in this file. Continue this procedure with each file separately so as not to completely disarrange all files at once.

c. Rearrange the files mentioned in subparagraphs b, e, d, e, and f as time is available.

3. The above outlined system will bring the files of FESC in line with SWNCC files so that in event of discontinuance of FESC they may be integrated easily with SWNCC files. The FESC file clerk should form a habit of checking file numbers with SWNCC file clerk so that the same file numbers are used by both agencies. If deemed advisable by all concerned the SWNCC file number could be placed on each document in an appropriate place such as SWN 000.5 in the upper right hand corner of the first page of the Enclosure. This could also be adopted for Memos, etc.

V. F. Field
Executive Secretary

DEPARTMENT OF STATE
THE SECRETARY

Colonel:

Off hand it appears to me that there may be some duplication of effort between this Publication Board and an Externs Committee.

WFR

SWNCC	
COL. McCARTHY
CDR. RICHARDSON
MR. R. E. COX
LT. COL. PENNOYER
LT. COL. WEILFUSS
MR. H. W. MOSELEY
MR. I. P. GARDINER
LT. COL. ROCKEFELLER
LT. COL. V. F. FIELD
MR. W. E. GUNTHER
1ST LT. E. SPITTALL
ENS. F. WHITESIDE
FILE

noted and

DECLASSIFIED

F-401
FF1/A7-2
Serial No. 13

310 Procedure

4 October 1945

RESTRICTED

MEMORANDUM

From: Navy Liaison Officer, Publication Board.
To: Bureaus, Boards, Offices of the Navy Department,
Headquarters U.S. Coast Guard and Marine Corps.
Subj: General Procedure of Navy Member of Committee on
the Release of Scientific Information.
Ref: (a) SecNav Restricted Letter, no serial, of
28 September 1945 - Subject; Navy Department
Representative on the Publication Board.

1. In order to clarify the procedures and other details necessary for effectuating the instructions contained in the reference, the following general instructions are promulgated.

2. The Navy member of the "Committee" is not responsible for the down-grading or declassification of presently classified material, items, or documents. He presses for action, by the authority assigning the original classification, and which, by Navy Regulations, is responsible therefor. If after due consideration of all factors the classifying authority does not deem it proper to declassify the item or document, adequate justification for the retention of the classified status should be placed in the hands of the Navy representative.

3. In those instances in which an item or document is of such a nature that the included characteristics or data involves more than one activity of the Navy Department, the activity assigning the final classification should take steps with the other cognizant agencies to declassify their included parts of the equipment or document. In those cases in which agreement cannot be reached between agencies or when otherwise appropriate, the Navy Liaison Officer will call a panel to consider the matter and make concrete recommendations to the Chief of Naval Operations for concerted action.

4. Declassification of material, items, and documents are, as stated in the reference, limited in specific instances by the operation of Executive Agreement 268 and other similar documents, or by special field agreements entered into by agencies of the government with similar activities of foreign governments. Examples of such agreements are those concerning aerial photography over the territory of friendly or allied nations, and those concerning the use and issue of charts prepared by other governments.

RESTRICTED

(60)

RESTRICTED

Subj: General Procedure of Navy Member of Committee on the Release of Scientific Information.

The classification assigned by the foreign government is binding in these cases. If declassification is desired, the matter should be submitted to the Publication Board with full explanation and necessary supporting data for negotiation as outlined in Executive Order 9568. The Navy Liaison Officer will assist in preparing the necessary papers.

5. It is contemplated by the Publication Board that declassified documents will be made available to the public by depositing them in a reference library, and publishing accession lists to the library or libraries in trade journals and other literature available to industry.

6. In releasing documents prepared for the Navy under contract, due consideration must be given to the following points:

- (a) Were the papers the result of government sponsored research?
- (b) Were the papers paid for by the government?
- (c) Are there contractual provisions which inhibit the release for publication by the Navy?

7. If the papers result from (a) and (b) of the preceding paragraph, they should be released in full if the subject matter is declassified. In the case of (c) if the subject is declassified and the experimentation was at government expense, the contractor should be required to publish the results in full and, failing his agreement to do so, the matter referred to higher authority for appropriate action, which shall be accompanied with definite recommendations as to the action to be taken.

8. Addressees are requested to advise the office of the Navy Liaison Officer, Publication Board (Room 3615, Extension 4642) of the name of the liaison officer appointed in compliance with paragraph 7 of the reference.

T.D. Ruddock
T.D. Ruddock

RESTRICTED



THE STATE-WAR-NAVY COORDINATING COMMITTEE
 WASHINGTON, D. C.



16 October 1945

The State-War-Navy Coordinating Committee is designated as the agency to reconcile and coordinate the action to be taken by the State, War and Navy Departments on matters of common interest and, under the guidance of the Secretaries of State, War and the Navy, establish policies on politico-military questions referred to it.

Action taken by the Coordinating Committee will be construed as action taken in the names of the Secretaries of State, War and the Navy. Subject to approval of the President where appropriate, decisions of the Committee will establish the approved policy of the State, War and Navy Departments. Dissemination of the decisions of the Committee will be accomplished by the three departments for the information and guidance of all concerned and, where appropriate, with necessary instructions for action.

James G. Barnes
 Secretary of State

R. H. P. Pitt
 Secretary of War

James Forrestal
 Secretary of the Navy

DEPARTMENT OF STATE
DIVISION OF EUROPEAN AFFAIRS

October 16, 1945

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

At a meeting of the State-War-Navy Coordinating Committee on September 21, Assistant Secretary of War McCloy stated that he felt that it would be desirable for the Secretaries of State, War and Navy to sign a joint memorandum redefining and clarifying the functions of the Committee.

The proposed memorandum is attached for your signature, if it meets with your approval. I am informed by the War and Navy representatives on SWNCC that the Secretaries of War and Navy are prepared to sign this memorandum, but that they feel you should sign it first. This memorandum has been approved by Mr. Acheson. In approving the memorandum Mr. Acheson stated that a strong injunction should be laid on the State Department member to clear within the Department so that the Secretary might have all relevant facts. In Mr. Dunn's absence I am the State Department representative on the Committee. I shall be careful at all times to obtain the approval of the appropriate officers of the Department before I agree to recommendations of the State-War-Navy Coordinating Committee. In so doing, I shall be merely continuing the practice of Assistant Secretary of State James C. Dunn.

If this memorandum meets with your approval, will you be good enough to sign it and return it to me in order that it may be transmitted to the War and Navy Departments for the signatures of Secretary Patterson and Secretary Forrestal.

HFM
H. Freeman Matthews
Director
Office of European Affairs

Attachment:

Proposed memorandum.

JCH
UR:JDH:ep

(59)

HWM
File procedure
310 Procedure



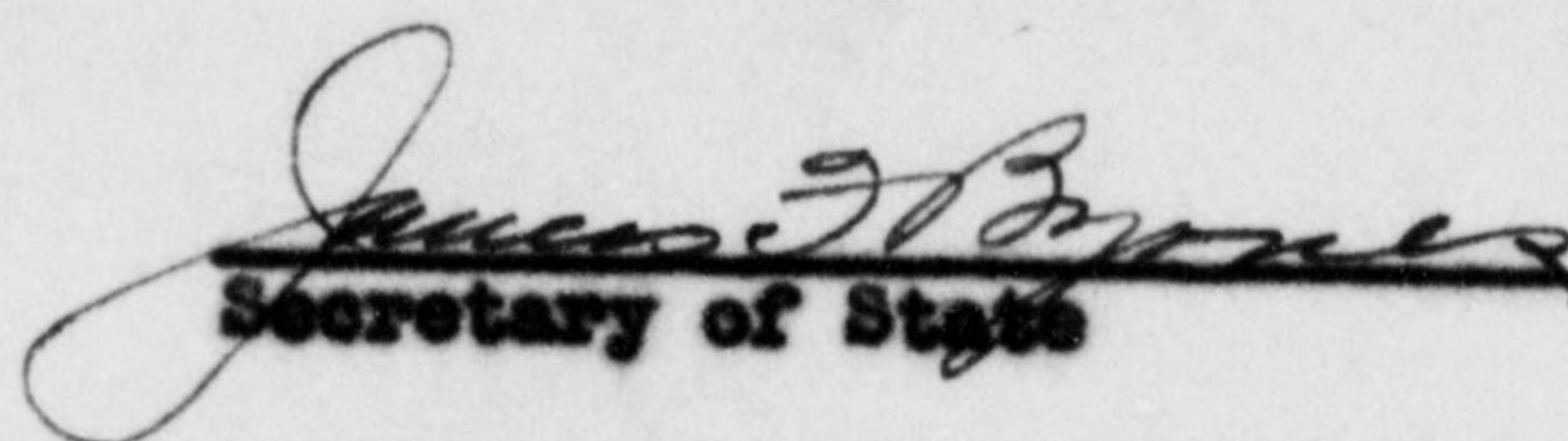
THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.



16 October 1945

The State-War-Navy Coordinating Committee is designated as the agency to reconcile and coordinate the action to be taken by the State, War and Navy Departments on matters of common interest and, under the guidance of the Secretaries of State, War and the Navy, establish policies on politico-military questions referred to it.

Action taken by the Coordinating Committee will be construed as action taken in the names of the Secretaries of State, War and the Navy. Subject to approval of the President where appropriate, decisions of the Committee will establish the approved policy of the State, War and Navy Departments. Dissemination of the decisions of the Committee will be accomplished by the three departments for the information and guidance of all concerned and, where appropriate, with necessary instructions for action.


Secretary of State

Secretary of War

Secretary of the Navy



SECRET

THE STATE-WAR-NAVY COORDINATING COMMITTEE

WASHINGTON, D. C.



EUR
Mr. Matthews

There are attached a memorandum for the signatures of the three secretaries, submitted by Mr. McCloy at the SWNCC meeting held September 21, clarifying the authority of SWNCC, and approved by SWNCC on September 21, and extracts from the minutes of the meeting (September 21) relating to this matter. You will note that Mr. Hickerson stated "he would take the matter up with the Secretary of State upon his return to Washington in a few days".

The Army and Navy are likely to inquire how this matter is progressing, so I am sending it on to you for whatever action you and/or Mr. Hickerson can produce.

P.S. I hear both Patterson & Forrestal are ready to sign attached memo but wish Byrnes to sign first!

[Signature]
R.E.C.

A-D-SWNC:RECOX

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DEPARTMENT OF STATE
THE UNDER SECRETARY

HFM

Mr. Hickerson

SEP 26 1946

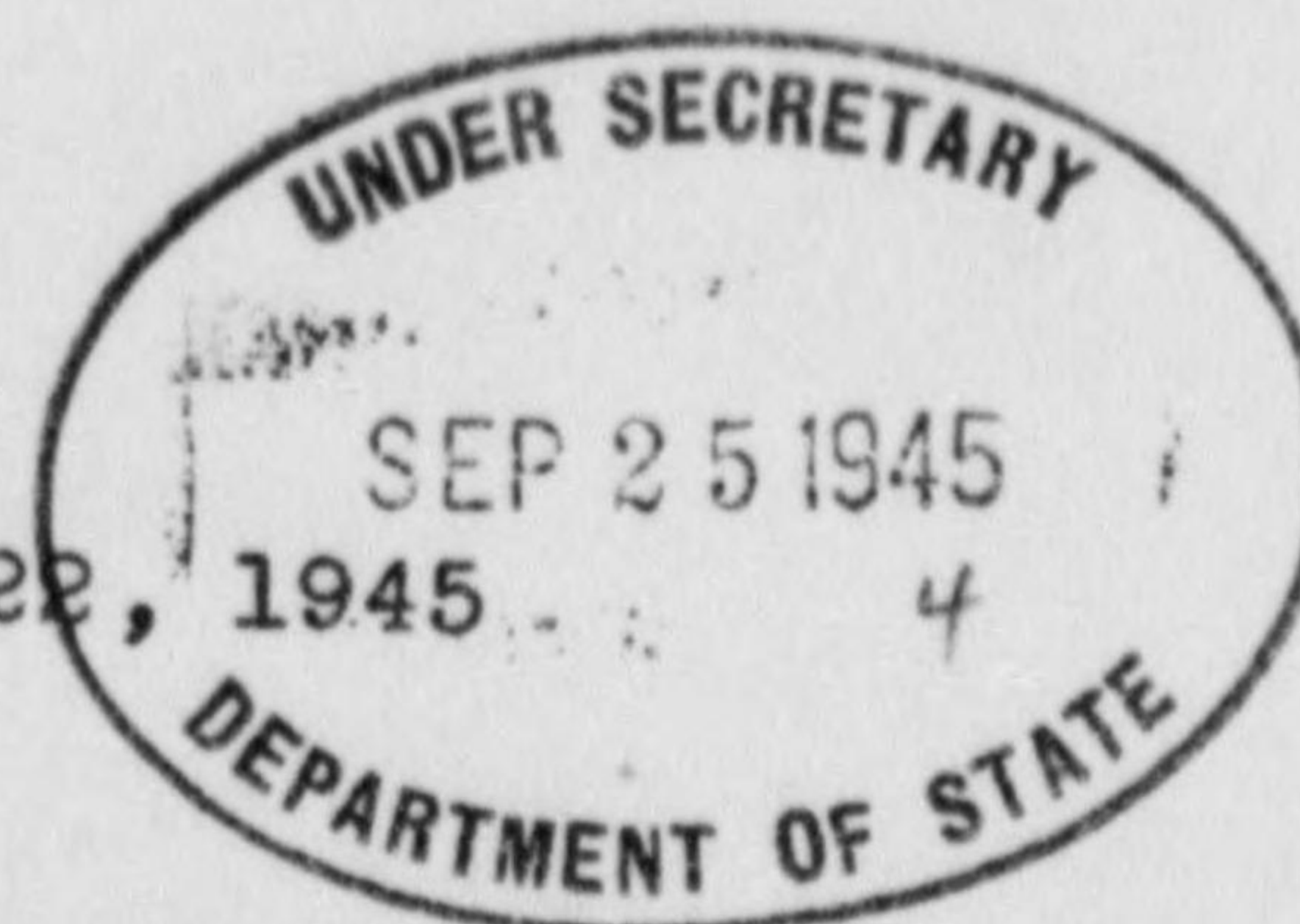
MR. HICKERSON

There is some ~~misunderstanding~~ ^{misunderstanding}
with the first two sentences
of the 2nd P.

Agree with the memo as I
understand it. But think that
a strong injunction has to
be laid on the Dept. members
to clear within the Dept. so that
the Sec. may have all relevant views.
DA

DEPARTMENT OF STATE
DIVISION OF EUROPEAN AFFAIRS

September 22, 1945



U ✓ Mr. Acheson: *See note,*

At a meeting of the State-War-Navy Coordinating Committee yesterday, Mr. McCloy raised the question of the desirability of there being prepared and submitted to the Secretaries of the three Departments a brief memorandum redefining the functions of the Committee. You may recall that the Committee was set up last year after extensive discussions between the three Departments by an exchange of letters originating with the Department of State, addressed to the other two Departments. This exchange of letters was approved by the President.

Mr. McCloy pointed out that it would, in his opinion, be useful if a memorandum reading as follows were signed by the three Secretaries:

"The State-War-Navy Coordinating Committee is designated as the agency to reconcile and coordinate the action to be taken by the State, War and Navy Departments on matters of common interest, and under the over-all guidance of the Secretaries of the State, War and Navy establish policies on politico-military questions referred to it.

"Action taken by the Coordinating Committee will be construed as action taken in the names of the Secretaries of State, War and Navy. Subject to approval of the President where appropriate, decisions of the Committee will establish approved policy of the State, War and Navy Departments. Dissemination of the decisions of the Committee will be accomplished by the three departments for the information and guidance of all concerned and, where appropriate, with necessary instructions for action.

Secretary of State

Secretary of War

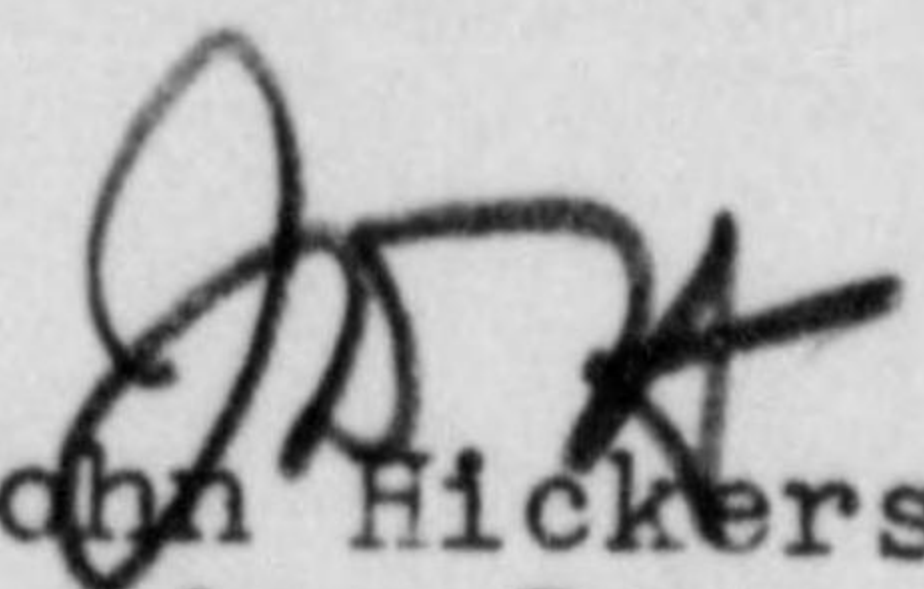
Secretary of the Navy"

It was agreed that the members of the Committee would bring this draft memorandum to the attention of their Secretaries and recommend that it be approved. I recommend that this memorandum be submitted to the Secretary

on

-2-

on his return and I further recommend that he sign the memorandum. The memorandum accurately states, in my opinion, the way that SWNCC has carried on its activities since the Committee was established. In other words, it is the function of the State Department representative on SWNCC to obtain the approval of the appropriate officers of the Department up to and including the Secretary, where necessary, before agreeing to recommendations of the Committee.


John Hickerson
Acting Director,
Office of European Affairs

EUR:DDH:BSM

SECRET

SECRET

REVISED DRAFT MEMORANDUM

21 August 1945

The State-War-Navy Coordinating Committee is designated as the agency to reconcile and coordinate the action to be taken by the State, War and Navy Departments on matters of common interest, and under the over-all guidance of the Secretaries of the State, War, and Navy establish policies on politico-military questions referred to it.

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Secretary of State_____
Secretary of War_____
Secretary of the Navy

SECRET

SECRET

October 8, 1945

EXCERPTS FROM MINUTES OF SWNCC MEETING
SEPTEMBER 21, 1945.7. CLARIFICATION OF AUTHORITY OF SWNCC

MR. McCLOY indicated that in view of the broadening of the scope of SWNCC activities, he felt it was desirable that a basis should be established for actions by SWNCC. Even though later on there may be more elaborate provision for its activities this will take time and in the meantime he felt that a memorandum covering its functions should be signed by the three Secretaries. He presented a proposed memorandum which he suggested for this purpose.

MR. GATES agreed with the general purpose of the paper but inquired as to the significance of the words "where indicated" in the sentence which provided for matters being taken up with the President "where indicated". MR. HICKERSON thought that the wording "where appropriate" would be preferable, and stated he would take the matter up with the Secretary of State upon his return to Washington in a few days.

THE COMMITTEE approved the proposed memorandum presented by Mr. McCloy as amended clarifying the authority of SWNCC, and agreed to submit it to the Secretaries of the three Departments for approval.

SECRET

*Copy of
Memo 9/22/45 to HFM 9/25
Mr. Anderson - to HFM 9/25*

*JDH
9/24*

2:17 PM

REVISED DRAFT MEMORANDUM

21 August 1945

The State-War-Navy Coordinating Committee is designated as the agency to reconcile and coordinate the action to be taken by the State, War and Navy Departments on matters of common interest, and under the over-all guidance of the Secretaries of the State, War and Navy establish policies on politico-military questions referred to it.

Action taken by the Coordinating Committee will be construed as action taken in the names of the Secretaries of State, War and Navy. Subject to approval of the President where ^{appropriate} ~~indicated~~, decisions of the Committee will establish approved policy of the State, War and Navy Departments. Dissemination of the decisions of the Committee will be accomplished by the three departments for the information and guidance of all concerned and, where appropriate, with necessary instructions for action.

Secretary of State

Secretary of War

Secretary of the Navy

RESTRICTED

*310 Procedure
Misc*

COPY

COL. McCARTHY
COMDR. RICHARDSON
MR. R. E. COX
LT. COL. PENNOYER
LT. COMDR. WEILFUSS
MR. H. W. MOBELEY
MR. J. P. GARDINER
LT. COMDR. ROCKEFELLER
LT. COL. V. F. FIELD
MAJOR W. E. GUNN
1ST LT. E. SPITTALL
ENS. F. WHITESIDE
FILE

5 October 1945

MEMORANDUM FOR Lt. Ferley

SUBJECT: Proposal for a Change in Procedure in the Drafting of Subcommittee Papers.

1. With the reduction in the size of the War Department, it would be desirable from my point of view if we can find an organization for producing new papers which does not require the full time services of an officer in the offices of the Subcommittee. The particular importance of this matter at the present time rests on the imminent departure of Colonel Babcock. We do not now have a suitable replacement for him, nor will we find it easy in the future for an officer to be separately assigned as was Colonel Babcock. I am therefore proposing that we consider a procedure which has been found to be very successful by the Joint Staff Planners.

2. Please ask the Subcommittee to give some thought to a scheme consisting of the following steps?

(a). When the Subcommittee decides that a paper is required on a given subject, the decision would include giving to the member having primary interest the responsibility for producing the first draft.

b. This draft would be circulated in typewritten form to the other members.

c. First comments would normally be given informally to the member producing the draft, often by telephone.

d. A redraft, attempting to include all views, would then be circulated to the members for consideration.

e. If, luckily, everyone were to agree, this paper could then be approved. If it has to be considered at a meeting, at least the members' views will be known beforehand.

f. If it still appears there is much work to be done on the paper, an ad hoc committee, appointed for the one job only, would be directed to rework the paper.

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C O P Y

Memorandum for Lt. Farley (cont'd)

5 October 1945

8. After reworking, the paper would again be circulated to the committee for approval.

3. The above outline may give the impression of being cumbersome and time-consuming. In practice, however, the Joint Staff Planners usually arrive at a final draft in very short order.

4. If the Subcommittee agrees, I recommend that we discuss this subject at the next meeting.

JAMES McCORMACK, Jr.
Colonel, GSC
Acting Chief, Strategic Policy
Section, S and P Group, OPD



3/10
Procedure

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

Army
File
JPM

September 20, 1945

MEMORANDUM TO THE SECRETARY, STATE-WAR-NAVY COORDINATING
COMMITTEE.

Reference is made to our recent conversations concerning possible misunderstandings which may have arisen in connection with the deadline set in Appendices C and D of SWNCC 16/6.

I am informed by Lt. Farley that the Secretariat of the Far Eastern Subcommittee considers that these deadlines have been met if the initial draft of the paper is in the hands of the Subcommittee by the deadline date. I believe you share my opinion that the deadlines indicated in the Appendices under reference which were set by the parent Committee were done so with the expectation that the papers involved would be ready for the consideration of the parent Committee by the deadline date.

Colonel Field tells me that deadlines indicated previously were generally construed to represent the date when the initial drafts must be in the hands of the Subcommittee.

In any event, I believe that this whole matter of deadlines should be clarified and I am glad to know that you will take up this matter at tomorrow's meeting of SWNCC.

There is no question but that the introduction of urgent spot problems prior to deadlines is a fact which in many instances will make the meeting of deadlines impossible irrespective of basis. It is suggested, therefore, that when a deadline set by a parent committee can not be met that the SWNCC Secretariat be notified three days in advance of the reasons therefor in order that it may so notify the representatives of the three departments.

John P. Gardiner
John P. Gardiner

(57)

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22 August 1945

MEMORANDUM TO MR. GARDINER:

The following discrepancy regarding handling of important documents between this Committee and the State Department Message Center is brought to your attention.

On 21 August 1945 at about 1:30 p.m. I personally delivered to Mr. McMahan, DC/R, in Room 467 main State Building, a very important memorandum addressed to the Secretary of State, Attention: Mr. Ballentine. I informed Mr. McMahan that this document was very important and should be delivered immediately to Mr. Ballentine. For this reason I had placed over the top of the communication a pink urgent slip with Mr. Ballentine's name and division shown thereon, which is the usual custom that was adopted initially when this Committee came into existence in the State Department.

In the meantime, Colonel McCarthy had called Mr. Ballentine and informed him that the communication was being delivered to DC/R. At approximately 3:45 Mr. Ballentine's office informed us that the communication had not been delivered to them. Major Gunther immediately checked with DC/R and was informed that the communication had not been received. To expedite the matter, a carbon copy of the communication was delivered to Mr. Ballentine's office. At about 4:30 Major Gunther took the delivery slip with Mr. McMahan's initials thereon to DC/R and after a search through several offices, the document was discovered in an envelope at the bottom of an outgoing delivery box.

It would appear that little regard is held for one of these pink urgent slips, and if they are to be thus disregarded, there is apparently no reason for us to use them. A solution to this matter might be as follows: that the original of a memorandum of this type be delivered directly to the desk of the division that would handle the matter and a copy delivered to DC/R, with an indication thereon that the original had been delivered to the head of the division concerned.

V. F. FIELD
Executive Secretary

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TOP SECRET

TAB "H"

Summary of Discussions with Representatives of the Bureau of the Budget Respecting the Organization and Functions of the State-War-Navy Coordinating Committee

As a result of Secretary Byrnes' request that the Bureau of the Budget prepare a report on the State Department for submission on his return from Potsdam, representatives of the Bureau of the Budget approached the SWNCC Secretariat with respect to coordination between the State, War and Navy Departments in matters concerning the three departments and the formulation of Governmental policies involving political and military questions. To this end, two meetings were held between representatives of the Bureau of the Budget and of SWNCC.

The first meeting was on 28 July 1945 with representatives of the SWNCC Secretariat and the Bureau of the Budget, present as follows:

SWNCC

Col. McCarthy + Mr. Cox
Commander Richardson
Lt. Comdr. Rockefeller
Lt. Comdr. Gellfuss

Bureau of the Budget

Mr. Lawson
Mr. Sundquist

The first point raised by the Bureau of the Budget representatives was a question as to how well coordinated the State Department appeared in so far as our work was concerned. It was stated by SWNCC representatives that there had been various evidences of a lack of coordination. It was suggested that a suitable Secretariat or a General Staff Organization might serve to improve the coordination within the Department of State. OPD of the War Department was offered by both Army and Navy SWNCC representatives as a fine solution in that it coordinated for the Army SWNCC Member all War Department views and assured that before committing the War Department on any SWNCC action the Assistant Secretary of War had all branches of the War Department solidly behind his position.

The establishment of the Committee and its general functions were then discussed and the question was asked as to how the Committee might be strengthened. It was indicated that, as far as personnel was concerned, ample provision had been made at this time and that the matter of full-time membership on Subcommittees is more or less in an experimental stage with the recent re-organization of the Far Eastern Subcommittee. It was agreed that, if the product of this Committee comes up to expectations, it may be desirable in time to put all major subcommittees on a full-time basis.

As to SWNCC itself, it was suggested that a very senior

-1-

CLASSIFICATION CHANGED

To SECRET Authority: Ltr of 5-19-61
From [redacted], State Dept.
Name Ch. Dowley NCRS
Date 1/6/64

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(55)

TOP SECRET

professional advisor should be on full-time basis. It might be desirable to have the Assistant Secretaries sit as Members of SWNCC where matters of high policy had to be settled and let the advisors handle the minor problems either in the Committee or on an informal basis.

The general question of the consolidation of the present War and Navy Departments and what the effect might be on SWNCC was discussed. Col. McCarthy pointed out that in that case a return to an organization wherein a group of officers from the Department of National Defense, possibly known as the War Plans Division, would work in daily contact with a group of Foreign Service officers of the State Department preparing studies for presentation to a Board composed of senior officers of both Departments. The findings of this Board to be approved by the Secretaries of State and Defense. These senior officers referred to might be the JCS with the addition of the Under Secretary or an Assistant Secretary of State.

Inquiry was made as to the extent to which and methods by which War and Navy Department advice is obtained by the State Department in drawing up a long-range national policy. In reply, it was stated that prior to the formation of SWNCC such advice was obtained on an ad hoc basis, if at all, and that there was no regular procedure, of which the Secretariat was aware, for consulting the War and Navy Departments on such problems. Since SWNCC was formed, however, such consultation and advice has been obtained through it in many instances. The problems currently under consideration by the SWNCC Subcommittee for the Far East were pointed to as good examples. The Secretariat members present were in agreement, however, that there have been several cases in recent months where the SWNCC machinery was not utilized, though it would have been appropriate to do so. Lack of proper coordination was often the result. It was felt that a separation of the long-range policy questions from the day-to-day handling of operational problems within the State Department would result in greater use of the machinery available.

Comment was made that while SWNCC possibly had not been as effective as first anticipated there was certainly a very great requirement for such coordinating effort. The representatives of the Bureau of the Budget agreed as to the necessity for coordination and added that, as mentioned before, their approach was "how to make the organization more effective." It was suggested that a more complete recognition by the Secretaries, perhaps the issuance of a Charter or an Executive Order, would accomplish this.

Further inquiry was also made as to whether or not State Department had been consulted by the War and Navy Departments with regard to the size of the post-war Army and Navy. In reply it was stated that this Secretariat had no knowledge of such consultation but it was added that this question was still in a discussion stage and would probably be considered as an operational matter to be solved by the military departments with an approval of the President acting as Commander -in-Chief of the Army and the Navy.

Request was made by the representatives of the Bureau of the

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TOP SECRET

Budget for a list of the topics handled by SWNCC but granting of this request was deferred pending permission from the Joint Security Control to divulge this list, many items of which are in top secret classification.

Arrangements were made for a meeting of the same Bureau of the Budget representatives with the Subcommittee for the Far East. At this meeting, which was held 1 August 1945, Mr. Lawson indicated that the Bureau of the Budget was desirous of ascertaining how the SWNC Subcommittee for the Far East operates in establishing the views and forming the policies of the State, War and Navy Departments on "security matters" and how these are processed within the three Departments in order to form the policies of the Government with respect thereto.

The organization of SWNCC and its Subcommittee for the Far East was outlined, it being stated that the organization thereof had been in response to a need for integration of policies of the three Departments which had become apparent. The procedures ordinarily followed by the SWNC Subcommittees in formulating these policies were explained in detail.

It was also pointed out that the procedure would vary according to the content of the paper in question. Thus, where the principal matter of interest is political, the political aspects of the problem would be given greater weight, as far as possible, than the military, and vice versa.

Mr. Sundquist indicated that SWNCC was understood by the Budget Bureau to represent a model of interdepartmental coordination.

Dr. Blakeslee outlined in detail the various State Department divisions and sections interested in Far Eastern affairs and indicated that some 60 papers had been formulated by the Department as representing State Department policy on various Far Eastern questions; that there had been relatively little coordination with the War and Navy Departments in the preparation of these papers which had been accomplished before SWNCC was set up; and that since the formation of SWNCC a number of these papers have been referred to SWNCC for final preparation and revision by it and were now in the hands of the Subcommittee for the Far East.

Mr. Lawson inquired exactly which part of the various departments are represented by the members of the SWNC Subcommittee for the Far East. This information was furnished as well as an indication of whether or not members of the Subcommittee spend full or part time on it.

Mr. Lawson also inquired whether or not the Enemy Branch of the FEA was brought in with respect to the questions submitted to the Subcommittee. It was pointed out that whether or not the FEA or any other agency of the Government is consulted in the working out of these papers is a matter which has no precise rule. However, in general, it was indicated that the Subcommittee is very careful to bring in all the various outside agencies that should be consulted. Lt. Farley also read a directive to the Subcommittees

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providing that when they forward reports to SWNOC any coordination outside of the three Departments be indicated or if no such coordination has been effected, that a statement to that effect be included.

In conclusion, it was stated that a definite and vitally necessary mechanism for the coordination of political-military questions is provided by SWNOC and its Subcommittees. Comparison with the British was made, and it was brought out that the British have very close coordination on all political and military questions.

CLASSIFICATION CHANGED
To SECRET Authority: Ltr of 5-19-61
from James P. Burke, Sr. Dept.
Name Glendon NCRK
Date 7-6-64

~~TOP SECRET~~

WAR DEPARTMENT
WAR DEPARTMENT GENERAL STAFF
OPERATIONS DIVISION
WASHINGTON 25, D. C.

8 May 1945

OPD 319.12 (8 May 45)

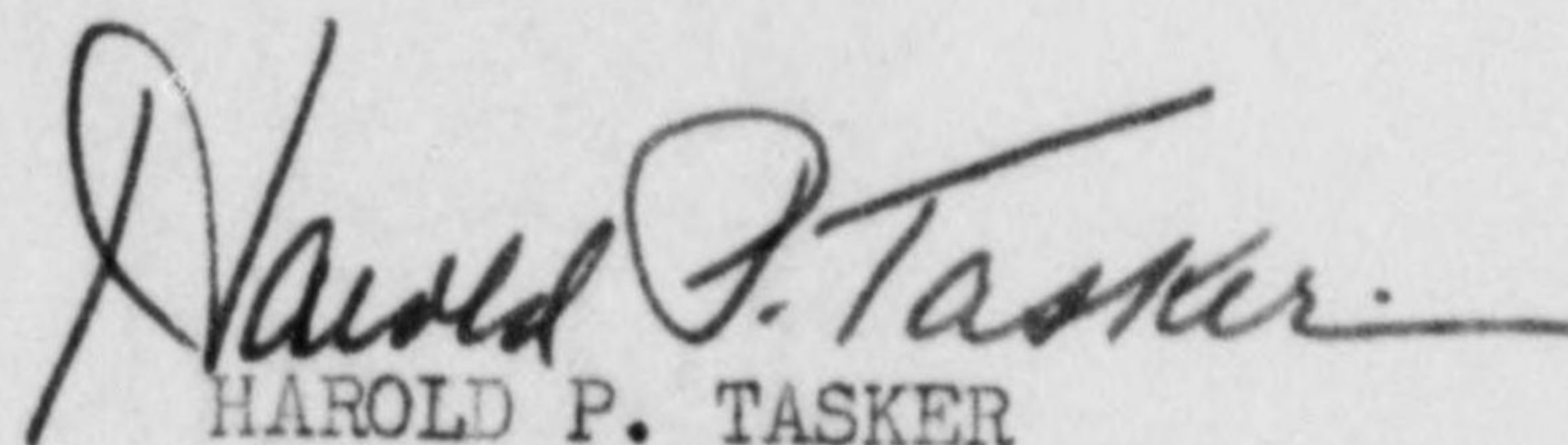
MEMORANDUM FOR: SECRETARY, JOINT CHIEFS OF STAFF
SECRETARY, STATE-WAR-NAVY COORDINATING COMMITTEE ✓

SUBJECT: Implementation of Decisions of Joint and Combined Chiefs of Staff and of the State-War-Navy Coordinating Committee

1. Inclosed, for your information, is a copy of a memorandum, Strategy and Policy Group, OPD, on the above subject, dated 7 May 1945, which prescribes the transfer of responsibility for War Department implementing action from the Policy Section to the Executive Section of this Group.

2. Commencing on 9 May 1945, it is requested that all routine telephonic information reporting the approval of JCS, CCS or SWNCC papers be furnished the Executive Officer, Strategy and Policy Group (Telephone Extension 72736).

FOR THE ASSISTANT CHIEF OF STAFF, OPD:



HAROLD P. TASKER
Colonel, GSC
Executive Officer
Strategy and Policy Group

1 Incl
Memo, S&P Group, OPD,
dated 7 May 45.



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8 May 1945

OPD 319.12 (8 May 45)

MEMORANDUM FOR: SECRETARY, JOINT CHIEFS OF STAFF
SECRETARY, STATE-WAR-NAVY COORDINATING COMMITTEE

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FOR THE ASSISTANT CHIEF OF STAFF, OPD:

HAROLD P. TASKER
Colonel, GSC
Executive Officer
Strategy and Policy Group

1 Incl
Memo, S&P Group, OPD,
dated 7 May 45.

COPY TO ACCOMPANY ORIGINAL

STRATEGY AND POLICY GROUP
WAR DEPARTMENT GENERAL STAFF
WASHINGTON

7 May 1945

MEMORANDUM FOR ALL OFFICERS, STRATEGY AND POLICY GROUP:

SUBJECT: Implementation of Decisions of Joint and Combined Chiefs of Staff and of the State-War-Navy Coordinating Committee

1. ESTABLISHMENT OF IMPLEMENTING SUB-SECTION. - Effective on 9 May 1945 the Policy Section is relieved of the responsibility of implementing the decisions of the Joint and Combined Chiefs of Staff and of the State-War-Navy Coordinating Committee. Effective the same date an Implementing Sub-Section of the Executive Section, Strategy and Policy Group, will assume these duties. The officer in charge of this sub-section will be known as the Implementing Officer. He will be responsible for outlining a proposed implementation for each decision of the JCS, CCS and SWNCC and, upon approval, for the preparation of the necessary correspondence to accomplish this. The Action Officer (the officer of the Strategy or Policy Section having primary interest in the subject) will be responsible for reviewing and approving the proposed implementation of any paper and for determining the adequacy of the action taken as reported by the War Department agency directed to implement the decisions contained in the paper.

2. PROCEDURE. - The following procedure is prescribed for handling all future implementing action:

a. Upon receipt of notice that a paper has been approved by the JCS, CCS or SWNCC, the Implementing Officer will determine the necessary action to implement the decision in that paper. This will be accomplished by completing the attached form (Incl #1).

b. When completed, this form will be taken to the Action Officer for approval.

c. Upon approval by the Action Officer, the Implementing Officer will have prepared the necessary correspondence to accomplish this implementation.

d. The completed case will be forwarded to the Group Executive Officer for signature and dispatch.

3. BASIC RULES OF IMPLEMENTING. - Certain basic rules of implementation are furnished below:

a. The dissemination of "Special Distribution" papers will be kept to a minimum and, in each instance, must have the approval of the Group Chief or his Deputy.

b. The distribution of "Top Secret" papers will conform to the regulations governing Top Secret procedure.

c. Papers will not be distributed until approved unless an Action Officer, or higher authority, so requests. The necessity for such action will be indicated in the memorandum for record.

d. Planners' papers (CPS, JPS and J&PC) are distributed only with the express approval of the JPS Secretary or the Army Planner.

e. An approved JCS paper which results in a CCS paper will not usually be distributed. Implementing action will be taken on the CCS paper when approved. Exceptions to this rule may be made when it is particularly advisable to inform interested commanders and/or War Department agencies of U.S. views.

f. SWNCC papers will not be sent outside the country without the specific approval of the SWNCC Secretariat.

g. Papers forwarded to the European Theater of Operations will be furnished in duplicate, the second copy for the personal attention of General Bedell Smith. (See CM-IN-490, 1 May 45).

h. Papers forwarded to COMGENPOA or to CG, IBT, will be furnished in duplicate when the subject pertains primarily to air matters, the second copy being for the Senior Army Air Officer of that Theater. (See CM-IN-7254, 7 Dec 44).

i. JCS, CCS, or SWNCC papers will not be referred to in communications to a theater commander unless it has been ascertained that he has received copies of such papers.

4. SUSPENSE SYSTEM. - The Implementing Section will maintain a suspense system on all JCS, CCS and SWNCC decisions forwarded by OPD to another Army agency for action and, if necessary, will take follow-up action thereon.

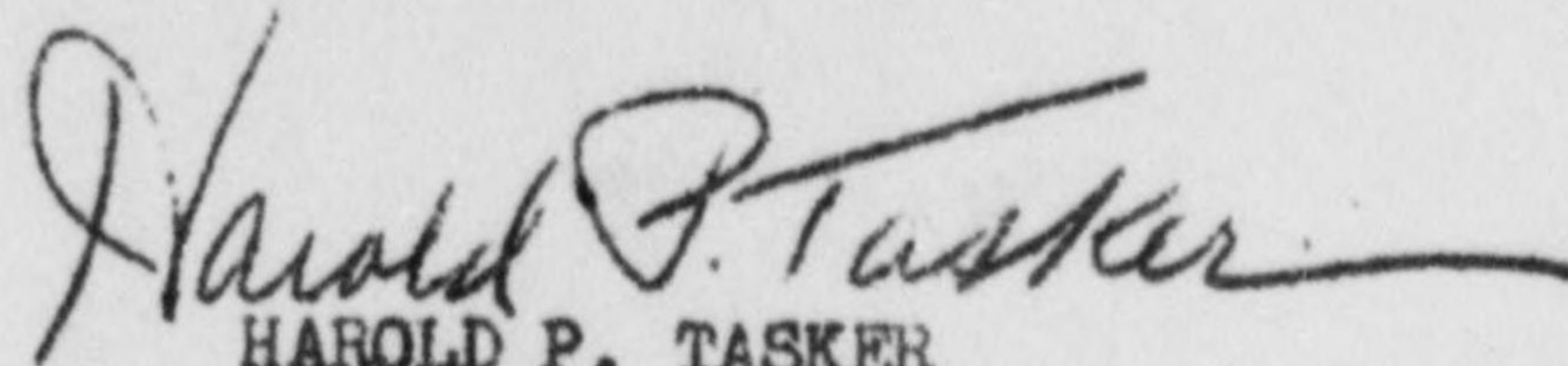
5. STATUS REPORTS TO JCS. - The Implementing Section will be responsible for the compilation of the weekly report to the Secretariat, JCS, showing the status of Army action on JCS and CCS decisions.

6. REPORT OF ACTION TO SWNCC. - The Implementing Section will be responsible for furnishing to the SWNCC Secretariat one copy of all implementing action taken by OPD on SWNCC matters.

7. ACTION TAKEN ON "COMPILATION OF DECISIONS OF THE CCS, JCS and JDCS". - Upon receipt of the weekly "Compilation of Decisions of the CCS, JCS and JDCS," the Implementing Officer will prepare and circulate to the Action Officers a report showing the implementing action already taken on the decisions recorded therein. If an Action Officer believes further implementation is required he will so indicate on this report, whereupon the Implementing Officer will take the indicated action.

8. Any further requirements for taking War Department implementing action on the decisions of committees other than those listed in this memorandum will be met in a manner similar to that prescribed above.

FOR THE CHIEF, STRATEGY AND POLICY GROUP:



HAROLD P. TASKER
Colonel, GSC
Executive Officer
Strategy and Policy Group

1 Incl
Form

S & P Group, OPD

(Date)

Proposed Implementation of: _____ Approved by _____ on _____
(Insert type & No. of paper) (CCS, JCS, JDCS, S/NCC) (Date)

1. Copies of this paper will be furnished to the agencies indicated below:

	No. of cyps for:			Attention of:	No. of cyps for:			Attention of:
	Actn	Info & Guidance	Info		Actn	Info & Guidance	Info	
G-1				Asia. Th. Sec.				
G-2				Liaison Sec.				
G-3				Trp. Contl. Sec.				
G-4				CG AD				
CAD				EDC				
SFD				CG WDC				
CG				CG CDC				
WLD				CG USAF SA				
ED				CG USF ETO				
NDD				CG USF MTO				
DMB				CG PGC				
CG AAF				CG USMM USSR				
CG AGF				CinCAF PAC				
CG ASF				CinC S/WPA				
TAG				CG USAF POA				
OPD Th. Gp.				CG USF CT				
Log. Gp.				CG USF IBT				
Pan Am. Gp.				(DSC SEAC				
Cur. Gp.				(Gen Wheeler)(Jt Dec)				
Eur Th. Sec.								
Pac Th. Sec.								

2. The following special instructions are applicable in this case.

Approved: _____
(Action Officer)

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Hill

RESTRICTED

1. General Form of Papers

a. Cover Sheets

The classification, short title, date and page number group will appear in the upper left-hand corner of the page and "COPY NO. ____" will appear in the upper right-hand corner. Following the information in the upper right- and left-hand corners, the name of the committee will appear. This shall be written in ALL CAPS and underlined. It shall be centered four spaces below the page number group shown in the upper left-hand corner or the last line written if no page number group is shown.

The next line usually will be the title. It shall be centered three spaces below the name of the Committee, ALL CAPS and underlined. If the title extends more than one line, it shall be evenly divided and centered on the page, single-spaced; in order to prevent the underscoring from touching the following line in this case, the stencil should be rolled slightly and then single-spaced.

Directly under the title will appear any references thereto, single-spaced and centered.

The words "Note by the Secretaries", "Report by", etc., shall be centered three spaces below, shall be in initial caps, and shall be underlined.

The words "DIRECTIVE" or "MEMORANDUM FOR INFORMATION NO. ___" shall be centered three spaces below the name of the Committee and above the title. They shall be ALL CAPS and underlined.

The text of the cover sheet shall begin three spaces below the last heading.

RESTRICTED

The names of the Secretariat shall be capitalized and centered in the lower right-hand half of the paper, six spaces below the last line.

b. Body of Paper

Except where otherwise specifically stated, all papers shall be double-spaced. There shall be three spaces between principal paragraphs and a double space between paragraphs within principal paragraphs and between subparagraphs.

The classification of the paper shall appear in the upper left-hand corner of each stencil, against the margin on line 5.

The text of each page shall begin three spaces below the classification.

When cutting stencils, set marginal stops so that the lefthand margin shall commence at $\frac{30}{36}$ on the stencil. The right-hand margin of each line shall terminate at least two spaces from the right-hand vertical dash line on the stencil. Writing shall begin at line 5, and except in certain cases enumerated below, shall not go below line 78. Where a paragraph or subparagraph will finish a few lines below line 78, one may go as far down as line 80 in order to allow the second or subsequent page to start with a new paragraph or subparagraph. All pages shall be numbered on line 81 unless it has been necessary to go below line 80 to complete a paragraph or subparagraph.

c. Paper to be used

Stock of a uniform size, 8-1/2 x 14 inches, will be used for all papers, unless otherwise specified--yellow for Directives and white for all others.

RESTRICTED

4. Titles and Headings

All titles of papers, enclosures, appendices, annexes and tabs shall be written in ALL CAPS and shall be centered and underlined.

5. The following system of referring to enclosures shall be used:

a. If there is only one enclosure to a paper, it will be labeled ENCLOSURE. If the paper is to contain more than one enclosure, the first will be labeled ENCLOSURE "A", the second ENCLOSURE "B", etc.

b. Similarly, material that is to be enclosed in an enclosure will be labeled APPENDIX or APPENDIX "A", APPENDIX "B", etc.

c. Material to be enclosed in an appendix will be labeled ANNEX or ANNEX "A", ANNEX "B", etc.

d. Material to be enclosed in an annex will be labeled TAB or TAB "A", TAB "B", etc.

e. The appropriate designation, as above, will also be placed in the lower right-hand corner of each page, on the same line as the paper and page numbers. It will be written with initial caps only, as follows:

Enclosure "A"

RESTRICTED

MODEL FORM FOR AN AGENDA

Space

2

RESTRICTED

COPY NO. _____

SWNCC 45th Meeting

4

STATE-WAR-NAVY COORDINATING COMMITTEE

3

AGENDA

3

For the Meeting to be held in Room 200,
The State Department Building,
on Friday, 1 January 1945, at 1030

3

ITEM 1 - TITLE OF FIRST PAPER TO BE CONSIDERED
(SWNCC 111/2)

2

References: a. SWNCC 111
b. SWNCC 111/1

3

ITEM 2 - TITLE OF SECOND PAPER TO BE CONSIDERED
(SWNCC 112)

6

SECRETARIAT

-
- NOTES: 1. The heading of each item shall be ALL CAPS and underlined.
2. A triple space shall be used between items.

RESTRICTED

MODEL FORM FOR A DIRECTIVE COVER SHEET

RESTRICTED

COPY NO. _____

2

SWNGG 113/D

2

20 April 1945

2

Pages 1 to 5, Incl.

4

STATE-WAR-NAVY COORDINATING COMMITTEE

3

DIRECTIVE

3

TITLE OF THE PAPER

3

Note by the Secretaries

3

XX

2

XX

2

XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

6

2

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

2

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

2

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Secretariat

SWNGG 113/D

RESTRICTED

MODEL FORM SHOWING LAYOUT OF FOOTNOTES

RESTRICTED

3

ENCLOSURE

3

THE TITLE OF THE PAPER

3

Report by the Subcommittee on

3

THE PROBLEM

2

1. XXXXXXXXXXXX some term with a footnote* is contained
in this sentence.

2

3

FACTS BEARING ON THE PROBLEM

2

2. XXXXXXXXXXXX another footnote** is contained in this
sentence.

2

Etc.

* The footnote is written here beneath a straight line
typed from the left-hand margin.
** The second footnote is written as shown in this
example.

RESTRICTED

MODEL FORM FOR A CORRIGENDUM

2 RESTRICTED

COPY NO. _____

2 15 April 1945

4

STATE-WAR-NAVY COORDINATING COMMITTEE

3

CORRIGENDUM

2

TO

2

SWNCC 151

3

TITLE OF THE PAPER

3

Note by the Secretaries

3

2 All holders of SWNCC 151 are requested to make the
2 following changes therein:

2

2 Page 1, paragraph 4, line 2:

2

2 Change "XXXXX" to read "XXXXX".

2

2 Page 2, paragraph 1, last sentence:

2

2 Delete the last sentence and substitute there-
2 for, "XXXXXXXXXXXXXXXXXX."

2

2 Page 3: Insert the attached corrected page 3
2 and destroy the superseded page 3 by burning.

2

6

2

XXXXXXXXXXXXXXXXXXXX

2

XXXXXXXXXXXXXXXXXXXX

2

XXXXXXXXXXXXXXXXXXXX

Secretariat

RESTRICTED

MODEL FORM FOR MINUTES COVER PAGE

RESTRICTED

COPY NO. _____

2

16th Meeting

4

STATE-WAR-NAVY COORDINATING COMMITTEE

3

Minutes of Meeting held in Room 200,
The State Department Building,
on Friday, 7 January 1945, at 1030

3

MEMBERS PRESENT

2

2

2

3

OTHERS PRESENT

2

2

3

SECRETARIAT

2

etc.

RESTRICTED

MODEL FORM FOR STATUS SHEET

RESTRICTED

COPY NO. _____

2
10 July 1948

4

STATE-WAR-NAVY COORDINATING COMMITTEE

3

STATUS OF PAPERS

1

2

2

SWNCC 1
1/1

TITLE OF THE PAPER

FORMER STATUS:

1-Jan 45--XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

2

PRESENT STATUS:

PENDING. Awaiting XXXXXXXXXXXXXXXXXXXXXXX,
XXXXX.

1

1

etc.

RESTRICTED

CORRESPONDENCE

1. Memorandum for Secretary of State

Original and 7 (*8) carbons

Original and 1 carbon--Secretary of State
 1 carbon--Asst. Secy. of State
 1 carbon--Asst. Secy. of War
 1 carbon--Under Secy. of Navy
 1 carbon--Joint Chiefs of Staff
 1 carbon--SWNCC File
 1 carbon--SWNCC Day File

*mark copies
in show.*

2. Memorandum for Secretary of War

Original and 7 (*8) carbons

Original and 1 carbon--Secretary of War
 1 carbon--Asst. Secy. of State
 1 carbon--Asst. Secy. of War
 1 carbon--Under Secy. of Navy
 1 carbon--Joint Chiefs of Staff
 1 carbon--SWNCC File
 1 carbon--SWNCC Day File

3. Memorandum for Secretary of the Navy

Original and 7 (*8) carbons

Original and 1 carbon--Secy. of the Navy
 1 carbon--Asst. Secy. of State
 1 carbon--Asst. Secy. of War
 1 carbon--Under Secy. of Navy
 1 carbon--Joint Chiefs of Staff
 1 carbon--SWNCC File
 1 carbon--SWNCC Day File

4. Memorandum for Joint Chiefs of Staff

Original and 6 (*7) carbons

Original and 1 carbon--JCS
 1 carbon--Asst. Secy. of State
 1 carbon--Asst. Secy. of War
 1 carbon--Under Secy. of Navy
~~1 carbon--Joint Chiefs of Staff~~
 1 carbon--SWNCC File
 1 carbon--SWNCC Day File

5. Informal Clearance Memorandum

Original, 2 bond carbons, 4 flimsy carbons

Original, 1 flimsy carbon--War Dept. Member
 1 bond carbon, 1 flimsy carbon--State Dept. Member
 1 bond carbon, only--Navy Dept. Member
 1 flimsy carbon--SWNCC File
 1 flimsy carbon--SWNCC Day File

* If subject matter of memo concerns a Subcommittee or ad hoc committee, extra carbon should be prepared for that purpose.

RESTRICTED1. General Form of Papersa. Cover Sheets

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RESTRICTED

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Enclosure "A"

RESTRICTED

spaces

MODEL FORM FOR AN AGENDA

RESTRICTED

COPY NO. _____

2

SWNGC 45th Meeting

4

STATE-WAR-NAVY COORDINATING COMMITTEE

5

AGENDA

3

For the Meeting to be held in Room 200,
The State Department Building,
on Friday, 1 January 1945, at 1030

5

ITEM 1 - TITLE OF FIRST PAPER TO BE CONSIDERED
(SWNGC 111/2)

2

References: a. SWNGC 111
b. SWNGC 111/1

3

ITEM 2 - TITLE OF SECOND PAPER TO BE CONSIDERED
(SWNGC 112)

6

SECRETARIAT

- NOTES: 1. The heading of each item shall be ALL CAPS and underlined.
2. A triple space shall be used between items.

RESTRICTED

MODEL FORM FOR A DIRECTIVE COVER SHEET

2
2
2
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4
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6
2
2
2

RESTRICTED

COPY NO. _____

SWNCC 113/D

20 April 1945

Pages 1 to 5, Incls.

STATE-WAR-NAVY COORDINATING COMMITTEE

DIRECTIVE

TITLE OF THE PAPER

Note by the Secretaries

XX
XX
XXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Secretariat

SWNCC 113/D