

b. Unless specifically directed by the Secretariat, the SWNC Subcommittee and the J.C.S. agency should jointly determine which of them will prepare the collaborated report. This determination should, in general, be dependent upon whether the subject is considered primarily military or political in character, but in all cases where it is anticipated that the Joint Chiefs of Staff will merely state that there is no objection from the military point of view, the report should be prepared by the SWNC Subcommittee. In all cases the report should clearly indicate the parties to the collaboration.

c. In cases where the report is prepared by the SWNC Subcommittee,

(1) The Subcommittee report should be considered jointly by the SWNC Subcommittee and the J.C.S. agency. As finally prepared for submission to J.C.S., it should contain the conclusions and recommendations of the SWNC Subcommittee after full consideration of the views of the J.C.S. agency. It is expected that in most cases the report will be acceptable to the J.C.S. agency. However, if the J.C.S. agency disagrees with any part of the report, it will have the opportunity to so indicate in its covering report transmitting the SWNC Subcommittee report to the Joint Chiefs of Staff.

(2) The Subcommittee's recommendations should cover SWNCC action to be taken after advice is received from J.C.S. as to its action on the report, and where appropriate, should include, as enclosures or appendices, a draft forwarding memorandum to the Secretary of State and draft messages for use by him.

(3) At the same time as the Subcommittee report is forwarded by the J.C.S. agency to the J.C.S., the

SWNC Subcommittee should forward a copy to the SWNCC Secretariat with a covering memorandum reciting delivery of the report to the J.C.S. agency and indicating parts of the report, if any, which are not acceptable to the J.C.S. agency. The memorandum and report will be held by the Secretariat until advice is received from J.C.S. as to its action.

d. In cases where the report is prepared by the J.C.S. agency,

(1) The SWNC Subcommittee should collaborate in preparation of the report and should endeavor:

(a) To have the report include all necessary information and conclusions for consideration by SWNCC;

(b) To have the report include, where appropriate, a draft memorandum from SWNCC to the Secretary of State and draft messages or documents for use by him; and

(c) To have the report specify any disagreement of the SWNC Subcommittee with the discussion or conclusions.

(2) At the time the J.C.S. agency submits the report to J.C.S., the SWNC Subcommittee should forward a copy to the SWNCC Secretariat, with a covering memorandum reciting that the SWNC Subcommittee collaborated in preparation of the report and that the report has been submitted to J.C.S., and recommending action to be taken by SWNCC upon receipt of advice from J.C.S. of its action on the report. This memorandum should contain any additional facts, discussion or conclusions not contained in the report submitted by the

J.C.S. agency and should have as enclosures any additional forwarding memoranda, draft messages or other documents required to complete SWNCC action. The memorandum and the report will be held by the Secretariat until advice is received from J.C.S. as to its action on the report.

(3) The SWNC Subcommittee is responsible for following the progress of the report and in the event that it is amended by the Joint Chiefs of Staff in the process of approval, a supplemental memorandum should be submitted to SWNCC pointing out the changes and setting forth the Subcommittee's recommendations in light of them.

4. The Joint Chiefs of Staff Secretariat has concurred in the foregoing procedures in so far as they affect action by Joint Chiefs of Staff agencies and has informed the SWNCC Secretariat that necessary instructions will be issued.

5. The foregoing procedures are also applicable to SWNC Ad Hoc Committees.

For the State-War-Navy Coordinating Committee:

CHARLES W. McCARTHY
Secretary

*Richardson
3/10*

11 May 1945

MEMORANDUM FOR THE SECRETARY, JOINT CHIEFS OF STAFF:

Subject: Procedure - Joint Chiefs of Staff and State-War-Navy Coordinating Committee.

1. In a letter dated 6 February 1945 to Fleet Admiral Leahy, the chairman of the SWNCC confirmed the procedure for the processing of papers between the JCS and this Committee and vice versa. As set forth in the enclosures to that letter, the normal method by which the JCS would communicate with the Department of State was to be by letter addressed jointly to the Secretaries of War and the Navy forwarded through the Secretary of the SWNCC. This is the procedure which has been in effect.

2. The Secretaries of War and the Navy have now given approval to a modification of this procedure so that communications from the JCS may in the future be addressed directly to the Committee.

3. It is requested that future communications which transmit information to the Secretary of State or contain information of interest to the Committee be addressed to the Committee at Room 178, Department of State Building.

For the State-War-Navy Coordinating Committee:

ALVIN F. RICHARDSON
Navy Representative

CHARLES W. McCARTHY
Army Representative

32

11 May 1945

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For the State-War-Navy Coordinating Committee:

ALVIN F. RICHARDSON
Navy Representative

CHARLES W. McCARTHY
Army Representative

SWNCC FILE



WAR DEPARTMENT
CIVIL AFFAIRS DIVISION
WASHINGTON 25, D. C.

[Handwritten initials]
[Handwritten initials]
5 May 1945

310 7

MEMORANDUM FOR EXECUTIVE SECRETARY, STATE-WAR-NAVY
COORDINATING COMMITTEE:

The Civil Affairs Division recommends approval of the five short form procedural papers referred by your memorandum of 4 May 1945 to the Civil Affairs Division and Operations Division for clearance.

[Handwritten signature]
J. H. HILDRING
Major General
Director, Civil Affairs Division

359

31
SAVE

JCAC/CEC
4567

5 May 1945

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COORDINATING COMMITTEE:

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J. H. HILDRING
Major General
Director, Civil Affairs Division

Procedures 310

SECRET

CEB

MAR 30 1945

ADDING OTHER MEMBERS TO SWNCC

1. The November 16, 1944, letter from the Acting Secretary of State to the Secretaries of War and Navy referred to setting up a committee composed of representatives of the State, War and Navy Departments to study Far Eastern problems.
2. The second paragraph was as follows:

"Apart from representatives of the State, War and Navy Departments, it is thought that representatives of other departments might from time to time be included in the committee on an ad hoc basis when questions of interest to those departments are to be discussed."
3. The November 29 letter of the Acting Secretary of State to the Secretaries of War and Navy referred to this November 16 letter and stated that at a meeting on 20 November with the Assistant Secretary of War and the Assistant Secretary of the Navy for Air "it was generally agreed that it might be desirable to expand this proposal to provide for a committee which might deal with a much wider range of interdepartmental problems and serve as a convenient channel of interdepartmental communication."
4. The reply from the Secretary of the Navy and the Secretary of War to the Secretary of State, 1 December 1944, indicated that these Departments would "make certain that all liaison activities between the State Department on the one hand and the War and Navy Departments on the other are brought to the attention of the committee for its exercise of general guidance and supervision".
5. Minutes of the second meeting, 22 December 1944, item 8, provide as follows:

"8. It was agreed that an ad hoc committee, working as a sub-committee, be formed to consider the many problems which arise in connection with the control of Germany. The Committee to be composed of one representative of each department who could introduce technical advisers or specialists as required. Mr. Matthews has already been designated as the State Department representative."
6. Conclusion - Intention appears to have been that SWNCC was to cover all three-departmental questions (other than routine operational questions).

SECRET

(30)

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

*Procedure
3/10*

Law

1 May 1945

MEMORANDUM FOR THE CHIEF, STRATEGY AND POLICY GROUP, OPD:

SUBJECT: Procedure for Advising the Assistant Secretary of War on State-War-Navy Coordinating Committee Matters and for Implementing Decisions of that Committee

1. The Operations Division, War Department General Staff, has been charged by the Deputy Chief of Staff with the responsibility (a) for furnishing the Assistant Secretary of War with coordinated views of the War Department on all matters which come before the State-War-Navy Coordinating Committee (S.W.N.C.C.) and (b) for disseminating and implementing within the War Department decisions of that Committee.

2. For the discharge of this responsibility, the Assistant Secretary of War on 27 April 1945 approved the inclosed procedure for a trial period, during which any difficulties encountered may be adjusted.

FOR THE ASSISTANT CHIEF OF STAFF, OPD:

K. H. Tracy
K. H. TRACY
Colonel, General Staff
Executive, OPD

Incl:
Proposed procedure
for S.W.N.C.C. papers

29

TAB "A"Procedure for Advising the Assistant Secretary of War on State-
War-Navy Coordinating Committee Matters and for Imple-
menting Decisions of That CommitteeI. Coordinated War Department View for Mr McCloy on Matters Coming Before SWNCCA. Matters Before SWNCC for Action at Formal Meetings

1. When it is known or anticipated that a paper or subject will be considered at State-War-Navy Coordinating Committee (SWNCC) meeting, SWNCC Secretariat will notify immediately Chief of Policy Section, S & P Group, OPD, by telephone (Ex 72144). As soon as published, two copies of SWNCC agenda (and of any tentative agenda) will be forwarded to Chief of Policy Section, S & P Group, OPD.

2. When notified that paper or subject will be, or is likely to be, on SWNCC agenda, S & P Group will coordinate paper with interested War Department agencies.

3. Coordinated War Department views, including recommendation of appropriate action, will be furnished to Mr McCloy in form of written notes, either to be delivered to an officer designated by Mr McCloy to receive them or presented to Mr McCloy at briefing conference held prior to SWNCC meeting. (Decision as to which course should be followed rests with Mr McCloy. If briefing conference is to be used, such conference will normally be held during the afternoon of the day preceding the SWNCC meeting.) Following procedure will be followed in presenting Notes to Mr McCloy:

a. Notes for Mr McCloy will be approved and initialed by Chief, S & P Group, OPD. Notes will contain (a) brief of matter under consideration, (b) any background information considered essential, (c) recommended action, and (d) War Department coordination (where none required, Notes will so indicate). Notes will be addressed to Assistant Secretary of War, double-spaced and will not exceed two legal size pages in length. Appendices or Tabs will be used for any other information considered essential to complete presentation of subject.

b. In exceptional cases where action recommended on SWNCC paper will require approval of Chief of Staff or Deputy Chief of Staff, S & P Group will obtain that approval, which will be indicated in Notes prepared for Mr McCloy. Where possible this will be accomplished prior to briefing conference or at least before SWNCC meeting. If for any reason it is not possible to obtain approval of Chief of Staff or Deputy Chief of Staff before SWNCC meeting, Notes for Mr McCloy will so state, together with reason why such approval is considered necessary, and will contain recommendation, where appropriate, that action be deferred on question presented until approval of the Chief of Staff or Deputy Chief of Staff can be obtained.

B. Matters Before S.MCC for Informal Action

1. When Mr McCloy's Office is notified that a paper or question is to be considered informally by S.MCC, that Office will notify Chief, Policy Section, S & P Group, OPD by telephone.

2. As soon as possible after receipt of such notice, Mr McCloy will be furnished with coordinated War Department view by one of the following procedures:

a. By telephone by Policy Section, S & P Group, OPD to officer designated by Mr McCloy to receive such notice. (A short memo for record will be prepared and retained in S & P Records on such papers, showing coordination and action taken.)

b. By Notes, approved and initialled by Chief, S & P Group, OPD and delivered to officer designated by Mr McCloy to receive them. Where necessary, S & P Group will obtain approval by Chief of Staff or Deputy Chief of Staff and this fact will be indicated in Notes. Notes will be prepared in form indicated in paragraph A,3,a, above.

II. Implementation of S.MCC Decisions

1. When S.MCC makes a decision, S.MCC Secretariat will notify Chief, Policy Section, S & P Group, as follows:

a. Immediately by telephone.

b. Followed by written memo addressed to Assistant Chief of Staff, OPD (Attention: S & P Group), inclosing copy of paper on which action has been taken or, if no paper, copy of decision taken.

2. Written notification by S.MCC Secretariat will set forth:

a. Action taken by S.MCC.

b. S.MCC directions, if any, as to action to be directed within War Department.

c. Whether, under policies approved by S.MCC, there are any limitations on dissemination to be given within War Department to the decision or the paper.

d. Action, if any, which S.MCC Secretariat believes necessary or desirable.

3. Upon receipt of written notification of S.MCC decision, Policy Section, S & P Group, OPD will initiate, except in cases covered in paragraph 4 below, necessary or directed action and will effect within War Department any necessary dissemination for information of S.MCC decision or paper. Where necessary, S & P Group will coordinate closely with Mr McCloy's Office on implementation of S.MCC decisions.

4. Certain decisions of SWCC may be of a policy nature such that War Department implementation should come from the Office of the Secretary of War. In those cases where it appears that implementation should be effected in that manner, the S & P Group, OPD will recommend, in a memorandum addressed to Mr McCloy, the implementing action to be taken by the Office of the Secretary of War.

5. SWCC Secretariat will be directed to furnish to S & P Group, upon call, sufficient copies of SWCC papers needed for proper implementing action. One copy of all implementing actions taken by the S & P Group, OPD on SWCC matters will be furnished by S & P Group Record Room to the SWCC Secretariat.

OPD 334.8 State, War, Navy Coordinating
Committee (25 Mar 45)

APR 3 - 1945

MEMORANDUM FOR THE ASSISTANT SECRETARY OF WAR:

SUBJECT: War Department Procedure in Handling State-War-
Navy Coordinating Committee Papers

I agree with your suggestion that the Operations Division (Strategy and Policy Group) be made responsible for furnishing you with the War Department views on matters which come before the State-War-Navy Coordinating Committee and also for any required implementation of SWNCC matters within the War Department.

Theoretically the views of the War Department should be presented to you through the Chief of Staff or the Deputy Chief of Staff, but it is anticipated in most cases the Operations Division will be able to furnish you a War Department view without reference to General Marshall or myself.

On the matter of dissemination and implementation of State-War-Navy Coordinating Committee matters within the War Department it is suggested that some of these may be of a policy nature such that they should come from the Office of the Secretary of War. In these cases it will be the function of the Operations Division to recommend to you the action to be taken. It will be necessary for the Operations Division to coordinate closely with your office at times on implementation because of possible State Department interest in the dissemination given SWNCC papers.

General Hull has been asked to discuss the detailed arrangements with you.

(Sgd) THOS. T. HANDY

THOS. T. HANDY
General, U.S. Army
Deputy Chief of Staff

COPY FOR SWNCC

256

28

COPY NO. 40

RESTRICTED

26 March 1945

STATE-WAR-NAVY COORDINATING COMMITTEE

POLICY MEMORANDUM NO. I

Subcommittee Reports

1. All papers submitted to the SWNCC Secretariat for publication by subcommittees or ad hoc committees must be accompanied by covering letters signed by the Secretary of the sub or ad hoc committee or some other duly authorized representative. Such papers will only be published if the covering letter indicates that they have been approved by all of the members of the sub or ad hoc committee or, if the members are not available, their alternates. In the event of disagreement minority opinions should also be submitted.

2. It is requested that reports submitted by subcommittees or ad hoc committees be limited to approximately **two** pages. Where greater length is necessary the Discussion or the Discussions and Facts Bearing on the Problem may be included as an Appendix.

CHARLES W. McCARTHY

ALVIN F. RICHARDSON

RAYMOND E. COX

Secretariat

(27)

STATE-WAR-NAVY COORDINATING
COMMITTEE

STATE

 Mr. Cox
 Mr. Moseley
 Mr. Gardiner

WAR

~~Col. Whitson~~
 Col. McCarthy
 Major Field
 Lt. Massa
 Pennoyer Lt Col

NAVY

 Comdr. Nutting
 Comdr. Richardson
 Lt. Comdr. Rockefeller
 Lt. Geilfuss
 Ens. _____

 Note
 Circulate
 File

REMARKS:

 Suggest this be
 circulated.
 mac.

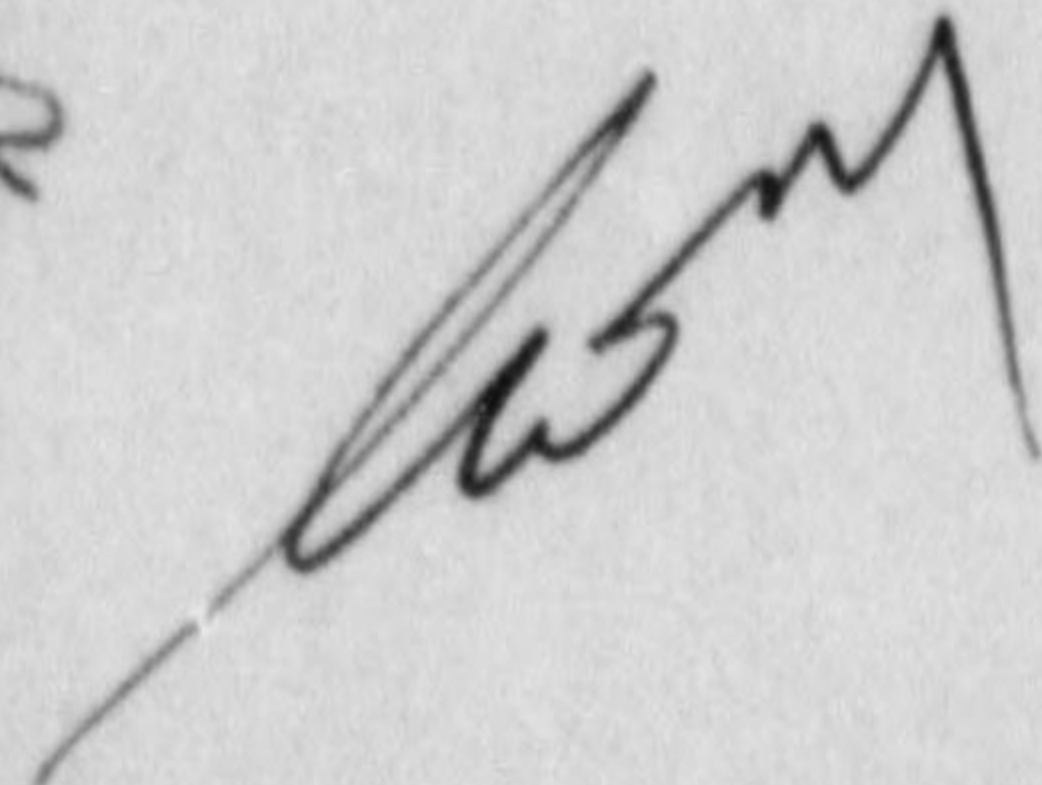
20 March 1945

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2, It is requested that reports submitted by subcommittees or ad hoc committees be limited to approximately two pages. Where greater length is necessary the Discussion or the Discussions and Facts Bearing on the Problem may be included as an Appendix.

In the event of disagreement minority opinions should also be submitted.

CR



On routine matters of joint interest to the War and Navy Departments and the JCS, and on matters not deemed of sufficient importance to bring before the Committee, Departmental officers should prepare identical letters in duplicate addressed to the Secretaries of War and the Navy, which should be routed through CR as usual; an additional flimsy should be made of all such letters. CR will forward such letters to the Secretariat of the State-War-Navy Coordinating Committee which will undertake their delivery. (Letters should not be addressed directly to the Joint Chiefs of Staff.)

26

14 March 1945

MEMORANDUM re Procedure on Communications:

OPD reports that some representatives of the State Department apparently do not understand the procedure of sending communications to the Secretaries of War and Navy looking to Joint Chiefs of Staff action through the SWNOC Secretariat. If the communications go directly to the Secretary of War, a delay of four or five days often results before the JCS machinery goes into action. It might be advisable for Mr. McCloy to speak to Mr. Dunn informally about getting appropriate instructions circulated among all the levels of the State Department in this regard.

DEPARTMENT OF STATE
DIVISION OF EUROPEAN AFFAIRS

Refer NE 868.01 AMG/2-1245
13 March

Kades
3613

NO2693

ASSISTANT SECRETARY OF THE NAVY
FOR AIR

2/12

Cdr. Richardson

Note that Mr. Gates
suggests that Mr. Dunni
& Mr. McCloy vote on
a. S-W-N Sub-Committee
b. S-W-N-C "

W

Cul Whitson

Mr. Gates suggests one more
ballot on the following

- (a) State-War-Navy Sub-Committee
- (b) State-War-Navy Coordinating Sub-Committee

Respy
A.R.

Mr Bates

2/12
W

Mr Mc McClay and Mr
Dunn Dept of Justice
"State War - Navy Sub Committee
exam."

Do you write on a matter
more Mr. Clay to press a matter
(Richardson)

DECLASSIFIED



*Miss E,
For meeting Thurs
with the Rawe Thrus*

RESTRICTED

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



6 February 1945

MEMORANDUM FOR: Mr. Dunn
Mr. McCloy
Mr. Gates

Subject: Suggested Names for SWNCC Standing Committees

1. The following have been suggested as names for the standing committees which serve the State-War-Navy Coordinating Committee:

- a. State-War-Navy Sub-Committee
- b. State-War-Navy Committee
- c. Tri-Departmental Sub-Committee

2. The members of the Secretariat recommend the adoption of the title "State-War-Navy Sub-Committee".

Coordinating

Wallace E. Whitson
WALLACE E. WHITSON
Secretary

RESTRICTED

FEB 6 1945

RESTRICTED

7 March 1945 *Proceed*

MEMORANDUM FOR THE ASSISTANT DEPUTY CHIEF OF STAFF:

To date little has been done to relieve the Joint Chiefs of Staff of the burden of deciding various questions which arise in connection with shipments to neutral countries.

General Handy has stated it is his opinion that SWNCC should handle these problems. Instructions current within the War Department make this very difficult if not impossible.

As an example, the State Department submits a request for permission to ship relief supplies to a neutral country. The request is forwarded either by SWNCC or the Secretary of War or the Navy to the Joint Chiefs of Staff for a statement of military considerations. The Joint Chiefs refer it to a Committee whose working members are made up of War and Navy Department staff officers. Within the War Department it is directed that before the paper is submitted to the Joint Chiefs it will be cleared with the Office of the Under Secretary. At this time, his opinion is written into the paper. Decision of the Joint Chiefs (quite often flavored by the Under Secretary's views) is forwarded to this Committee. The War Department member of the Committee, after reading the Joint Chiefs of Staff paper finds that the opinion of the Under Secretary has already been expressed and therefore he is more or less bound to support the views of the Joint Chiefs of Staff, no matter how powerful the political argument presented by the State Department might be. This could be avoided if the Joint Chiefs confine their considerations to the military aspects and let economic warfare aspects be introduced by the Under Secretary when the paper is referred to SWNCC.

I recommend that after consultation with the Assistant Secretary, existing War Department directives be rescinded and machinery established to introduce arguments presented by the Secretarial level on economic warfare considerations through SWNCC instead of through the Joint Chiefs of Staff.

CHARLES M. MCCARTHY
Secretary

RESTRICTED

(53)

RESTRICTED

7 March 1946

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CHARLES W. McCARTHY
Secretary

RESTRICTED

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



DEPARTMENT OF STATE
WASHINGTON

February 10, 1945

MEMORANDUM TO: The Secretariat, State, War and
Navy Coordinating Committee

FROM: Mr. Dooman

REFERENCE: Secretariat Memorandum dated Feb-
ruary 8, 1945, regarding adequacy
of personnel and facilities of
Pacific Sub-Committee

Major General Strong and Rear Admiral Train are sending you a separate memorandum dealing with the matter of facilities available to the Pacific Sub-Committee.

With regard to the matter of personnel, there are now available two officers of the State Department for part-time work on the papers to be prepared by the Pacific Sub-Committee. The program of work laid before the Sub-Committee, the importance of that work, and the great need for completion of that work in as short a time as possible, combine to stress the total inadequacy - from a quantitative point of view - of the State Department personnel who can now be assigned to it. The possibilities of remedying this situation by normal processes are severely limited. Several competent Foreign Service Officers who might in other circumstances be assigned to this work, are now detailed on duties connected with the operations of the Army and Navy. Budgetary requirements covering the employment of persons not now employed by the Department, along with the fact that all the various agencies of the Government have combed over American citizens with experience and knowledge of the Far East,

hold

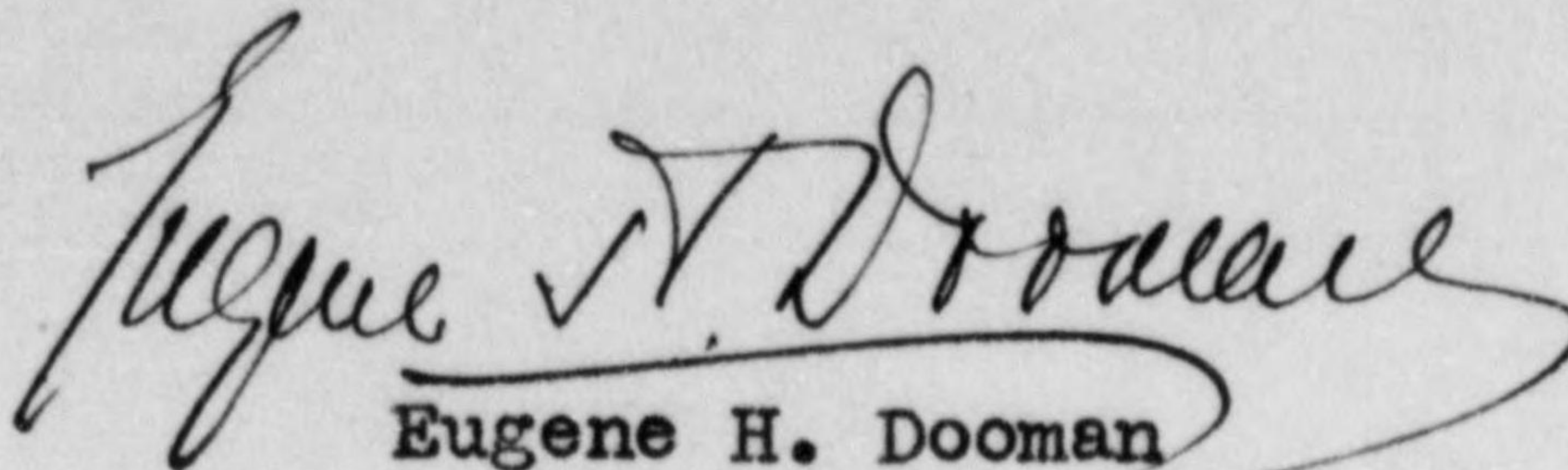


22

-2-

hold out little hope of procuring help from persons now in private life in time to meet our needs.

There would appear, therefore, to be no practicable method of providing adequate State Department personnel than by that of arranging for the transfer to the Department of certain qualified persons now employed by other agencies. If the Coordinating Committee is in a position to bring about such arrangement, a list of desired personnel will be prepared and submitted.


Eugene H. Dooman

February 10, 1945

MEMORANDUM TO: The Secretariat, State, War and
Navy Coordinating Committee

FROM: Mr. Dooman

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hold

-2-

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Eugene H. Dooman

A-D:EHD:EAB

STATE-WAR-NAVY COORDINATING
COMMITTEE

STATE

Mr. Cox
 Mr. Moseley
 Mr. Gardiner

WAR

Col. Whitson
 Col. McCarthy
 Major Field
 Lt. Massa

NAVY

Comdr. Nutting
 Comdr. Richardson *com*
 Lt. Comdr. Rockefeller
 Lt. Geilfuss
 Ens. _____

Note
 Circulate *✓*
 File

REMARKS:

DECLASSIFIED



JOINT POST-WAR COMMITTEE

*W.C.W.***RESTRICTED**

THE JOINT CHIEFS OF STAFF

WASHINGTON 25, D. C.



8 February 1945.

MEMORANDUM FOR: The Secretary, State-War-Navy Coordinating Committee.

Subject: Adequacy of Personnel and Facilities of S.W.N.C.C.
Sub-Committees.

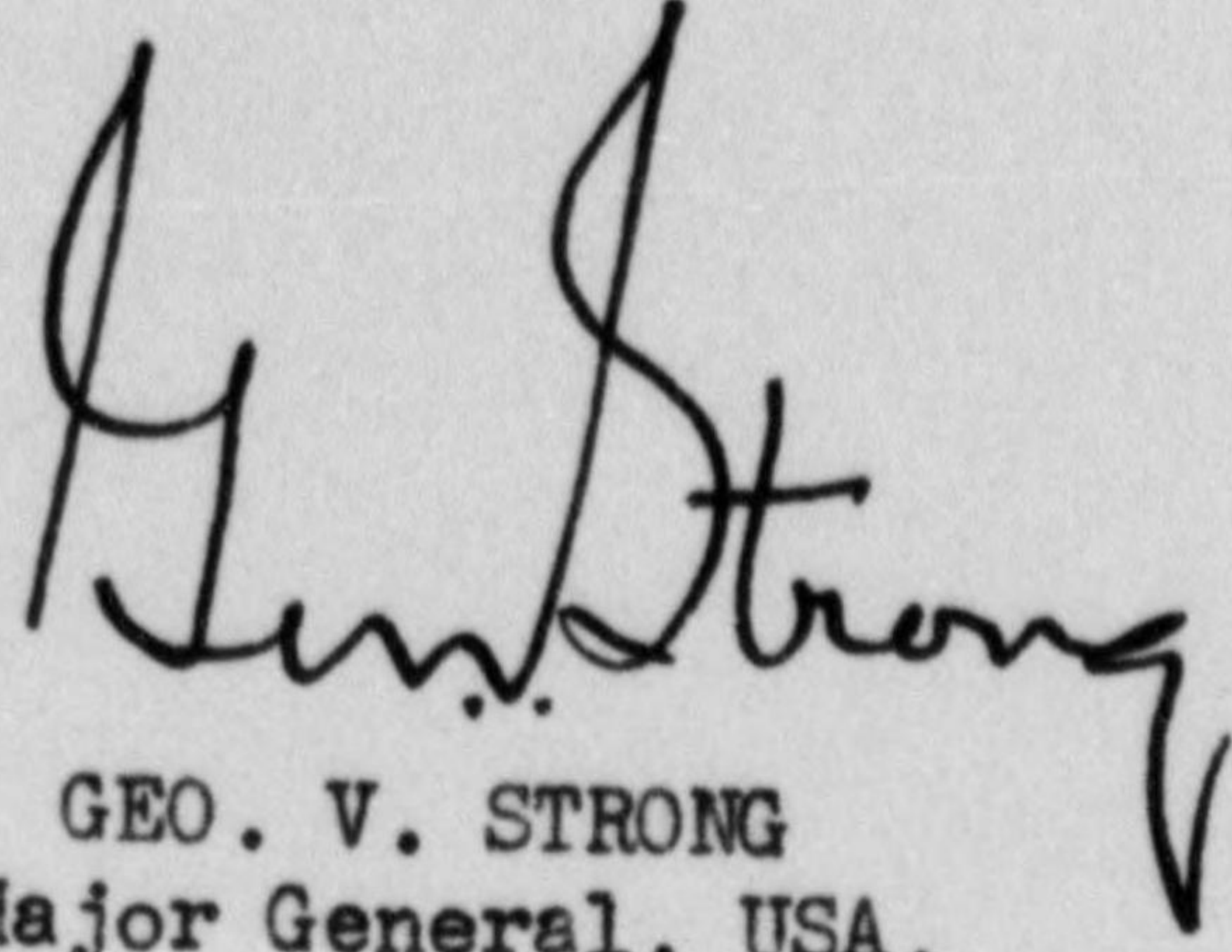
1. In response to your memorandum on the above subject of 8 February, 1945, it is recommended that additional space for the State-War-Navy Sub-Committee for Pacific and Far East be made available by the assignment of Rooms Nos. 6177, 6179 and 6180 in the New War Department Building.
2. The rooms requested are adjacent to the office space now assigned in the same building to the Joint Post-War Committee. Space in the location requested is especially desirable for the following reasons:
 - a. The Secretariat and clerical assistance for the S.W.N.C.C. Sub-Committee for Pacific and Far East is being furnished from the Secretariat of the J.P.W.C. as are the files, safes, and security control.
 - b. The conference room of the J.P.W.C. is being made available for the State-War-Navy Sub-Committee for Pacific and Far East, as well as for meetings of working assistants of this Sub-Committee.
 - c. The New War Department Building is the most central location for the Sub-Committee, as well as for its part-time working assistants from the three Departments and the Joint Chiefs of Staff.
3. The amount of space requested is needed to afford desk room for the five part-time assistants already designated, two from the State Department, and one each from War, Navy, and J.C.S.; and for the four officers of the J.P.W.C. whose desks should be moved out of the J.P.W.C. conference room, which will be in demand for Sub-Committee purposes in addition to J.P.W.C. meetings. The already crowded condition of the J.P.W.C. quarters will not admit the provision of desk space for the five additional persons now working on S.W.N.C.C. problems nor for additional persons whose collaboration may be required from time to time.
4. Recommendations for facilities other than the office space above requested do not appear to be necessary at this time.

RESTRICTED

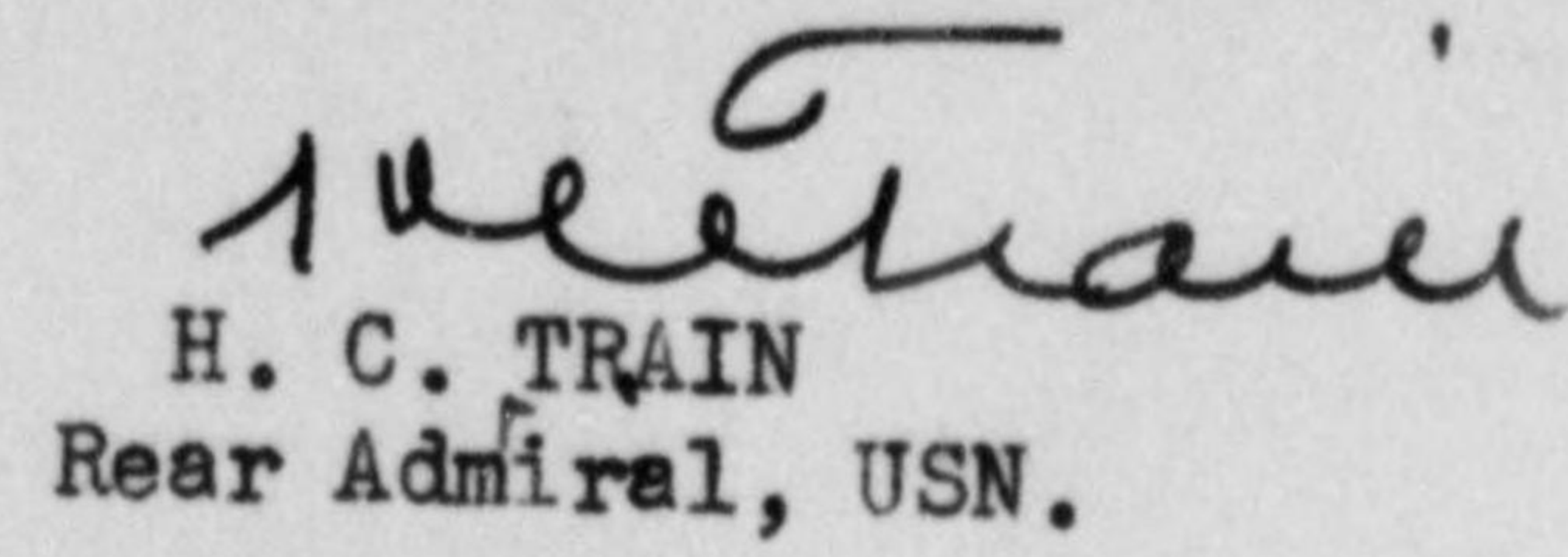
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● RESTRICTED ●

5. It is understood that Mr. Eugene Dooman will submit a separate memorandum as regards additional personnel needed by him in the State Department.



GEO. V. STRONG
Major General, USA.



H. C. TRAIN
Rear Admiral, USN.

RESTRICTED



JOINT POST-WAR COMMITTEE

RESTRICTED

THE JOINT CHIEFS OF STAFF

WASHINGTON 25, D. C.



8 February 1945.

MEMORANDUM FOR: The Secretary, State-War-Navy Coordinating Committee.

Subject: Adequacy of Personnel and Facilities of S.W.N.C.C. Sub-Committees.

1. In response to your memorandum on the above subject of 8 February, 1945, it is recommended that additional space for the State-War-Navy Sub-Committee for Pacific and Far East be made available by the assignment of Rooms Nos. 6177, 6179 and 6180 in the New War Department Building.
2. The rooms requested are adjacent to the office space now assigned in the same building to the Joint Post-War Committee. Space in the location requested is especially desirable for the following reasons:
 - a. The Secretariat and clerical assistance for the S.W.N.C.C. Sub-Committee for Pacific and Far East is being furnished from the Secretariat of the J.P.W.C. as are the files, safes, and security control.
 - b. The conference room of the J.P.W.C. is being made available for the State-War-Navy Sub-Committee for Pacific and Far East, as well as for meetings of working assistants of this Sub-Committee.
 - c. The New War Department Building is the most central location for the Sub-Committee, as well as for its part-time working assistants from the three Departments and the Joint Chiefs of Staff.
3. The amount of space requested is needed to afford desk room for the five part-time assistants already designated, two from the State Department, and one each from War, Navy, and J.C.S.; and for the four officers of the J.P.W.C. whose desks should be moved out of the J.P.W.C. conference room, which will be in demand for Sub-Committee purposes in addition to J.P.W.C. meetings. The already crowded condition of the J.P.W.C. quarters will not admit the provision of desk space for the five additional persons now working on S.W.N.C.C. problems nor for additional persons whose collaboration may be required from time to time.
4. Recommendations for facilities other than the office space above requested do not appear to be necessary at this time.

RESTRICTED

RESTRICTED

5. It is understood that Mr. Eugene Dooman will submit a separate memorandum as regards additional personnel needed by him in the State Department.

GEO. V. STRONG
Major General, USA.

H. C. TRAIN
Rear Admiral, USN.

RESTRICTED

STATE-WAR-NAVY COORDINATING
COMMITTEE

STATE ✓

- Mr. Cox
- Mr. Moseley
- Mr. Gardiner

WAR ✓

- Col. Whitson
- Col. McCarthy
- Major Field
- Lt. Massa

NAVY ✓

- Comdr. Nutting
- Comdr. Richardson
- Lt. Comdr. Rockefeller
- Lt. Geilfuss
- Ens. _____

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REMARKS:

DECLASSIFIED

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GENERAL COUNCIL MEETING
OFFICE OF THE DEPUTY CHIEF OF STAFF
1130, 26 December 1944

* * * * *

REMARKS OF THE DEPUTY CHIEF OF STAFF

1. State-War-Navy Coordinating Committee.

There has been established a State-War-Navy Coordinating Committee on which the War Department is represented by the Assistant Secretary of War, Mr. John J. McCloy. Mr. Dunn, Assistant Secretary of State, and Mr. Gates, Assistant Secretary of Navy for Air, will represent the State and Navy Departments, respectively. The letters exchanged between the Secretary of State, Secretary of War, and Secretary of the Navy leading to the establishment of the Committee are included as Appendix "A".

The State-War-Navy Coordinating Committee will formulate a charter after sufficient operating experience has been obtained. The committee will serve as the agency to coordinate political matters on a departmental level. It is not intended that the existing channels of coordination for handling routine business between the War Department and Department of State will be disturbed by the formation of the committee, but it is expected that War Department agencies requiring advice from the Department of State on fundamental political questions will forward such requests to the Office of the Secretary of War, who will refer such matters to the committee when appropriate. The committee will have a full-time working secretariat and where a question arises as to the advisability of referring matters to the committee it is recommended that the secretariat be consulted informally before any action is taken.

Offices of the committee will be established in the Department of State and telephone numbers will be published at an early date.

While the existence of the committee is not to be considered in a secret classification, there will be no discussion with regard to it outside of the War Department.

* * * * *

26 February 1945

* * * * *

3. Requests for War Department Members to Serve on SWNCC Ad Hoc Committees.

Requests for War Department members to serve on ad hoc committees of the State-War-Navy Coordinating Committee will be made directly by the Army Secretary of SWNCC to the Office of the Deputy Chief of Staff, or when it is clear what subdivision of the War Department is concerned, direct to the appropriate subdivision.

* * * * *

RESTRICTED

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RESTRICTED

19 February 1945

* * * * *

2. Procedure Covering Reference of Papers to State-War-Navy Coordinating Committee.

The following procedure for the guidance of the General Staff divisions and other War Department agencies in referring or presenting problems to the State-War-Navy Coordinating Committee is announced:

"Where questions of such a nature as to require coordination on a secretarial level with State and Navy Departments arise and when coordination cannot be effected through normal channels, such problems may be referred to the State-War-Navy Coordinating Committee. When it appears to be a question as to the desirability of this action, inquiry should be made of the War Department members of the Secretariat, SWNCC (Col. W. E. Whitson and Colonel C. W. McCarthy) and their opinion obtained. If the question is to be referred to the SWNCC, a paper will be prepared containing a brief discussion, conclusions resulting from the discussion and a recommendation. Tabs or enclosures to amplify the paper should be included when necessary. The paper will be forwarded to the Deputy Chief of Staff with a summary sheet outlining briefly the problem. A memorandum for the signature of the Deputy Chief of Staff addressed to the Assistant Secretary of War requesting reference of the paper to the SWNCC will be included. In addition, a memorandum of reference to the Committee for the signature of the Assistant Secretary of War will be prepared. Coordination with all interested divisions of the General Staff or other War Department agencies will be obtained prior to submission to the Deputy Chief of Staff."

* * * * *

RESTRICTED

22 February 1945

MEMORANDUM FOR COLONEL GERHARDT:

**Subject: Requests for War Department
Members to Serve on SWNOC Ad
Hoc Committees.**

The procedure proposed in the attached memorandum is similar to that now employed by the Secretary of the Joint Chiefs of Staff and will relieve Mr. McCloy's office of a considerable burden and at the same time permit rapid formation of ad hoc committees and expeditious assignment of work.

**WALLACE E. WHITSON
Secretary**

**Encl.
Proposed memo for
DC/S fr Mr. McCloy**

(19)

22 February 1945

MEMORANDUM FOR THE DEPUTY CHIEF OF STAFF:

Subject: Requests for War Department
Members to Serve on SWNCC Ad
Hoc Committees.

The work of the State-War-Navy Coordinating Committee will be greatly facilitated if requests for War Department members to serve on ad hoc committees be made directly by the Army Secretary of the Committee to your office, or when the interest of the sub-division of the War Department is clearly indicated, to the office of the appropriate sub-division. If this is agreeable will your office advise those in the War Department who are interested that such requests made by the Secretary are to be recognized as coming from competent authority.

John J. McCloy.

RESTRICTED

19 February 1945

COPY NO. 40

STATE-WAR-NAVY COORDINATING COMMITTEE

MEMORANDUM FOR:

Mr. H. Freeman Matthews, State Department
Mr. Eugene Dooman, State Department
Mr. Avra Warren, State Department

1. At its tenth meeting on 16 February 1945, the State-War-Navy Coordinating Committee agreed that each of its sub-committees should hereafter be described as "State-War-Navy Coordinating Sub-Committee for _____."

2. Accordingly, the names of the sub-committees of which the addressees are chairmen are as follows:

State-War-Navy Coordinating Sub-Committee for Europe.
State-War-Navy Coordinating Sub-Committee for the Far East.
State-War-Navy Coordinating Sub-Committee for Latin America.

For the State-War-Navy Coordinating Committee:

WALLACE E. WHITSON
Secretary

(12)

STATE-WAR-NAVY COORDINATING
COMMITTEE

STATE

_____ Mr. Cox
_____ Mr. Moseley
_____ Mr. Gardiner

WAR

OK
_____ Col. Whitson
_____ Col. McCarthy
_____ Major Field
_____ Lt. Massa

NAVY

_____ Comdr. Nutting
_____ Comdr. Richardson
_____ Lt. Comdr. Rockefeller
_____ Lt. Geilfuss
_____ Ens. _____

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_____ File

REMARKS:

*Suggested publication
proposed by
Lt. Geilfuss*

Re: ~~_____~~

19 Feb

Memorandum for Mr. H. Freeman Matthews, State Dept.
 Mr. Eugene Donovan, ~~_____~~
 Mr. Ross Warren, ~~_____~~

1. At its tenth meeting on February 16, 1945, the State-War-Navy Coordinating Committee agreed that ^{each of its} ~~the~~ sub-committees should hereafter be described as "State-War-Navy Coordinating Sub-Committee for _____".

2. Accordingly, the names of the sub-committees of which ~~_____~~ the addressees are chairmen are as follows:

- State-War-Navy Coordinating Sub-Committee for Europe
- State-War-Navy Coordinating Sub-Committee for the Far East
- State-War-Navy Coordinating Sub-Committee for Latin America

In the S-W-N-C C ;

Wallace E. Whitson
 Secretary

TOP SECRET

13. Names of Sub-Committees

THE COMMITTEE: Agreed that each sub-committee of the State-War-Navy Coordinating Committee should be called "State-War-Navy Coordinating Sub-Committee on".

14. SWNCC Procedure in Communicating with the Joint Chiefs of Staff and the Department of State

Mr. KANE raised for discussion the question of the proper method for the State-War-Navy Coordinating Committee to communicate with the Joint Chiefs of Staff and to make replies to inquiries made by the Secretary of State to the Secretaries of War and Navy.

THE COMMITTEE: Agreed

(1) That the proper method for communication with the Joint Chiefs of Staff is by a memorandum addressed to them and signed by either the Chairman or the Secretary of the State-War-Navy Coordinating Committee.

(2) That the proper procedure for the Committee to communicate with the Department of State is by a memorandum addressed to the Secretary of State and signed for the State-War-Navy Coordinating Committee by its Chairman. Such procedure is proper in all cases, including replies to letters addressed by the Secretary of State to the Secretaries of War and Navy, since the representatives of the War and Navy Secretaries on the Committee speak for the War and Navy Departments and Secretaries in

10/10/46
10/10/46

TOP SECRET.

310 [unclear]

13. Names of Sub-Committees

THE COMMITTEE: Agreed that each sub-committee of the State-War-Navy Coordinating Committee should be called "State-War-Navy Coordinating Sub-Committee on".

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Mr. KANE raised for discussion the question of the proper method for the State-War-Navy Coordinating Committee to communicate with the Joint Chiefs of Staff and to make replies to inquiries made by the Secretary of State to the Secretaries of War and Navy.

THE COMMITTEE: Agreed

(1) That the proper method for communication with the Joint Chiefs of Staff is by a memorandum addressed to them and signed by either the Chairman or the Secretary of the State-War-Navy Coordinating Committee.

(2) That the proper procedure for the Committee to communicate with the Department of State is by a memorandum addressed to the Secretary of State and signed for the State-War-Navy Coordinating Committee by its Chairman. Such procedure is proper in all cases, including replies to letters addressed by the Secretary of State to the Secretaries of War and Navy, since the representatives of the War and Navy Secretaries on the Committee speak for their respective Departments and Secretaries in such cases.

*10th Meeting
16 Feb. '45*

STATE-WAR-NAVY COORDINATING
COMMITTEE

STATE

bp
 Mr. Cox
 Mr. Moseley
 Mr. Gardiner

WAR

war
 Col. Whitson
 Col. McCarthy
 Major Field
 Lt. Massa

NAVY

Comdr. Nutting
 Comdr. Richardson
 Lt. Comdr. Rockefeller
 Lt. Geilfuss
 Ens. _____

Note
 Circulate
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REMARKS:

14 February 1945

MEMORANDUM FOR ASSISTANT DEPUTY CHIEF OF STAFF:

Subject: Procedure Covering Reference of Papers to
State-War-Navy Coordinating Committee.

No procedure for the guidance of the General Staff Divisions and other War Department agencies in referring or presenting problems to SWNCC has been announced.

It is suggested that all War Department agencies who might properly refer papers to the Committee be advised as follows:

"Where questions of such a nature as to require coordination on a secretarial level with State and Navy Departments arise and when coordination cannot be effected through normal channels, such problems may be referred to the State-War-Navy Coordinating Committee. When it appears to be a question as to the desirability of this action, it is recommended that inquiry be made of the War Department members of the Secretariat, SWNCC, and their opinion obtained. If the question is to be referred to the SWNCC, a paper will be prepared containing a brief discussion, conclusions resulting from the discussion and a recommendation. Necessary tabs or enclosures to amplify the paper should be included. The paper will be forwarded to the Deputy Chief of Staff with a summary sheet outlining briefly the problem. A memorandum for the signature of the Deputy Chief of Staff addressed to the Assistant Secretary of War requesting reference of the paper to the SWNCC will be included. In addition, a memorandum of reference to the Committee for the signature of the Assistant Secretary of War will be prepared. Coordination with all interested Divisions of the General Staff or other War Department agencies will be obtained prior to submission to the Deputy Chief of Staff."

For the Assistant Secretary of War:

SIGNED

HARRISON A. GEEHARDT
Colonel, General Staff Corps
Executive to Ass't Secretary of War

CC: SWNCC

COPY FOR STATE-WAR-NAVY COORDINATING COMMITTEE
State Dept. Building, Rm. 178

16

TOP SECRET

by the Committee. It was determined that reports of this nature should normally, upon submission by a sub-committee, be referred directly to the Joint Chiefs of Staff prior to consideration by the Committee.

THE COMMITTEE: Agreed to refer the report back to the Ad Hoc Committee for the Pacific and Far East with instructions to clear it with interested sub-divisions within the three departments below the secretarial level.

5. Procedure for Clearance of Reports by Ad Hoc Sub-Committees

Mr. DUNN circulated copies of a paper, prepared by the Secretariat, containing a proposed procedure for clearance of reports by Ad Hoc Sub-Committees. This procedure is designed to cover the points under discussion in item 4 above.

THE COMMITTEE: Agreed that this question of procedure should be placed on the agenda for the next meeting of the Committee unless it is cleared informally prior to that time.

6. Rearmament of French Air Forces (Agenda Item #3).

Mr. DUNN noted Mr. McCloy's recommendation in SWNCC 17 that a thorough study of the problem of equipping French air units be made by an ad hoc committee prior to submission of a formal reply to the British proposals in this regard. Admiral WILLSON stated that he felt the problem is not one susceptible to a quick decision and questioned whether it should be resolved as a general proposition prior to submission of an answer to the British. Mr. DUNN explained that informal and oral concurrence had been given to the British proceeding with the equipping of these air units for the French but there was no reason why the question should not be thoroughly explored by an ad hoc committee.

Mr. GATES felt it undesirable to commit the United States to a considerable fixed British participation in furnishing aircraft to the French for the reason that we are at present ourselves

STATE-WAR-NAVY COORDINATING
COMMITTEE

STATE

be Mr. Cox
 Mr. Moseley
 Mr. Gardiner

WAR

WTH Col. Whitson
 Col. McCarthy
 Major Field
 Lt. Massa

NAVY

 Comdr. Nutting
WTH Comdr. Richardson
WTH Lt. Comdr. Rockefeller
WTH Lt. Geilfuss
 Ens. _____

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REMARKS:

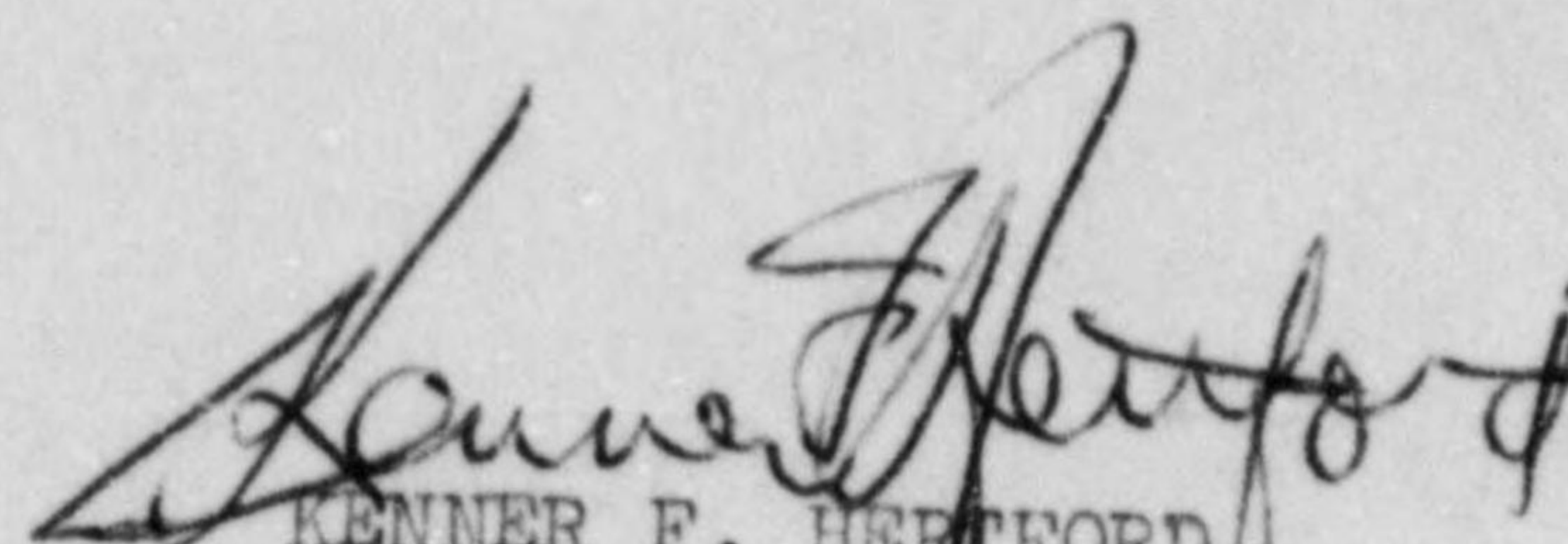
STATE-WAR-NAVY COORDINATING COMMITTEE
 SUB-COMMITTEE FOR LATIN AMERICA

9 February 1945

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

SUBJECT: Adequacy of Personnel and Facilities of SWNCC Sub-Committees

1. Reference is made to memorandum dated 8 February 1945, subject as above, from the Secretary of the State-War-Navy Coordinating Committee.
2. This matter was discussed in a meeting of the sub-committee for Latin American Republics 8 February 1945. Admiral Spears, Navy Department, stated that an adequate Secretariat and administrative facilities for the Navy Department could be obtained from the present personnel of the Pan American Division. Mr. Avra Warren and Mr. John Drier from the Department of State stated that any personnel needed from the Department of State would be supplied, as needed, without calling upon the parent committee for assistance.
3. It is contemplated that upon the organization of the permanent sub-committee for Latin American Republics a great deal of additional secretarial and statistical work will be required by the War Department representatives. Adequate personnel for this purpose is not presently available in the Latin American Theater Section, Operations Division, nor in the office of Major General R. L. Walsh. It is contemplated using such personnel as is available, but it is the opinion of Major General Walsh and the undersigned that the services of a full time officer secretary will be required to assist in preparing War Department reports and briefs for the committee.
4. It is therefore recommended that the State-War-Navy Coordinating Committee provide an officer, preferably at least in the grade of Major, as secretary for War Department representatives on the sub-committee for Latin American Republics.


 KENNER F. HERTFORD
 Brigadier General, USMC

FEB 12 1945



STATE WAR & NAVY COORDINATING
 COMMITTEE
 SWNCC-87

13

STATE-WAR-NAVY COORDINATING COMMITTEE
SUB-COMMITTEE FOR LATIN AMERICA

9 February 1945

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

SUBJECT: Adequacy of Personnel and Facilities of SWNCC Sub-Committees

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4. It is therefore recommended that the State-War-Navy Coordinating Committee provide an officer, preferably at least in the grade of Major, as secretary for War Department representatives on the sub-committee for Latin American Republics.

KENNER F. HERTFORD
Brigadier General, GSC

COPY TO ACCOMPANY ORIGINAL

RESTRICTED

8 February 1945

MEMORANDUM FOR: STATE-WAR-NAVY SUB-COMMITTEE FOR
PACIFIC AND FAR EAST
STATE-WAR-NAVY SUB-COMMITTEE FOR
GERMANY
STATE-WAR-NAVY SUB-COMMITTEE FOR
LATIN AMERICAN REPUBLICS

Subject: Adequacy of Personnel and Facilities
of SWNGC Sub-Committees

1. It is contemplated by the State-War-Navy Coordinating Committee that its sub-committees will utilize working members and facilities of the three Departments. It is possible, however, that the amount of work which State-War-Navy sub-committees will be called upon to perform may require the assignment of certain additional personnel and facilities by the Departments concerned.

2. Your comments and recommendations on the above subject are requested in order that the matter may be brought to the attention of the State-War-Navy Coordinating Committee for such action as it may deem appropriate.

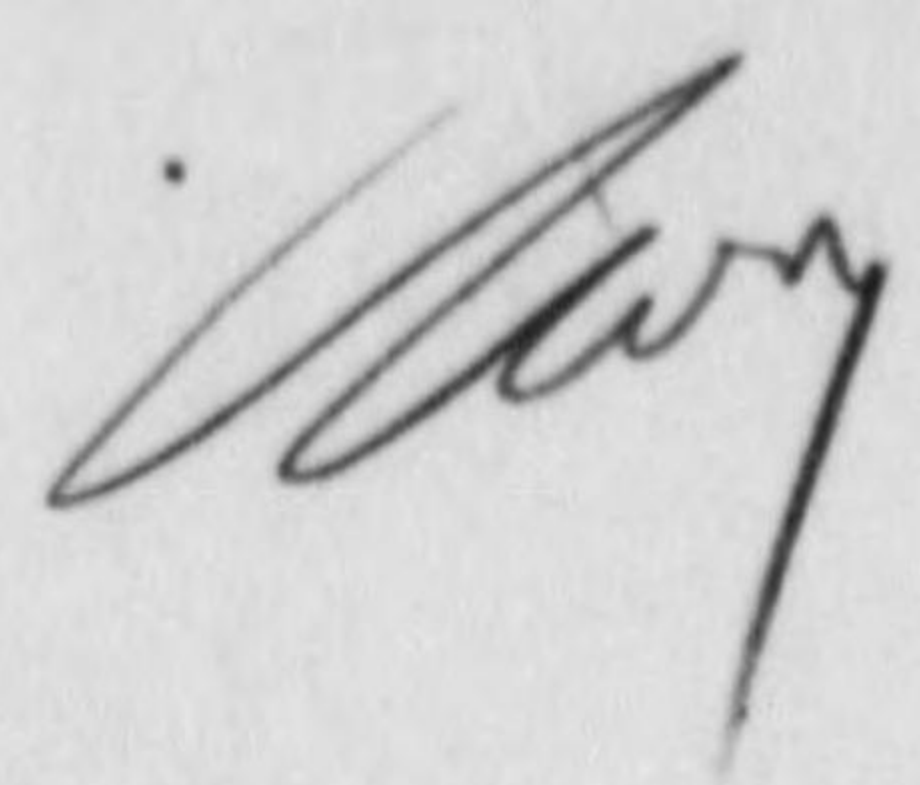
For the State-War-Navy Coordinating Committee:

WALLACE E. WHITSON
Secretary

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(13)

RESTRICTED



8 February 1945

MEMORANDUM FOR: Mr. Dunn
Mr. McCloy
Mr. Gates

Subject: Procedure for Clearance of Reports Prepared by Sub-Committees of State-War-Navy Coordinating Committee

1. In order to secure a standard method of procedure within sub-committees of the State-War-Navy Coordinating Committee it is recommended that the following be adopted:

a. Before State-War-Navy sub-committees submit reports to SWNCC, the sub-committees should obtain the concurrence or comment of all interested agencies within the State, War, and Navy Departments and of such other agencies or departments of the Government as have a direct interest in the subject matter.

b. If the report is concurred in by the interested agencies within the three Departments and such other Governmental agencies as have a direct interest, such concurrence will be indicated when the report is submitted to the State-War-Navy Coordinating Committee.

c. In the event that there are comments or suggestions from the interested agencies within the three Departments or from other Governmental agencies, such comments or suggestions should be coordinated by the sub-committee; however, if agreement cannot be reached, this fact should be indicated with appropriate comment in the sub-committee report.

d. Sub-committee reports should contain a recommendation as to whether or not they are of such military interest as to require reference to Joint Chiefs of Staff. If one or more agencies of the War and Navy Departments believe that such reference is required, this fact should be indicated in the sub-committee report.

2. It is requested that you indicate your approval or non-concurrence by initialing in the appropriate space and returning this memorandum to the Secretariat.

APPROVED

DISAPPROVED

WALLACE E. WHITSON,
Secretary.

RESTRICTED



9 February 1945

PROPOSED SUBSTITUTE FOR PARAGRAPH (B):

"(B) The concurrence of interested agencies or departments of the Government, other than the State, War, or Navy Departments, should be indicated in the sub-committee report."

REASONS FOR SUBSTITUTION:

1. It is the responsibility of the State, War, and Navy Department representatives on the sub-committees to see that the appropriate agencies of their respective Departments are consulted. It hardly seems necessary or desirable for the Secretariat of SWNCC to review their decision.
2. There would appear to be no reason why each of the three departments should know what agencies of the other two departments have approved each report. All that counts is that each department approves each report.
3. It will take longer to obtain clearance of the sub-committee reports if the "formal" concurrence of each agency of the State, War, and Navy Departments must be obtained.

RESTRICTED

8 February 1945

MEMORANDUM FOR: Mr. Dunn
Mr. McCloy
Mr. Gates

Subject: Procedure for Clearance of Reports Prepared
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b. If the report is concurred in by the interested agencies within the three Departments and such other Governmental agencies as have a direct interest, such concurrence will be indicated when the report is submitted to the State-War-Navy Coordinating Committee.

c. In the event that there are comments or suggestions from the interested agencies within the three Departments or from other Governmental agencies, such comments or suggestions should be coordinated by the sub-committee; however, if agreement cannot be reached, this fact should be indicated with appropriate comment in the sub-committee report.

d. Sub-committee reports should contain a recommendation as to whether or not they are of such military interest as to require reference to Joint Chiefs of Staff. If one or more agencies of the War and Navy Departments believe that such reference is required, this fact should be indicated in the sub-committee report.

2. It is requested that you indicate your approval or non-concurrence by initialing in the appropriate space and returning this memorandum to the Secretariat.

APPROVEDDISAPPROVED

WALLACE E. WHITSON
Secretary

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RESTRICTED

8 February 1945

MEMORANDUM FOR: Mr. Dunn
Mr. McCloy
Mr. Gates

Subject: Procedure for Clearance of Reports Prepared
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b. If the report is concurred in by the interested agencies within the three Departments and such other Governmental agencies as have a direct interest, such concurrence will be indicated when the report is submitted to the State-War-Navy Coordinating Committee.

c. In the event that there are comments or suggestions from the interested agencies within the three Departments or from other Governmental agencies, such comments or suggestions should be coordinated by the sub-committee; however, if agreement cannot be reached, this fact should be indicated with appropriate comment in the sub-committee report.

d. Sub-committee reports should contain a recommendation as to whether or not they are of such military interest as to require reference to Joint Chiefs of Staff. If one or more agencies of the War and Navy Departments believe that such reference is required, this fact should be indicated in the sub-committee report.

2. It is requested that you indicate your approval or non-concurrence by initialing in the appropriate space and returning this memorandum to the Secretariat.

APPROVED

DISAPPROVED

WALLACE E. WHITSON
Secretary

RESTRICTED

RESTRICTED

8 February 1945

MEMORANDUM FOR: Mr. Dunn
Mr. McCloy
Mr. Gates

Subject: Procedure for Clearance of Reports Prepared
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Committee

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c. In the event that there are comments or suggestions from the interested agencies within the three Departments or from other Governmental agencies, such comments or suggestions should be coordinated by the sub-committee; however, if agreement cannot be reached, this fact should be indicated with appropriate comment in the sub-committee report.

d. Sub-committee reports should contain a recommendation as to whether or not they are of such military interest as to require reference to Joint Chiefs of Staff. If one or more agencies of the War and Navy Departments believe that such reference is required, this fact should be indicated in the sub-committee report.

2. It is requested that you indicate your approval or non-concurrence by initialing in the appropriate space and returning this memorandum to the Secretariat.

APPROVED

DISAPPROVED

WALLACE E. WHITSON
Secretary

RESTRICTED

RESTRICTED

PROCEDURE FOR CLEARANCE OF REPORTS
PREPARED BY AD-HOC SUB-COMMITTEES
OF THE STATE-WAR-NAVY COORDINATING COMMITTEE

State-War-Navy

1. Before ad hoc sub-committees submit reports to SWNCC, the sub-committees should obtain the ^{CONCURRENCE} approval or comment of all interested agencies within the State, War and Navy Departments and of such other agencies or departments of the Government as have a direct interest in the subject matter.
2. If the report is concurred in by the interested agencies within the three Departments and such other Governmental agencies as have a direct interest, ^{such concurrence will be indicated when the report is submitted to the SWNCC} the report may be submitted for informal action by SWNCC.
3. In the event that there are comments or suggestions from the interested agencies within the three Departments or from other Governmental agencies, such comments or suggestions should be coordinated by the subcommittee; however, if agreement cannot be reached, this fact should be indicated with appropriate comment in the sub-committee report.
4. ^{SEEN} Ad hoc sub-committee reports should contain a recommendation as to whether or not they are of such military interest as to require reference to JCS. If one or more agencies of the War and Navy Departments believe that such reference is required, this fact should be indicated in the sub-committee report.

RESTRICTED

RESTRICTED

8 February 1945

MEMORANDUM FOR: STATE-WAR-NAVY SUB-COMMITTEE FOR
PACIFIC AND FAR EAST
STATE-WAR-NAVY SUB-COMMITTEE FOR
GERMANY
STATE-WAR-NAVY SUB-COMMITTEE FOR
LATIN AMERICAN REPUBLICS

Subject: Adequacy of Personnel and Facilities
of SWNCC Sub-Committees

1. It is contemplated by the State-War-Navy Coordinating Committee that its sub-committees will utilize working members and facilities of the three Departments. It is possible, however, that the amount of work which State-War-Navy sub-committees will be called upon to perform may require the assignment of certain additional personnel and facilities by the Departments concerned.

2. Your comments and recommendations on the above subject are requested in order that the matter may be brought to the attention of the State-War-Navy Coordinating Committee for such action as it may deem appropriate.

For the State-War-Navy Coordinating Committee:

WALLACE E. WHITSON
Secretary

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8 February 1945

MEMORANDUM FOR: STATE-WAR-NAVY SUB-COMMITTEE FOR
PACIFIC AND FAR EAST
STATE-WAR-NAVY SUB-COMMITTEE FOR
GERMANY
STATE-WAR-NAVY SUB-COMMITTEE FOR
LATIN AMERICAN REPUBLICS

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For the State-War-Navy Coordinating Committee:

WALLACE E. WHITSON
Secretary

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D R A F T

S-W-N Sub Committee *For Pacific & Far East*

" " " *For Germany*

MEMORANDUM FOR ~~STANDING SUB-COMMITTEES OF STATE WAR-NAVY~~
~~COORDINATING COMMITTEE:~~

" " *Latin American Republics*

Subject: Adequacy of Personnel and Facilities of
SWNCC Sub-Committees.

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For the State-War-Navy Coordinating Committee:

WALLACE E. WHITSON
Secretary

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File

6 February 1945

Fleet Admiral William D. Leahy,
Chief of Staff to the Commander in Chief
of the Army and Navy,
The White House,
Washington 25, D.C.

My dear Admiral Leahy:

With reference to a letter signed by General Marshall for the Joint Chiefs of Staff, dated 23 January 1945, the State-War-Navy Coordinating Committee is in agreement with the revised procedure as proposed therein.

I have attached hereto a copy of a memorandum in which is set forth the proposed procedure for distribution within the State, War and Navy Departments for information.

Sincerely,

JAMES CLEMENT DUNN
Chairman

Enclosure

RETURN TO SWNCC SHOWING ACTION

Signed by Mr. Dunn 2/6/45

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MEMORANDUM FOR INFORMATION

Subject: Procedure for the Transaction of Business between the Joint Chiefs of Staff and the State-War-Navy Coordinating Committee.

In order to clarify processing of papers between the State-War-Navy Coordinating Committee and the Joint Chiefs of Staff, the following procedure which has been agreed to by the State-War-Navy Coordinating Committee and the Joint Chiefs of Staff is set forth for information and guidance:

(a) If consideration by the Joint Chiefs of Staff may be indicated, the State-War-Navy Coordinating Committee, acting for the departments concerned, will submit the problem to the Joint Chiefs of Staff by letter addressed to them and delivered directly to the Secretary of the Joint Chiefs of Staff. By thus permitting the Joint Chiefs of Staff machinery to go into action immediately, the business between the State-War-Navy Coordinating Committee and the Joint Chiefs of Staff will be handled in the most expeditious manner possible. With this end in view, every effort should be made to maintain active and continuous liaison between the Secretary of the Joint Chiefs of Staff and the Secretary of the State-War-Navy Coordinating Committee.

(b) The normal method by which the Joint Chiefs of Staff will communicate with the Department of State will be by a letter addressed jointly to the Secretaries of War and the Navy, forwarded through the Secretary of the State-War-Navy Coordinating Committee. This will assure coordination of the three departments and expeditious consideration of the problem.

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8 February 1945

MEMORANDUM FOR COLONEL F. R. SWEENEY, JCS SECRETARIAT

Subject: Procedure JCS and SWNCC

Pursuant to your telephonic conversation with Colonel Whitson on 7 February, attached herewith is an additional sub-paragraph to be added to the memorandum for information attached to letter to Fleet Admiral William D. Leahy from Mr. Dunn dated 6 February 1945.

For the Secretariat, SWNCC:

V. F. FIELD,
Major, AGD,
Exec Secy.

Enclosure

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(c) An information copy of the final action taken by the State-War-Navy Coordinating Committee on matters concerning which it has requested and received the views of the Joint Chiefs of Staff will be forwarded to the Secretary of the Joint Chiefs of Staff.

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Enclosure

6 February 1945

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The White House,
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Sincerely,

JAMES CLEMENT DUNN
Chairman

Enclosure

~~SWNCC FILE~~

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RESTRICTED*Appendix "A"*MEMORANDUM FOR INFORMATION

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V. F. FIELD,
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Exec Secy.

Enclosure

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



6 February 1945



MEMORANDUM FOR: Mr. Dunn
Mr. McCloy
Mr. Gates

Subject: Suggested Names for SWNCC Standing Committees

1. The following have been suggested as names for the standing committees which serve the State-War-Navy Coordinating Committee:

- a. State-War-Navy Sub-Committee
- b. State-War-Navy Committee
- c. Tri-Departmental Sub-Committee

2. The members of the Secretariat recommend the adoption of the title "State-War-Navy Sub-Committee".

Wallace E. Whitson
WALLACE E. WHITSON
Secretary

APPROVED

To: SWNCC
per 2

H.A.G.
The Assistant Secretary of War
HARRISON A. GERHARDT
Colonel, General Staff Corps
Executive to Ass't Secretary of War

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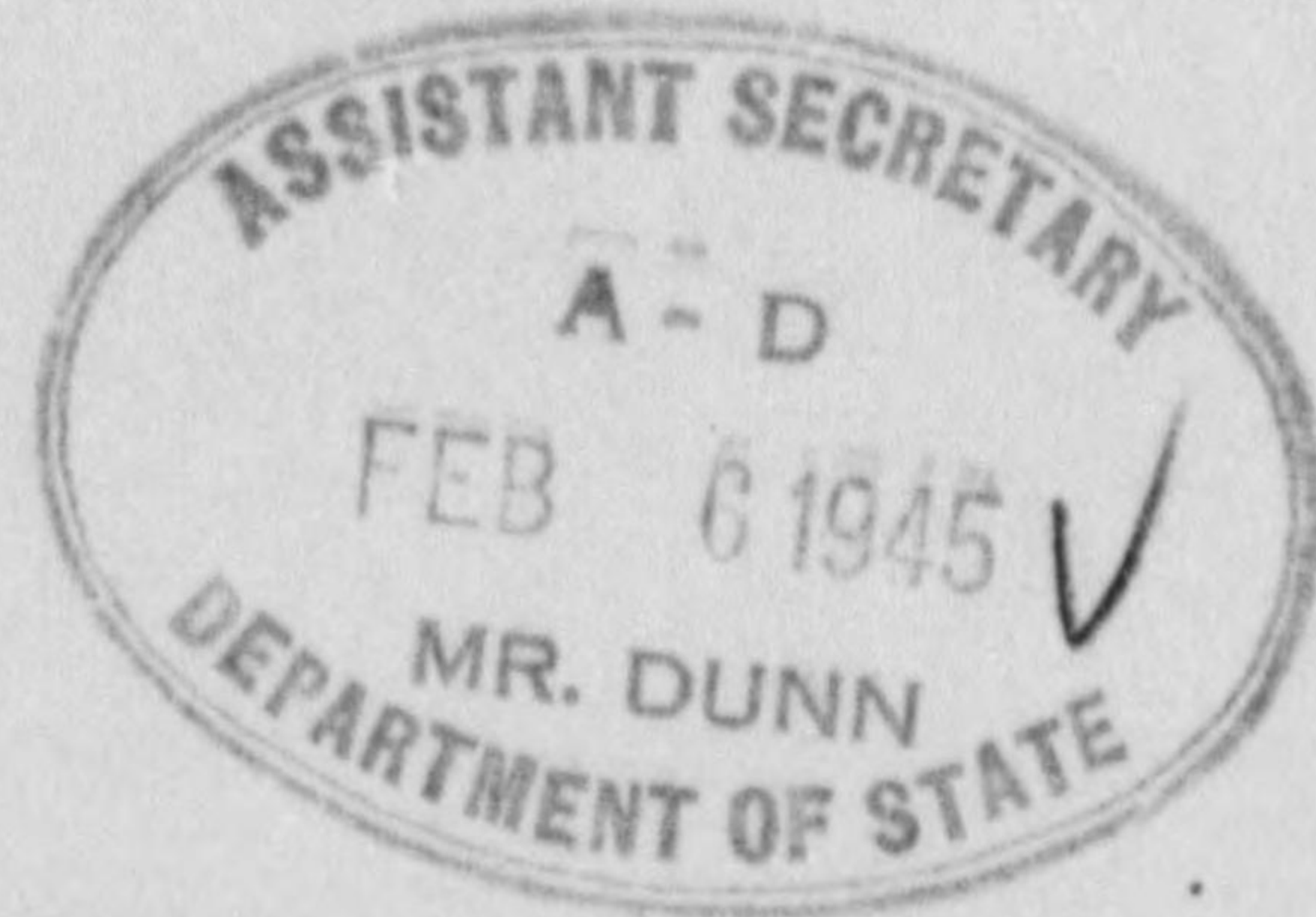
THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.



6 February 1945

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MEMORANDUM FOR: Mr. Dunn
Mr. McCloy
Mr. Gates



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Wallace E. Whitson
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Secretary

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File

6 February 1945

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WALLACE E. WHITSON
Secretary

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(10)

*Extract out into**File*C O N F I D E N T I A L1. PROCEDURE

The Committee discussed at length methods of conducting business with the Joint Chiefs of Staff and other agencies and agreed that the most direct and expeditious method possible should be adopted.

2. DISTRIBUTION OF MINUTES AND OTHER COMMITTEE PAPERS

The Committee agreed to the distribution proposed by the Secretariat with certain amendments.

3. POLICY WITH REFERENCE TO UNITED NATIONS PRISONERS OF WAR

No action was taken on this matter.

4. DRAFT OF A LETTER TO BE FORWARDED TO THE JOINT CHIEFS OF STAFF ADVISING OF THE FORMATION OF THE COMMITTEE AND REQUESTING ASSISTANCE FROM SUBORDINATE AGENCIES OF THE JOINT CHIEFS OF STAFF

In discussing the proposed procedure, it was agreed that the Secretary redraft the proposed letter to Admiral Leahy outlining the procedure to be followed in forwarding matters to the Joint Chiefs of Staff. This procedure to be first cleared with the offices of the three Secretaries, the Chief of Staff, U. S. Army, and the Commander in Chief U. S. Fleet and Chief of Naval Operations. At the same time the letter should suggest a proposed procedure to be followed by the Joint Chiefs of Staff in presenting papers to the Committee.

5. Mr. Dunn suggested that Colonel Whitson act as Secretary for the State-War-Navy Coordinating Committee and it was so agreed.

6. Mr. Dunn then stated that his department desired the services of Army and Navy officers as advisers in preparing for the forthcoming United Nations Conference on International Organization for Peace and Security. The Department of State has a group already working on this problem. Mr. McCloy and Mr. Gates agreed to take this matter up with their respective departments.

7. Mr. Dunn also requested that the War and Navy Departments be prepared to assist in the preparation for the projected conference of foreign ministers of the American Republics. He suggested that officers of the Army and Navy be detailed to assist the Assistant Secretary of State for American Republic Affairs, prepared to present their Departments views on (1) objectives of the War and Navy Departments in Latin

C O N F I D E N T I A L*End Mtg 9*

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

America; (2) assistance from Latin America to shorten the war; and (3) solutions to problems which will arise in this hemisphere upon conclusion of the war.

8. It was agreed that an ad hoc committee, working as a sub-committee, be formed to consider the many problems which arise in connection with the control of Germany. The Committee to be composed of one representative of each department who could introduce technical advisers or specialists as required. Mr. Matthews has already been designated as the State Department representative.

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

STATE-WAR-NAVY COORDINATING COMMITTEE
Washington, D. C.

30 January 1945

MEMORANDUM FOR COLONEL GERHARDT

Reference your memorandum dated 27 January 1945, enclosing a proposed memorandum for the Assistant Deputy Chief of Staff on the subject of advising the State-War-Navy Coordinating Committee of business carried on between the Secretary of War and the Secretary of State, I believe that the procedure which you have outlined will prove satisfactory.

The Navy members of the State-War-Navy Coordinating Committee Secretariat are taking steps to initiate a similar procedure in the Navy Department.

WALLACE E. WHITSON
Secretary

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THE ASSISTANT SECRETARY OF WAR
WASHINGTON

27 January 1945

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

Attached is a proposed letter to the Assistant Deputy Chief of Staff designed to effect a system for keeping the State-War-Navy Coordinating Committee informed of matters being considered by the War and Navy Departments and the Department of State.

I would appreciate your comments on the memorandum and if it meets with your approval I suggest similar action be taken by the Navy Department.


HARRISON A. GERHARDT
Colonel, General Staff Corps
Executive to Ass't Sec'y of War.

WDOAS:HAG:ml

27 January 1945

MEMORANDUM FOR THE ASSISTANT DEPUTY CHIEF OF STAFF:

Subject: Preparation of Information Copies of
Correspondence for State-War-Navy
Coordinating Committee.

It is felt that in accordance with exchange of letters between the Secretary of State and the Secretary of War, which lead to the establishment of the State-War-Navy Coordinating Committee, that committee should be kept advised of all matters which are the subject of correspondence between the Secretary of War and the Secretary of State.

It would seem that the most appropriate method for accomplishing this is to have the various agencies of the War Department, including the three major Commands, prepare an information copy marked for the Secretariat, State-War-Navy Coordinating Committee on all correspondence prepared for the signature of a member of the War Department Civilian Secretariat, addressed to the Secretariat level of the Department of State. If this meets with your approval, it is requested that appropriate instructions be ~~put into effect~~.

aimed to put this into effect.

HARRISON A. GERHARDT
Colonel, General Staff Corps
Executive to Ass't Sec'y of War.

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Procedure

SWNCC _____

COPY NO. _____

30 December 1944

STATE-WAR-NAVY COORDINATING COMMITTEE

Organization and Functions of the State-War-Navy
Coordinating Committee Secretariat

Note by Secretaries

The enclosure states the organization and functions of the Secretariat as approved by the State-War-Navy Coordinating Committee in their Third Meeting.

Wallace E. Whitson

Harold W. Moseley

Secretariat

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E N C L O S U R E

30 Dec 1944

ORGANIZATION AND FUNCTIONS OF THE
STATE-WAR-NAVY COORDINATING COMMITTEE SECRETARIAT

ORGANIZATION -

1. The State-War-Navy Coordinating Committee Secretariat is hereby established as the agency of the State-War-Navy Coordinating Committee charged with the performance of secretarial and such other duties as may be prescribed.

MEMBERSHIP -

2. The State-War-Navy Coordinating Committee Secretariat will consist of:

a. The Secretary and two Deputy Secretaries (One each from the State, War and Navy Departments).

b. Additional secretaries as required to assist the Secretary and Deputy Secretaries.

3. Members of the State-War-Navy Coordinating Committee Secretariat will be selected in appropriate numbers from personnel of the State, War, and Navy Departments. Selectees from the War and Navy Departments will be properly qualified officers of appropriate rank of the Army and the Navy. At least one member of the Secretariat will be an officer of the Army Air Forces.

FUNCTIONS -

4. The Secretariat will perform secretarial and such other duties as the Committee may from time to time prescribe. Specifically it will be responsible for:

a. Making preparation for the meetings of the State-War-Navy Coordinating Committee and recording the minutes of the proceedings thereof.

b. Maintaining close liaison with the Secretariat of the Joint Chiefs of Staff and other appropriate agencies and making arrangements for obtaining technical advice and assistance as desired by the Committee.

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c. Proper disposition of communications to, and appropriate actions in connection with decisions and policies of, the Committee.

d. The reproduction, distribution, and security of all official papers of the Committee.

PROCEDURE -

5. The Secretary will be responsible for the proper functioning of the Secretariat. In the performance of his duties the Secretary will be assisted as he directs, by the Deputy Secretaries, other Secretaries, and such other military and civilian personnel as may be assigned to the Secretariat.

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SECRET

11 January 1945

MEMORANDUM FOR MR. McCLOY.

Not only should the SWNCC consider the establishment of policy, as set forth in letter to Mr. Crowley, but the Committee should be the instrument through which the three departments employ lend-lease in the American Republics, as an instrument to develop a firm international policy based on military as well as political requirements.

I have learned, informally, that Mr. Rockefeller is proposing the formation of a committee, with representatives of the State, War and Navy Departments, to work under his guidance in integrating our military and political aims in Latin America. In order to prevent "spreading" it would seem advisable to have any committee so formed, formed as a sub-committee of the SWNCC. I recall that Mr. Dunn has indicated that when political matters, effecting the American Republics, are to be discussed that he would ask Mr. Rockefeller to sit with the Committee. Thus Mr. Rockefeller would have ample opportunity to present his views before any action is taken by the committee and if deemed appropriate, Latin American sub-committee papers could be referred to Mr. Rockefeller for his comment before being presented to the Committee.

SECRET

SWCC:CWMcE:REO

**STATE-WAR-NAVY COORDINATING COMMITTEE
STATE, WAR AND NAVY DEPARTMENTS
Washington 25, D. C.**

13 January 1945

MEMORANDUM FOR MR. McCLOY:

At the conclusion of the meeting of the Committee, on 12 January 1945, Mr. Dunn agreed with your suggestion that tri-departmental committees in the process of formation or to be formed, should be brought under the general cover of the State-War-Navy Coordinating Committee.

You mentioned Mr. Clayton's Committee on Aviation and Mr. Rockefeller's Committee on Latin America. You might wish to advise Mr. Lovett of the agreement with Mr. Dunn in view of his interest in the Aviation Committee.

SIGNED

McGARTHY

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30 December 1944.

Suggested Procedure for Clearance within the Navy of Papers
Considered by the State, Navy, War Coordinating Committee

1. The procedure suggested herein is confined to cases where a paper is prepared by an ad hoc Working Party of the SNWCC for consideration by the Committee and ultimate transmission to a U.S. military or naval commander or, through the State Department, to a U.S. representative abroad.
2. The ad hoc Working Party, in the case of civil affairs matters relating to Germany or Japan, would consist of representatives of CAD, Op13, the Office of European Affairs, or the Office of Far Eastern Affairs, and in all probability of Mr. McCloy's office. In the event that Mr. McCloy's office is represented on the Working Party, it would appear desirable to have Mr. Gates' office similarly represented.
3. Before a paper becomes a firm paper of the Working Party, it should have the approval of CAD, Op13 and the appropriate Office in the Department of State.
4. When so approved, it should be transmitted to the Secretariat of the Committee for duplication and distribution to the offices of Messrs. McCloy, Gates and Dunn.
5. It is at this stage that the paper should receive the approval of the interested agencies within each of the three Departments. For example, Mr. Gates should receive advice from individuals or agencies within the Department such as Admiral Edwards, or ONI or any other interested agency on (1) the merits of the paper and (2) whether it should be referred to the Joint Chiefs of Staff.
6. If the paper is approved (in substance) by the interested agencies within the three Departments and by the three Assistant Secretaries, the Committee can approve the paper by informal action.
7. In the event that there are suggestions or recommendations from the interested agencies within the three Departments, such suggestions should be coordinated by the Committee or referred back to the Working Party.

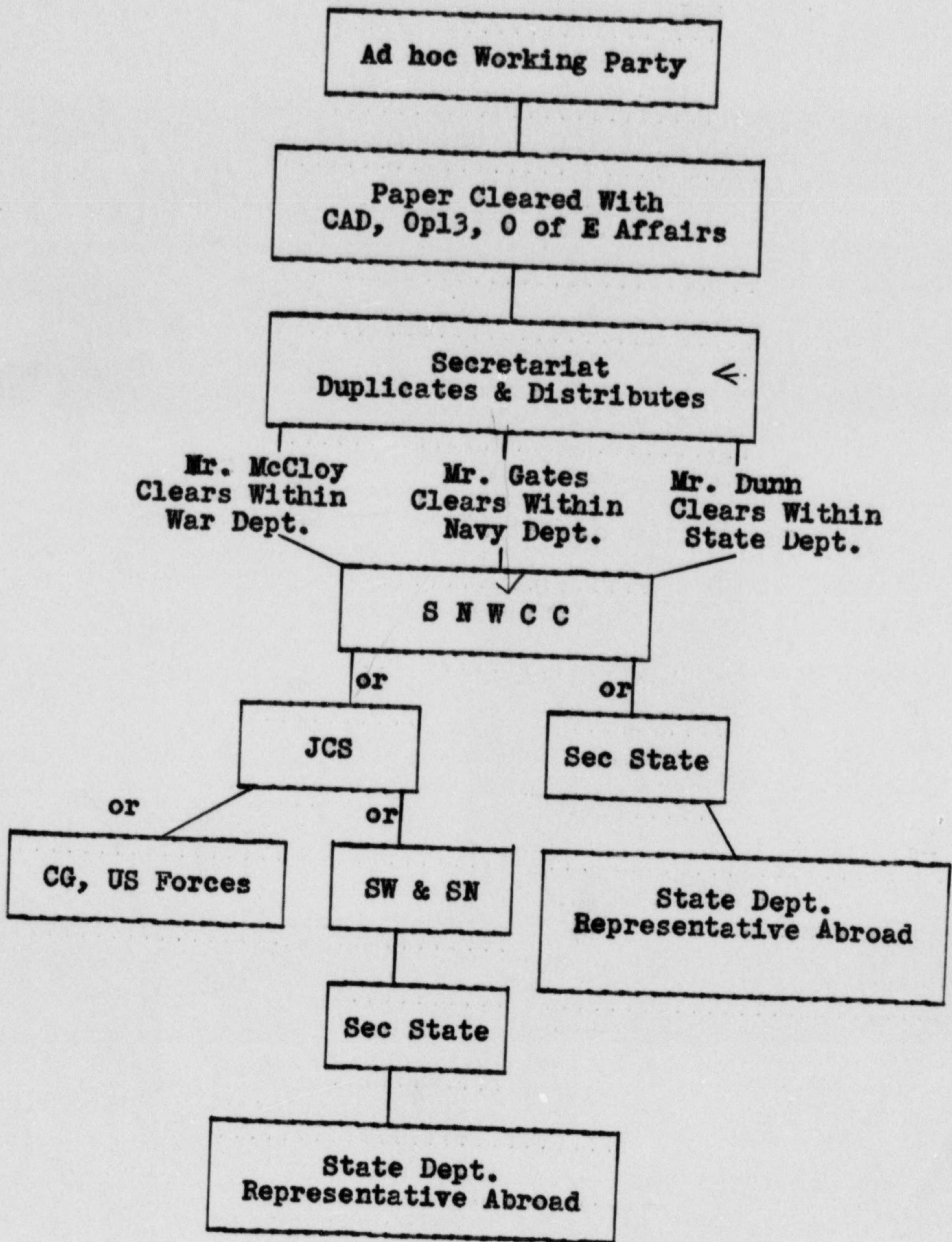
(b)

8. If it is the view of one of the agencies of the War or Navy Departments that the paper should be referred to the Joint Chiefs of Staff, that position will be presented by Mr. Gates or Mr. McCloy for consideration by the Committee.

9. After approval by the Committee, the paper would either be:

- (1) forwarded to a U.S. military or naval commander; or
- (2) forwarded to the Secretary of State for transmittal to its representative abroad; or
- (3) referred to the Joint Chiefs of Staff for consideration and transmitted to:
 - (a) the U.S. military or naval commander; or
 - (b) the Secretaries of War and the Navy for forwarding to the Secretary of State and thence to the U.S. representative abroad.

10. The attached chart will serve to indicate the flow of a paper from the Working Party to its ultimate destination.



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Extract of Minutes, Meeting of the General Council, 26 December 1944.

1. State-War-Navy Coordinating Committee.

There has been established a State-War-Navy Coordinating Committee on which the War Department is represented by the Assistant Secretary of War, Mr. John J. McCloy. Mr. Dunn, Assistant Secretary of State, and Mr. Gates, Assistant Secretary of Navy for Air, will represent the State and Navy Departments, respectively. The letters exchanged between the Secretary of State, Secretary of War, and Secretary of the Navy leading to the establishment of the Committee are included as Appendix "A."

The committee will serve as the agency to coordinate political matters on a departmental level. It is not intended that the existing channels of coordination for handling routine business between the War Department and Department of State will be disturbed by the formation of the committee, but it is expected that War Department agencies requiring advice from the Department of State on fundamental political questions will forward such requests to the Office of the Secretary of War, who will refer such matters to the committee when appropriate. The committee will have a full-time working secretariat and where a question arises as to the advisability of referring matters to the committee it is recommended that the secretariat be consulted informally before any action is taken.

Offices of the committee will be established in the Department of State and telephone numbers will be published at an early date.

While the existence of the committee is not to be considered in a secret classification, there will be no discussion with regard to it outside of the War Department.

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R E S T R I C T E D

WAR & NAVY DEPARTMENTS

WASHINGTON, D.C.

COPY

1 December 1944

The Honorable,

The Secretary of State

My dear Mr. Secretary:

I have your letter of 29 November on the subject of improving existing methods of obtaining advice for the State Department on politico-military matters. We are in hearty agreement with the proposal which you make and believe that it should be carried into effect promptly. We have respectively designated the Assistant Secretary of War and the Assistant Secretary of the Navy for Air as the War Department and Navy Department representatives upon the proposed committee. We believe that the effectiveness of the committee will be largely dependent upon the effectiveness of its secretariat and we propose to designate officers whom we deem peculiarly qualified for the work of the proposed committee.

Both the War Department and the Navy Department will make arrangements for placing at the disposal of the committee and its secretariat the advice and assistance of specialists and advisers as occasion may arise for this. Through the Office of the Chief of Staff and the Office of the Chief of Naval Operations, staff studies can be undertaken as the committee may desire. Contact with the Joint Chiefs of Staff will be arranged through the Chief of Staff, U.S. Army, and the Chief of Naval Operations. The Secretariat of the proposed committee of course should maintain constant informal contact with the secretariat and other appropriate agencies of the Joint Chiefs of Staff.

Both the War Department and Navy Department will promptly undertake studies of the existing organization in these departments to make certain that all liaison activities between the State Department, on the one hand, and the War and Navy Departments, on the other, are brought to the attention of the committee for its exercise of general guidance and supervision of such activities.

We believe that the secretariat should be appointed as soon as possible so that its members may participate in the development of the procedures to be followed by the committee and in formulating its program. The operations of the committee should, of course, be kept as simple as possible and the representatives of the War and Navy Departments engaged in the work of the committee will be instructed to work to this end.

Sincerely yours,

/s/ JAMES FORRESTAL

Secretary of The Navy

/s/ HENRY L. STIMSON
Secretary of War

R E S T R I C T E D

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R E S T R I C T E D

DEPARTMENT OF STATE
WASHINGTON

November 29, 1944

COPY

My dear Mr. Secretary:

I have been discussing informally with representatives of the War and Navy Departments the matter of improving existing methods of obtaining for the State Department advice on politico-military matters and of coordinating the views of the three departments on matters in which all have a common interest, particularly those involving foreign policy and relations with foreign nations. By a letter to you dated 16 November 1944 I suggested to you the formation of a committee of representatives of the three departments to deal with problems relating to the Far East. At a meeting with the Assistant Secretary of War and the Assistant Secretary of the Navy for Air on 20 November it was generally agreed that it might be desirable to expand this proposal to provide for a committee which might deal with a much wider range of interdepartmental problems and serve as a convenient channel of interdepartmental communication.

Accordingly, I suggest the formation of a committee to be composed of representatives of the Secretary of State, the Secretary of War, and the Secretary of the Navy, charged with the duty of formulating recommendations to the Secretary of State on questions having both military and political aspects and of coordinating the views of the three Departments in matters of interdepartmental interest. In view of the fact that much of the work of the proposed committee will deal with foreign policy, it is assumed that the representative of the State Department should serve as Chairman of the Committee.

If the committee is formed, I propose to designate Mr. James C. Dunn, Director of the Office of European Affairs, as the State Department representative. I hope the Secretary of War and the Secretary of the Navy will each designate a ranking member of his own office as his representative. Each member of the committee,

The Honorable
Henry L. Stimson
Secretary of War.

R E S T R I C T E D

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of course, should be free to be designate an alternate or alternates to act for him in his absence. Appropriate panels or sub-committees of the committee could be formed to deal with particular problems. For example, in dealing with matters relating to the Far East, Mr. Dunn would probably plan to associate with him a high officer of the Department of State having special knowledge of affairs in that area. Doubtless the representatives of the Secretary of War and the Secretary of the Navy will find occasions on which similar assistance will be desirable.

As I visualize the proposed committee, it should have a secretariat composed of at least one competent and experienced representative of each department and it should be authorized to call upon the three departments for such technical advice and assistance as may from time to time be required. The Secretariat would be charged with the proper disposition of communications requesting the views of the War Department and the Navy Department on politico-military questions and arranging with the committee members for reference of such inquiries, in appropriate cases, for the comments of the Joint Chiefs of Staff. After the formation of the committee, inquiries for military advice would be directed by the State Department to the Secretary of War and the Secretary of Navy jointly, rather than making such inquiries as a matter of direct communication with the Joint Chiefs of Staff.

If the committee is formed I hope that for a period at least, it will plan regular meetings, making arrangements, however, for informal clearances through the Secretariat of matters not requiring decision at formal meetings.

If you concur in the foregoing proposal, I shall be glad to learn from you whom you may wish to assign to the committee. As soon as representatives of the War and Navy Departments have been thus assigned, Mr. Dunn will be designated as the representative of the State Department. I hope that the committee can begin to function at an early date.

I am sending a letter, similar in form to this, to the Secretary of the Navy.

Sincerely yours,

/s/ E.R. Stettinius, Jr.

R E S T R I C T E D

310 (Procedure)

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November 16, 1944

SECRET

My dear Mr. Secretary:

In connection with developments in the war in the Pacific, I wish to suggest to you the desirability of setting up, without undue delay, a committee composed of representatives of the State, War and Navy Departments to undertake such studies as may appear appropriate in preparation to meet, as regards the Far East, problems of a political and military character likely to require present formulation of and decision as to this Government's policy. It is our thought that among such problems as can be foreseen, the committee would occupy itself with the formulation of the surrender terms for Japan and important policy questions in the Far East. Efforts might be made to coordinate such studies with regard to these various problems as may already have been prepared by the interested departments.

Apart from representatives of the State, War and Navy Departments, it is thought that representatives of other departments might from time to time be included in the committee on an ad hoc basis when questions of interest to those departments are to be discussed.

In view of the fact that much of the work of the proposed committee will have to do with political problems involving foreign policy and relations with foreign nations, it is assumed that a representative of the State Department should assume the chairmanship of the committee.

If you concur in the foregoing proposal, I shall be glad to learn from you whom you may wish to assign to such a committee. As soon as representatives of the War and Navy Departments have been thus assigned, a representative or representatives of the State Department will likewise be chosen and it is hoped that the committee can begin to function at an early date. It is our feeling that it would be desirable to keep the actual membership on the committee as restricted as practicable and that advisers or experts be invited to

The Honorable
Henry L. Stimson,
Secretary of War

- 2 -

take part in the committee meetings whenever it may appear desirable.

I am making the foregoing suggestion also to the Secretary of the Navy.

Sincerely yours,

/s/ Edward R. Stettinius, Jr.
Acting Secretary

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WAR DEPARTMENT
Washington 25, D. C.

310

AG 380.01 (28 Feb 44)OB-S-JSC-M

KDH/md 2B-939 Pentagon

29 February

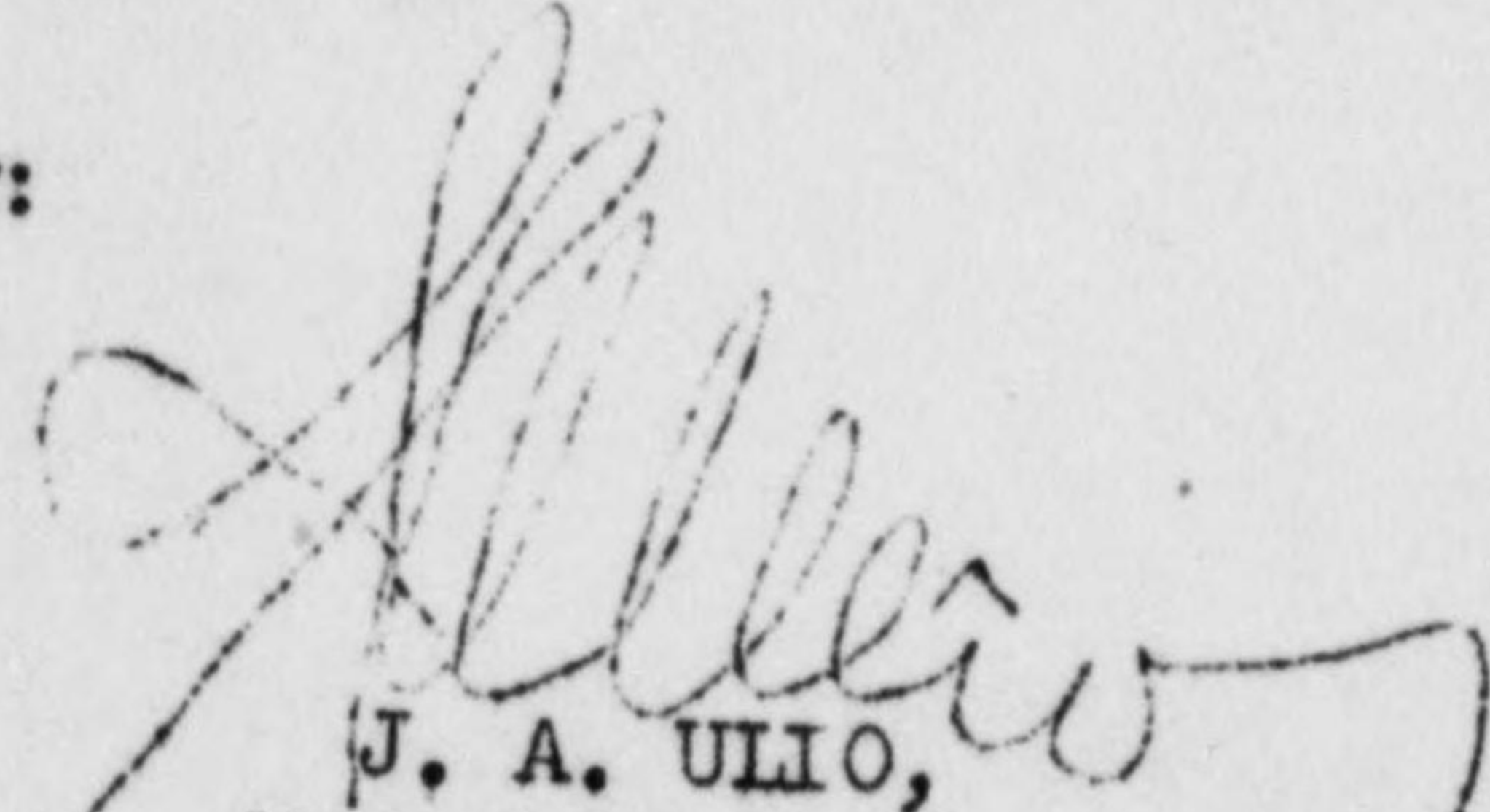
SUBJECT: TOP SECRET Control Procedure.

TO: Commander-in-Chief, Southwest Pacific Area
The Commanding Generals
Theaters of Operations
Defense Commands
Alaskan Department
Separate Base Commands
The Commanding Officers,
Separate Base Commands.

1. Inclosed for your information is copy of memorandum from Joint Security Control, JSC/C15 Serial 2992, 28 February 1944, subject: Top Secret Control Procedure, which will be effective 15 March 1944.

2. The instructions contained therein will govern the handling of the new "TOP SECRET" category, as established by the Combined Security Classification Agreement, until AR 380-5 can be revised and published.

By order of the Secretary of War:


J. A. ULLO,
Major General
The Adjutant General

1 Incl.
As listed above.

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JOINT SECURITY CONTROL
Washington, D. C.

JSC/C15
Serial 2992

28 February 1944.

MEMORANDUM FOR: Joint Chiefs of Staff Organization
War Department General Staff
War Department Special Staff
Secretary, War Department General Staff
CG, Army Ground Forces
CG, Army Air Forces
CG, Army Service Forces
Theater Commanders
Defense Commanders
Service Commanders
Base Commanders
Commander-in-Chief, U.S. Fleet
Vice Chief Naval Operations
Chiefs of Bureaus of the Navy Dept.
Fleet Commanders
Sea Frontier Commanders
Commandants of Naval Districts
Commandant, U.S. Marine Corps.
TOP SECRET Control Officers.

Subject: TOP SECRET Control Procedure.

1. AUTHORITY. a. Joint Chiefs of Staff. "Joint Security Control is the agency of the Joint Chiefs of Staff Organization charged with preventing information of military value from falling into the hands of the enemy . . ." (J.C.S. 234/2/D March 17, 1943).

b. War Department. AR 380-5 provides the basis for safeguarding military information for all commanders within all echelons of the War Department.

c. Navy Department. U.S. Navy Regulations, Articles 75 $\frac{1}{2}$ and 76 form the basis for safeguarding classified information within all bureaus, stations, and forces of the Navy.

d. Joint Agreement. The Combined Security Classification Agreement will cause the Regulations of the War and Navy Departments mentioned above to be revised. This agreement has been issued to U.S. and British armed services and will be the guide to classification on and after 15 March 1944, until the above Regulations are revised. The agreement introduces a category called TOP SECRET, which is new to the U.S. armed services.

2. ADDITIONAL MEASURES. Additional precautionary measures necessary to safeguard all matters falling within the TOP SECRET category are laid down herein and will be referred to as TOP SECRET CONTROL PROCEDURE and TOP SECRET CONTROL CHANNELS. The current Security Control Procedure is, in general, functioning satisfactorily and will be continued with such modifications as appear below, under the new title of TOP SECRET CONTROL.

3. GENERAL PRINCIPLES. The principles set forth below must guide each individual who originates a paper falling within the TOP SECRET category, and similarly, each individual who receives such a paper for

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the TOP SECRET category and then only in the development and testing phases. The technical service or bureau in charge of the development will determine the classification and will request from Joint Security Control the assignment of a code name, if deemed necessary.

b. Announcement. The announcement of a code word for a TOP SECRET plan or project in the War and Navy Departments will, in all cases, be initiated by or through Joint Security Control via TOP SECRET Control Channels to the offices who are required to have same. Commanders in the field who initiate a plan or project falling within the TOP SECRET category will notify Joint Security Control through command channels as soon as such plan or project is forwarded outside of the theater or Defense Command so that announcement can be made of the code word and its meaning to the offices who are required to have same.

c. Register of Individuals. Each of the offices listed in paragraph 5 above will maintain a register of individuals to whom information concerning TOP SECRET matters has been released.

d. Marking and Transmission. All TOP SECRET documents will be enclosed in double sealed envelopes for transmission. The inner envelope will be marked TOP SECRET. Such documents will be transmitted by especially designated couriers who shall, in all cases where at all practicable, be officers of the U.S. armed services. In cases of extreme importance the inner envelopes will be directed to a particular addressee by name or office.

e. Message Centers - TOP SECRET Control Sections. The organization of a TOP SECRET Control Section composed of specially selected officers may be set up in each Classified Message Center to receive, open and deliver TOP SECRET correspondence. Material specifically addressed will be handed unopened to the addressee or his specifically designated representative.

f. Processing. It is not contemplated that this procedure will limit the processing of TOP SECRET material to listed TOP SECRET Control Officers only. It is obvious that in any headquarters certain officers and clerks not so listed must see and work on such matters. THIS GROUP MUST BE KEPT TO A MINIMUM, and the clerks, both military and civilian, must be specifically selected and approved. Each office will maintain an up-to-date list of such personnel.

g. Administrative details growing out of TOP SECRET matter may be classified in accordance with their own contents when they do not of themselves reveal, in fact or by inference, information requiring TOP SECRET classification. Such administrative matters include movement orders for personnel, equipment or materiel which, when properly prepared, can be sent through usual channels with the proper SECRET, CONFIDENTIAL or RESTRICTED classification. Such communications should be prepared so that they do not disclose the projected operation or project for which the personnel, equipment or materiel is intended, nor contain vital parts of the plan proper, nor references to special equipment the nature of which would divulge the plan or project. It is essential that all matter be examined prior to its release from TOP SECRET channels to insure that there is no compromise of information through comparison with other communications.

7. Reclassification. When an appropriate authority in the War and Navy Departments in Washington decides to reclassify a TOP SECRET subject and its code word from TOP SECRET to some lower category, Joint

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ENCLOSURE "C"

JOINT SECURITY CONTROL
Washington, D. C.

JSC/C15
Serial 317

R-E-S-T-R-I-C-T-E-D

7 March 1944

MEMORANDUM FOR: The Secretaries of all J.C.S. Committees.

Subject: Clearance of Working Members of Committees for
TOP SECRET Projects.

1. The following procedure is hereby established for the control of Working Committees formed to study projects which are classified TOP SECRET:

a. The Steering Member of each Working Committee formed will be furnished a copy of J.S.C./C15, Serial 2992 of 28 February 1944, subject: "TOP SECRET Control Procedure," by the Committee Secretariat.

b. Individual members will be instructed to:

(1) Report to the TOP SECRET Control Officer of the organization to which he is assigned and sign the register maintained for the operation or project under study.

(2) Receive instructions from the TOP SECRET Control Officer of his organization for special handling and safeguarding matters in TOP SECRET Control Channels.

2. The Committee Secretariat will furnish Joint Security Control with a copy of the directive to the Working Committee together with a list of appointees.

For Joint Security Control:

/s/ FORREST B. VOLKEL
Colonel, CAC
Secretary.

Copy to:
TOP SECRET Control Officers.

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Addenda to
Guide for Correspondence and Procedure
Operations Division, WDCS
January 1, 1945

PROCEDURE COVERING REFERENCE OF PAPERS TO STATE-WAR-NAVY
COORDINATING COMMITTEE

27 February 1945

The following procedure in referring or presenting problems to the State-War-Navy Coordinating Committee will be followed:

Where questions of such a nature as to require coordination on a secretarial level with State and Navy Departments arise and when coordination cannot be effected through normal channels, such problems may be referred to the State-War-Navy Coordinating Committee. When it appears to be a question as to the desirability of this action, inquiry should be made of the War Department members of the Secretariat, SWNCC (Col. W. E. Whitson and Col. C. W. McCarthy) and their opinion obtained. If the question is to be referred to the SWNCC, a paper will be prepared containing a brief discussion, conclusions resulting from the discussion and a recommendation. Tabs of enclosures to amplify the paper should be included when necessary. The paper will be forwarded to the Deputy Chief of Staff with a summary sheet outlining briefly the problem. A memorandum for the signature of the Deputy Chief of Staff addressed to the Assistant Secretary of War requesting reference of the paper to the SWNCC will be included. In addition, a memorandum of reference to the Committee for the signature of the Assistant Secretary of War will be prepared. Coordination with all interested divisions of the General Staff or other War Department agencies will be obtained prior to submission to the Deputy Chief of Staff.

NOTE: Subject of this page (#47) should be entered on Table of Contents in front of Guide for Correspondence and Procedure, OPD.

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STATE-WAR-NAVY COORDINATING COMMITTEESuggested Distribution for Minutes of Meetings.

DEPARTMENT OF STATE:

Secretary. (1) (1)
 Under Secretary. (1)
 Assistant Secretary for Economic Affairs. (1)
 " " Amer. Rep Affairs (1)

WAR DEPARTMENT:

Secretary. (2)
 Under Secretary. (1)
 Chief of Staff. (2)
~~Sputy Chief of Staff (1)~~

NAVY DEPARTMENT:

Secretary. (2)
 Under Secretary (1)
 Commander in Chief, U. S. Fleet and Chief of Naval Operations. (2)
~~Deputy Commander in Chief, U. S. Fleet and Chief of Naval
 Operations. (1)~~

OTHERS:

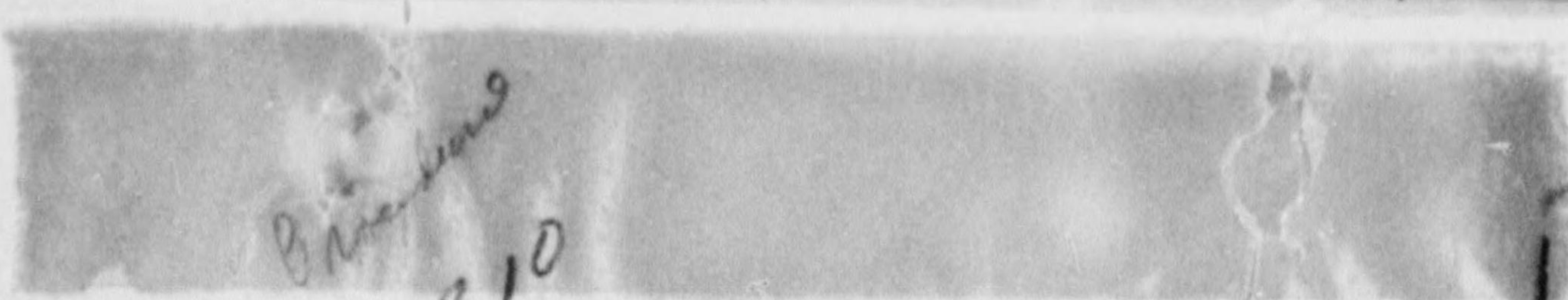
Members of Committee (2 each (6))
 Joint Chiefs of Staff (6)

TOTAL: 25.

Distribution of other papers to be determined by the Secretary
 but confined to "those who need to know".

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COPY



November 16, 1944



SECRET

My dear Mr. Secretary:

In connection with developments in the war in the Pacific, I wish to suggest to you the desirability of setting up, without undue delay, a committee composed of representatives of the State, War and Navy Departments to undertake such studies as may appear appropriate in preparation to meet, as regards the Far East, problems of a political and military character likely to require present formulation of and decision as to this Government's policy. It is our thought that among such problems as can be foreseen, the committee would occupy itself with the formulation of the surrender terms for Japan and important policy questions in the Far East. Efforts might be made to coordinate such studies with regard to these various problems as may already have been prepared by the interested departments.

Apart from representatives of the State, War and Navy Departments, it is thought that representatives of other departments might from time to time be included in the committee on an ad hoc basis when questions of interest to those departments are to be discussed.

In view of the fact that much of the work of the proposed committee will have to do with political problems involving foreign policy and relations with foreign nations, it is assumed that a representative of the State Department should assume the chairmanship of the committee.

If you concur in the foregoing proposal, I shall be glad to learn from you whom you may wish to assign to such a committee. As soon as representatives of the War and Navy Departments have been thus assigned, a representative or representatives of the State Department will likewise be chosen and it is hoped that the committee can begin to function at an early date. It is our feeling that it would be desirable to keep the actual membership on the committee as restricted as practicable and that advisers or experts be invited to

The Honorable
Henry L. Stimson,
Secretary of War

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

- 2 -

take part in the committee meetings whenever it may appear desirable.

I am making the foregoing suggestion also to the Secretary of the Navy.

Sincerely yours,

/s/ Edward R. Stettinius, Jr.
Acting Secretary