DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

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MODEL FORM FOR A MEMORANDUM FOR INFORMATION COVER SHEET

RESTRICTED COPY NO.____

16 April 1945

STATE-WAR-NAVY COORDINATING COMMITTEE

MEMORANDUM FOR INFORMATION NO. 16

TITLE OF THE PAPER.

Note by the Secretaries

1. Xxxx

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MODEL FORM SHOWING LAYOUT OF FOOTNOTES

RESTRICTED

ENCLOSURE

THE TITLE OF THE PAPER

Report by the Subcommittee on

THE PROBLEM

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

FACTS BEARING ON THE PROBLEM

2. Xxxxxxxxxxanother footnote** is contained in this sentence.

Etc.

---

* The footnote is written here beneath a straight line typed from the left-hand margin.

** The second footnote is written as shown in this example.

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MODEL FORM FOR A CORRIGENDUM

RESTRICTED

COPY NO. _____

2

15 April 1945

4

STATE-WAR-NAVY COORDINATING COMMITTEE

3

CORRIGENDUM

2

TO

2

SWNCC 151

3

TITLE OF THE PAPER

3

Note by the Secretaries

3

All holders of SWNCC 151 are requested to make the

2 following changes therein:

2

Page 1, paragraph 4, line 2:

2

Change "xxxxx" to read "xxxxx".

2

Page 2, paragraph 1, last sentence:

2

Delete the last sentence and substitute there-

2 for, "Xxxxxxxxxxxxxxxxx."

2 Page 3: Insert the attached corrected page 3

2 and destroy the superseded page 3 by burning.

6

2 XXXXXXXXXXXXXXXXX

2 XXXXXXXXXXXXXXXXXX

2 XXXXXXXXXXXXXXXXXX

Secretariat

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MODEL FORM FOR MINUTES COVER PAGE

RESTRICTED COPY NO. _____

16th Meeting

STATE-WAR-NAVY COORDINATING COMMITTEE

Minutes of Meeting held in Room 200,
The State Department Building,
on Friday, 7 January 1946, at 1030

MEMBERS PRESENT

OTHERS PRESENT

SECRETARIAT

etc.

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MODEL FORM FOR MINUTES

RESTRICTED

1. FIRST SUBJECT OR TITLE OF FIRST PAPER DISCUSSED (SWNCC 15--Agenda Item No. 1)

MR. BROWN stated xxxx

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MODEL FORM FOR STATUS SHEET

RESTRICTED COPY NO. _____

10 July 1945

STATE-WAR-NAVY COORDINATING COMMITTEE

STATUS OF PAPERS

SWNCC 1 1/1	TITLE OF THE PAPER	
	FORMER STATUS:	1-Jan 45--Xxxx

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Copy

24 July 1945

MEMORANDUM FOR LT. COLONEL HUGH SAWYER, Assistant Executive Officer, Strategy and Policy Group, Operations Division, War Department General Staff.

Subject: Proposed Joint Chiefs of Staff Memorandum for Information on Composition of SWNCC, IPCOG and ACC, and Implementation of their Decisions.

1. Reference is made to memorandum for the Secretariats, of SWNCC, IPCOG and ACC, dated 22 July 1945, from Lt. Colonel Hugh Sawyer, Assistant Executive Officer, Strategy and Policy Group, OPD, WDGS.

2. The suggestions below are submitted on behalf of the Secretariat of SWNCC in the hopes that they may be helpful and acceptable from the standpoint of clarification. Neither the draft of the memorandum submitted by you nor the suggestions below have been submitted to the members of the State-War-Navy Coordinating Committee because the State and War Department members are away from the country at this time.

3. The suggestions of the SWNCC Secretariat are as follows:

a. At the end of Paragraph 4, subparagraph a, add new sentence to read as follows:

"Since its formation, the Committee, with the approval of the Secretaries of State, War and the Navy, has expanded its activities to include the delineation of U.S. politico-military policy on matters referred to it."

b. In the last line of Paragraph 4, subparagraph d, delete the words "play a large part in"; change the word "determining" to "determine"; and add the words "on matters referred to them" to the end of the sentence. Subparagraph d would thus read as follows:

"These three committees, acting as they do with the full authority of the Secretaries of the Departments or the Chiefs of the Agencies concerned,

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determine governmental foreign policies on matters referred to them."

c. In the first line of Paragraph 5 change the word "initiated" to "considered", and substitute the words "where appropriate" for the words "and which have operational implications" in the first and second lines. Also add the word "concerned" at the end of the first sentence. Paragraph 5 would thus read as follows:

"All matters considered by any of the three committees, where appropriate, are submitted to the Joint Chiefs of Staff for remark and recommendation as to the military aspects of the paper prior to final approval by the committee concerned. In the few cases where controversial matters have not been resolved by mutual agreement with the Joint Chiefs of Staff, a decision has been rendered by the President."

The substitution of the words "where appropriate" for the words "and which have operational implications" above referred to is suggested for the reason that it is felt that an accurate description of the type of papers which are submitted to the Joint Chiefs of Staff is difficult and that the matter can be properly covered by the words "where appropriate."

d. In order to clarify somewhat further the implementation and dissemination of the papers in question, it is felt that Paragraph 6 should be revised to read substantially as follows:

"6. Implementation - When JCS and CCS papers, and SWNCC, IPCOG and ACC papers which are primarily military, bear final approval, in general they are implemented by the War and Navy Departments, including, where appropriate, dissemination by the said departments with necessary instructions to the proper commanders for implementation by the latter. Final approval of such papers is as follows:

a. In the case of a JCS paper when the approval of the Joint Chiefs of Staff is final;

b. In case a JCS paper is referred to the CCS, when the paper has been approved by the CCS;

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g. In the case of SWNCC, IPCOG or ACC papers when these have been approved by the respective committees. This applies even though there may be JCS papers bearing on the subject which were considered by the committees in reaching their final decisions. In some cases the JCS Secretariat publishes approved SWNCC, IPCOG or ACC papers as JCS papers or memoranda for information. In such cases the JCS papers are implemented and disseminated as above provided in this paragraph 6."

e. In Paragraph 7, second line, delete the words "long-range".

4. The Secretariats of SWNCC and IPCOG being identical the above comments may be considered as emanating also from the Secretariat of IPCOG. The matter has also not been taken up with the members of the latter committee.

CHARLES W. McCARTHY
Secretary

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SECRET

WAR DEPARTMENT
War Department General Staff
Operations Division
Washington, 25, D. C.

Field

22 July 1945

MEMORANDUM FOR THE SECRETARIATS OF:

State-War-Navy Coordinating Committee
Informal Policy Committee on Germany
Air Coordinating Committee

1. Attached is a proposed draft JCS Memorandum for Information stating procedure for implementing SWNCC, IPCOG, and ACC papers.

2. It is requested that you approve or comment on the proposed procedure, obtaining if you deem it necessary, the approval of your Committees.

3. Navy Department (Captain Crawford) has indicated informal concurrence.

4. An early reply would be appreciated.

/s/ Hugh Sawyer

HUGH SAWYER
Lt. Colonel, GSC
Asst Executive Officer
Strategy & Policy Group

Incl
Draft JCS
Memo for Info

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(5)

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SECRET

D R A F T

J.C.S. MEMO FOR INFORMATION

COMPOSITION OF GOVERNMENTAL COMMITTEES (SWNCC, IPCOG AND ACC) AND IMPLEMENTATION OF THEIR DECISIONS

1. SWNCC is the short title for the State-War-Navy Coordinating Committee. Its membership consists of:

Assistant Secretary of State

Assistant Secretary of War

Under Secretary of the Navy

2. IPCOG is the short title for the Informal Policy Committee on Germany. Its membership is the same as that of SWNCC with the following additions:

Assistant Secretary of the Treasury

Representative of the Foreign Economic Administration

3. ACC is the short title for the Air Coordinating Committee. Its membership consists of:

Assistant Secretary of State

Assistant Secretary of War

Under Secretary of the Navy

Assistant Secretary of Commerce

4. Purpose of Committees:

a. The State-War-Navy Coordinating Committee (SWNCC) was formed for the purpose of submitting 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 inter-departmental interest.

b. For the proper consideration of political military post-war problems in Germany and Austria, the views of the Treasury Department and the Foreign Economic Administration were also needed.

SECRET

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DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

Thus arose the Informal Policy Committee on Germany (IPCOG) combining in one committee representatives of the five agencies listed in paragraphs 1 and 2, above.

c. The Air Coordinating Committee (ACC) was formed for the purpose of coordinating the activities of the various departments and agencies of the Federal Government that were charged with the responsibilities in the field of aviation and for recommending integrated policies for action by the President or any appropriate governmental agency (JCS Memorandum for Information No. 384).

d. These three committees, acting as they do with the full authority of the Secretaries of the Departments or the Chiefs of the Agencies concerned, ~~play a large part~~ in determining governmental ~~foreign~~ policies. On matters referred to them.

5. All matters ~~initiated~~ by any of the three committees ~~and which have operational~~ implications are submitted to the Joint Chiefs of Staff for remark and recommendation as to the military aspects of the paper prior to final approval by the committee. In the few cases where controversial matters have not been resolved by mutual agreement with the Joint Chiefs of Staff, a decision has been rendered by the President.

6. Implementation - In general, the War and Navy Departments implement and disseminate JCS, CCS, SWNCC, IPCOG and ACC papers when such papers bear final approval, that is:

a. A JCS paper is implemented when the approval of the Joint Chiefs of Staff is final;

b. When a JCS paper is referred to the CCS the approved CCS paper is implemented;

c. SWNCC, IPCOG, or ACC papers which have been approved by the respective committees are implemented, even though there

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

may be JCS papers bearing on the subject which were considered by the committees in reaching their final decisions. In some cases the JCS Secretariat publish approved SWNCC, IPCOG or ACC papers as JCS papers or memoranda for information. In such cases the JCS paper is disseminated.

7. Since, in many instances, SWNCC, IPCOG and ACC papers delineate U.S. ~~long-range~~ foreign policy, which may in some cases run counter to the policies of other nations, it is necessary that these papers be given special security treatment and that their distribution be rigorously restricted to those persons for whom it is essential, for proper supervision of theater policies, that their contents be known. Under no circumstances should these papers be shown to persons not of United States nationality. Special instructions as to restrictions on local distribution will normally be contained in the memoranda forwarding these papers.

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

31 D

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

SECRET
BY AUTHORITY OF A.C. OF S. OPD
22 July 1945 JCL
Date Initials

22 July 1945

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Informal Policy Committee on Germany
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3. Navy Department (Captain Crawford) has indicated informal concurrence.

4. An early reply would be appreciated.

Incl
Draft JCS
Memo for Info

Hugh Sawyer
HUGH SAWYER
Lt Colonel, GSC
Asst Executive Officer
Strategy & Policy Group

SECRET

51

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SECRET
BY AUTHORITY OF A.C. OF S. OPD

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Draft JCS
Memo for Info

HUGH SAWYER
Lt Colonel, GSC
Asst Executive Officer
Strategy & Policy Group

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COPY TO ACCOMPANY ORIGINAL

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D R A F T

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Under Secretary of the Navy

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b. For the proper consideration of political military post-war problems in Germany and Austria, the views of the Treasury Department and the Foreign Economic Administration were also needed. Thus arose the Informal Policy Committee on Germany (IPCOG) combining in one committee representatives of the five agencies listed in paragraphs 1 and 2, above.

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d. These three committees, acting as they do with the full authority of the Secretaries of the Departments or the Chiefs of the Agencies concerned, play a large part in determining governmental foreign policies.

5. All matters initiated by any of the three committees and which have operational implications are submitted to the Joint Chiefs of Staff for remark and recommendation as to the military aspects of the paper prior to final approval by the committee. In the few cases where controversial matters have not been resolved by mutual agreement with the Joint Chiefs of Staff, a decision has been rendered by the President.

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b. When a JCS paper is referred to the CCS the approved CCS paper is implemented;

c. SWNCC, IPCOG, or ACC papers which have been approved by the respective committees are implemented, even though there may be JCS papers bearing on the subject which were considered by the committees in reaching their final decisions. In some cases the JCS Secretariat publish approved SWNCC, IPCOG or ACC papers as JCS papers or memoranda for information. In such cases the JCS paper is disseminated.

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7. Since, in many instances, SWNCC, IPCOG and ACC papers delineate U.S. long-range foreign policy, which may in some cases run counter to the policies of other nations, it is necessary that these papers be given special security treatment and that their distribution be rigorously restricted to those persons for whom it is essential, for proper supervision of theater policies, that their contents be known. Under no circumstances should these papers be shown to persons not of United States nationality. Special instructions as to restrictions on local distribution will normally be contained in the memoranda forwarding these papers.

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D R A F T

INTER-OFFICE MEMORANDUM:

SUBJECT: Procedure for Handling File Copies of JCS and CCS Papers.

1. In order to maintain an efficient filing system on the above papers, it is requested that all requests for these papers be handled through the Chief File Clerk, Miss Brown.

2. If, in the event that Miss Brown is not available at the time the JCS or CCS paper is required, there has been placed in each file a "Charge Out" sheet to be initialed and dated by the individual removing the paper from the file.

3. Your cooperation is necessary in order to maintain an up-to-date file on these papers and also is requested as a matter of security.

VIRGIL F. FIELD
Executive Secretary

SWNCC	
COL. McCARTHY	
COMDR. RICHARDSON	
MR. R. E. COX	
LT. COL. PENNOYER	
LT. COMDR. GEILFUSS	
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	

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WAR DEPARTMENT
CLASSIFIED MESSAGE CENTER

OUTGOING CLASSIFIED MESSAGE

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CONFIDENTIAL

Strategy & Policy Group
Operations Division
War Department General
Staff - Col Tasker 72736

10 July 1945

Headquarters, U.S. Forces
European Theater, Main Echelon
Frankfurt, Germany

Number: WAR 29680

CGUSFET Main for Secretary General Staff from WAROPDIV.

IPCOG 9/2 incorporates the amendments proposed by the JCS and, therefore, has the approval of the Joint Chiefs of Staff. Reference your S 96130.

IPCOG, SWNCC and ACC are Governmental Committees whose papers are not subject to JCS approval but are usually coordinated with JCS for military views. Approved papers from these committees are implemented in lieu of JCS papers on the same subject since they bear not only the JCS views on the military aspects of the papers but also the final approval of the departments of the government represented on the committee.

Memorandum giving composition of IPCOG, SWNCC and ACC is being dispatched this date.

End.

Note: S 96130 is CM-IN 8454, 9 July 1945

ORIGINATOR : OPD

INFORMATION: SWNCC ✓

CM-OUT-29680 (Jul 45) DTG 101929Z VP

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COPY NO. 16

THE MAKING OF AN EXACT COPY OF THIS MESSAGE IS FORBIDDEN

16—39609-1 GPO

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DRAFT

18 July 1945

MEMORANDUM FOR COLONEL McCARTHY:

Subject: Effect of Action Taken by the State-War-Navy Coordinating Committee.

1. A question has arisen as to what is the effect and validity of action taken by the State-War-Navy Coordinating Committee.

2. The State-War-Navy Coordinating Committee was set up pursuant to a letter, dated November 29, 1944, by the Secretary of State to the Secretaries of War and the Navy, the pertinent part of which is as follows:

> "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."
>
> (Underscoring added for emphasis)

3. This letter was replied to by a letter signed by both the Secretaries of War and the Navy, addressed to the Secretary of State, dated 1 December 1944, the pertinents part thereof reading as follows:

> "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."

4. The existence of this Committee was recognized by the General Council on 26 December 1944, an extract of the minutes of the meeting with respect thereto being as follows:

> "1. State-War-Navy Coordinating Committee.
>
> There has been established a State-War-Navy Coordinating Committee on which the War Department

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is represented by the Assistant Secretary of War, Mr. John J. McCloy. Mr. Dunn, Assistant Secretary of State, and Mr. Gates, Assistant Secretary of the 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."

5. Since the organization of the Committee, it has handled a number of matters involving decisions representing the coordinated views of the three departments. Full recognition and implementation of the Committee's action has been afforded by the War Department.

6. A procedure for handling matters between the State-War-Navy Coordinating Committee and the Joint Chiefs of Staff has also been formulated and correspondence between them and SWNCC is coordinated directly.

7. It would appear that although the terms of the original letter agreements above referred to in paragraphs 2 and 3 setting up the State-War-Navy Coordinating Committee may not be considered to have conferred upon it per se power to take final action binding upon the Government of the United States, its findings and decisions constitute recommendations to the Secretaries of State, War and the Navy based on the official views of these three Departments obtained pursuant to coordination duly authorized by the three

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Secretaries. These findings and decisions are then transmitted to the State, War and Navy Departments, respectively, and upon being promulgated by them can be deemed approved by them respectively. The Committee's findings and decisions so promulgated should therefore be considered final and binding and to represent the action of the Executive Branch of the United States Government, subject only to alterations as is the case in any action by governmental agencies by higher authority or if not in conformance with the law.

8. Should there be any doubt with respect to the effect of the procedure followed respecting papers of the State-War-Navy Coordinating Committee, it is recommended that this be resolved at once in order to establish with absolute clarity the validity of the Committee's decisions. It is essential that when these are duly received by those concerned that they will be guided by them and implement them in the knowledge that they represent competent governmental action. If this is not done Commanders in the field and others may give different interpretations to the effect of papers so issued by SWNCC, which could only result in serious repercussions.

9. In case it is considered necessary to clarify this matter there are three possible methods:

a. The Secretaries of State, War and the Navy to indicate their approvals by signing each SWNCC paper when promulgated by them (such approvals to appear on each paper), thus making each paper on its face that of each Secretary.

b. The three Secretaries to amend the original letter agreement by agreeing that any action taken by SWNCC

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shall be deemed to be taken on their behalf and that all those concerned should be governed accordingly.

c. If b. is followed, the Secretaries could also authorize the typewritten memoranda forwarding SWNCC papers indicating that the latter have been approved, being signed:

"For the State-War-Navy Coordinating Committee
by direction of the Secretaries of State, War and
the Navy:

CHARLES W. McCARTHY
ALVIN F. RICHARDSON
RAYMOND E. COX
Secretariat"

10. If there is any doubt as to the validity of SWNCC papers already outstanding, this could be resolved by a blanket approval being agreed to by three Secretaries.

11. At the first meeting of SWNCC, held on 19 December 1944, the question of a Charter for SWNCC was considered as follows:

"In discussing the question of a charter for the Committee, it was agreed that for the time being, at least, nothing other than the letters between the Secretary of State and Secretaries of War and Navy would be necessary. Copies of letters are attached herewith.

"The functions of the Committee were then discussed in a general way and it was agreed that for the present the Committee would confine itself to the consideration of questions having politico-military implications, and that it would advise and make recommendations for the approval of the Secretaries of State, War and Navy. It was further agreed that in exercising general guidance and supervision over liaison activities between the State Department and the War and Navy Departments, the Committee will not attempt to have tunneled thru it the ordinary day to day conduct of businessbetween the Departments.

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"The Committee agreed that notification of its organization to other departments and agencies would not be necessary at presentbut directed the Secretariat to prepare drafts of letters or memoranda to be circulated within the three departments, for consideration at the next regular meeting."

War Department announcement of the Committee was made by the General Council Minutes above referred to (paragraph 4). There have also been WDGS and OPD circulars. Copies of the Navy announcement of 10 February 1945 and of the State Department memorandum of 28 February 45 are attached.

12. In view of the experience that SWNCC has had to date, now may be an appropriate time for the adoption of a Charter. If this is done, the above suggestions could be incorporated therein. This would obviate the issue as to the validity of SWNCC actions being raised separately. It might even be possible to obtain a Presidential Order thereon as in the case of the Cryptographic Security Board (see file 380.1).

Paul G. Pennoyer,
Lt,Colonel, GSC.

Enclosures

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THE SECRETARY OF THE NAVY
WASHINGTON

RESTRICTED

10 February 1945

From: The Secretary of the Navy.

To: All Bureaus and Offices of the Navy Department.
Commandant, U. S. Marine Corps.
Commandant, U. S. Coast Guard.

Subj: State-War-Navy Coordinating Committee.

1. The Secretaries of State, War, and the Navy have established a State-War-Navy Coordinating Committee, on which the Navy Department is represented by the Assistant Secretary of the Navy for Air Mr. Artemus L. Gates. Mr. James C. Dunn, Assistant Secretary of State, Chairman, and Mr. John McCloy, Assistant Secretary of War, represent the State and War Departments respectively. Mr. R. Keith Kane, Special Assistant to the Secretary of the Navy, and Vice Admiral Russell Willson are serving as advisers to the Navy Member of the Committee. The Committee normally holds weekly meetings each Friday morning.

2. The Committee will serve to coordinate the views of the three Departments on politico-military matters in which all have a common interest, particularly those involving foreign policy and relations with foreign nations. It is not intended that the existing channels of coordination for handling routine business between the Navy Department and the Department of State will be affected by the formation of this Committee, but it is desired that the bureaus and offices of the Navy Department forward via the Navy Member of this Committee requests for State Department advice on fundamental politico-military questions and replies to similar questions from the State Department.

3. The Committee has a full-time Secretariat and where a question arises as to the appropriateness of referring matters to the Committee, it is suggested that the Secretariat be consulted informally. The Secretariat consists of the following members:

Navy: Commander A. F. Richardson, U.S.N.
Lieutenant Commander J. D. Rockefeller III, U.S.N.R.
Lieutenant J. C. Geilfuss, U.S.N.R.

Army: Colonel W. E. Whitson, U.S.A. (Secretary)
Colonel C. W. McCarthy, U.S.A.
Major V. F. Field, U.S.A. (Executive Secretary)

State: Mr. R. E. Cox
Mr. Harold W. Moseley

4. Offices of the Secretariat have been established in the State Department, Room 178, phone Navy extension 4010.

5. It is desired that the Committee be advised of all matters which are the subject of correspondence between the Secretary of the Navy and the Secretary of State. Accordingly, in all cases where correspondence is prepared for the signature of the Secretary of the Navy addressed to the Secretary of State, there shall be attached an extra copy marked "SWNCC Secretariat."

/s/ Forrestal

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

COPY

February 28, 1945

CONFIDENTIAL MEMORANDUM FOR THE SECRETARY,
UNDER SECRETARY, ASSISTANT SECRETARIES, DIRECTORS
AND DEPUTY DIRECTORS OF OFFICES AND DIVISION
CHIEFS OF THE STATE DEPARTMENT

Following an exchange of letters between the Secretaries of State, War, and Navy, there has been established a State-War-Navy Coordinating Committee composed of Mr. James Clement Dunn, Assistant Secretary of State, as Chairman; Mr. John J. McCloy, Assistant Secretary of War, and Mr. Artemus L. Gates, Assistant Secretary of Navy for Air.

The purpose of this Committee is to improve 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. It is planned that the Committee should only handle matters of a nature which would command high-level consideration by the three Departments and/or matters which should be referred by the State Department to the Joint Chiefs of Staff. It is not its intention to interfere with existing methods of liaison or to handle routine business between the three Departments.

The Committee is authorized to call upon the three Departments for such technical advice and assistance as may from time to time be required.

When Departmental officers consider that a particular high level politico-military question cannot be coordinated through normal channels and therefore should be brought before the Committee to obtain the views of the War and Navy Departments and of the Joint Chiefs of Staff, they should prepare a memorandum in duplicate for Mr. Dunn giving briefly, under separate headings: (1) the problem, (2) facts bearing on the problem, (3) discussion, (4) conclusions, and (5) recommendations. The Department's representatives on the Secretariat may be consulted in this connection.

The Commitee has organized a permament secretariat in Room 178 State Building, composed of the following representatives:

WAR - Col. W. E. Whitson, AAF, Secretary
(War Dept. Ext. 79131)
Col. C. W. McCarthy, Infantry
(War Dept. Ext. 79131)

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

. . . .

COPY

NAVY - Commander A. F. Richardson, Deputy Sect.
(Navy Dept. Ext. 4010)
Lt. Commander J. D. Rockefeller, 3rd
(Navy Dept. Ext. 4010)
Lt. J. C. Geilfuss
(Navy Dept. Ext. 4010)

STATE- Mr. R. E. Cox, Deputy Secretary
(State Dept. Ext. 2685)
Mr. H. W. Moseley
(State Dept. Ext. 2563/2685)
Mr. J. P. Gardiner
(State Dept. Ext. 2563/2685)

Major V. F. Field, Executive Secretary
(War Dept. Ext. 79131)

While the existence of the Committee is not to be considered in a secret classification, there should be no discussion with regard to it outside of the State Department.

State Department symbol for the Committee and the Secretariat is A-D-SWNC.

James Clement Dunn

- - -

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

RESTRICTED

Memorandum on Meeting on Effect of SWNCC Papers, Held in Mr. Hickerson's Office, 19 July 1945, at 1500

Present

Mr. John D. Hickerson, State Department
Mr. Raymond E. Cox, State Department

Mr. Francis X. Downey, Navy Department
Comdr. Alvin F. Richardson, Navy Dept.
Lt. Comdr. John C. Geilfuss, Navy Dept.

Colonel Charles W. McCarthy, War Dept.
Lt. Col. Paul G. Pennoyer, War Dept.

MR. DOWNEY stated that up to now the War Department had adopted the practice of forwarding SWNCC papers to Commanders in the field and others interested therein whereas SWNCC papers delivered to the Navy Department had, as a rule, simply been circulated within the Department and filed. This practice as regards the Navy Department had raised no serious questions to date because naval interest in Europe, which area has been the subject of most SWNCC papers to date, had not been of a major nature, the Navy there being principally more or less an adjunct. Now, however, there are an increasing number of papers to be prepared, and some are already being issued by SWNCC, covering the Pacific and the Far East where the Navy is playing and will play a much more important role.

When the question was raised recently of transmitting one or more of the SWNCC papers to Admiral Nimitz, the question was raised within the Navy Department of exactly what is the effect

RESTRICTED

47

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

of SWNCC papers. Some within the Navy Department have taken the position that these papers are primarily simply studies without any official standing, inasmuch as they do not bear the approval of the Secretaries of State, War and the Navy, or even in certain cases of the President, where this might be necessary. In order to resolve this doubt, within the Navy Department, MR. DOWNEY stated that it would seem desirable that the matter be clarified. He stated further that, when SWNCC was originally organized, it was understood to be a committee primarily to act as advisers to the Secretary of State after obtaining the views on various subjects of a politico-military nature within the three departments and that its findings have no legal standing until approved by the Secretary of State or even by the President as might be necessary in some cases.

In order to answer the questions that had arisen within the Navy Department, MR. DOWNEY then asked whether or not SWNCC papers, when transmitted to the Navy Department, couldn't be transmitted directly by the Secretary of State on State Department stationery rather than being transmitted by the SWNCC Secretariat.

MR. HICKERSON stated that he agreed with the general description of SWNCC outlined by Mr. Downey, but indicated that not only were a number of the State Department representatives' decisions in SWNCC discussed with the Secretary of State or the Acting Secretary of State from time to time but it was the general consensus of opinion within the Department and the understanding that SWNCC papers completely represented the position of the State Department on the various questions, subject to the right, however, of these

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

questions being opened up at any time in the future on account of new factors intervening or other circumstances. He stated that the papers, as far as the State Department go, are based on complete studies of all the appropriate divisions of the Department and it would be very exceptional for the State Department policy to be other than that indicated in the papers. He also understood that the same applied to the War and Navy Department action on such papers and that full reliance could be placed thereon.

As for the papers being transmitted by the State Department to the Navy Department, MR. HICKERSON indicated that this not only would introduce various serious complications from the standpoint of processing and recording, but it would re-introduce the old principle of separate correspondence between the State Department and the Secretaries of War and the Navy, the avoidance of which had been considered so desirable. He stated that any paper signed by the Chairman of SWNCC, who is always the State Department member, must necessarily imply that the paper has been cleared with the Secretary of State or the Acting Secretary of State, if this is considered necessary. Large numbers of papers are signed by Mr. Hickerson in the name of the Secretary of State or the Acting Secretary of State from time to time, some of which he takes up with them and some of which he does not discuss with them. It is his duty to decide when these must be so taken up and, if he makes a mistake, that is his responsibility for which he will be answerable. Therefore, he feels that it is unnecessary in the circumstances

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

for SWNCC papers to be transmitted to the Navy Department by the State Department.

COLONEL McCARTHY then mentioned the fact that in the early days SWNCC papers emanating from the Committee and signed by the Assistant Secretary of State as Chairman had indicated on their face that they were forwarded "on behalf of the Secretaries of War and the Navy" and that the same statement could be made with reference to the Secretary of State if necessary in order to indicate to the Navy the Secretary of State's position on the matter. There was no doubt but that SWNCC papers represented the complete position of certainly the War Department on such papers. He also felt that it would be impracticable to have SWNCC papers transmitted by the Secretary of State to the Navy Department.

MR. HICKERSON then indicated that it could be understood that SWNCC papers were issued on behalf of the Secretaries of State, War and the Navy and that an agreement could be drawn up to that effect to be signed by the three Secretaries.

MR. DOWNEY stated that this would meet with his approval, and he suggested that he draft such an agreement which would be a very short one.

MR. HICKERSON suggested that, unless there was an urgent need to complete the matter at once, it should be postponed until the return of SWNCC members from Potsdam. MR. DOWNEY agreed. It was left, however, that he would draft the agreement now anyhow and submit it to Mr. Hickerson.

The meeting then adjourned.

* * * * * * * * *

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

In a subsequent conversation between COLONEL McCARTHY and COLONEL BONESTEEL of OPD in which the question of the JCS requesting that as soon as SWNCC papers are approved JCS be notified so that they can forward them to Theater Commanders for implementation, if necessary, COLONEL BONESTEEL stated that the JCS does not issue any papers to Theater Commanders directly unless they are messages expressly drawn by JCS to Theater Commanders, all regular JCS papers being forwarded to Theater Commanders by the Navy and the Operations Division of the W.D.G.S., respectively, as determined by them. Furthermore, the question of reproduction and processing by JCS would raise considerable difficulty.

However, COLONEL BONESTEEL stated that he had prepared a memorandum which he was taking over today to Admiral Edwards and which would establish a procedure whereby the Navy and the War Department act in agreement on the sending out of SWNCC papers to Theater Commanders. This will be taken up with Admiral Edwards prior to its being sent to SWNCC.

It would appear that, if such an agreement is entered into between the War Department and the Navy Department, no agreement between the three Secretaries may be required.

P.G.P.

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

310

RESTRICTED

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WAR DEPARTMENT
CLASSIFIED MESSAGE CENTER
INCOMING CLASSIFIED MESSAGE

SECRET TOT
PRIORITY

(PARAPHRASE NOT REQUIRED)

PARAPHRASE NOT REQUIRED PER EXCEPTIONS PARAGRAPH 44g AR 380-5

From: TERMINAL

To: War Department

No: VICTORY 71 18 July 1945

To AGWAR for Weller McCarthy SWNCC from Gerhardt signed McCloy, VICTORY 71.

Formation of SWNCC panel at TERMINAl reference WAR 33444 has approval of Dunn.

End

Send copy direct to

ACTION: Col C W McCarthy (Room 178, State Dept)

CM-IN-18008 (18 Jul 45) DTG 181400Z rel

SECRET

587

Mag Tester

2

COPY No.

THE MAKING OF AN EXACT COPY OF THIS MESSAGE IS FORBIDDEN

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WAR DEPARTMENT
CLASSIFIED MESSAGE CENTER
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SWNCC
COL. McCARTHY
COMDR. RICHARDSON
MR. R. E. COX
LT. COL. PENNOYER
LT. COMDR. GEILFUSS
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

ACTION: Col C W McCarthy

CM-IN-18008 (18 Jul 45) DTG 181400Z rel

SECRET

1

COPY No.

THE MAKING OF AN EXACT COPY OF THIS MESSAGE IS FORBIDDEN

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RESTRICTED

20 July 1945

MEMORANDUM FOR THE SECRETARY, GENERAL STAFF:

It is requested that the following message be transmitted:

TERMINAL FOR McCLOY FOR GERHARDT FROM McCARTHY

NOTIFICATION REQUESTED OF APPROVAL BY SWNCC PANEL OR BY THE PRESIDENT OF EITHER SWNCC, IPCOG OR CORRESPONDING JCS PAPERS PD REPORT BY JCS OR SWNCC NUMBER ONLY.

CHARLES W. McCARTHY
Secretary

SWNCC FILE

RESTRICTED

(46)

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

3/10 - Trieste

RESTRICTED

19 July 1945

COPY NO. 40

STATE-WAR-NAVY COORDINATING COMMITTEE

MEMORANDUM FOR INFORMATION NO. 14

BERLIN PANEL OF SWNCC

Note by the Secretaries

1. During the period of the Tri-Governmental Conference in Berlin, papers which pertain to subjects being discussed at that conference and which require action by the State-War-Navy Coordinating Committee will be transmitted by the State-War-Navy Coordinating Committee Secretariat in Washington to a panel of SWNCC sitting at the Conference, composed of Mr. Dunn, Mr. McCloy and a representative of Mr. Gates.

2. Colonel H. A. Gerhardt, USA, will act as SWNCC secretary for the Berlin panel during this period.

CHARLES W. McCARTHY

ALVIN F. RICHARDSON

RAYMOND E. COX

Secretariat

46

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SAVE

Memo for Rec. #1.

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

RESTRICTED

17 July 1945

MEMORANDUM FOR INFORMATION:

Subject: Berlin Panel of SWNCC.

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CHARLES W. McCARTHY
Secretary

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

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DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

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DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

WAR DEPARTMENT

WAR DEPARTMENT GENERAL STAFF

OPERATIONS DIVISION

WASHINGTON 25, D. C.

10 May 1945

SUBJECT: Additional Copy of SWNCC Papers

TO: SWNCC Secretariat

One additional copy of SWNCC papers concerning Latin America is requested by this office. This copy will be circulated to Brigadier General W. J. Morrissey, Deputy G-4, War Department, for information and comment.

FOR THE CHIEF, PAN AMERICAN GROUP:

P. W. EDWARDS
Colonel, GSC
Deputy Chief, Pan American
Group, OPD-WDGS

386

45

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

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P. W. EDWARDS
Colonel, GSC
Deputy Chief, Pan American
Group, OPD-WDGS

COPY TO ACCOMPANY ORIGINAL

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

STATE-WAR NAVY COORDINATING
COMMITTEE

STATE

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

WAR

W Tolv Col. Whitson
_____ Col. McCarthy
_____ Major Field
_____ Lt. Massa

NAVY

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

_____ Note
_____ Circulate
_____ File

REMARKS: To Col. Whitson
Is this O.K? Geo.

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

SAVE

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

February 21, 1945

The Secretariat:

Mr. Orchard has requested that copies of Top Secret papers issued by this Committee be forwarded to Mr. Taft, who is Special Assistant to Mr. Clayton.

This is circulated for your information and comments.

R.E.C.

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

SAVE

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

310.

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

February 22, 1945

MEMORANDUM FOR MAJOR FIELD

Subject: Distribution within the State Department of SWNCC papers.

Mr. Dunn today directed that the only general distribution of SWNCC papers within the State Department should be to Secretary Stettinius; Under Secretary Grew and to Mr. Dunn as Chairman of SWNCC.

He wishes that all SWNCC papers on special subjects of interest to specific divisions or offices within the Department be forwarded to them as the special subjects develop; for instance, the papers on the subject of French Rearmament should go not only to the Ad Hoc Committee working on the subject but to the Office of European Affairs (EUR) and the Division of Western European Affairs (WE).

This may prove somewhat complicated, but Mr. Moseley and I can let you know in each case just what distribution should be made.

Any requests from other sources within the State Department to be placed on SWNCC's general distribution list can be told that general circulation under the Chairman's direction is confined to the Secretary, Under Secretary and Assistant Secretary Dunn.

R.E.C.

cc: HWMoseley

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DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

SAVE U.S. ARMY WAR SAVINGS BONDS

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

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

February 22, 1945

A-D
Mr. Dunn,

Mr. Taft, Special Advisor to Mr. Clayton, has asked for all copies of SWNCC papers. At the present time the State Department distribution of all SWNCC papers is as follows:

Secretary	Under Secretary
Mr. Dunn	Mr. Clayton
Mr. Rockefeller	Mr. Taft

This morning a Donald C. Blaisdell, Associate Director of the Division of International Security Affairs, requested that he be placed on the list for distribution of all SWNCC papers.

This raises the question of what distribution you feel should be given within the State Department of these papers. Should they be confined to the above list or be distributed to additional personnel such as all those on the assistant secretary level and to directors of offices? I think that you will agree that the smaller the distribution the less likelihood that SWNCC will get involved with divisions and offices wishing some sort of participation in SWNCC activities.

It may be possible for you to arrange that if papers are to go to all persons on the assistant secretary level, those persons should be charged with making them available when necessary to subordinate offices under their responsibility.

Will you please give me a ruling on this matter for Secretariat guidance?

War & Navy each have up to present a distribution of about 14 sets.

R.E.C.

A-D-SWNC:RECox:djf

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COPY

312.

Serial 41313
Op-13/mj

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON

11 January 1945

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

Subj: Distribution List.

1. It is requested that Rear Admiral Lyal A. Davidson, Director of the Central Division, and Captain L. S. Sabin, Officer in Charge of the Military Government Section, Central Division, Office of the Chief of Naval Operations, be placed upon the distribution list of the State, War, Navy Coordinating Committee, in order that they may be furnished with copies of papers coming before the Committee, its agenda, decisions, and the minutes of its meetings; also, copies of all papers relating to the work of any ad hoc Working Party of which a representative of the Central Division is a member.

(s) L. A. Davidson
L. A. DAVIDSON

COPY

42

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDC # 740132

RESTRICTED

7 June 1945

ROSTER OF
STATE-WAR-NAVY COORDINATING COMMITTEE AND SUBCOMMITTEES

COMMITTEE

Mr. James Clement Dunn - Assistant Secretary of State, Chairman.
Mr. John J. McCloy - Assistant Secretary of War.
Mr. Artemus L. Gates - Assistant Secretary of the Navy for Air.

Advisor to Assistant Secretary of the Navy for Air

Vice Admiral Russell Willson, USN (N-62995)

SECRETARIAT

Secretaries

STATE

Mr. Raymond E. Cox (S-2685 and 2163)
Mr. Harold W. Moseley (S-2685, 2163, and 2563)
Mr. John P. Gardiner (S-2685, 2163 and 2563)

WAR

Colonel Charles W. McCarthy, GSC - Secretary (W-79131)
Lt. Colonel Paul G. Pennoyer, GSC (W-79131)

NAVY

Commander Alvin F. Richardson, USN (N-3151)
Lt. Comdr. John D. Rockefeller, 3rd, USNR (N-3151)
Lt. Comdr. John C.Geilfuss, USNR (N-3151)

Executive Secretary

Lt. Colonel Virgil F. Field, GSC (W-79131)

Assistants

Major William E. Gunther, FA (W-79131)
1st Lt. Eleanor L. Spittall, WAC (W-79131)
Ensign Florence Whiteside, (W)USNR (N-3151)

SUBCOMMITTEES

For European Affairs

STATE

Mr. H. Freeman Matthews (S-524)
Mr. John D. Hickerson (alternate) (S-2125)

WAR

Major General J. H. Hilldring (W-6444)
Colonel R. H. Wilmer (alternate) (W-4891)

NAVY

Captain William H. Vanderbilt (alternate) (W-71006)

SECRETARY

Ensign Florence Whiteside, (W)USNR (N-3151)

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Working Party to Review Directives and Procedures for Seizure of Captured Enemy Archives

STATE

Mr. Harold C. Vedeler, Steering Member (S-2029)
Mr. Richard Humphrey (S-2752)

WAR

Colonel A. H. Alexander (W-6651)
Major John H. Pritchard (W-72002)

NAVY

Lt. Commander Walter M. Whitehill (N-7867)
Lt. Commander S. A. Dulany Hunter (N-3888)

For Pacific and Far Eastern Affairs

STATE

Mr. Eugene H. Dooman (S-453)
Mr. Edward Martin (alternate for economic matters) (S-3019)
Dr. George H. Blakeslee (alternate for political matters) (S-2326)

WAR

Major General George V. Strong (W-77177)
Col. C. Stanton Babcock (alternate) (W-77394)
Major General John B. Brooks (W-79356)

MEMBER FOR CIVIL AFFAIRS MATTERS

Major General John H. Hilldring (W-6444)
Lt. Col. Daniel C. Fahey (alternate) (W-74679)

NAVY

Captain Lorenzo S. Sabin (W-6970)

SECRETARY

Lt. (j.g.) M. E. McDonald (N-62546)

For Technical Information Security Control

STATE

Mr. Frederick Exton (Chairman) (S-558)

WAR

Brig. General J. F. Phillips, AAF (W-71500)
Lt. Colonel W. W. Goodman (AAF alternate member) (W-6767)
Lt. Colonel W. C. Strecker, ASF (W-72810)

NAVY

Lt. Commander Kelso Daly (N-4515)

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For Latin American Affairs

STATE

Mr. Avra M. Warren, Chairman (S-626)

WAR

Major General Robert LeG. Walsh (W-6551)
Brig. Gen. Kenner F. Hertford (W-5737)
Major William E. Gunther (W-79131)

NAVY

Rear Admiral William O. Spears (N-2389)

SECRETARY

Mr. John C. Dreier, State Dept. (S-2308)

For Rearmament

STATE

Mr. Paul T. Culbertson, Steering Member (S-2124)
Mr. Harold W. Moseley (alternate) (S-2563)

WAR

Lt. Colonel J.D. Bristor, USA (WDGS) (W-71932)
Lt. Colonel F. B. Linton, USA (ASF) (W-4784)
Lt. Colonel W.M. Burgoyne, USA (AAF) (W-71172)

NAVY

Rear Admiral W. O. Spears, USN (N-2389) (Member for Latin American countries)
Commander C.B. Gary, USNR (N-4072) (Member for other than Latin American countries.)

- - -

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SAVE U.S. ARMY CONSERVATION PROGRAM

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

File

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

10 April 1945

MEMORANDUM FOR MR. DUNN
MR. LOVETT
MR. GATES

Subject: Relationship of State-War-Navy Coordinating Committee to Air Coordinating Committee.

1. In view of the organization of the Air Coordinating Committee ("ACC"), it is considered desirable that the relationship of SWNCC to ACC be defined and that certain procedures between the two Committees be authorized.

2. The Interdepartmental Memorandum, dated 27 March 1945 setting up the Air Coordinating Committee ("ACC"), in paragraph 9 provides for close liaison between its members and those of SWNCC in their respective departments.

IT IS RECOMMENDED that, in cases where such liaison is accomplished directly between members of SWNCC and of ACC on matters of concern to SWNCC, the SWNCC members in question advise the SWNCC Secretariat thereof so that it may be guided accordingly.

3. Paragraph 9 of the Interdepartmental Memorandum organizing ACC provides as follows:

"Specific subjects may be referred by the State-War-Navy Coordinating Committee to the Air Coordinating Committee and vice versa, either for appropriate disposition or for specific report."

IT IS RECOMMENDED that the Secretariat of SWNCC be authorized to refer to ACC and to accept from ACC any subjects which the Secretariat deems appropriate. In general, references to ACC will be confined to subjects on which advice or action on air matters is needed by and cannot be procured within SWNCC. In addition, provided, in the judgment of the SWNCC Secretariat, security requirements are met, ACC will be furnished information concerning, or copies of papers on, questions which are considered of interest to it from an air standpoint. Acceptance of subjects from ACC for action or advice will be limited to those within the general scope of SWNCC. Doubtful cases, whether of reference or acceptance, will

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first be cleared with the SWNCC members who will also be kept informed regarding all matters referred to or accepted from ACC.

4. ACC is to have a permanent Secretariat to be located in the building occupied by the Department of Commerce.

IT IS RECOMMENDED that the SWNCC Secretariat maintain close liaison with the ACC Secretariat and furnish the latter informally with any information which may be considered to be of interest to ACC, provided in the judgment of the SWNCC Secretariat, security requirements are met.

5. It is understood that ACC has not established any procedure for submitting questions to the J.C.S. and that ACC may desire SWNCC to submit papers to the J.C.S. on behalf of ACC.

IT IS RECOMMENDED that the SWNCC Secretariat be authorized, if ACC so desires, to make arrangements to submit papers to J.C.S. on behalf of ACC, in order to enable the existing procedure between SWNCC and the J.C.S. to be utilized.

6. If you approve of the above recommendations you are requested to so indicate below.

CHARLES W. McCARTHY
Secretary

APPROVED: J. C. Dunn

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SECRET

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INTERDEPARTMENTAL MEMORANDUM REGARDING
ORGANIZATION OF AIR COORDINATING COMMITTEE

1. There is a steadily increasing number of subjects pertaining to aviation which call for consultation and coordinated action by the departments and agencies of the Federal Government that are charged with responsibilities in the aviation field. In order to facilitate and promote these objectives the undersigned believe it desirable to create, and hereby do create, an Air Coordinating Committee which shall consist of representatives, hereinafter designated, of the State, War, Navy and Commerce Departments.

2. The functions of the Air Coordinating Committee will be to examine aviation problems and developments affecting more than one department or agency, to coordinate the activities of the Government departments and agencies interested in this field, and to recommend integrated policies for and actions by the departments represented on the Committee, or by the President or any other Government agency charged with responsibility in the field, all in accordance with and subject to the provisions of any present or future applicable Federal statutes.

3. The Committee will take the foregoing action on any matters relating to international or domestic aviation and affecting more than one department or agency, which may be submitted to it by the President or by any member of the Committee on behalf of his respective department, or by any other Government department or agency. The following subjects are suggested for early attention by the Committee:

In the International Field

(1) International operating rights for American commercial and military aircraft.

(2) Operating rights in United States territory for foreign commercial and military aircraft.

(3) Rights to air bases and airways, facilities, and construction, operation and maintenance thereof.

(4) Foreign problems of the Air Transport Command and Naval Air Transport Service.

(5) Assistance to be accorded to foreign governments and foreign airlines in the form of aviation training, technical advice, aeronautical equipment, airport construction, et cetera.

(6) Establishment and operation of navigational aids abroad for the benefit of United States commercial and military aircraft.

(7) Instructions to be issued from time to time to the United States representative on the Interim Council of the Provisional International Civil Aviation Organization.

SECRET

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In the Domestic Field

(1) Designation and operation of Federal airways.

(2) Federal assistance to states and municipalities in establishment of airports and facilities.

(3) Safety regulations.

(4) Search and rescue.

(5) Communications.

(6) Civil pilot training.

(7) Aviation education.

4. After the committee has unanimously recommended policy for or action by any department or agency on any subject submitted to the Committee, steps should be taken promptly to carry out such recommendation. The Committee may request special or periodic reports from any department represented on the Committee with respect to action taken in accordance with the Committee's recommendation, and is charged with the responsibility of following each such matter closely so as to be in a position to assist in the completion of the objective or to make further recommendations.

5. The Secretary of State, the Secretary of War, the Secretary of the Navy, and the Secretary of Commerce will each designate a representative of their several departments to serve on the Committee, with the right in each such representative of appointing an alternate to act in his absence. The following representatives are hereby respectively designated by the undersigned until further notice:

Mr. William L. Clayton, Assistant Secretary of State;
Mr. Robert A. Lovett, Assistant Secretary of War for Air;
Mr. Artemus L. Gates, Assistant Secretary of the Navy for Air;
Mr. William A. M. Burden, Assistant Secretary of Commerce.

Mr. William L. Clayton shall act as Chairman of the Committee.

6. The Committee shall have a permanent secretariat, which shall be located at the building occupied by the Department of Commerce. Mr. Theodore P. Wright, Administrator of Civil Aeronautics, shall until further notice be the Committee's Executive Secretary. He shall be assisted by a full-time working secretary and at least one competent and experienced representative of each department represented on the Committee. The Committee is authorized to call upon any of the departments represented on the Committee for any technical advice and assistance as may from time to time be required.

7. The Committee shall invite the Chairman of the Civil Aeronautics Board, or in his absence an alternate designated by that Board, to attend each meeting of the Committee as an observer with the privilege of participating in the discussions, but not as a member of the Committee.

8. The Committee shall hold regular meetings on specified dates not less

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often than once every two weeks, and shall also hold special meetings from time to time as it may determine. It shall determine its own procedure.

9. The representatives on the Committee from the State Department, the War Department and the Navy Department shall maintain close liaison with the representatives of their respective departments on the State-War-Navy Coordinating Committee, in order that the State-War-Navy Coordinating Committee will be currently informed as to the matters under consideration by and the decisions of the Air Coordinating Committee, and vice versa. Specific subjects may be referred by the State-War-Navy Coordinating Committee to the Air Coordinating Committee, and vice versa, either for appropriate disposition or for special report.

10. The Committee may appoint permanent subcommittees or ad hoc committees for the purpose of considering and reporting on any subject or class of subjects. The Committee may also request reports from, or otherwise utilize, any present interdepartmental committees which deal with subjects within its jurisdiction and which have been constituted by the departments represented on it. If in the opinion of the Committee any such other committees should be absorbed by the Committee, or be reconstituted as subcommittees of the Committee, a report to that effect will be submitted to each of the undersigned.

11. Appropriate notice shall be given to key personnel of the departments represented on the Committee of the organization and functions of the Committee. Such personnel will be directed to bring to the attention of their respective representatives on the Committee matters which in the opinion of such personnel fall within the jurisdiction of the Committee, and can best be handled through the Committee's machinery.

12. The above-designated members of the Committee are directed to hold their initial meeting at the earliest practical date and to complete the organization of their secretariat with a minimum of delay.

(Sgd.) Joseph C. Grew
Acting Secretary of State

(Sgd.) Henry L. Stimson
Secretary of War

(Sgd.) James Forrestal
Secretary of the Navy

(Sgd.) H. A. Wallace
Secretary of Commerce

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COPY

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INTERDEPARTMENTAL MEMORANDUM REGARDING ORGANIZATION OF AIR COORDINATING COMMITTEE

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2. The functions of the Air Coordinating Committee will be to examine aviation problems and developments affecting more than one department or agency, to coordinate the activities of the Government departments and agencies interested in this field, and to recommend integrated policies for and actions by the departments represented on the Committee, or by the President or any other Government agency charged with responsibility in the field, all in accordance with and subject to the provisions of any present or future applicable Federal statutes.

3. The Committee will take the foregoing action on any matters relating to international or domestic aviation and affecting more than one department or agency, which may be submitted to it by the President or by any member of the Committee on behalf of his respective department, or by any other Government department or agency. The following subjects are suggested for early attention by the Committee:

In the International Field

(1) International operating rights for American commercial and military aircraft.

(2) Operating rights in United States territory for foreign commercial and military aircraft.

(3) Rights to air bases and airways, facilities, and construction, operation and maintenance thereof.

(4) Foreign problems of the Air Transport Command and Naval Air Transport Service.

(5) Assistance to be accorded to foreign governments and foreign airlines in the form of aviation training, technical advice, aeronautical equipment, airport construction, et cetera.

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(7) Instructions to be issued from time to time to the United States representative on the Interim Council of the Provisional International Civil Aviation Organization.

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(1) Designation and operation of Federal airways.

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(3) Safety regulations.

(4) Search and rescue.

(5) Communications.

(6) Civil pilot training.

(7) Aviation education.

4. After the committee has unanimously recommended policy for or action by any department or agency on any subject submitted to the Committee, steps should be taken promptly to carry out such recommendation. The Committee may request special or periodic reports from any department represented on the Committee with respect to action taken in accordance with the Committee's recommendation, and is charged with the responsibility of following each such matter closely so as to be in a position to assist in the completion of the objective or to make further recommendations.

5. The Secretary of State, the Secretary of War, the Secretary of the Navy, and the Secretary of Commerce will each designate a representative of their several departments to serve on the Committee, with the right in each such representative of appointing an alternate to act in his absence. The following representatives are hereby respectively designated by the undersigned until further notice:

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Mr. William A. M. Burden, Assistant Secretary of Commerce.

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7. The Committee shall invite the Chairman of the Civil Aeronautics Board, or in his absence an alternate designated by that Board, to attend each meeting of the Committee as an observer with the privilege of participating in the discussions, but not as a member of the Committee.

8. The Committee shall hold regular meetings on specified dates not less

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9. The representatives on the Committee from the State Department, the War Department and the Navy Department shall maintain close liaison with the representatives of their respective departments on the State-War-Navy Coordinating Committee, in order that the State-War-Navy Coordinating Committee will be currently informed as to the matters under consideration by and the decisions of the Air Coordinating Committee, and vice versa. Specific subjects may be referred by the State-War-Navy Coordinating Committee to the Air Coordinating Committee, and vice versa, either for appropriate disposition or for special report.

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Geo. Roberts

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WAR DEPARTMENT GENERAL STAFF CIRCULAR
No. 35-16

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
Washington, 15 June 1945

CORRESPONDENCE

Reference of Papers to State-War-Navy Coordinating Committee

1. GENERAL. Papers originating in the War Department on matters of concern to the State and Navy Departments which require coordination with the Secretaries, Under Secretaries, or Assistant Secretaries of these two Departments are prepared and processed in accordance with the provisions of this circular. Subjects within this category include politico-military matters, particularly those involving foreign policy and relations with foreign nations, *except aviation matters* of this nature. Such aviation matters will be referred to the interdepartmental Air Coordinating Committee and will be prepared and processed in accordance with instructions in War Department General Staff Circular 35-17, Reference of Papers to Interdepartmental Air Coordinating Committee. When doubt exists as to whether a matter should be referred to the Air Coordinating Committee or to the State-War-Navy Coordinating Committee, the originating agency will confer with War Department members of the two committee secretariats and on the basis of their recommendations will make the proper reference.

2. ORGANIZATION OF SWNCC. The State-War-Navy Coordinating Committee (hereafter referred to as "SWNCC") is composed of representatives from the State, War, and Navy Departments. Names of members of the Committee and its full-time Secretariat may be obtained from the Secretary, SWNCC, ext 79131.

3. KEEPING SWNCC INFORMED. Existing channels of coordination among the War, State, and Navy Departments are not affected by the operation of this Committee; however, it is essential that the Committee be kept informed of all matters, except aviation, which are the subject of correspondence between the Secretaries of the State and War or State and Navy Departments. To this end, an information copy of such correspondence for the signature of the Secretary, Under Secretary, or an Assistant Secretary of War addressed to the Secretary, Under Secretary, or an Assistant Secretary of State is prepared for the SWNCC and is marked "COPY FOR SWNCC." (See WDGS Cir 35-7, 3d page of samples, and WDGS Cir 35-13, par 2o(3)).

4. REFERRING PROBLEMS TO SWNCC. When there is a question as to the desirability of referring a problem to SWNCC, the advice of the SWNCC Secretariat should be obtained prior to preparation of the papers.

a. A question to be referred to SWNCC requires the following papers:

(1) A *Summary Sheet* addressed to the Deputy Chief of Staff and signed by the head of the agency initiating the matter.

(2) A *memorandum of reference* addressed to the Chairman, SWNCC and signed by the Assistant Secretary of War.

(3) A paper entitled *"Statement by the War Department"* containing a brief consideration of the problem, conclusions, and recommendation.

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(4) The phrase, "Statement by the War Department," underscored and centered two spaces below preceding material.

f. *Body.* The body of the Statement is divided into sections as follows:

(1) THE PROBLEM. This heading is typed in capital letters, underscored, and centered two spaces below the preceding phrase. (Subsequent section headings are centered in the same manner.) A brief description of the problem is stated in this section.

(2) FACTS BEARING ON THE PROBLEM. Below this heading pertinent facts and conclusions are enumerated succinctly and in logical order. The validity of all statements must be carefully verified and appropriate references noted, particularly to previous SWNCC decisions, if any, relating to the problem. Data supporting the facts and necessary discussion are attached in the form of tabs and are referred to parenthetically; for example, (See TAB "A").

(3) CONCLUSION(S). Below this heading are listed conclusions drawn from the facts given. When appropriate, conclusions may be omitted or may be combined with the recommendations under the heading "CONCLUSIONS AND RECOMMENDATIONS."

(4) RECOMMENDATION(S). The last section contains a brief and clear statement of action recommended. If more than one recommendation is made, a separate paragraph is used for each one.

g. *Signature.* Signature information is omitted from the Statement, and it is not signed or initialed.

h. *Inclosures.* Attachments to the Statement are labeled tabs, and are lettered "A," "B," etc. They are referred to appropriately in the body of the Statement. A letter or memorandum recommended for dispatch by SWNCC is prepared in draft form, double-spaced on legal-sized paper, and is attached as the first tab. Details of address, salutation, complimentary close, and signature are omitted. The page on which the draft begins should bear the word "DRAFT" centered at the top of the page with a heading below it to identify the communication; for example, MEMORANDUM FOR THE SECRETARY OF STATE.

8. ENVELOPES. Envelopes are prepared in accordance with security regulations and they must be of sufficient size to accommodate all of the material to be forwarded. The envelope address is:

State-War-Navy Coordinating Committee
Room 178
Department of State
Washington 25, D. C.

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Geo. Roberts

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WAR DEPARTMENT GENERAL STAFF CIRCULAR
No. 35-16

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5. **SUMMARY SHEET.** The Summary Sheet is prepared to furnish the Office, Chief of Staff the background and a summary of the material being referred to SWNCC; to state the action recommended; and to show War Department coordination. If the Deputy Chief of Staff approves transmittal of the papers to the Assistant Secretary of War for reference to SWNCC, this fact is indicated by initials or signature above an approval stamp on the Summary Sheet. (See Copies Required, p 5, and sample on p 6)

6. **MEMORANDUM OF REFERENCE TO SWNCC.** This memorandum is addressed to the Chairman, SWNCC, and is signed by the Assistant Secretary of War. It is prepared according to instructions contained in Staff Circular 35-13, Preparation of Papers for Signature in the Office, Secretary of War. (See Copies Required, p 5, and sample on p 7)

7. **STATEMENT BY THE WAR DEPARTMENT.** This document is the inclosure to the memorandum of reference to SWNCC. It presents briefly: the problem, facts bearing on the problem, conclusions, and recommendations. The Statement should not exceed two pages in length, additional material required to amplify the subject being included as "tabs." Reference to this material should be made appropriately in the body of the paper The Statement is prepared as follows: (See Copies Required, p 5, and sample on p 8)

a. *Spacing.* Typing is double-spaced on legal-sized white bond paper (8 x 12½ inches). Left and right margins are one inch; top and bottom margins are not less than 1¼ inches.

b. *Paragraphing.*

(1) Paragraph indentation, numbering, and subdivision follow standard military practice.

(2) A new series of paragraph numbers (beginning with 1) is used for each tab.

c. *Abbreviations.* Use of abbreviations is to be avoided in preparation of papers for submission to SWNCC.

d. *Page Numbering.* Pages of the Statement by the War Department and appended material are numbered consecutively straight through, beginning with the second page as 2. Arabic numbers are used and they are centered one inch from the bottom of the page with no dashes or other punctuation marks setting them off.

e. *Heading.* The heading consists of--

(1) *Security classification* typed in capital letters in the upper left corner, beginning at the margin.

(2) *Subject or title of the case* typed in capital letters, underscored, and centered horizontally on the page 1¼ inches from the top.

(3) *References,* if any, to pertinent SWNCC papers or previous cases, listed immediately below the title.

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Room 178
Department of State
Washington 25, D. C.

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9. **MISCELLANEOUS.**--a. Attached to this circular are samples of the papers required in referring matters to SWNCC. Additional copies of the circular and samples may be obtained from the Publications Unit, Statistics Branch, Office of the Chief of Staff, extension 71730.

b. Additional information on preparing papers for submission to SWNCC and instructions for handling unusual cases not covered in this general guide may be obtained from Personnel and Administrative Branch, Office of the Chief of Staff, extension 71512.

BY DIRECTION OF THE DEPUTY CHIEF OF STAFF:

H. I. HODES
Brigadier General, GSC
Assistant Deputy Chief of Staff

Attachments:
Copies Required
Sample Summary Sheet
Sample Memo for SWNCC
Sample Stm by WD

DISTRIBUTION
"X"
(Chiefs, deputies, executives, administrative assistants, supervisors, and secretarial personnel of the Chief of Staff Group)

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

COPIES REQUIRED - PAPERS FOR REFERENCE TO STATE-WAR-NAVY COORDINATING COMMITTEE

Copies to be Prepared	Stationery	Special Treatment or Routing
SUMMARY SHEET		
Original	WD AGO Form 520	
OCofS copy (courtesy)	White tissue	Marked: Copy for OCofS
Comeback copy	Yellow tissue	Marked with name and room number of preparing office
Stayback copy	White tissue	Retained by preparing office pending return of comeback copy
MEMORANDUM FOR CHAIRMAN, SWNCC		
Original	Office of Assistant Secretary of War letterhead	
Courtesy copy	White tissue	Accompanies original to addressee
OCofS copy	White tissue	Marked: Copy for OCofS
Comeback copy	Yellow tissue	Marked with name and room number of preparing office
Stayback copy	White tissue	Retained by preparing office pending return of comeback copy
STATEMENT BY THE WAR DEPARTMENT and tabs		
Original	Legal size white bond (8 x 12½")	
Courtesy copy	White tissue (8 x 12½")	Accompanies original to SWNCC
OCofS copy	White tissue	Marked: Copy for OCofS
Office file copy	White tissue	Retained in office of preparation

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

SAMPLE OF SUMMARY SHEET TO COVER PAPERS SUBMITTED TO THE DEPUTY CHIEF OF STAFF FOR TRANSMITTAL TO THE STATE-WAR-NAVY COORDINATING COMMITTEE

WAR DEPARTMENT

SUMMARY SHEET

FOLD OVER PAPERS AND CLIP

TO				FOR			FROM	OFFICE OF PREPARATION
	~~3~~ ~~LLD~~	~~2~~ ~~G-4~~	4 DCofS		4	APPROVAL		WDGAP - Pers Pol Br
	G-1	OPD	5 ASW		5	SIGNATURE		GRADE—SURNAME—PHONE
	~~1~~ ~~G-2~~	CHIEF OF STAFF			1-2-3	CONCURRENCE		Col Robertson/71512
	G-3	SECRETARY OF WAR						

FILE No.	SUBJECT	DATE
282.3	Preparation of Papers for Reference to State-War-Navy Coordinating Committee	30 April 1945

SUMMARY

1. Necessary space in this section is used to summarize facts concerning the case being presented, giving essential background information.

2. Only very brief consideration is necessary on the Summary Sheet unless the subject is a new one on which the Deputy Chief of Staff should have more detailed background.

RECOMMENDATION

3. In this section the recommendation is made that the attached papers be approved by the Deputy Chief of Staff and forwarded to the Assistant Secretary of War for signature on the memorandum and reference to SWNCC.

COORDINATION

4. It is essential that full information be given regarding coordination effected with all War Department agencies having a material interest in the case. Formal concurrences may be indicated as shown below, and nonconcurrences, if any, should be resolved or adequately explained.

G-2 (Telly) S. H. Young, Brig Gen, GSC, Executive - 1 May 45
G-4 (Kenneth) Kenneth M. Franklin, Major General, GSC, ACofS, G-4, 2 May 45
LLD (O.G.B.) Oliver G. Brown, Lt Col, GSC, Exec - 4 MAY 1945

2 Incls
1. Memo of reference for sig ASW with 1 incl
2. Stm by WD with 3 incls

John W. Doe
JOHN W. DOE
Major General, GSC
Assistant Chief of Staff, G-1

WD AGO FORM 520
1 MAR 1945

THIS FORM SUPERSEDES WD AGO FORM 520, 26 AUGUST 1944, WHICH MAY BE USED UNTIL EXISTING STOCKS ARE EXHAUSTED.

25-28568-75M

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

SAMPLE OF MEMORANDUM FOR THE CHAIRMAN,
STATE-WAR-NAVY-COORDINATING COMMITTEE

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

MEMORANDUM FOR CHAIRMAN, STATE-WAR-NAVY
COORDINATING COMMITTEE:

SUBJECT: Title of Case Being Referred

The inclosed papers are referred to the State-War-Navy Coordinating Committee for consideration, with the recommendation that the proposed memorandum be prepared and forwarded to the Secretary of State.

1 Incl
Stm by WD with
3 incls

JOHN J. McCLOY
Assistant Secretary of War

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

SAMPLE OF STATEMENT BY THE WAR DEPARTMENT

CONFIDENTIAL

TITLE OF CASE BEING REFERRED

References: a xxxxxxxxxxxxxxxxxxxxx
b xxxxxxxxxxxxxxxxxxxxxx
c xxxxxxxxxxxxxxxxxxxxxxxxx

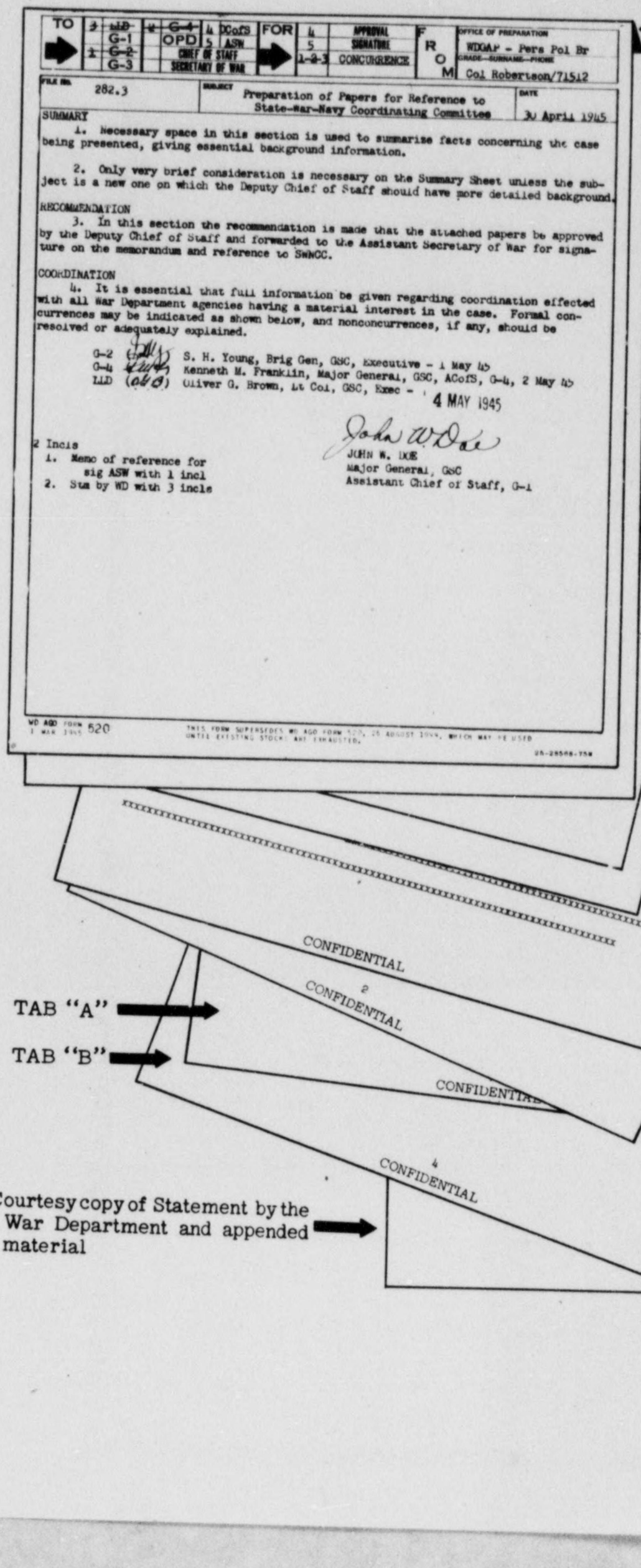
Statement by the War Department

THE PROBLEM

1. xxxxxxxxxxxxxxxxxxxx

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

ARRANGEMENT OF COPIES - PAPERS PREPARED FOR REFERENCE TO STATE-WAR-NAVY COORDINATING COMMITTEE



TO: ~~3 WPD~~ ~~4 G-4~~ G-1 OPD G-2 G-3 ~~4~~ 5 OCofS ASW CHIEF OF STAFF SECRETARY OF WAR

FOR: 4 APPROVAL 5 SIGNATURE 1-2-3 CONCURRENCE

FROM: OFFICE OF PREPARATION WDGAP - Pers Pol Br; GRADE—SURNAME—PHONE Col Robertson/71512

FILE NO. 282.3

SUBJECT: Preparation of Papers for Reference to State-War-Navy Coordinating Committee

DATE: 30 April 1945

SUMMARY

1. Necessary space in this section is used to summarize facts concerning the case being presented, giving essential background information.

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G-4 Kenneth M. Franklin, Major General, GSC, ACofS, G-4, 2 May 45
LLD (ad O) Oliver G. Brown, Lt Col, GSC, Exec - 4 MAY 1945

John W. Doe
JOHN W. DOE
Major General, GSC
Assistant Chief of Staff, G-1

2 Incls
1. Memo of reference for sig ASW with 1 incl
2. Stm by WD with 3 incls

WD AGO FORM 520 1 MAR 1945 — THIS FORM SUPERSEDES WD AGO FORM 520, 25 AUGUST 1944, WHICH MAY BE USED UNTIL EXISTING STOCKS ARE EXHAUSTED.

25-28568-7SH

Summary Sheet

OCofS (courtesy) copy of Summary Sheet

Memorandum of reference from ASW to SWNCC

Courtesy copy of memorandum of reference

Statement by the War Department page 1

page 2

CONFIDENTIAL

2

CONFIDENTIAL

TAB "A"

TAB "A"

TAB "B"

CONFIDENTIAL

4

CONFIDENTIAL

TAB "B"

ENTIAL

Courtesy copy of Statement by the War Department and appended material

25-43664-2M

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

INFORMAL POLICY COMMITTEE ON GERMANY
WASHINGTON, D.C.

22 June 1945

MEMORANDUM FOR MR. WHITE, TREASURY DEPARTMENT:

Subject: Informal Clearance of IPCOG Papers.

1. On 12 June 1945 there was forwarded to your office a memorandum requesting that IPCOG 9 be approved by the Treasury Department. This paper was cleared by State, War and Navy Departments and FEA on 18 June 1945.

2. In view of the urgency of forwarding this document to the American Commander in Austria, it is requested that an expression or comment by your Department be forwarded to the Secretariat

3. The system for clearing papers informally was devised to eliminate the necessity for formal meetings. To make this system work it is necessary to set up within each Department a method of processing papers which will enable prompt action to be taken on matters presented to it by the Secretariat. It is considered that the normal time to clear any type of paper should not exceed five days.

4. It will be greatly appreciated if you will take the necessary steps to insure the prompt informal clearance of all IPCOG papers within the Treasury Department in the shortest time possible so that the Secretariat can expedite the implementation of IPCOG decisions.

For the Informal Policy Committee on Germany:

ALVIN F. RICHARDSON
Acting Secretary

SWNCC FILE

38

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

Cy for Col Field
SWNCC Secretariat

SECRET

310

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

26 May 1945

MEMORANDUM FOR THE AC OF S, OPERATIONS DIVISION:

SUBJECT: Distribution of SWNCC Papers

1. There is no prohibition by SWNCC on the distribution of Japanese policy papers to the appropriate theater. However, since the papers are coming off the production line in an unrelated and illogical sequence, it is the opinion of SWNCC that they should be fed out to the theaters in rational sequence.

2. My recommendation is that no Japan papers be sent to the Southwest Pacific Theater until he has at least a civil affairs section established on his staff. That should occur within the next month.

SWNCC	
COL. McCARTHY	
COMDR. RICHARDSON	
MR. R. E. COX	
LT. COL. PENNOYER	
LT. COMDR. GEILFUSS	
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	

/s/ J. H. Hilldring
J. H. HILLDRING
Major General
Director, Civil Affairs Division

SECRET

COPY 37

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

STATE-WAR-NAVY COORDINATING
COMMITTEE

STATE

___ Mr. Cox
___ Mr. Moseley
___ Mr. Gardiner

WAR

Col Colonel McCarthy
___ Lt. Colonel Pennoyer
___ Major Field
___ Major Gunther
___ Lt. Spittall

NAVY

___ Commander Richardson
___ Lt. Comdr. Rockefeller
___ Lieutenant Geilfuss
___ Ensign Whiteside

___ Note
___ Circulate
___ File

REMARKS: Procedure file

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

SAVE

THE JOINT CHIEFS OF STAFF

WASHINGTON 25, D. C.

31

17 May 1945

MEMORANDUM FOR COLONEL C. W. MC CARTHY, STATE-WAR-NAVY COORDINATING COMMITTEE

Subject: Memo for Record on Coordination with SWNCC to reduce duplication

Enclosure: Memorandum for the record, dated 15 May 45, subject as above (5 copies)

The enclosure is furnished for your information and file.

F. R. SWEENEY
Colonel, GSC
Assistant Secretary

36

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

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THE JOINT CHIEFS OF STAFF
WASHINGTON 25, D. C.

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THE JOINT CHIEFS OF STAFF

15 May 1945

MEMORANDUM FOR THE RECORD:

Subject: Coordination with SWNCC to reduce duplication.

The following procedure has been approved by General McFarland and Colonel McCarthy to reduce duplicate work in the production of J.C.S., J.C.S. Committee and SWNCC papers.

1. SWNCC will circulate its papers on 8½ x 14" stock, the size now used for J.C.S. papers.

2. When SWNCC requests collaboration by a J.C.S. agency on one of its papers, it will furnish J.C.S. with one copy and the stencils from which the paper was run.

3. The SWNCC stencils will be used to reproduce a J.C.S. paper with a J.C.S. cover page substituted for the SWNCC cover page. The note by the J.C.S. Secretariat will show the disposition of the paper and the SWNCC number under which the paper was originally circulated by that committee (see Enclosure for specimen). The SWNCC number will be blocked off the stencils and the J.C.S. number substituted.

4. Subsequent slants to the SWNCC paper issued while the original paper is still under discussion will be issued as slants to the J.C.S. series under the same procedure as in paragraphs 2 and 3 above.

5. The report by the J.C.S. agency, including the report of the SWNCC subcommittee with which it has been collaborating, will be issued as a slant in the J.C.S. series. Twenty-five copies will be run for delivery to SWNCC on approval of the paper.

6. The J.C.S. will advise SWNCC of their opinion by a memorandum signed by the Secretary, J.C.S. and will send 25 copies of the J.C.S. paper (paragraph 5) to SWNCC. SWNCC will substitute its own cover page for the J.C.S. cover page and circulate the paper as a slant in the SWNCC series.

F. R. SWEENEY,
Colonel, G.S.C.,
Assistant Secretary.

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

E N C L O S U R E

S P E C I M E N

TOP SECRET

COPY NO._____

J.C.S. 1342

18 March 1945

Pages 1-8, incl.

JOINT CHIEFS OF STAFF

PROTECTION OF UNITED NATIONS' NATIONALS IN GERMANY AND QUESTIONS RELATING TO GERMAN-OCCUPIED TERRITORIES AFTER SURRENDER

Note by the Secretaries

1. The enclosed dispatch from the European Advisory Commission, circulated as SWNCC 41/D, has been referred to the Joint Civil Affairs Committee for collaboration with the State-War-Navy Coordinating Subcommittee for Europe by presenting the military implications.

2. The Joint Civil Affairs Committee will submit the report of the subcommittee to the Joint Chiefs of Staff with a recommendation from the military point of view.

A. J. McFARLAND,

E. D. GRAVES, JR.,

Joint Secretariat.

S P E C I M E N

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Colonel, G.S.C.,
Assistant Secretary.

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

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E. D. GRAVES, JR.,

Joint Secretariat.

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A-D - Mr. Raymond Cox, Deputy Sec'y SWNCC

DATE: May 24, 1945

FROM : TRC - Mr. Taft

SUBJECT:

Confirming our conversation, and the arrangement earlier made through Mr. Hickerson, the agenda of the State-War-Navy Coordinating Committee is to go in advance to Mr. Clayton's office, in order to advise him of any matters which may be of interest to any of the economic offices. The original arrangement was that this should come to me. Since I am now the Director of one of the offices, rather than Mr. Clayton's assistant, it should be directed instead to Mr. John Orchard, Room 301 State. Mr. Orchard will then advise the appropriate economic officers of any matters of interest, and they will then make inquiry directly to you about the matter.

Charles P. Taft

cc to Mr. Orchard
Mr. Mason
Mr. Collado
Mr. Haley

TRC:CPTaft:chj

35

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

Church Lt Comdr R.L. 4178

Depositions re Radio & Radiobroadcast Communication Subjects.

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

RESTRICTED

19 May 1945

COPY NO. 40

STATE-WAR-NAVY COORDINATING COMMITTEE

POLICY MEMORANDUM NO. 2

SUBCOMMITTEE REPORTS

1. All reports submitted by subcommittees or ad hoc committees to the SWNCC secretariat for duplication and circulation for consideration by SWNCC must be accompanied by a forwarding memorandum signed by the secretary or other authorized representative of the sub- or ad hoc committee.

2. The forwarding memorandum should either state that the report has been approved by all members of the sub- or ad hoc committee or, if the members are not available, their alternates, or indicate specifically which member or members do not approve. In the latter case, a minority report by the dissenting member or members should be submitted.

3. The forwarding memorandum should also indicate what coordination has been secured with agencies outside the State, War and Navy Departments. If no such coordination has been effected, it should be stated that, in the subcommittee's opinion, no coordination is desirable outside the three departments.

4. 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 "Discussion" and "Facts Bearing on the Problem" may be included as an Appendix.

5. This memorandum supersedes SWNCC Policy Memorandum No. 1.

CHARLES W. McCARTHY

ALVIN F. RICHARDSON

RAYMOND E. COX

Secretariat

(34)

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

310 Procedure

DRAFT

POLICY MEMORANDUM NO. 2

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STATE-WAR-NAVY COORDINATI
COMMITTEE

STATE

Mr. Cox
Mr. Moseley
Mr. Gardiner

WAR

Colonel McCarthy
Lt. Colonel Pennoyer
Major Field
Major Gunther
Lt. Spittall

NAVY

Commander Richardson
Lt. Comdr. Rockefeller
Lieutenant Geilfuss
Ensign Whiteside

Note
Circulate
File

REMARKS:

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

DRAFT

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DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

Procedures 310

DRAFT--14 May 45--6 cys.

MEMORANDUM TO STATE-WAR-NAVY COORDINATING SUBCOMMITTEES AND AD HOC COMMITTEES:

Subject: Integrated Reports by J.C.S. ~~Committees~~ Agencies and SWNC Sub- (or Ad Hoc) Committees.

1. Many matters presented to the State-War-Navy Coordinating Committee by its members require consideration by the Joint Chiefs of Staff as well as by SWNCC. In order to expedite final action in such cases, a procedure has been instituted whereby SWNCC, through its Secretariat, simultaneously refers the matter to its appropriate subcommittee and to the Joint Chiefs of Staff with the request that the SWNC Subcommittee and the Joint Chiefs of Staff agency, to which the matter is referred, collaborate in preparing a report. The Joint Chiefs of Staff after acting on such a report from the military viewpoint advise SWNCC of their action by a memorandum addressed to SWNCC and delivered to the SWNCC Secretariat. In addition, copies of the report as approved by the Joint Chiefs of Staff are furnished to SWNCC for use in its action on the matter.

2. Similar collaboration may be arranged through the Secretariats in cases initiated by the Joint Chiefs of Staff.

3. It is requested that SWNC Subcommittees adhere to the following procedures on matters referred to them for collaboration with agencies of the Joint Chiefs of Staff:

a. Once the SWNC Subcommittee has been advised of the agency designated by the Joint Chiefs of Staff to collaborate in the preparation of a report, collaboration should be carried out directly and informally between the SWNC Subcommittee and the J.C.S. agency without further reference through the J.C.S. or SWNCC Secretariats.

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b. Unless specifically directed by the Secretariat, the SWNCSubcommittee 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, Subcommittee

(1) The 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 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 report is Subcommittee delivered forwarded by ~~to~~ the J.C.S. agency ~~to obtain Joint Chiefs of Staff~~ to the J.C.S.

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~~approval or comment~~, 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) ~~Where appropriate~~, To have the report include where appropriate a draft ~~forwarding~~ memorandum to the Secretary of State from SWNCC and ~~necessary~~ 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.

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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 ~~its agencies will be advised thereof.~~ 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

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DRAFT--14 May 45--8 cys.

MEMORANDUM TO STATE-WAR-NAVY COORDINATING SUBCOMMITTEES AND AD HOC COMMITTEES:

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