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10 November 1944

ARMY-NAVY COMMUNICATION INTELLIGENCE COORDINATING COMMITTEEGENERAL INFORMATION - NO. 1Note by the Secretaries

The following enclosures are transmitted to all members of the Army-Navy Communication Intelligence Coordinating Committee and its subcommittees:

- Enclosure A: Organization and Functions.
- Enclosure B: Subcommittee Functions.
- Enclosure C: Army-Navy Communication Intelligence Coordinating Committee Roster.
- Enclosure D: Army-Navy Communication Intelligence Coordinating Committee Subcommittee Roster.
- Enclosure E: Schedule of Meetings and Submission of Reports.

Lt. J. V. Connorton
Capt. R. M. Smith
ANCICC Secretariat

~~TOP SECRET~~~~TOP SECRET~~ENCLOSURE AARMY-NAVY COMMUNICATION INTELLIGENCE COORDINATING COMMITTEEOrganization and FunctionsGeneral and Membership

1. The Army-Navy Communication Intelligence Coordinating Committee (ANCICC), under the direction of higher authorities, coordinates the communication intelligence activities of the armed forces. It consists of:

Deputy Chief, Military Intelligence Service, U. S. Army.
Commanding Officer, Signal Security Agency.
Assistant Director of Naval Communications, Op-20-G.
Officer-in-Charge, Naval Communications Annex.
Assistant, Combat Intelligence, (COMINCH), U. S. Navy.

Duty and Authority

2. It is the duty of the Army-Navy Communication Intelligence Coordinating Committee to determine the major policies and to take such action as may be necessary to coordinate methods, procedures, operations, and equipment (including recommendations for the coordination of research, development, and allocation to meet operational needs) in all matters involving communication intelligence.

3. ANCICC has the authority to implement its decisions except on matters of major policy which will require the approval of higher authority.

Duties of the Secretariat

4. The work of ANCICC is conducted by standing subcommittees. The Secretariat, consisting of a representative from the Naval Communications Annex and a representative from the Signal Security Agency, is authorized to:

a. At the direction of ANCICC, assign specific tasks to particular subcommittees.

b. Render reports directly to ANCICC when subcommittee action appears unnecessary.

c. Ensure that matters pertaining to more than one subcommittee shall be considered by all subcommittees concerned, in parallel or joint session rather than in succession.

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d. Whenever practicable, set due dates for completion of subcommittee reports and arrange interim meetings of subcommittees when urgent or emergency action is necessary.

e. Under the direction of ANCICC, define the functions of subcommittees in order to minimize the need for formal cross-referencing from one subcommittee to another.

Agenda

5. The Agenda for meetings of the Army-Navy Communication Intelligence Coordinating Committee and its subcommittees shall constitute a continual inventory of all pending items. No item appearing on an Agenda is to be removed therefrom until it has been considered and acted upon. Items not originating within the ANCICC structure will be added to the Agenda as soon as received.

Completion Dates

6. ANCICC has authorized its Secretariat to fix dates for the completion of reports and other matters by ANCICC subcommittees.

Standing Subcommittees

7. ANCICC is supported by various subcommittees composed of members from G-2, ONI, SSA, and NCA.

8. The duties of a subcommittee of ANCICC are to:

a. Make recommendations to ANCICC concerning communication intelligence policies.

b. Coordinate methods, procedures, operations, equipment (including recommendations for the coordination of research, development and allocation to meet operational needs) of the communication intelligence activities within the cognizance of the subcommittee.

c. Establish its own method of procedure in carrying out its duties.

d. Implement its decisions except on matters of major policy which will be referred to ANCICC.

e. Form committees from personnel of the Army and Navy as required to assist in its performance of its duties.

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9. Each subcommittee of ANCICC may request other subcommittees for such information and assistance as may be required in connection with its duties.

Subcommittees and Their Composition

10. Each subcommittee is organized to study and report on problems arising in a designated sector of the communications intelligence field. Except as specifically authorized by ANCICC, the membership of subcommittees is limited to two representatives of the U. S. Navy and two representatives of the U. S. Army.

11. Members of the subcommittees of ANCICC have been chosen to represent the interest of their organizations and to contribute expert knowledge and experience to the solution of mutual problems. Nominations of members are made by the respective branch of the service to which the individual belongs.

Implementation at Subcommittee Level

12. Subcommittees are authorized to implement their unanimous decisions in specific matters which involve no question of policy or principle.

Meetings of Subcommittees

13. Regularly scheduled meetings will be held on or about the third Wednesday of each month, but if the urgency of subcommittee work requires, additional meetings should be held as often as necessary to enable the subcommittees to complete their work expeditiously.

Chairman

14. The chairman of each meeting of ANCICC subcommittees will be the senior officer present of the host station at which the meeting is held. Subcommittees of ANCICC will meet alternately at Signal Security Agency and Naval Communications Annex on or about the third Wednesday of each month.

Chairman's Duties

15. The responsibility for expeditious action on matters referred to a subcommittee, as well as the responsibility for the form, completeness and accuracy of its reports, rests upon the chairman of the subcommittee. It is his duty to secure a unanimous agreed decision or a detailed minority report signed by the dissenting members or the senior member of the dissenting group.

~~TOP SECRET~~Monthly Report~~TOP SECRET~~

16. a. The monthly report of the subcommittees will include (a) the agenda for the meeting; (b) minutes of the meeting; and (c) a brief resume of not more than two pages, double spaced, under three headings:

- (1) Important items discussed at the meeting.
- (2) Important items to be discussed at the next meeting.
- (3) Questions involving policy to be referred to ANCICC.

b. Two copies of the monthly report of each subcommittee will be sent to the Secretariat. Other copies will be furnished by the secretary of the subcommittee to the members of the subcommittee concerned, and to their respective commanding officers as directed.

Absences from Committee Meetings

17. a. Any subcommittee member (or alternate), if unable to attend an announced meeting, may authorize a representative of his service to act on his behalf.

b. Failing such action, any subcommittee member (or alternate) who is absent from an announced meeting is considered to have agreed with any decision taken upon the announced Agenda except when an emergency prevents his attendance. In the event of such an emergency, a request for further consideration must be given to the Secretariat at the earliest opportunity.

Committee of Primary Interest

18. When a task has been assigned a subcommittee, the subcommittee will be presumed to have primary interest in the task and will take all necessary steps to accomplish it, including special meetings and coordination with other appropriate subcommittees by joint meetings or otherwise to the end that the report on the task may be presented to the Secretariat of ANCICC with the least practicable delay. If due dates cannot be met, report of reason for the delay should be submitted to the Secretariat as soon as known but, at the latest, in time to be presented to ANCICC at its regular meeting. The report should contain a recommendation for a new due date.

Working Committees

19. Subcommittees may designate working committees to aid them in completing specific tasks. A working committee need not be composed solely of members of the subcommittee concerned. The chairman of the working committee will select the time and place of its meeting and will notify the members thereof.

~~TOP SECRET~~Expert Assistants~~TOP SECRET~~

20. Subcommittees may request the presence of specially qualified persons, military or civilian, to aid them in effectively accomplishing their work. Such persons may also serve on working committees.

Coordination

21. Complete coordination of all matters not involving policy must be effected at subcommittee level. Complete coordination requires:

a. Consultation by members of the subcommittee assigned primary interest with other subcommittees having an overlapping interest.

b. Consultation by the members of the subcommittee assigned primary interest with their respective service for advice. However, subcommittees are required to achieve solutions of the problems presented after full consideration of all pertinent factors.

Expediting of Business

22. Prompt completion of assigned tasks is essential to the effectiveness of ANCICC. Subcommittee members are to give prompt attention to work assigned to them. Whenever practicable, chairmen should appoint working committees to undertake solution of specific problems in advance of formal consideration in subcommittee meetings.

Special Recommendations - Completed Staff Work

23. Where a matter considered by a subcommittee is the subject of a recommendation to be forwarded for consideration by ANCICC, a report shall be prepared by the originating subcommittee and sent to the Secretariat. The paragraphs of each report should be numbered consecutively with Arabic numerals. The report should be as brief as the nature of the case permits and should be limited to two pages, double spaced, with additional material attached as appendices, annexes, and tabs as may be necessary. The special report containing a specific recommendation should contain:

- a. Name of the subcommittee.
- b. Date of report.
- c. Statement of the subject matter of the case or nature of the problem presented.
- d. Statement of facts bearing on the case.
- e. Statement of the conclusions of the subcommittee.

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f. Recommendations of the subcommittee drafted in such manner that they include a directive, letter, or language suitable for promulgation by ANCICC. It must contain completed staff work.

g. Affirmative statement that the matter has been coordinated with other subcommittees (names) and the result of such coordination. If no problem of coordination is involved, an affirmative statement that no coordination was deemed necessary shall be made.

h. Signature of the chairman of the subcommittee.

24. "Completed Staff Work" is the presentation by a staff officer or group of completed action, leaving nothing to be done by his chief but to approve or disapprove it. Writing a memorandum to his chief does not constitute "Completed Staff Work", but writing a memorandum for the chief to send to someone else does. The writer's views should be in final form so the chief can make them his own simply by signing.

Minority Reports

25. Where appropriate, minority opinions shall be prepared in the manner set forth in paragraph 22, but may refer specifically to paragraphs of the majority report without repetition of those parts. A minority report shall be signed by the minority members or the senior member of the minority group.

Effective Dates

26. In preparing their recommendations, subcommittees should give consideration to the establishment of dates when their recommendations should become effective, if adopted by ANCICC, and should include recommended effective dates in their reports. Recommendations as to effective dates should not be permitted to delay the submission of a combined agreement, either by reason of disagreement as to the effective date or because of the additional time required for full coordination with other subcommittees or authorities outside ANCICC.

Joint Application of Coordinated Matters

27. If a subcommittee disapproves any part of a report of another subcommittee, it shall prepare a further report referring specifically to paragraphs of the original report without repetition of those parts. The report of a reviewing committee shall be signed by the chairman.

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Reference to Higher Authorities of Matters
on Which no Agreement is Possible

28. No measure is adopted by ANCICC or its subcommittees by a majority vote. It is the duty of ANCICC's subcommittees to secure a unanimous agreed decision or a detailed minority report signed by the dissenting members or senior dissenting member of the minority group. When disagreement occurs between Army and Navy members of ANCICC, a brief report stating the points at issue and their implications will be forwarded to higher authorities. Subsequent action is then ordered by higher authorities.

Security

29. Subcommittees are authorized to divulge information only to those individuals and agencies associated with the Armed Forces of the United States and the Armed Forces of the British Commonwealth that require such information for the execution of their military duties. Subcommittees should be guided by the following maxim.

"Association with the Armed Services is not a mark of authority for an individual to receive information unless such information is required in the execution of his duties "

~~TOP SECRET~~~~TOP SECRET~~ENCLOSURE BARMY-NAVY COMMUNICATION INTELLIGENCE COORDINATING COMMITTEESubcommittee Functions1. Intercept and D/F Operations

This subcommittee will be responsible for coordinating the planning, establishment, operation, maintenance, methods and equipment of the intercept and D/F activities.

2. Traffic Analysis

This subcommittee will be responsible for coordinating traffic analysis methods, procedures and results.

3. C. I. Communications

This subcommittee will be responsible for coordinating the operation of the communications systems.

4. Collateral Information

This subcommittee will be responsible for coordinating the acquisition, compilation and exchange of all background material other than Communication Intelligence, which may be of value to the analysis, translation, or production of Communication Intelligence.

5. Cryptanalysis

This subcommittee will be responsible for coordinating the following functions:

- a. Techniques of cryptanalysis in all its phases, operational and theoretical.
- b. Theoretical and operational techniques for possible mechanization.
- c. Organizational and operational plans suitable for efficient attack on current or potential cryptanalytic tasks.
- d. The development and procurement of aids to cryptanalysis.
- e. Means of crib finding.

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6. Research

This subcommittee will be responsible for coordinating research and development (as contrasted with operations) involving cryptanalytic, emission identification, D/F, and intercept equipments.

7. Frequency Allocation Coverage

This subcommittee will be responsible for exchanging all information regarding enemy, neutral and clandestine frequencies, and for coordinating the intercept operations to obtain optimum coverage of productive frequencies.

8. Intelligence and Security

This subcommittee will be responsible for coordinating the compilation and dissemination of Communication Intelligence and for establishing security measures essential to its protection.

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<u>Name</u>	<u>Room No.</u>	<u>Phone No.</u>
<u>ARMY</u>		
Col. Carter W. Clarke	Pentagon Bldg. Rm. 2-E-780	War Dept. 74195
Col. W. Preston Corderman	AHS, Rm. 111 Hq. Bldg.	Glebe 4300 Ext. 211
Capt. R. M. Smith	AHS, Rm 117 Hq. Bldg.	Glebe 4300 Ext. 223
<u>NAVY</u>		
Capt. J. N. Wenger	NCA, Rm. 17103	Ordway 2600 Ext. 2551
Capt. Philip R. Kinney	NCA, Rm. 1107-1109	Ordway 2600 Ext. 3451
Capt. W. R. Smedberg, III	Navy Dept., Rm. 3509	Republic 7400 Ext. 63319
Lt. J. V. Connorton	NCA, Rm. 3302	Ordway 2600 Ext. 1871

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<u>Name</u>	<u>Room No.</u>	<u>Phone No.</u>
<u>INTERCEPT AND D/F ENGINEERING</u> <i>operations</i>		
<u>Army:</u>		
Mr. Robert M. Morris	AHS, Rm. 1056 - "A"	Glebe 4300 Ext. 332
Major E. N. Seider	AHS, Rm. 2044 - "A"	Glebe 4300 Ext. 335
<u>Navy:</u>		
Cdr. J. S. Cross	NCA, Rm. 1118	Ordway 2600 Ext. 3651
Lt. C. E. Daniels	NCA, Rm. 1118	Ordway 2600 Ext. 3661

TRAFFIC ANALYSIS

<u>Army:</u>		
Major R. T. Walker	AHS, Rm. 2028 - "B"	Glebe 4300 Ext. 341
Capt. R. J. McCartney	AHS, Rm. 2200 - "B"	Glebe 4300 Ext. 323
Major W. R. Perdue	Pentagon Bldg. Rm. 2-D-832A	War Dept. Ext. 74002
Lt. R. N. Diggs (Alternate)	Pentagon Bldg. Rm. 2-D-826	War Dept. Ext. 5945
<u>Navy:</u>		
Cdr. J. A. Williams	NCA, Rm. 17137	Ordway 2600 Ext. 1641
Lt. Cdr. C. R. Werner	NCA, Rm. 17137	Ordway 2600 Ext. 1641

C. I. COMMUNICATIONS

<u>Army:</u>		
Mr. Robert M. Morris	AHS, Rm. 1056 - "A"	Glebe 4300 Ext. 332
Capt. C. J. Knorr	AHS, Rm. 1401 - "A"	Glebe 4300 Ext. 265

~~TOP SECRET~~~~TOP SECRET~~NameRoom No.Phone No.C. I. COMMUNICATIONS
(Continued)Navy:

Cdr. P. G. Stokes	NCA, Rm. 1123	Ordway 2600 Ext. 821
Lt. Cdr. F.C. Alexander	NCA, Rm. 1124	Ordway 2600 Ext. 3502

COLLATERAL INFORMATIONArmy:

Major J. H. Connor	AHS, Rm. 1052 - "B"	Glebe 4300 Ext. 391
Lt. W. E. Titus	Pentagon Bldg. Rm. 1-D-826	Republic 6700 Ext. 73910
Mr. Henry W. Wrigby	Pentagon Bldg. Rm. 2-D-826	War Dept. Ext. 6406
Capt. J. W. O'Boyle (Alternate)	Pentagon Bldg. Rm. 2-E-689	War Dept. Ext. 5053

Navy:

Lt. Cdr. G. E. Boone	NCA, Rm. 3306	Ordway 2600 Ext. 751
Lt.(jg) E. A. Austin	NCA, Rm. 3306	Ordway 2600 Ext. 751

CRYPTANALYSIS & CROSS CRIBBINGArmy:

Lt. Col. S. Kullback	AHS, Rm. 2040 - "B"	Glebe 4300 Ext. 321
Lt. Col. F. B. Rowlett	AHS, Rm. 1020 - "B"	Glebe 4300 Ext. 315

Navy:

Cdr. C. A. Ford	NCA, Rm. 1215	Ordway 2600 Ext. 1471
Lt. Cdr. F. A. Raven	NCA, Rm. 17326	Ordway 2600 Ext. 2631

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<u>Name</u>	<u>Room No.</u>	<u>Phone No.</u>
<u>RESEARCH</u>		
<u>Army:</u>		
Col. H. G. Hayes	AHS, Rm. 1C32 - "B"	Glebe 4300 Ext. 311
Mr. W. F. Friedman	AHS, Rm. 116 - Hqs.	Glebe 4300 Ext. 215
Major L. Rosen	AHS, Rm. 1100 - "B"	Glebe 4300 Ext. 284
<u>Navy:</u>		
Capt. J. N. Wenger	NCA, Rm. 1106	Ordway 2600 Ext. 2551
Cdr. H. T. Engstrom	NCA, Rm. 1122B	Ordway 2600 Ext. 3731
Lt. Cdr. W. C. Norris	NCA, Rm. 1122C	Ordway 2600 Ext. 2821

FREQUENCY ALLOCATION AND COVERAGE

<u>Army:</u>		
Major R. T. Walker	AHS, Rm. 2028 - "B"	Glebe 4300 Ext. 341
Lt. D. H. Mendelsohn	AHS, Rm. 2026 - "B"	Glebe 4300 Ext. 380
<u>Navy:</u>		
Cdr. R. S. Hayes	NCA, Rm. 1139	Ordway 2600 Ext. 2401
Cdr. J. A. Williams (Alternate)	NCA, Rm. 17137	Ordway 2600 Ext. 1641
Lt. W. T. Bandy	NCA, Rm. 1139	Ordway 2600 Ext. 2401

INTELLIGENCE AND SECURITY

<u>Army:</u>		
Col. Alfred McCormack	Pentagon Bldg. Rm. 2-E-768	Republic 6700 Ext. 5509
Lt. Col. Sam McKee	Pentagon Bldg. Rm. 2-A-676	Republic 6700 Ext. 74801
Major W. B. Snow	Pentagon Bldg. Rm. 2-A-476	Republic 6700 Ext. 2377
Major J. H. Connor	AHS, Rm. 1052 - "B"	Glebe 4300 Ext. 391

~~TOP SECRET~~~~TOP SECRET~~NameRoom No.Phone No.INTELLIGENCE AND SECURITY
(Continued)Navy:

Capt. J. J. Rochefort	NCA, Rm. 17201	Ordway 2600 Ext. 1821
Cdr. G. W. Daisley	NCA, Rm. 17109A	Ordway 2600 Ext. 1671
Cdr. W. J. Sebald	Navy Dept. Rm. 3402	Republic 7400 Ext. 3459

~~TOP SECRET~~ENCLOSURE E~~TOP SECRET~~ARMY-NAVY COMMUNICATION INTELLIGENCE COORDINATING COMMITTEESchedule of Meetings and Submission of Reports*1944-45ANCICG

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date of Meeting	8	13	10	14	14	11	9	13	11	8	12	10	14	12
Place of Meeting	ONI	MIS	SSA	NCA	ONI	MIS	SSA	NCA	ONI	MIS	SSA	NCA	ONI	MIS

ANCICG Subcommittees

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date of Meeting	15	20	17	21	21	18	16	20	18	15	19	17	21	19
Place of Meeting of:														
1. Intercept & D/F Operations	NCA	SSA												
2. Traffic Analysis	NCA	SSA												
3. C. I. Communications	NCA	SSA												
4. Collateral Information	NCA	SSA												
5. Research	SSA	NCA												
6. Frequency Allocation & Coverage	SSA	NCA												
7. Cryptanalysis	SSA	NCA												
8. Intelligence & Security	MIS	NCA												

*Date of meeting may be changed to suit the convenience of the members. Meetings will be held NCA and SSA alternately; senior officer of host station will be chairman.

Subcommittee reports are due on the fourth Wednesday of each month, one week after the dates scheduled above.