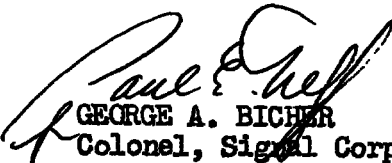


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AND / OR CARRIER SHEET HQ, ASA

MUST REMAIN WITH ATTACHED PAPERS

NUMBER EACH MEMO OR REPLY IN LEFT BORDER PLACE NAME, RANK AND TELEPHONE NUMBER BOTTOM OF EACH ACTION DRAW LINE UNDER EACH ACTION

ENTER FILE CLASSIFICATION ADJUTANT _____

TO	FROM	DATE	SUBJECT
AS-14	AS-23	27 Nov 46	Semi-Monthly Branch Activity Reports
			1. The attached papers are returned without action per conversation between AS-14 and AS-23.
			2. The recommendations of paragraph 3 are incompatible with present concept governing the preparation of Semi-Monthly Branch Activity Reports.
1 Incl			
1.	Ltr fr Post Historian, dtd 22 July 46, to Dep Ch. ASA		 GEORGE A. BICHER Colonel, Signal Corps Deputy Chief, Army Security Agency Ext 498

Approved for Release by NSA on 08-11-2014 pursuant to E.O. 13526

31 Nov 46

SECRET

CONFIDENTIAL A71094 RESTRICTED

DATE 2 July 46

TO	FROM	TO	FROM
___ Chief, ASA	(10) ___	___ Ch, Security Div	(80) ___
___ Executive O	(11) ___	___ P & O Staff	(81) ___
___ Dir Comm Res	(14) <input checked="" type="checkbox"/>	___ Ch, Materiel Br	(82) ___
___ Ch, Hist Unit	(18) ___	___ Ch, Methods Br	(83) ___
___ Control O	(15) ___	___ Ch, Protective Br	(84) ___
<input checked="" type="checkbox"/> Asst Chief (Staff)	(20) ___	___ Ch, Maint Br	(85) ___
___ Ch, Pers Sec	(21) ___	___ Ch, Res & Dev Div	(70) ___
___ Ch, Org & Tng Sec	(22) ___	___ Tech Staff	(71) ___
___ Ch, Plans & Oper	(28) ___	___ Ch, Ciph & Ciph Br	(72) ___
___ Ch, Materiel Sec	(24) ___	___ Ch, Int Equip Br	(78) ___
___ Ch, Fiscal Sec	(25) ___	___ Ch, Elec & Elec Br	(74) ___
___ Adjutant, ASA	(26) ___	___ Ch, Lab Serv Br	(75) ___
___ Ch, Sec Cont Sec	(27) ___	___ Ch, C'logic Br	(76) ___
___ Asst Chief (Oper)	(60) ___	___ Ch, Pers & Tng Br	(61) ___
___ Ch, Intel Div	(90) ___	___ Ch, Supply Br	(62) ___
___ Ch, Lab Br	(91) ___	___ Co, Arlington Hall	(40) ___
___ Ch, Machine Br	(92) ___	___ 2d Sig Serv Bn	(50) ___
___ Ch, Crypt Br	(93) ___	___	___
___ Ch, Int Cont Br	(94) ___	___	___
___ Ch, I & D Br.	(95) ___	___	___

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| <input type="checkbox"/> As Discussed | <input type="checkbox"/> Information & File |
| <input type="checkbox"/> As Requested | <input type="checkbox"/> Recommendation |
| <input type="checkbox"/> Concurrence or Comments | <input type="checkbox"/> Signature if approved |
| <input type="checkbox"/> Information & Forwarding | <input type="checkbox"/> Your action by |
| <input type="checkbox"/> Information & Return | <input type="checkbox"/> Info upon which to base reply |

*I think this worthy of study if
when time is available, therefore.*

J.

REF ID: A71094
HEADQUARTERS
ARMY SECURITY AGENCY
WASHINGTON 25, D C

WDGAS-13

22 July 1946

SUBJECT: Semi-Monthly Reports

TO: Dep. Chief, Army Security Agency

THRU: Director of Communications Research
Deputy Chief, Army Security Agency

1. Attention is invited to current policies in regard to the preparation of semi-monthly Branch reports which at present are submitted to the Chief, Army Security Agency, and, after being read by him, are circulated among interested organizations of the Agency, finally being filed in the Historical Unit.

2. The Post Historian is not familiar with the directive on which these reports are based and has no interest in them aside from the fact that it is hoped that they will form for the future a running account of the operations of the Branches.

3. In considering these reports solely from the point of view of their value as permanent historical records, the following facts should be pointed out:

- a. There seems to be no fixed standard in style and format.
- b. Few, if any, of the semi-monthly reports constitute a balanced account of the activity of the respective Branch in the period under report.
- c. There is a tendency to emphasize the unusual, rather than the routine; the difficulties encountered, rather than the successful achievements.
- d. The writers of these reports uniformly assume that the reader will be fully aware of the past history of the Branch and merely wishes to keep himself current on new developments.
- e. No attempt is made in many cases to make each report continue the story told in the preceding report.
- f. The use of short titles tends to conceal the true significance of the statements made.

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4. It is quite clear that these reports might well serve a two-fold function:

- a. To keep the Commanding Officer informed of developments.
- b. To provide a permanent historical record.

5. It is equally clear that however well the reports now fulfill the first function, they do not begin to fulfill the second. Future historians will be unable to use them to any great extent for providing the necessary information in historical studies. Rather it will be necessary for each historian to go directly to the Branches concerned for the data desired.

6. In view of these facts, it is recommended that a staff study be made to consider whether changes in the basic directives concerning these reports might not well be made in order to fulfill in better fashion the purpose mentioned above in paragraph 4b.



GEORGE E. McCRACKEN
Captain, Signal Corps
Post Historian
Extension 473