

MATERIAL REQUIRED AS PRELIMINARY TO SURVEY

1. Space allocation - to be prepared by Control Office.
2. Work flow chart - on 1 above, draw in the flow of work.
3. Organization chart of unit - see enclosure 2.
4. Data on assigned personnel:

a. Number of officers	Male 2 WAC None
b. Number of enlisted personnel	Male 1 WAC 3
c. Number of civilians	71
d. Total	77

CHECK LIST FOR INVESTIGATIONS

1. The following questions are to be answered as briefly as possible:

a. Mission - Statement of Mission (general) by subsections:

(1). SFSIR-6 Biographical and geographical research unit + ²⁵ ₆

(a). To supply operational, background and documentary information to cryptanalysts and translators.

41 people
(b). In cooperation with the Who's Who Branch of E.I.S. to effect an exchange of processed information which enables each to have available more wanted information than either could provide alone.

[scribble]
(2). SFSIR-6 Topical Index unit - to provide an index of information (exclusive of that relating to certain economic topics) appearing in the SSA bulletin.

[scribble]
(3). SFSIR-7 - to receive, record and to distribute throughout SSA classified documents and similar materials of value to the operating units.

[scribble]
(4). SSA Library - to acquire, catalog, distribute care for unclassified books and other reference materials of value to SSA.

b. Operations:

(1). What units work in close liaison with your section?

(a). All branches of Intelligence Division for information helpful in cryptanalysis and translation.

(b). All operating units of SSA as occasion arises for them to obtain books, classified documents or information on special topics.

(2). If applicable, state volume of work handled, indicating if it is increasing or decreasing, by subsection - see enclosure 3.

c. Personnel:

*Any more units?
K. I. S. (a lot)*

- (1). How many shifts and number of personnel on each?
- (a). Day shift (normal) - 68.
 - (b). Swing shift (normal) - 6.
 - (c). Graveyard shift (initiated because of the UNCIO and to be discontinued at close of the conference) - 3.
- (2). Is personnel adequate for mission? - The greatest difficulty of the section in this respect has been to secure employees with the right combination of interest, intelligence and alertness. The section requires, for proper efficiency, individuals who are mentally keen, adaptable and capable - in a majority of its jobs - of exercising considerable independent discretion in the processing of work assigned to them.
- (3). Have requirements been requisitioned? - Yes, as needs arise.
- (4). Difficulties arising pertaining to personnel.
- (a). Promotion.
 - ((1)). Grades of enlisted personnel of the section are too low, and the time-in-grade requirements make promotions unduly slow. WACs and the one EM in the section are performing in capable fashion work similar to that of civilians entitled to P-1 and P-2 ratings.
 - ((2)). Allocations of civilians are in general satisfactory. Some CAF-4's and most of the CAF-3's are unhappy about their ratings, but not unusually so.
 - (b). Dissatisfaction - none has been noticed recently except among the chronic complainers and among some of the less productive personnel.
 - (c). Others - none to knowledge of section.

d. Space:

- (1). Is space adequate? NO. Requirements:
- (a). Space for much-needed file cabinets, which are in themselves difficult to obtain.
 - (b). Space to allow more efficient arrangement

(2). Is location convenient for contact with other sections with whom you work?

(a). The distance from the sections of B-III now in A building creates many problems.

(b). The remoteness from other sections of I & L Branch has from time to time been a great inconvenience.

e. Lighting - adequate.

f. Files:

(1). What files are maintained? - see enclosure 4.

(2). How long is material kept? - processed information and significant documents, books and similar reference materials are kept permanently.

(3). Obsolete files - none have yet been labelled as definitely obsolete. Since the section performs a service for other units, it cannot be the sole judge as to value - or lack of it - of its files. The section endeavors constantly to follow trends and to emphasize the phases of its work likely to be of most value.

(4). Discontinued functions and records in last six month - none.

g. Correspondence - what type is carried on?

(1). SPSIR-6 - normal office correspondence and orders for SSA Library materials.

(2). SPSIR-7 - cover-letters, requests and radiograms for classified documents.

h. Reports:

(1). SPSIR-6 Who's Who In Diplomacy - monthly supplement distributed in SSA and outside.

(2). Special reports, as required, like list of UNCIO personnel and documents, distributed as in case of (1).

(3). Reports compiled from materials on file, which remains in the files for reference and additions.

(4). No suggestions as to discontinuing reports.

1. General - ~~Suggestions~~ as to steps possible for improvement in operation of your unit? - None.

Enclosures:

1. Description of operation and organization of section.
2. Organization chart of section.
3. Report on files and use prepared for the Intelligence Division. This adequately describes files maintained by S.S.P. 6. The files of S.S.P. 7, which are somewhat different, are adequately described in the material in enclosure 1.

9 June 1945.