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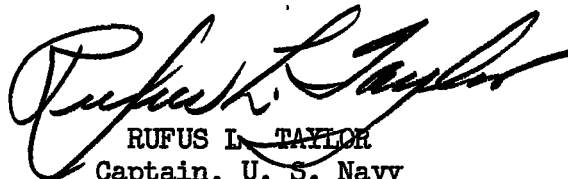
15 June 1954

~~TOP SECRET - U.S. EYES ONLY~~MEMORANDUM FOR THE MEMBERS OF USCIBEC:

Subject: Annual Report of the Executive Secretary, USCIB.

1. The enclosed annual report of activities of the Office of the Executive Secretary is forwarded for information. It is contemplated that this report will be considered at the Sixteenth Meeting of USCIBEC, to be held on 25 June 1954.

2. THE ENCLOSURE WITH THIS DOCUMENT CONTAINS COMMUNICATIONS INTELLIGENCE INFORMATION AND SHALL BE HANDLED ONLY IN CHANNELS EXPRESSLY PROVIDED FOR COMINT.



RUFUS L. TAYLOR
Captain, U. S. Navy
Executive Secretary, USCIB

Enclosure
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Declassified and approved for release by NSA on 07-23-2014 pursuant to E.O. 13526

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ANNUAL REPORT
OF
THE EXECUTIVE SECRETARY, USCIB

Reference: USCIB 5.4/7 of 15 January 1954 (Semiannual Report of the Executive Secretary, USCIB).

I. COMPOSITION AND ORGANIZATION OF THE EXECUTIVE SECRETARIAT.

A. NARRATIVE.

1. The Executive Secretariat has now been in operation one full year. There has been no change in the size of the Secretariat since the last report, the strength and organization remaining as listed in paragraph I.A.5. of the reference. However, the addition of a Lt. Colonel, Army for USCSB matters has not materialized and the idea of such an assignment has been dropped for the present.

2. Word has been received that the Assistant Executive Secretary for Security Matters, Major Culmer, will be assigned to the Army Command and General Staff School for a four months course beginning in mid-August. Arrangements are being made to have Major Culmer returned to duty in the Secretariat upon completion of this schooling. The Chairman of the Intelligence Committee, Lt. Colonel Simmons, will endeavor to assume Major Culmer's primary duties during the latter's absence.

3. Logistic support and transportation arrangements remain as before, the yearly cost being approximately as stated in paragraph I.A.6. of the reference.

B. COMMENTS.

1. The present strength and organization of the Secretariat is considered to be the minimum adequate for the job.

2. The demands of USCSB upon the personnel and facilities of the USCIB Secretariat have not, as yet, been beyond normal capacity of the Secretariat to handle. However, if USCSB should meet as often and

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as lengthily as USCIB, the Secretariat would be unable to meet, with its present staff, the requirements of both Boards. It is considered, though, that with the addition of 1 Recording Secretary and 1 Assistant Executive Secretary for COMSEC, foreseeable normal requirements of both USCIB and USCSB could be met.

3. The transfer of the incumbent Assistant for Security, whether temporary or permanent, will delay at least one important project four to six months. This is regrettable. However, it is felt that seizure of an opportunity to improve Major Culmer's professional potential is more important than delay of the projects at present under consideration by the USCIB Secretariat.

4. Logistic support to the Secretariat is in all respects satisfactory.

C. RECOMMENDATIONS.

1. The current composition, organization and support arrangements for the Executive Secretariat should remain as is.

II. FUNCTIONS AND DUTIES.

A. NARRATIVE.

1. No changes in the routine duties being performed by the Secretariat have occurred since the last report.

2. Considerable progress has been made on the project of codification of USCIB directives, policies and decisions. Card indexing of agenda items and decisions thereon at USCIB meetings since the first one on 14 March 1945 is about 75% complete. When this phase of the codification project is complete, decisions taken by vote sheet and interregnum procedure will be added, the whole indexed and then issued in the form of a digest with listings in one part by meeting number and in a second part by subject. It is not anticipated that this project can be completed before fall of this year at the earliest.

3. Revision of Board directives and policy papers in the light of the recent reorganization of the Board has been completed.

4. Security is still not satisfactory.

a. Although directives have been issued to achieve the security aims set forth in the Brownell Committee Report, and there is

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every evidence of compliance with these directives on the part of the members, a serious source of weakness still exists, namely, ineffective communications which have been producing compromises at the average rate of slightly more than five per month since May of 1953. Approximately half of these compromises involve inadvertent plain text transmissions many cases of which have revealed TOP SECRET codeword information on readily interceptable radio circuits. As soon as it can be fully applied, USCIB Directive Number 9 is expected to materially assist in amelioration of this situation. As yet, the minimum standards provided under SECTION III, paragraph 1, have not been submitted for USCIB approval. However, a step in that direction has been taken by approval of USCIB 13.5/42. In addition, detailed rules for the elements under the operational or technical control of the Director, NSA have been issued. Meanwhile, the matter of communications compromises has been brought to attention of the Director, NSA as it involves mainly those elements under his operational or technical control.

b. Full implementation of the new Appendix "B" has been delayed beyond the expected time owing to delays in achieving categorization of COMINT. Other necessary actions have either been completed or are so well advanced that they can be completed on short notice. It is hoped that an agreed listing of material for the various categories will be ready for consideration by USCIB in July.

3. A project to consolidate and issue in one document all USCIB directives and policy statements covering the policy and procedures approved by the Board with regard to the security of COMINT has been initiated in the Secretariat. A completion date cannot be estimated at this time.

B. COMMENT.

1. Leakage of COMINT information due to ineffective communications is considered to be our most dangerous security weakness. If not corrected, this weakness can render all other security efforts null and void.

2. Categorization of COMINT should be expedited. An emergency involving hostilities before Appendix "B" can be fully implemented would find us without the basis for executing policies to which we have committed ourselves. This will lead to either undue delay in effective utilization of COMINT or an anarchy of expediency that cannot fail to weaken security.

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3. Members are reminded that implementation of Appendix "B" will require issuance of revised security regulations in accord therewith and that copies of these regulations should be filed with this Secretariat. This action need not await agreement on categories.

C. RECOMMENDATIONS.

1. That the Director, NSA should expedite submission of the minimum standards required by SECTION III, paragraph 1, of CIBD #9 so that early action can be taken by the members to institute the inspection and reporting procedures required.

2. The Director, NSA be asked to prepare and forward in time for USCIB consideration at its September meeting a status report on action taken to improve COMSEC in the COMINT elements under his operational or technical control together with any recommendations he may deem appropriate.

3. Set 16 August 1954 as the outside target date for full implementation of the new Appendix "B" and notify LSIB and CRC of our desires in this respect.

III. GENERAL COMMENTS.

1. The Executive Secretariat as presently conceived and operating is believed to be worth its cost in manpower and money as an office of consultation and coordination. It has not thus far performed any true executive functions. Nor is it believed that such functions are intended by its Charter. Operating on the principle that implementation of Board policy is a function which can be performed effectively only by the member departments and agencies of the Board, a conscious effort has been made to avoid any exercise of such executive functions and instead, the activities of the Secretariat have been confined to suggesting, persuading, advising and reminding. In so doing measures necessary to improve security have received the lion's share of attention. To this extent it has been necessary to delve into what is normally the individual business of the members. This is regrettable but considered necessary as a service of common concern. It is considered that an independent activity such as the Executive Secretariat is justified for that purpose alone. In addition the Executive Secretariat as an independent organ is considered useful and desirable as a means of keeping the affairs of the Board under undivided surveillance not subject to diversion by other cares. In short, it is felt that the Executive Secretariat is justified as a permanent appendage of the Board on its present basis, with its present composition and with its present concept as contained in CIBD #3 and interpreted above.

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2. In the previous report of the Executive Secretary doubt was expressed as to the worth of the Executive Committee. It is believed that the Executive Committee has by now demonstrated a usefulness commensurate with the time and effort devoted to its deliberations. It was previously argued that its functions could be just as well performed by the Executive Secretary and the Standing Committees. Except for the words "just as well" this argument still has merit. However, the forum provided by the Executive Committee is considered a valuable leaven while the authority it can exercise (and has on at least two occasions in the past six months) without troubling the Board is considered sufficient to recommend its retention as part of the permanent organization of the Board. Last, but not least, the batting average of the Executive Committee during the past year is remarkably high. It has handled more than twice as many agenda items than has the Board itself (thus saving much valuable time for the members thereof), has rendered only one split decision, has had no unanimous decision rejected by the Board and has little or no unfinished business before it at this writing.

3. The reports of the Chairmen of the Intelligence and Security Committees are attached hereto. They are self-explanatory and will serve to provide the detail deliberately omitted above.



RUFUS L. TAYLOR
Captain, U. S. Navy
Executive Secretary, USCIB

Enclosures

1. INT #0002 dtd 15 June 1954.
2. SEC #0008 dtd 15 June 1954.

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