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SECRET

(CLASSIFICATION)

Executive Registry
64-4386

OFFICE OF THE DIRECTOR

Action Memorandum No. 392

Date 19 June 1964

ACTION MEMORANDUM

TO : Deputy Director for Plans
Deputy Director for Support
Deputy Director for Intelligence
Assistant to the Director for Public Affairs
General Counsel

SUBJECT : Centralization of Information on Published References to Agency Activities and Personnel

REFERENCE:

1. A by-product of our efforts to cope with problems growing out of the book The Invisible Government was the realization that we lacked an adequate centralized record of published material in which Agency personnel, activities and operations have been identified and/or compromised. Not only are there obvious gaps in coverage, but the material that is available is fragmented throughout several components to meet their own specialized needs.

2. The Assistant to the Director for Public Affairs will assume responsibility for establishing and maintaining a centralized record of all instances where Agency personnel or activities are identified as such in publications (foreign and domestic). Public Affairs will continue to disseminate copies of pertinent material from these files to the components having specialized requirements for such material. In continuing to maintain files to meet their specialized needs, interested components will avoid any needless duplication of the centralized files, as these records will be available to them as a reference facility. Addressees are requested to provide assistance and continuing support as follows:

a. DDI Action: Provide temporary staff assistance to Public Affairs in establishing detailed requirements and procedures for input from the various components now dealing with information of this type

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(e.g., DDP/CI/R&A; DDI/OCR; DDI/OC; DDI/OCI; DDS/OS; and OCC). Once requirements have been detailed per the foregoing, provide for such increased input from DDI components as required and present manpower levels will permit.

b. DDP Action: Review (and amend as necessary) present instructions to field stations and bases to insure that Public Affairs obtains the required input from foreign publications not presently covered by FDD. Minimum DDP requirements in this regard would be for field stations to perform a carefully selected culling of the press and periodicals in their areas and forward pertinent articles to Headquarters (as defined in paragraph one). These should be accompanied by a very brief one-paragraph English summary calling attention to the key items.

c. DDS Action: Insure that input from publications covered by the Office of Security for their own purposes is phased into the central system.

d. OGC Action: Insure that input from their review of the Congressional Record is included in the centralized system.

Signed

Lyman B. Kirkpatrick
Executive Director

Distribution:
All Addressees

1 - Ex. Dir.
1 - ER
2 - [redacted]
O/DC[redacted]mp (10 June 64)

5X1

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Executive Registry
64-7191

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Published References to Agency Activities and Personnel

REFERENCE : Action Memorandum No. 392, dated 19 June 1964

1. For your information, there is attached hereto a copy of [redacted] which has been issued pursuant to paragraph 2 b. of referent memorandum. 25X1

2. The indicator [redacted] will insure that published references to the Agency, upon receipt from the field, will be routed to the Assistant to the Director for Public Affairs via the CI Staff. 25X1

[redacted] 25X1

Assistant Deputy Director for Plans

Attachment:

[redacted] 25X1

Distribution:
Orig & 1 - Ex.Dir.-Compt.
2 - DD/P

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25X1

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