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Approved For Release 2003/02/27 : CIA-RDP80B01676R001600250001-9

Executive Registry  
67-4411

19 September 1967

**MEMORANDUM FOR:** Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
Deputy to the DCI for National Intelligence  
Programs Evaluation  
Director of National Estimates  
General Counsel  
Inspector General  
Legislative Counsel

**SUBJECT :** Requests for CIA Officials as Guest Speakers

1. I should like to request that Deputy Directors and Heads of Independent Offices take appropriate steps in their respective components to ensure strict compliance with the procedures outlined in Headquarters Regulation  Compliance has recently been lax and the situation needs to be brought under better control.

2. CIA unquestionably has a number of able speakers who are knowledgeable of a wide variety of subjects, and it is understandable that these individuals and the Agency receive many requests to address various groups. When such a request is received directly by an individual or component, the Office Head should in the first instance take a position on the propriety of acceptance. Generally, the following criteria should apply:

a. There should be some net gain to the Agency or at least a good reason why CIA should provide the speaker.

b. The meeting should be private, not public. There should be no publicity in connection with the appearance and no attribution even though speaking on an unclassified topic.

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3. It goes without saying that such appearances must be consistent with good security practices. The policy considerations, however, are of equal importance. Obviously, a speaker who makes a good impression enhances the Agency's public posture. This must be weighed against the possibility that the Agency will be criticized for allegedly attempting to influence public opinion or for otherwise engaging in activities not germane to its functions.

/s/ L. K. White

L. K. White  
Executive Director-Comptroller

**Attachment**



cc: Assistant to the Director (Goodwin)  
Director of Security  
Director of Training

ExDir:sbo

(Concurred in draft by DD/S, DTR, and Goodwin)

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