

Admiral Taylor

Some months ago we showed you an earlier draft of the attached paper. The substance of this paper has now been concurred in by appropriate representatives of the Deputy Directors.

If you and the Director approve, I propose to distribute it and experiment with the policy and procedure for a few months, after which-- assuming it works all right--we can amend the regulations now on the books.

*LK*  
L. K. White

22 JUN 1967

*I concur.*  
*J (DDCI)*

*Approve*  
*RH*

*O - DD/S*  
*ER*

*5 JUN 1967*  
*5*

STAT

Approved For Release 2003/02/27 : CIA-RDP80B01676R001600250003-7

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Policy Guide Governing Unofficial  
Public Appearances and Open Publication  
by CIA Employees

General

This policy guide is intended to assist employees, their supervisors and concerned staffs in reaching decisions on employee requests to speak publicly and to write for open publication in furtherance of private or non-governmental interests.

Within essential limitations imposed by security and propriety, there is ample latitude to permit employees to engage in private, non-governmental activities, to appear in public, to write for publication, to hold memberships in and attend meetings of academic, scientific and professional associations, to participate actively in discussions, and to present and publish papers in their professional and academic fields of specialization.

Given the wide range of Agency activities and the diversity of cover situations among employees, as well as the equally diverse areas of professional and private interests of our employees, it is virtually impossible to present a simple, all-encompassing rule to govern participation in these pursuits. It is possible, however, to set down certain basic principles and criteria against which each case may be evaluated with respect to the employee, the subject matter, and the procedural details. These principles and criteria apply equally to all persons with whom CIA has an employer-employee relationship, to staff employees

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and staff agents, assignees from other agencies, contract employees and contract agents.

Agency employees are reminded that the Agency has proprietary rights over information and/or opinions derived and developed by an employee by virtue of his Agency employment.

Policy

It is CIA policy to:

a. allow public speaking and writing when security and propriety permit,

b. permit activities by employees such as public speaking and writing for open publication if there is reasonable assurance:

1. that the cover of the individual will not be impaired;

2. that classified information, methods or sources will not be disclosed to unauthorized individuals or groups; and

3. that publicity reflecting adversely upon the Agency will not result,

c. permit the identification of an employee with CIA in the making of a public speech or in writing for open publication when such identification is desired, is in the interests of the Agency and is not in conflict with security considerations.

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The Agency Employee

a. The overt employee, with no history of cover, and no foreseeable likelihood of cover in the future, is free to speak or write, provided the speech or article is prepared on his own time and does not interfere with his normal duties, and if the other provisions of this guide are satisfied. Within this context, the employee is free to identify himself as an Agency employee, and should do so where there is any possibility of the Agency being criticized for his not having done so. If the medium in which he appears does not normally identify its authors or participants, the normal procedure of the medium should be followed.

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Subject Matter

Content:

a. Speeches or publications on intelligence or intelligence programs, functions or operations of this or any other intelligence agency are prohibited.

b. Speeches or publications dealing with sensitive foreign policy issues (including military) must be avoided, especially in instances where the subject matter might be construed as a CIA position or opinion. Utterances dealing with foreign governments or with controversial subjects which might embarrass the U. S. Government must also be avoided.

c. Speeches or publications on matters clearly unrelated to Agency activities -- music, science fiction, horticulture, ceramics for example -- will also be guided by the general principles of this paper.

Security:

The material must be unclassified and drawn from unclassified sources available to other researchers not affiliated with CIA, must not in any way disclose sources or methods unique to intelligence nor relate to responsibilities the author has or may have had which would reveal the classified organization and operation of the Agency.

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Propriety:

The subject matter of speeches or publications, and the media used for utterance, must be appropriate, in good taste, and not likely to reflect adversely on the Agency or to bring public or Congressional criticism on the Agency.

Responsibilities

a. The primary responsibility for adhering to the policy and principles set forth lies with the employee, who should know best his cover status and its adequacy, the source and possible impact of his material and the propriety of its utterance.

b. Following the supervisory chain of command, the Office Head or Operating Official responsible for the employee shall share the responsibility for compliance with the policy and principles set forth in this guide, will provide advice and guidance to the employee, and will recommend, as appropriate, approval or disapproval of the activity for which the employee has requested approval.

c. The Director of Security will next review the request, as currently required by regulations, and make his recommendations.

d. The Assistant to the Director of Central Intelligence is the final approving authority in routine cases, where no disagreement exists.

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e. In the event there is a conflict or lack of agreement between the Office Head (or Operating Official) concerned, the Office of Security and/or the Assistant to the DCI, the case will be referred to a panel, chaired by the Deputy Director or Assistant Deputy Director of the requestor's component. Members shall be the Director or Deputy Director of Security, the Assistant to the DCI, and a designee of other Deputy Directors who have a legitimate interest in the decision. Panel recommendations will be forwarded to the Executive Director-Comptroller for action. The Executive Director-Comptroller will appoint a panel chairman ad hoc for requestors who are not responsible to a Deputy Director.

#### Exceptions

Requests for exceptions to these statements of policy will be requested only in the most unusual case and must be supported by appropriate documentation.

#### Procedures

a. Requests to engage in the stated private, non-Governmental activities will be prepared in memorandum form (replacing the Outside Activity Approval Request form for this purpose). Memoranda will set forth the pertinent data (identification of the meeting

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and the nature of the employee's participation, or the publisher or medium as applicable) together with explanation and description which will brief approving officers on the background and context of the activity.

b. Requests will be forwarded, with copies of the speech, paper, or manuscript concerned (if ready, otherwise to follow when ready) to the Office Head (or Operating Official) concerned, who will endorse the request appropriately and forward the request and material to the Office of Security.

c. Under these procedures, the employee and his Operating Office will provide a fuller account in writing of the nature and circumstances of the activity for which approval is sought and, thus, give the Office of Security and the Assistant to the DCI more particulars and counsel than heretofore. These procedures will permit, when required, preliminary approval to engage in an activity--prior to the preparation and submission of a pertinent manuscript. Of necessity, final approval will be contingent upon further concurrences and the review of the manuscript.

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Given the wide range of Agency activities and the diversity of cover situations among employees, as well as the equally diverse areas of professional and private interests of our employees, it is virtually impossible to present a simple, all-encompassing rule to govern participation in these pursuits. It is possible, however, to set down certain basic principles and criteria against which each case may be evaluated with respect to the employee, the subject matter, and the procedural details. These principles and criteria apply equally to all persons with whom CIA has an employer-employee relationship, to staff employees

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## Policy

a. It is CIA policy to allow public speaking and writing when security and propriety permit.

b. ~~It is CIA policy to permit activities by employees such as public speaking and writing for open publication if there is reasonable assurance~~ (1) that the cover of the individual will not be impaired; (2) that classified information, methods or sources will not be disclosed to unauthorized individuals or groups; and (3) that publicity reflecting adversely upon the Agency will not result.

c. ~~It is CIA policy to permit the identification of an employee with CIA in the making of a public speech or in writing for open publication when such identification is desired, is in the interests of the Agency and is not in conflict with security considerations.~~

## The Agency Employee

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Content:

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- b. Speeches or publications dealing with sensitive foreign policy issues (including military) must be avoided, especially

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in instances where the subject matter might be construed as a CIA position or opinion. Utterances dealing with foreign governments or with controversial subjects which might embarrass the U. S. Government must also be avoided.

c. Speeches or publications on matters clearly unrelated to Agency activities -- music, science fiction, horticulture, ceramics for example -- will also be guided by the general principles of this paper.

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Propriety:

The subject matter of speeches or publications, and the media used for utterance, must be appropriate, in good taste, and not likely to reflect adversely on the Agency *or to bring public or Congressional criticism on the Agency.*

Responsibilities

a. The primary responsibility for adhering to the policy and principles set forth lies with the employee, *should best* who ~~knows~~ his cover status and its adequacy, the source and possible impact of his material and the propriety of its utterance.

b. Following the supervisory chain of command, the Office Head or Operating Official responsible for the employee shall share the responsibility for compliance with the policy and principles set forth in this guide, will provide advice and guidance to the employee, and will recommend, as appropriate, approval or disapproval of the activity for which the employee has requested approval.

c. The Director of Security will next review the request, as currently required by regulations, and make his recommendations.

d. The Assistant to the Director of Central Intelligence is the final approving authority in routine cases *where no disagreement exists.*

e. In the event there is a conflict or lack of agreement between the Office Head (or Operating Official) concerned, the Office of Security or <sup>and</sup> the Assistant to the DCI, the case will be referred

*to a panel, chaired by the Asst. Dir. of the Registrar's Component. Members shall be the Dir or Deputy Dir of Security, the Asst. to the DCI, and a designee of other Deputy Directors who have a legitimate interest in the decision. Panel recommendations will be forwarded to the*  
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chaired by the Executive Director. Those cases not resolved by the panel will be referred to the DDCI.  
Exceptions *EX. Dir-Camp for action.*

*only* Requests for exceptions to these statements of policy will be *requested* considered but must be supported by appropriate documentation.

Procedures

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~~Appropriate revisions of regulations will be made in due course.~~

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### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> Chief, Employee Activity Branch 3 E 54, Hdqtrs.	EXTENSION	NO.
		DATE 19 June 1967

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Mr. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span> 7 D 59, Hdqtrs.	6/20			Revised Publication Policy Guide, together with basic papers.
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