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MEMORANDUM FOR PARTICIPATING MEMBERS OF THE INTELLIGENCE  
ADVISORY COMMITTEE:

SPECIAL ASSISTANT, INTELLIGENCE  
DEPARTMENT OF STATE  
DIRECTOR OF NAVAL INTELLIGENCE  
DIRECTOR OF INTELLIGENCE, HEADQUARTERS  
UNITED STATES AIR FORCE

SUBJECT: Conferences with United States Government  
Officials Returning from Abroad

With reference to previous correspondence on the above  
subject, the Interagency Operating Procedure transmitted  
with my circular memorandum of 24 April 1950, and its Security  
Agreement, are now considered to be in effect with this  
Agency and the addressees listed above.

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central  
Intelligence

PC:ctd  
COAPS-7 July 1950

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21 April 1950

INTERAGENCY OPERATING PROCEDURE

**SUBJECT:** Conferences with United States Government Officials  
Returning from Abroad

**AGENCIES PARTICIPATING IN THIS AGREEMENT:**

Central Intelligence Agency  
Department of State  
~~Department of the Army~~  
Department of the Navy  
Department of the Air Force

Conferences with United States Government officials returning to the United States from areas which are of significant intelligence interest constitute a valuable source of information for intelligence purposes and may be of great assistance to intelligence specialists by virtue of the opportunity such conferences provide to secure from such officials their personal and uninhibited views and opinions. In order to free such officials from the unnecessary burden of repeating their remarks to successive groups of intelligence specialists, it is agreed that the initial interagency intelligence conference will be conducted under the auspices of the Central Intelligence Agency for the benefit of all agencies participating in this agreement, except in those cases in which, by mutual agreement, it is determined that there is insufficient interest to justify a central meeting outside the agency of which the official is a member. To clarify and standardize certain principles governing the scheduling and conduct of such conferences, the following operating procedures and allocation of responsibilities are agreed upon:

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1. The intelligence organizations of the Departments of State, the Army, the Navy, and the Air Force will inform CIA as much in advance as possible of officials of their departments returning to the United States after service or official travel in foreign areas which are of significant intelligence interest, and who have information of interest to the intelligence agencies. CIA will keep itself informed, through established liaison channels, of officials of other departments and agencies of the U. S. Government who return to Washington from such areas.

2. Conferences with selected officials who pass through Washington will be scheduled in accordance with the following provisions:

a. The scheduling will be done by CIA through the intelligence organizations of the Departments of State, the Army, the Navy, or the Air Force for officials of these Departments; and by CIA through established liaison channels for officials of other departments and agencies of the U. S. Government.

b. These conferences will be scheduled at a time and place agreeable both to CIA and to the Departments or Agencies concerned.

c. Maximum advance notification of scheduled conferences will be given by CIA to the intelligence organizations of the Department of State, the Army, the Navy, and the Air Force, in order that qualified intelligence specialists of these organizations may participate therein, within the limits of available facilities.

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d. CIA will provide suitable facilities for such conferences.

e. CIA will provide transportation facilities and other appropriate courtesies for the official participating therein.

f. CIA will be responsible for the conduct of such conferences.

3. These conferences are for the benefit of the intelligence specialists having direct interest in the areas and subjects to be discussed. All those attending should be prepared to question the officials from a specialized intelligence viewpoint, since such conferences are not meant for general orientation or passive participation. The need-to-know principle should govern the selection of those designated to attend such conferences.

4. Intelligence specialists who are not able to attend the conferences, or who do not wish to present their questions orally, may submit them to the presiding officer either before or during the meeting. Questions so submitted should bear the name and organization of the intelligence specialist submitting them.

5. Because of the informality and classified nature of such conferences, special security precautions are essential. All of those whose names are submitted for attendance must have been cleared for TOP SECRET by their Departments or Agencies, and should know in advance of the substance of the attached Security Agreement, a copy of which they will be asked to sign before each conference.

6. CIA is able to interview United States Government

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officials returning from abroad who do not pass through the Washington area, in a manner similar to its operations under the provisions of NSCID No. 7. CIA will do this in the interests of and according to requirements submitted by the intelligence organizations of the Departments of State, ~~the Army~~, the Navy, and the Air Force.

Enclosure:  
Security Agreement

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**MEMORANDUM FOR: Director of Central Intelligence  
Attention: Coordination, Operations,  
and Policy Staff  
450 E Street, N. W.  
Washington 25, D. C.**

**I approve of the Interagency Operating Procedure dated  
22 April 1950 re "Conferences with United States Government  
Officials Returning from Abroad," participated in by CIA,  
State, Army, Navy, and Air Force:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Department or Agency)

\_\_\_\_\_  
(Date)

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CONFERENCE WITH U. S. GOVERNMENT OFFICIAL RETURNING FROM ABROAD

NAME and TITLE of OFFICIAL: \_\_\_\_\_

DATE, TIME, and PLACE of CONFERENCE: \_\_\_\_\_

SECURITY AGREEMENT

I, the undersigned, having already been certified as cleared for TOP SECRET by the Department or Agency which I represent, understand that my participation in this conference entails on me special security responsibilities. I understand that this conference is classified and that the official whose name appears above has been requested to give his personal, uninhibited and informal views and opinions on the areas and subjects to be discussed. Therefore, I agree to the following special security precautions:

a. To give an appropriate classification to items of intelligence information derived from this conference, and, if necessary, to disseminate them only on a strict need-to-know basis within my own Department taking every precaution to protect the source.

b. To make no dissemination of personal views or opinions expressed at this conference, and to make use of such personal views or opinions only in the evaluative process of intelligence production, without revealing their immediate source.

c. To ask no questions about clandestine operations nor about clandestine sources of any U. S. intelligence organization.

I understand, in conclusion, that my signature affixed hereto constitutes a record of my attendance at this conference, and that any indication of even an inadvertent unauthorized disclosure of matters discussed hereat will result in a thorough investigation.

TYPED NAMES AND AGENCY

SIGNATURES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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*Z is handling this June 20  
Apr 24?*

**MEMORANDUM FOR PARTICIPATING MEMBERS OF THE INTELLIGENCE  
ADVISORY COMMITTEE:**

- SPECIAL ASSISTANT, INTELLIGENCE *approved May 16*
- DEPARTMENT OF STATE *disapproves June 20*
- ASSISTANT CHIEF OF STAFF, G-2 *approves*
- DEPARTMENT OF THE ARMY
- DIRECTOR OF NAVAL INTELLIGENCE *approved May 16*
- DIRECTOR OF INTELLIGENCE, HEADQUARTERS
- UNITED STATES AIR FORCE

**SUBJECT:** Conferences with United States Government  
Officials Returning from Abroad

**REFERENCE:** (a) Memorandum of 11 April 1950 to  
Participating Standing Committee  
Members of the IAC

**ENCLOSURE:** (A) Interagency Operating Procedure  
(B) Voting Slip

With reference to discussions by members of our staffs,  
there is enclosed for formal approval an Interagency Operat-  
ing Procedure on the above subject.

R. H. HILLENKOEPPER  
Rear Admiral, USN  
Director of Central  
Intelligence

PC/dhl  
COAPS-21 April 1950

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