

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

NO.	DATE	DESCRIPTION	
1	11 May 53	Memo from [redacted] for D/TR re Glossary of Terms	25X1A
2	13 May 53	Memo from D/TR for [redacted] in reply to 1 above	25X1A
3	27 Jul 53	Memo from D/TR for DD/P Training Committee re Glossary of Intelligence Terminology	
4	7 Apr 53	Memo from Chief, TDS/TR(S) to [redacted] OTR re Clandestine Services Glossary	25X1A
5	15 May 53	Training Bulletin No. 6 re Proposed Glossary of Intelligence terminology	
6	15 June 53	Memo for DDI, DDP, DDA and AD/COMMO re tentative Glossary of Intelligence Terminology	
7	23 June 53	Draft of Memo to TLO's re Producing a Glossary of Intelligence Terms	
8	18 Aug 53	Memo to DDT(S) from TR(G)/s/PP re Notes on Glossary for DD/P TLO Meeting	
9	24 Feb 53	Memo to [redacted] from C/IT/D re Intelligence Glossary attached is a copy of Intelligence Glossary -- A Compilation by a DD/P Staff.	25X1A
10	1 Dec 53	Memo for Chief, Regulations Control Staff, DD/A re Glossary of Intelligence Terminology from DTR. Attached Memo for DTR re Glossary of Terms from SA/DD/A. Draft of same memo from DTR dtd 18 Nov. 1953.	No
11	11 Dec 53	Memo for DTR re Proposed Coordination Letter to Accompany TR RM O-1 -- GLOSSARY OF INTELLIGENCE TERMS from SA/DD/A.	
12	8 Jan 54	Memo from DTR to RCS/DD/A attn: [redacted] re Proposed Coordination Letter to Accompany TR RM O-1, Glossary of Intelligence Terminology. Attached two drafts of Memo.	25X1A
13	9 Dec 53	Memo for Chief of Admin., DD/P, [redacted] Staff, Foreign Intelligence Staff, Technical Services Staff, and Area Divisions re Glossary of Intelligence Terminology from Chief, Planning and Program Coordination.	25X1A 25X1A
14	6 Jan 54	Memo for Chief, DD/P - Admin., [redacted] FI Staff, TS Staff, and Area Divisions re Glossary of Intelligence Terminology from Chief, Planning and Program Coordination Staff.	25X1A
15	31 Aug 54	Memo for C/Admin/DDP from AC, [redacted] Staff re Glossary of Intelligence Terminology.	25X1A

JOB NO. 55-00166 BOX NO. 1 FLD NO. 6 DOC. NO. 1 NO CHANGE
IN CLASS/DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 29 REV DATE 12-79 REV NUMBER 00099 TYPE DOC. 03
NO. PGS 1 CREATION DATE 096 03-011 011111 ORG CLASS S
REV CLASS S REV COORD. DATE: 11/7/53

55-166 B1
208921

TAB

c93941

EO 2757

SECRET

31 AUG 1954

MEMORANDUM FOR: CHIEF, ADMINISTRATION, DDP

ATTENTION:



25X1A

SUBJECT:

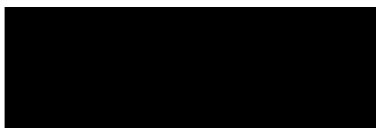
Glossary of Intelligence Terminology

25X1A

REFERENCE:

(a) Memo for CPP from [redacted] on
subj dtd 10 June 54

The glossary received with reference (a) has been carefully examined, and appears to contain no terms which should not be included in a publication for distribution throughout CIA.



25X1A

Acting Chief



25X1A

Operations Staff

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 2 NO CHANGE
IN CLASS/DECLASS/ CLASS CHANGED TO: TS S RET. JUST. 22
NEXT REV DATE 89 REV DATE 11/2/79 REVIEWER 00469 TYPE DOC. 02
NO. PGS 1 CREATION DATE _____ ORG COMP 40 OPLI ORG CLASS S
REV CLASS S REV COORD. _____ AUTH: HR 70-3

SECRET

TAB

CONFIDENTIAL

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

SECRET

6 January 1954

MEMORANDUM FOR: CHIEF, DD/P-ADMIN.
CHIEF, [REDACTED]
CHIEF, [REDACTED]
CHIEF, FI STAFF
CHIEF, TS STAFF
CHIEFS OF AREA DIVISIONS

25X1A

SUBJECT: Glossary of Intelligence Terminology

REFERENCE: C/PPC Memorandum of 9 December 1953,
on Subject.

1. The reference memorandum transmitted proposed definitions of terms that are particularly applicable to Clandestine Services planning, programming and reporting and requested your comment or concurrence. A number of helpful suggestions have been received which will be used in the development of the final definitions.

2. It is understood that the Agency contemplates publication of a glossary of intelligence terminology with an appendix or annex of terms having particular application to the Clandestine Services. In order that the definitions of planning, programming and reporting terms may be finalized for inclusion as part of an annex or appendix to the proposed Agency publication, it is requested that further comments, if any, on the proposed definitions be made available to this Staff by 18 January.

DOCUMENT NO. 003
NO CHANGE IN CLASS.
DECLASSIFIED
CLASS. CHANGED TO: T3 S 1991
NEXT REVIEW DATE:
AUTH: HR 70-2
DATE 6/25/81 REVIEWER: 061169



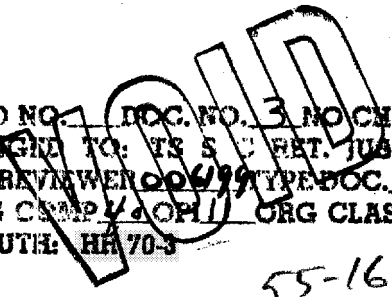
25X1A

Chief, Planning and Program
Coordination Staff

cc: [REDACTED] Publications)
(Office of Training)

25X1A

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 3 NO CHANGE
IN CLASS/DECLASS/ CLASS CHANGED TO: T3 S RET. JUST. 22
NEXT REV DATE 89 REV DATE 11-12-79 REVIEWER 00699 TYPE DOC. 02
NO. PGS 1 CREATION DATE _____ ORG COMP 4 OPI 11 ORG CLASS S
REV CLASS S REV COORD. _____ AUTH: HR 70-3



55-166

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

CONFIDENTIAL

208921

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

- TAB 13

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

S E C R E T
Security Information

9 December 1953

MEMORANDUM FOR: CHIEF OF ADMINISTRATION, DD/P
CHIEF, [REDACTED]
CHIEF, [REDACTED]
CHIEF, FOREIGN INTELLIGENCE STAFF
CHIEF, TECHNICAL SERVICES STAFF
CHIEFS OF AREA DIVISIONS
SUBJECT: Glossary of Intelligence Terminology
REFERENCE: TR Reference Manual O-1, October 1953

25X1A

1. The reference Manual came to the attention of this Staff when we were in the process of drafting a glossary of terms for use in connection with a proposed handbook on Planning, Programming, and Reporting for the Clandestine Services. In lieu of a separate glossary, it is now believed that the reference Manual, published by the Office of Training, should be used as the basic document.

2. The definitions that are particularly applicable in planning and programming terminology are listed on the attached sheets. Following appropriate coordination, the attached definitions, as well as others that may be suggested by addressees, will be incorporated in a supplement or annex to the reference Manual. Such supplement or annex will have a more restricted distribution than the Manual itself.

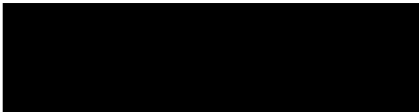
3. It is suggested that DD/P-ADMIN (Chf), [REDACTED] C/FI and C/TSS provide or review definitions for functions over which each staff has technical staff supervision. This should include appropriate coordination with the Area Divisions. In addition, because [REDACTED] is responsible for war planning, in coordination with the Joint Chiefs of Staff, and for preparatory action in time of cold war for Clandestine Services action in the event of general war, it is suggested that [REDACTED] provide definitions (after appropriate coordination within the Clandestine Services) for the following terms: CIA Commander, CIA Force, Combat Support [REDACTED] Exceptional Operations: [REDACTED], Clandestine Assets, and other possibly ambiguous terms used in CIA war planning documents.

25X1A

25X1A

25X1A

4. The comment or concurrence of addressees with respect to the definitions on the attached sheets is requested.



25X1A

Chief, Planning and
Program Coordination

3 Enclosures

- 1. Terms currently included in the Glossary w/recommended definitions
- 2. Additional definitions
- 3. Terms now in Glossary for which substituted definitions are recommended

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC NO. 4 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. ICST.22
NEXT REV DATE 89 REV DATE 19-12-79 REVIEWER 006199 TYPE DOC. 02
NO. PGS. 7 CREATION DATE _____ ORG COMP 4 OPI 11 ORG CLASS S
REV CLASS S REV COORD. _____ AUTH: HR 70-3

S E C R E T

SECRET
Security Information

Enclosure 1

Terms Currently Included in the Glossary for which the Following
Additional Definitions Are Recommended

EVALUATION -- The process or result of a careful appraisal of Clandestine Activities for the purpose of determining the value or the extent to which such activities have accomplished the intended operational objectives or results. The process of measurement of actual accomplishment against planned accomplishment for the period in question.

INTELLIGENCE -- In the broadest sense - all activities of CIA including covert operations, except Administration and Logistics.

MISSION -- The statement in broad terms of a major result to be accomplished, indicating the action to be taken.

OBJECTIVE -- A specific result to be achieved.

PROJECT -- (1) The final instrument of the Planning and Programming cycle by approval of which authority is granted to expend funds, employ personnel and to take other necessary operational action designed to accomplish the specified operational objectives.

(2) The command and administrative organization to which is assigned the necessary personnel, funds, materiel, and facilities required for operational deployment as well as the responsibility for execution of one or more programmed tasks.

25X1C

[REDACTED] -- An alternative term used in certain NSC, OCB, or other documents for the entire category of COVERT OPERATIONS as defined and described by NSC 10/2.

REPORTING -- The process of recording geared directly to pre-established operational tasks or objectives designed to show the manner and extent of accomplishment of such tasks or objectives.

RESISTANCE -- (1) Organized, large-scale obstruction of an established government or hostile occupying power, including integrated use of passive resistance, and sporadic armed action, but excluding rebellion.

(2) In its broadest sense the term refers to any act hostile or contrary to the basic authority of an established government or occupying power. [REDACTED]

25X1C

(3) Psychological or political act of opposition or expression of hostility against prevailing authority by discontented elements for purpose of eventually replacing such authority (Out 53505).

TASK -- A specific assignment to accomplish an objective as a portion of a mission.

S E C R E T
Security Information

Enclosure 2

ADDITIONAL DEFINITIONS

CHECK LISTS -- Standard nomenclature or catalogues used in Clandestine Services

planning, programming and reporting to assist in the identification of:

- a. the operational objective (result) to be accomplished
- b. the type of target against which action is to be taken (see target code list)
- c. the kind of tactical or functional activity by which the objective(s) is (are) to be accomplished. (see operational action index)

CLANDESTINE SERVICES -- The organization for those activities of CIA which are the responsibility of the Deputy Director (Plans). The related term Clandestine Operations embraces those activities conducted by CIA under the authority of the NSC as the National Clandestine Service of the U. S.

COLD WAR -- The current global situation of antagonism between the USSR plus its satellites and the free world, in which CIA retains responsibility for funding and direction of its activities generally throughout the world.

(This term is used in Clandestine Services planning and programming because it is the best reminder that the current situation more nearly resembles war than peace, because the conduct of CIA actions involved require a strategic and tactical approach of a military character, and because no other term has been suggested which conveys these connotations with equal brevity and clarity.)

COLD WAR ACTIVITIES -- The current operations of the Clandestine Services, with the related administrative and logistical support, during a period of cold war. This includes both those operations designed to improve the position of the U. S. vis-a-vis the enemy and hot war preparations.

COVERT OPERATIONS -- The activities defined in NSC 10/2. This term covers the functional responsibility of the [REDACTED] as distinguished from the 25X1A responsibilities of the FI Staff.

FEASIBLE -- Possible of being accomplished or managed, provided overriding priority in assets and resources are given the objective. Feasibility differs from capability in that the latter is the ability, within the limitations of available operational, administrative and logistical resources and existing commitments against such resources, to accomplish a feasible objective. These terms apply to Clandestine Services Planning and Programming.

SECRET
Security Information

GENERAL (or HOT) WAR -- A state of global or major subglobal overt military hostilities. The major significance of this condition for Clandestine Services planning is the consequent subordination in the field of CIA activities (or a major portion thereof) to the operational control of the commanders of the U. S. military forces in theaters of active military operations. At the national or Washington level, the responsibilities of DCI are not subordinated, but all Clandestine Services activities must be coordinated with the JCS.

HOT WAR PREPARATION -- The Clandestine Services activities which are accomplished during cold war to prepare for the wartime activation of the clandestine apparatus required for effective CIA performance of its wartime missions and for provision of CIA support to the Military Services.

LOCAL WAR -- Overt military hostilities in one limited region of the world. The major indicators of this condition will be the geographical restriction of combat and the fact that, while either U. S. or USSR forces may be involved, they will not both be overtly engaged. The significance of this condition for Clandestine Services planning is that the GENERAL WAR relationships between CIA and the Department of Defense may pertain for the combat area but not world-wide.

OPERATIONAL CONTROL -- The functions of command and the authoritative direction necessary to accomplish the mission. This normally does not include such matters as administration, discipline, internal organization and training.

OPERATIONAL TASK OBJECTIVES -- (Same as operational objectives) A specific substantive operational result which may be determined to be authorized by policy, to be necessary and desirable, and to be within the capability of an organization to accomplish. See checklist.

25X1C

PLAN -- A statement of the missions to be accomplished and a tentative statement of the tasks which could and should be undertaken for fulfillment of such missions.

PLANS, STRATEGIC -- A statement of the strategic assumptions, concepts and missions and a tentative listing, country by country, of the Clandestine Services operational task objectives for the planning year which are

SECRET

authorized by policy and meet the criteria of desirability, necessity and feasibility.

POLICY BOOK -- A book maintained by the Clandestine Services in which is summarized those authoritative U. S. Government documents which identify, explain or interpret aspects of special importance to the Clandestine Services. This book is the codification of the outer limits of authority within which the Staffs and Area Divisions can begin tentative detailed planning to accomplish those actions that are necessary, desirable and feasible and within the funds and resources available.

25X1C

PROGRAM -- (1) A related group of projects which are approved as a group.
(2) A statement showing which of the tentatively planned tasks are to be undertaken within capabilities available. (3) The missions and tasks outlined in the annual budget which are used as the basis for estimates of funds required.

PROGRAMMING -- The selection from the country plan of the planning objectives and the required support facilities which are to be firmly funded and undertaken and the development of operational projects to authorize execution of such objectives.

25X1C

TRANSITION PLANNING -- The detailed scheduling for redeployment of the cold war mechanism in the event of general war.

WAR PLAN -- Any plan concerned with:

- a. The scope, objectives, or conduct of clandestine activities during a period when the U. S. is at war;
- b. The organization of CIA for the conduct of such activities;

S E C R E T
Security Information

- c. The requirements for such activities and the wartime provision thereof; or,
- d. The quantity, character, and phasing of pre-D-Day build-up required of CIA as preparation for such activities.

(The firm programming of action and funds to meet such requirements during cold war is contained in cold war programs, budgets, and projects; not in war plans.)

-4-

S E C R E T

25X1C

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Tab 12

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7 ²⁷⁹

JAN 8 1954

25X1A

ATTN :

Chief, Regulations Control Staff, DD/A

Director of Training

Proposed Coordination Letter to Accompany TR RM 0-1, Glossary of Intelligence Terminology

1. As requested by your memorandum of 11 December 1953, we have reviewed the copy of a memorandum which you proposed to use in soliciting Agency consensus as to the desirability of republishing TR Reference Manual No. 0-1 as an Agency issuance.

2. We concur generally in your approach to the problem but noted several particulars of the draft memorandum which we believe should be expressed with more clarity and precision. Accordingly, there is attached a redraft of the memorandum as we should prefer it to be worded.

1/8 MB

MATTHEW BAIRD

Enclosure

dispatched 8 Jan. '54

PRS/JER:mjf (5 January 1954)

DISTRIBUTION:

Orig. and 1 - Addressee

1 - D/TR

1 - ISS/OTR

1 - PRS/OTR ✓

25X1A

1 - [redacted]

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 5 NO CHANGE
IN CLASS/DECLASS /CLASS CHANGED TO: IS S C RET. JUST. 22
NEXT REV DATE 27 REV DATE 1/27 REVIEWER 6199 TYPE DOC. 02
NO. PGS. 7 CREATION DATE _____ ORG COMP. 11 OPLU ORG CLASS S
REV CLASS S REV COORD. _____ AUTH: HR 70-3

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

SECRET

279

MEMORANDUM FOR: Addressees Listed Below

SUBJECT : [REDACTED] Glossary of Intelligence Terminology

25X1A

1. A Glossary of Intelligence Terminology, Office of Training Reference Manual No. O-1, has been published recently by the Director of Training as an intra-office publication for use in the training programs of the Agency. In this connection, the Regulations Control Staff has received numerous expressions of opinion from various components of the Agency that a CIA Glossary of Intelligence Terminology would be most useful in encouraging common Agency-wide usage and understanding of intelligence terms.

2. With the permission of the Director of Training, we are circulating for your review and comments, copies of the Glossary developed and published by the Office of Training. The purpose of this distribution is not to coordinate this publication as a proposed Agency issuance but to secure opinions on the following questions:

a. Is there general need for a glossary as an aid to uniform understanding of intelligence terminology and accuracy of communication?

b. Should use of a general glossary be a matter of,

(1) the discretion of individual employees

(2) intra-office policy

(3) Agency policy?

c. Is the scope of the OTR Glossary substantially adequate to cover the activities of your component? If not, what major

SECRET

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

categories of intelligence terminology must be amplified or added to the Glossary?

d. Is the mechanism in the OTR Glossary providing for the direct submission of suggestions and revisions considered to be effective to continue the development and maintenance of the Glossary?

3. The answers to the questions in paragraph 2 are contingent upon detailed review of the OTR Glossary. It is suggested that each component undertake such review and submit proposed revisions to the Office of Training for consideration and resolution. 28 February is suggested as a target date for reply to this office.


Special Assistant to the
Deputy Director (Admin.)

25X1A

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

MEMORANDUM FOR: Addressees Listed Below

SUBJECT : [REDACTED] Glossary of Intelligence Terminology 25X1A

1. A Glossary of Intelligence Terminology, Office of Training Reference Manual No. O-1, has been published recently by the Director of Training as an intra-office publication for use in the training programs of the Agency. In this connection, the Regulations Control Staff has received numerous expressions of opinion from various components of the Agency that a CIA Glossary of Intelligence Terminology would be most useful in ^{encouraging} ~~establishing~~ common Agency-wide usage and understanding of intelligence terms.

2. With the permission of the Director of Training, we are circulating for your review and comments, copies of the Glossary developed and published by the Office of Training. The purpose of this distribution is not to coordinate this publication as a proposed Agency issuance but to secure opinions on the following questions:

a. Is there general need for a glossary as an aid to uniform understanding of intelligence terminology and accuracy of communication?

b. Should use of ~~such~~ ^{general} a glossary be a matter of,

(1) the discretion of individual employees

(2) ~~an~~ intra-office policy ~~under authority of CIA Regulation~~

~~5-100 or,~~

(3) ~~an~~ Agency policy ~~under provision of Regulation 5-100?~~

c. Is the scope of the OTR Glossary substantially adequate to cover the activities of your component? If not, what major categories of intelligence terminology must be amplified or added to the Glossary?

d. Is the mechanism in the OTR Glossary providing for the direct

submission of suggestions and revisions considered to be effective to

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7


SECRET

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

continue the development and maintenance of the Glossary?

3. The answers to the questions in paragraph 2. are contingent upon detailed review of the OTR Glossary. It is suggested that each component undertake such review and submit proposed revisions to the Office of Training for consideration and resolution. 28 February is suggested as a target date for reply to this office.

 25X1A

*Special Assistant to the
Deputy Director (ADMIN)*

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

SECRET

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

MEMORANDUM FOR: Addressees Listed Below

SUBJECT : [REDACTED] Glossary of Intelligence Terminology 25X1A

1. A Glossary of Intelligence Terminology, Office of Training Reference Manual No. O-1, has been published recently by the Director of Training as an intra-office publication for use in the training program of the Agency. In this connection, the Regulations Control Staff has received numerous expressions of opinion from various components of the Agency that a CIA Glossary of Intelligence Terminology would be most useful in establishing common Agency-wide usage and understanding of intelligence terms.

2. With the permission of the Director of Training, we are circulating for your review and comments, copies of the Glossary developed and published by the Office of Training. The purpose of this distribution is not to coordinate this publication as a proposed Agency issuance but to secure opinions on the following questions:

c a. Is the scope of the OTR Glossary substantially adequate to cover the activities of your component? If not, what major categories of intelligence terminology must be amplified or added to the Glossary?

d b. Is the mechanism in the OTR Glossary providing for the direct submission of suggestions and revisions considered to be effective to continue the development and maintenance of the Glossary?

b c. ~~If the accuracy of communication within the Agency would be improved by uniform understanding of intelligence terminology~~ should ^{such} use of a glossary be a matter of,

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

(1) the discretion of individual employees

(2) an intra-office policy under authority of CIA [REDACTED] 25X1A

25X1A

[REDACTED]
(3) an Agency policy under provision of [REDACTED] 25X1A

3. The answers to the questions in paragraph 2. are contingent upon detailed review of the OTR Glossary. It is suggested that each component undertake such review and submit proposed revisions to the Office of Training for consideration and resolution. 28 February is suggested as a target date for reply to this office.

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

SECRET

Tab 11

21-3335
E0-26

11 December 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Proposed Coordination Letter to Accompany
[REDACTED] - GLOSSARY OF INTELLIGENCE TERMS

25X1A

1. We are attaching for your information and approval, a copy of the memorandum which we propose to accompany your Training Office [REDACTED] in soliciting the Agency consensus as to the desirability of republishing it as an Agency issuance at this time.

25X1A

25X1A

2. If this approach is satisfactory, will you please notify this office; if unsatisfactory, we would appreciate your informing us how you would like to see this memorandum worded.

3. Your answer should be directed to [REDACTED] extension 3221.

25X1A

25X1A



Special Assistant to the
Deputy Director (Admin.)

Enclosure - 1

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 6 NO CHANGE
IN CLASS/~~X~~/DECLASS/ /CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 87 REV DATE 11-12-79 REVIEWER 006199 TYPE DOC. 02
NO. PGS 3 CREATION DATE _____ ORG COMP 300PL1 ORG CLASS S
REV CLASS S REV COORD. _____ AUTH: HR 70-3

SECRET
Security Information

9 December 1953

MEMORANDUM FOR: Addressees Listed Below

SUBJECT: Proposed [REDACTED]
GLOSSARY OF INTELLIGENCE TERMS

25X1A

1. A Glossary of Intelligence Terminology, Office of Training Reference Manual No. O-1, has recently been published by the Director of Training as an intra-office publication for use in the training program of the Agency. In this connection, the Regulations Control Staff has received numerous expressions of opinion from ~~other~~ ^{various} components of the Agency that a CIA Glossary of Intelligence Terms would be most useful in establishing common Agency-wide usage and understanding of intelligence terms.

2. With the permission of the Director of Training, we are ~~therefore~~ circulating for your review and comments copies of the Glossary developed and published by the Office of Training. The purpose of this distribution ~~is not~~ ^{is to} coordinate this publication as a proposed Agency issuance but to secure opinions on the following questions:

a. Is there a general need for an Agency Glossary of Intelligence terms?

b. Is the Glossary of the Office of Training sufficiently complete, correct, and adequate to warrant Agency publication at this time?

c. Should the Glossary be published with a corollary regulation requiring general adoption and use of the terms therein, or should its use ~~merely~~ be encouraged and fostered by an appropriate Agency notice or foreword to the publication?

d. Is the mechanism provided in the Office of Training Glossary, [wherein a single Agency component is responsible for the continuing development and maintenance of the Glossary] and forms are provided for the direct submission of suggestions and revisions, considered to be effective?

3. In the event any component might be of the conviction that ~~early~~ Agency publication of the Glossary is desirable, but that significant revisions or changes should be made prior to publication, it is suggested that action be taken by each component to:

a. Subject the Glossary to detailed technical review.

b. Submit such revisions and comments as are considered essential to the Office of Training for joint consideration and resolution.

SECRET

Security Information

Security Information

4. Since the answers to the questions in paragraph 2. above are probably contingent upon the detailed review suggested in paragraph 3., a suspense date of 28 February is suggested as a target date for your reply to this office and for the submission of detailed revisions and suggestions to the Office of Training.


Special Assistant to the
Deputy Director (Admin.)

25X1A

Copies to:

Deputy Director (Administration) - 3
Comptroller - 7
General Counsel - 1
Deputy Director (Intelligence) - 10
Deputy Director (Plans) - 14
Assistant Director for Communications - 3
Director of Training - 3
Inspector General - 1
Chief of Logistics - 7
Chief, General Services
Personnel Director - 5
Chief of Medical Staff - 1
Auditor-in-Chief - 1
Director of Security - 5
Cable Secretariat - 1

SECRET

Security Information

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Sub 10

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Security Information

PPS

ST-3240

Date out
DEC 1 '53

MEMORANDUM FOR: Chief, Regulations Control Staff, DD/A
SUBJECT : Glossary of Intelligence Terminology
REFERENCE : Memorandum for Director of Training from SA/DD/A dtd 4 November 1953; subject: Glossary of Terms

1. I have noted your recommendation in the above reference memorandum that the Glossary of Intelligence Terminology, OTR Reference Manual No. O-1, be also published as an Agency Handbook.

2. Accordingly, I concur in your suggestion that the Glossary of Intelligence Terminology, OTR Reference Manual No. O-1, be formally distributed to each major component of the Agency with a view to determining:

- a. The general desirability of an Agency publication of this type,
- b. Whether the Glossary is sufficiently complete and adequate to warrant Agency publication at this time,
- c. Recommendations, suggestions and/or corrections for revision of the Glossary prior to its publication as an Agency issuance.

Since the Regulations Control Staff is of the opinion that this Glossary of Intelligence Terminology is responsive to a common need in each of the major components of the Agency, it would seem appropriate and consistent with its normal functions for that Staff to undertake the necessary coordination.

3. I agree with your recommendation that publication of the Glossary as an Agency issuance should be accomplished without a corollary regulation requiring acceptance and mandatory application of the terms. However, there are some individuals who have recommended that a glossary such as this should be made mandatory. In the process of coordination it might be of interest and somewhat informative to poll the principal components on this point.

4. Further coordination and liaison regarding this matter should continue to be affected with the Plans and Programs Staff of this Office.

J MATTHEW BAIRD
Director of Training

OTR/JER:mjf (23 November 1953)

Distribution:
Orig. and 1 - Addressee
1 - Chrono D/TR
1 - S/DP

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

1 - PPS files Security Information

IDE NO. BOX NO. FILE NO. DOC. NO. 7 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: IS S C NET. JUST. 22
NEXT REV DATE: 89 REV DATE: 2-79 REVIEWER: 999 TYPE DOC. 02
NO: HGS 7 CREATION DATE: 08G COMP // OFI // ORG CLASS S
REV CLASS: S REV COORD: 888888 888888

N.B. →

18 November 1953

MEMORANDUM FOR: Chief, Regulations Control Staff, DD/A

SUBJECT : Glossary of Intelligence Terminology

REFERENCE : Memorandum for Director of Training from SA/DD/A dtd 4 November 1953; subject: Glossary of Terms

1. I have noted your recommendation in the above reference memorandum that the Glossary of Intelligence Terminology, OTR Reference Manual No. O-1, be also published as an Agency Handbook. ~~This Office shares your view of the benefits which might accrue to the entire intelligence community with the development of a uniform common language, and that an authoritative glossary of intelligence terms might go far toward achieving that objective. Although we had not yet so concluded, we are nonetheless pleased that you consider the Glossary of Intelligence Terminology published by this Office for use in training courses to be worthy of dissemination throughout the Agency even in its present form.~~

2. Accordingly, I concur in your suggestion that the Glossary of Intelligence Terminology, OTR Reference Manual No. O-1, be formally distributed to each major component of the Agency with a view to determining:

- a. The general desirability of an Agency publication of this type,
- b. Whether the Glossary is sufficiently complete and adequate to warrant Agency publication at this time,
- c. Recommendations, suggestions and/or corrections for revision of the Glossary prior to its publication as an Agency issuance.

Since the Regulations Control Staff is of the opinion that this Glossary of Intelligence Terminology is responsive to a common need in each of the major components of the Agency, it would seem appropriate and consistent with its normal functions for that Staff to undertake the necessary coordination.

3. I agree with your recommendation that publication of the Glossary as an Agency issuance should be accomplished without a corollary regulation requiring acceptance and mandatory application of the terms. However, there are some individuals who have recommended that a glossary such as this should be made mandatory. In the process of coordination it might be of interest and somewhat informative to poll the principal components on this point.

SECRET

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

25X1A

4. Further coordination and liaison regarding this matter should continue to be effected with [redacted] of this Office.

The Plans and Programs Staff

MATTHEW BAIRD
Director of Training

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7
SECRET
Security Information

51-2111 3/13

SECRET

4 November 1953

Security Information

MEMORANDUM FOR: The Director of Training

SUBJECT: Glossary of Terms

- REFERENCES:
- a. Memorandum dtd 11 May 1953 from SA/DDA to the Director of Training; Subject: "Glossary of Terms"
 - b. Memorandum dtd 13 May 1953 from the Director of Training to SA/DDA; Subject: "Glossary of Intelligence Terminology"

1. As indicated in the above references, various Agency components (DD/P, DD/I, and DD/A) have indicated a desire that the Agency publish a Glossary of Terms. Your office has undertaken to prepare such a glossary, and we understand that it has now been published as an intra-office publication of the Office of Training for use in training activities.

25X1A

2. [redacted] advises us that you have not yet considered the advisability of recommending Agency publication and distribution of the Glossary. However, in response to what apparently is an Agency-wide need for such a glossary, I would like to suggest that either your office or the Regulations Control Staff formally distribute sufficient copies to each Agency component for their review in order to:

- a. Determine whether the consensus is that the Glossary is sufficiently complete and adequate in terms of current need to warrant Agency publication at this time; and

- b. To elicit suggestions and/or corrections for the prepublication revision of the Glossary.

3. We suggest publication of the Glossary as an Agency Handbook without a corollary regulation requiring acceptance and mandatory application in view of the probability that the full development and acceptance of common terminology is a lengthy evolutionary and educational process.

4. We also suggest a foreword which explains the purpose and long range objective of the Glossary in terms of benefits accruing to the entire intelligence family from the development of a uniform common language. In addition, we urge that responsibility for the continuing development and maintenance of the Glossary be placed with the Office of Training, and the procedure for submitting suggestions and additions be prescribed.

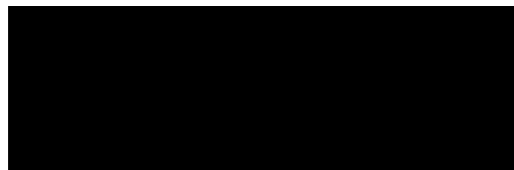
SECRET

Security Information

31/3

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

5. Your intentions with respect to the Glossary in its present form and your views on the above proposal are requested in order that we can properly advise persons inquiring on this problem.



25X1A

Special Assistant to the
Deputy Director (Admin.)

Enclosures - 2
Copies of References a and b

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Job 172

SECRET

Security Information

11 May 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Glossary of Terms

1. It is my understanding that your Office has accepted responsibility for the preparation of a Glossary of Terms in common or specialized use in the Agency. Such a Glossary is vital to the development of an intelligible set of Agency Regulations. The point has been reached where both Deputy Director (Plans) and Deputy Director (Intelligence) representatives for regulatory matters have requested that priority action be given to this problem.

2. We would appreciate confirmation that you have undertaken this assignment and an indication of the approximate date of completion.

[Redacted]
Special Assistant to the
Deputy Director (Admin.)

25X1A

EA/DA:RDE:mms (11 May 1953)

cc - Deputy Director (Plans)
Regulations Control Staff

10 Done - Training [Redacted]
state something should
be ready in about
2 weeks!

25X1A

SECRET

Security Information

SECRET
Security Information

Sample

13 May 1953

MEMORANDUM FOR: Special Assistant, DD/A

SUBJECT : Glossary of Intelligence Terminology

REFERENCE : Memo to Director of Training from Special Assistant, DD/A; subject, Glossary of Terms, dated 11 May 1953.

1. This Office has undertaken the preparation of a glossary of intelligence terminology at the request of representatives of the DD/P complex. Some 370 terms have now been defined, cross-referenced, and arranged in alphabetical order.

2. Since such a glossary must contain terms peculiar to the clandestine services in addition to common terms, the problem of coordination is a substantial one. At present, coordination of the glossary is proceeding within this Office.

3. It is estimated that, even on a priority basis, about 90 days will be required to complete coordination within this Office.

4. Following this coordination, the glossary will require review and revision by representatives of other Offices of the Agency, prior to its promulgation for official Agency use. This Office plans to publish the glossary in a provisional edition and request all recipients to review and comment on it, as a step precedent to official publication. It is believed that this is the most effective way to ensure general acceptance of the glossary throughout the Agency.

5. Your comments on the foregoing will be greatly appreciated.

[Redacted signature block]

MATTHEW BAIRD
Director of Training

25X1A

Comments given verbally by [Redacted] at conference in office of Training

25X1A

SECRET
Security Information

05/19/53

JAN 4

Office Memorandum • UNITED STATES GOVERNMENT

RESTRICTED

DATE: 24 February 1953

TO : [Redacted]

25X1A FROM :

SUBJECT: Intelligence Glossary

53-13
56 Feb

1. We have reviewed the intelligence glossary which you left with me sometime ago. We find that there is a considerable overlap between it and the glossary we prepared for the use of our school. Each of them, however, contains a large number of terms not to be found in the other. I would like to see the two combined so we would have one standard glossary for our use. We shall be glad to cooperate in any way that seems feasible in preparing such a common glossary.

2. Concerning the criticisms appearing on the copy you left with us, I think that for the most part they are well taken. The definitions can be sharpened up a great deal and a number of inconsistencies eliminated. One general suggestion which I would make is that the definitions omit references to CIA and its procedures. If a term is related to current CIA organization then it will be necessary to correct the glossary with every organizational change that is made. From several years' experience I know that organization charts have relatively short lives.



25X1A

OTR/FMS:eb

Distribution:

- Orig. and 1 - Addressee
- 1 - Chrono (ITD)

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 8 NO CHANGE
 IN CLASS ~~DECLASS~~ / CLASS CHANGED TO: TS S C RET. JUST. 22
 NEXT REV DATE 89 / REV DATE 11-29 / REVIEWER col/99 / TYPE DOC. 02
 NO. PGS 45 / CREATION DATE _____ / ORG COMP - OPI 11 / ORG CLASS S
 REV CLASS S / REV COORD. _____ / AUTH: HR 70-3

*of the DD/P...
JAL*

25X1C

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Next 24 Page(s) In Document Exempt

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

S-E-C-R-E-T

Security Information

INSULATE

To restrict or limit a person, place or operation in order to prevent penetration, or further deterioration of an operation already penetrated or otherwise rendered insecure.

INTELLIGENCE

Is a cross ref. with Information necessary?

a. Organized, evaluated, and otherwise processed intelligence information. Intelligence information is the raw material; intelligence, the finished product.

b. A general term for any organization of a country concerned with espionage.

poorly worded

INTELLIGENCE OFFICER

A United States citizen, employed by CIA to collect, assist in collecting, or edit such grade intelligence information.

INTELLIGENCE SUPPORT

Information, intelligence and operational information which is used in the formulation of substantive plans and policies.

INTERMITTENT CONSULTANT

~~An Intermittent consultant is an individual~~ ^I with special skills, knowledge or experience whose advice and guidance are needed and furnished on an intermittent basis. There are two types:

25X1C

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Next 1 Page(s) In Document Exempt

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Glumsky.



25X1C

OBJECTIVE

a. A subject of intelligence or operational interest regarding which information is desired or action is to be taken.

b. An overall purpose of a project or a group of related projects. (See Information Directive, Target, Operation)

OBJECTIVE

An overall goal of a project or a group of related projects. (A target is the physical evidence of an objective. A task is a specific step necessary to reach the target.)

*omit target;
cross ref. it
Task to be defined
later; cr. refs*

OPEN MARKET

An area where licensed dealers may buy and sell currencies at prices fixed by local government decrees.

(See Free Market.)

OPERATION, TASK

The action ~~of means~~ taken to attain an objective. (See Objective, Target, *Task*)

25X1C

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Next 14 Page(s) In Document Exempt

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

Sub 8

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

18 August 1953

TO : Deputy Director Training (Special)
FROM : TR(G)/S/PP
SUBJECT: Notes on Glossary for DD/P TLO Meeting

1. Present Edition

This is essentially a private printing to facilitate consultation and coordination. Most of the 250 copies printed are still on hand. The principal distribution to date was of 25 copies to the DD/P Training Committee.

2. Dissemination of Subsequent Editions

a. Objective: to make available to all Agency personnel as high a proportion of the definitions as is compatible with reasonable interpretations of security.

b. Means to Selective Dissemination: placing most sensitive definitions in supplement and distributing this separately, most likely to all DD/P and only upper levels of other Offices. If need arises for more than one restricted dissemination, there can be additional supplements, each with its own dissemination.

c. Decision on Dissemination: to be made by O/TR on: (1) Preliminary judgment by DD/P Training Committee; (2) Such official judgments as are required.

3. Operating Principles

a. Like a dictionary, a glossary should be basically reportorial, not regulatory.

b. After a good start by an individual or a group, a glossary can get significantly better only as a large number and variety of persons use it, study it, think about it, and propose improvements.

c. The language of intelligence is developing (and therefore changing) even more rapidly than the language in general.

JOB NO. BOX NO. FILE NO. DOC. NO. 9 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: IS S C RET. JUST. 22
NEXT REV DATE 21 REV DATE 1953 REVIEWER 06/99 TYPE DOC. 02
NO. PGS 2 CREATION DATE 1953 ORG COMPT 0 OPI 11 ORG CLASS S
REV CLASS S REV COORD. AUTH: HR 70-3

SECRET

Security Information

d. Because of points b and g, frequent revisions should be anticipated. (Although the military is a relatively old and established profession, the "JCS Dictionary" is now in its third edition in five years. Each successive edition involves substantial changes.)

4. Content in Relation to Initial Publication

a. If the present edition involves errors or serious omissions, these should, of course, be promptly corrected.

b. Otherwise, it seems preferable to proceed with publication, invite suggested improvements, and incorporate the results in the first general revision.

c. Following publication, preparation of the first revision should begin almost immediately. It should be completed and published no more than a year after the first published edition.

5. Sponsorship

a. [redacted] office wants the Glossary to be published as an Agency Handbook (new series, of which the only present example is on Travel). They insist that this procedure would facilitate coordination and leave O/TR in control of both dissemination and content.

b. For a time, S/PP was attracted by these prospects to the point of favoring acceptance of the proposition. But as the "Handbook" category is officially established it has heavy overtones of "regulatory issuances." While [redacted] office minimizes this aspect, it appears to O/TR to be highly important, inseparable, and hostile to one of the major principles upon which O/TR has been actively interested in the project.

c. Consequently, O/TR is likeliest to decide in favor of independent publication, distinct from the Agency Handbook pattern.

25X1A

25X1A

25X1A
[redacted]

Acting Chief, Plans & Policy Staff

OTR/JER:mjf

DISTRIBUTION:

Orig. and 1 - Addressee
1 - S/PP

SECRET
Security Information

JD 7

~~SECRET~~
Security Information

DRAFT/PE/ams

no: TLO's.

23 June 1953

1. The project of producing a glossary of Intelligence Terms has been undertaken by the Office of Training at the request of the DD/P and other components of the Agency. This glossary, while still tentative, attempts to serve the Agency as a whole rather than anyone or a few components and is offered not as a finished product but as a first step in ^{an} evolutionary process.

~~2. The attached glossary is submitted to you therefore for distribution in your offices to those who may need such work and who may be able to offer constructive criticism designed to assist in the publication of an improved second edition.~~ In its present form this glossary is intended for any professional worker in the Agency, a recent employee, trainee or old hand who in his present job encounters intelligence terms unfamiliar to him. The glossary is intended to provide an accurate but general understanding of what such a term means and where it fits into the broad problems and activities of intelligence.

3. Following consultations with your office heads, it is recommended that persons be assigned to read and criticize the present glossary and submit to [redacted] (Room 1311 I Bldg., Extension 3531, Office of Training) by 1 August 1953 any ^{ci} recommendations, changes or comments ^{recommended for} ^{25X1A} ~~be included~~ in a second edition. Such coordination with all components of the Agency is regarded as essential if ~~we are to produce~~ an accurate and useable glossary ^{is to be produced.}

JOB NO. [redacted] BOX NO. [redacted] FILE NO. [redacted] DOC. NO. [redacted] NO CHANGE
IN CLASS/DECLASS/ICLASS CHANGED TO: TS S C RET. JUST. ZZ
NEXT REV DATE 89 REV DATE 1/1/99 REVIEWER 006199 PRE DOC. 02
NO. PGS 1 CREATION DATE 68G 03M2 70 01L11 ORG CLASS S
REV CLASS S NEW COORD. AUTH: NK 703

Sub 9

~~SECRET~~
Security Information

Decision on distribution beyond division chiefs is, therefore, being deferred for two weeks to afford time for you to express your opinion if you wish to do so.

4. As to machinery for gathering and transmitting ideas for improvements, it appears that the basic question concerns the degree to which these suggestions should represent individuals or the components in which the individuals are employed. Maximum encouragement of proposed improvements suggests that each individual present his ideas directly to the Office of Training. Minimum labor for us suggests that all proposals be funneled through coordinators at the DD level. Reasonable efficiency and effectiveness may most likely be found somewhere between, perhaps at the Office level. At whatever level you prefer to have the coordinating done, it is suggested that the work be assigned to officers who, through personal inclination or regular functions--or, ideally, both--are most actively concerned with the ways in which intelligence terms are used.

5. As soon as the chief coordinators have been designated, the O/TR officer in charge of the glossary project will consult with them concerning such further details as may be required.

MATTHEW BAIRD
Director of Training

~~SECRET~~

Tab 5

S-E-C-R-E-T

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

CENTRAL INTELLIGENCE AGENCY

OFFICE OF TRAINING

TRAINING BULLETIN

NUMBER 6

15 May 1953

SUBJECT: Proposed Glossary of Intelligence Terminology (Provisional Edition)

1. This is a provisional edition of a proposed glossary of intelligence terminology which ultimately will be given official status for usage within the Agency.

2. This edition has two principal roots: a compilation of existing definitions, largely from OSO and OPC Manuals and memoranda, assembled in the Executive Secretariat of the DD/P complex; and a glossary prepared in the Intelligence Training Division of the Office of Training (General). While the obligation to these works is gratefully acknowledged, the components in which they were produced should not be held responsible for any part of the present glossary.

3. Two other groups of materials have been used: several earlier glossaries, most of which bear no notations of date, authorship, or sponsorship; and certain official publications, especially National Security Council Intelligence Directives and the Dictionary of U.S. Military Terms for Joint Usage (Joint Chiefs of Staff, June 1950). These official sources are noted in the text.

4. Suggestions for any sort of improvement to this glossary are requested. As soon as these have reached significant proportions, an official edition will be published, revised and expanded periodically as required.

5. Proposals shall be presented in writing, and may be supplemented, if desirable, by consultations with [redacted] of the Plans and Policy Staff, TR(G), extension 3532.

MATTHEW BAIRD
Director of Training

Attachment: 1
Distribution No. 4 with
routing to all employees

25X1A

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 12 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 89 REV DATE 9/12/79 REVIEWER 00699 TYPE DOC. 03
NO. PGS 1 CREATION DATE _____ ORG COMP 11 CPT 11 ORG CLASS S
REV CLASS S REV COORD. _____ AUTH: HR 70-3

Approved For Release 2000/08/21 : CIA-RDP55-00166A000100060001-7

S-E-C-R-E-T

Job 4

25X1A

██████████ OTR

7 April 1953

Chief, TDS/TR(S)

Clandestine Services Glossary

1. We are submitting the attached notes as our contribution and comments on the draft of the official Clandestine Services Glossary.
2. It is requested, however, that the following general comments be passed along for consideration as well.

a. The Need for a Glossary in Two Sections

Even a cursory examination of the terms defined in this draft glossary clearly indicates the existence of two major categories. One consists of American terms used to describe phenomena generally encountered in clandestine operations irrespective of the character of the service or group engaging in them. The second consists of those terms established by directive or by regulation within the Clandestine Services of CIA. Words and phrases in this second category are defined in terms which may be of statutory, organizational or purely arbitrary origin. It is the opinion of TDS that these terms, peculiar to the Clandestine Services of CIA, should be organized in a separate glossary, - to avoid confusion on the one hand and to increase the utility of the general glossary on the other hand.

b. Adherence to the Basic Principles of Lexicography

In this regard it should be pointed out that some words included in this glossary have three or four different meanings when used as different parts of speech. Two examples of this are the word "intelligence" and the word "control." No one definition should be arbitrarily selected. All should, in our opinion, be included. Where phrases are included, they should be indexed under the substantive and then modified. This would apply to the variations on the basic term "agent." Adequate cross-references and indications of synonymity should also be included. When a word is widely used but is nevertheless professional jargon or slang, i.e. blood-chit, burn, chicken feed, and snow, it should be identified as jargon or slang.

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 13 NO CHANGE
 IN CLASS/DECLASS/ CLASS CHANGED TO: TS S, C REF. JUST. 22
 NEXT REV DATE 21 REV DATE 19/2/53 REVIEWER 0067 TYPE DOC. 02
 NO. PGS. 2 CREATION DATE _____ ORG COMP 11 OPI 11 ORG CLASS S
 REV CLASS _____ REV COORD. _____ AUTH: ER 70-3

~~SECRET~~
Security Information

3. I would also like to suggest that as a general rule any word which is adequately defined in generally available dictionaries be omitted from this glossary.

4. I would also like to call the attention of those concerned to the Dictionary of U. S. Military Terms for Joint Usage published under the auspices of the Joint Chiefs of Staff. It is our opinion that any term contained in this dictionary should be accepted as official and adequate and should not, therefore, be included in the Clandestine Services Glossary unless a second or third specific meaning peculiar to the Clandestine Services has not been adequately defined. This would, among other things, permit us to drop a number of terms relating to the whole field of communications. If any such term is included, however, for any of the reasons cited above, I believe that a warning reference should be made to the Joint Chiefs' dictionary.


Chief, Training Development Staff, TR(S)

25X1A

Attachment:

Comment Sheet on Glossary

OTR/TR(S)/TDS/JTH:bae (26 March 1953)

~~SECRET~~

Security Information

SECRET

Security Information

27 July '53

MEMORANDUM FOR: The Chairman, DD/P Training Committee

ATTENTION : [REDACTED]

25X1A

SUBJECT : Glossary of Intelligence Terminology

1. Copies of subject glossary were finished on 22 July for each member of the DD/P Training Committee.
2. Transmitted herewith are a revised foreword and a sample memorandum to be used for purposes of recommending additions, amendments, or deletions of entries in the glossary.
3. It is the view of this Office that the glossary in its present form together with the systems planned for its improvement will fill a need, not only for training purposes, but also as a desk manual in many parts of the Agency.
4. Since the preparation of the glossary was stimulated by a request of DD/P, your comments on it are requested prior to further dissemination.
5. It would be appreciated if this Office were advised as to the date your comments will be available in order that general dissemination can proceed.
6. Should the committee choose to discuss the glossary prior to the preparation of its comments, this subject will be placed on the agenda of a special meeting of your committee with representatives of the Office of Training. In such event [REDACTED] will arrange appropriate O/TR participation.

25X1A

25X1A

15/7M. B.
MATTHEW BAIRD
Director of Training

Enclosures

OTR/LES/mf (27 July 1953)

DISTRIBUTION:

- Orig. and 1 - Addressee
- 1 - Chrono
- 1 - S/PP

SECRET

Security Information

JOB NO. [REDACTED] BOX NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 4 NO CHANGE
 IN CLASS/DECLASS/ CLASS CHANGED TO: TS S C REF. JUST. ZZ
 NEXT REV DATE 89 REV DATE 11/77 REVISOR 066/77 TYPE DOC. 02
 NO. PGS 3 CREATION DATE [REDACTED] ORG CODE 11 OPI 11 ORG CLASS S
 REV CLASS S REV COORD. AUTH: 18375-1

Despatched 27 July

~~S-E-C-R-E-T~~
Security Information

FOREWORD *

1. Differences between this and most of the numerous earlier intelligence glossaries stem largely from objectives: instead of concentrating upon the needs of one or a few components, this glossary seeks to serve the Agency as a whole; rather than trying to make final or authoritative pronouncements, this glossary attempts only to take an effective step in an orderly evolutionary process.
2. Pursuing the first of these objectives, the glossary tries to give any professional worker in the Agency definitions that are not only sound in themselves but meaningful in the broad context of the intelligence enterprise. The second objective is reflected not only in the word Tentative on the title page but in arrangements that are being made for the efficient collection of ideas for an improved second edition.
3. The primary purpose of these arrangements is to encourage any interested member of the Agency to offer constructive suggestions concerning additions, deletions, changes, format, or any other phase of the glossary project. A secondary purpose is to obtain, with each proposal, a competent judgment concerning it. To perform this function, officers are being designated in the principal components of the Agency. A sample memorandum to serve both purposes is reproduced on the following page.
4. This glossary is not intended to serve either of two special purposes: (a) a technical reference for the relatively small number of persons who, in their regular official transactions, need to use a particular term in some legalistically restricted sense; or (b) a comprehensive instructional or operational aid in any highly specialized field.
5. Terms whose intelligence meanings are adequately covered in such a general-purpose dictionary as Webster's New Collegiate are omitted from this glossary. For two reasons it has not, however, seemed feasible to adopt any such division of labor with the Dictionary of United States Military Terms for Joint Usage. Since it first appeared in June, 1948, this Dictionary has undergone two extensive revisions, and numerous Agency offices lack a copy of any one of the three editions.
6. It will be observed that the general listing contains a few references to GLOSSARY SUPPLEMENT #1. This device is employed in order to reconcile the objective of maximum usefulness with the necessity of restricting the dissemination of particularly sensitive definitions. The Supplement is produced in a form suitable for inclusion at the end of the main Glossary but is disseminated separately and on a more restricted basis.

*This draft includes two differences from the Foreword to the First Tentative Edition: paragraph 3 is added, and the last paragraph is changed. These revisions are intended to make the Foreword appropriate if the Glossary should be published as an Agency handbook.

~~S-E-C-R-E-T~~

SAMPLE (OPTIONAL)

TO : Office of Training
ATTN : Plans and Policy Staff (1309 "I" Building)
THROUGH: (Channels established in your component for this purpose)
SUBJECT: Recommendations for Next Edition of Glossary

It is recommended that the following changes be incorporated in the next edition of the Glossary of Intelligence Terminology:*

1. Change**---CONTACT: (1) Person who wittingly or unwittingly ~~provides~~ gives a member of an intelligence organization access to a person, place, or object sought for intelligence purposes that may be of interest to the organization. (2) Person who also provides information and, in this respect, is more properly called an informant, q.v. Cf. AGENT. (Reasons:)
2. Add new entry---FIELD AGENT: An operational employee of a clandestine intelligence organization who is not a citizen of the sponsoring nation and whose duties are performed outside its borders. (Reasons:)
3. Delete entire entry for MILITARY GEOGRAPHY. (Reasons:)
4. Move definition of STAFF AGENT and CAREER AGENT to Glossary Supplement #1, leaving only cross-references in the main glossary. (Reasons:)
5. Reduce page size to approximately 6x9 inches. (Reasons:)

(Name) _____
(Position) _____
(Location) _____ (Phone ext) _____

Recommendations of Reviewing Officer(s).***

(Name) _____
(Position) _____
(Location) _____ (Phone ext) _____

NOTE: This sheet is designed for inclusion in an edition to be more widely circulated than the First Tentative Edition. Until such an edition is published, there is no general system of reviewing officers, but suggestions are welcome; they may be sent directly.

* Following each recommendation, briefly state your reason for it.
** Give complete entry; draw one line through each word to be deleted; underscore each word to be added.
*** Number these to correspond with the recommendations. If, in your opinion, the Reviewing Officer of another Agency component would be better qualified to evaluate a proposal, simply enter its number with "Refer to the appropriate component".

13 May 1953

MEMORANDUM FOR: Special Assistant, DD/A
SUBJECT : Glossary of Intelligence Terminology
REFERENCE : Memo to Director of Training from Special Assistant,
DD/A; subject, Glossary of Terms, dated 11 May 1953.

1. This Office has undertaken the preparation of a glossary of intelligence terminology at the request of representatives of the DD/P complex. Some 370 terms have now been defined, cross-referenced, and arranged in alphabetical order.

2. Since such a glossary must contain terms peculiar to the clandestine services in addition to common terms, the problem of coordination is a substantial one. At present, coordination of the glossary is proceeding within this Office.

3. It is estimated that, even on a priority basis, about 90 days will be required to complete coordination within this Office.

4. Following this coordination, the glossary will require review and revision by representatives of other Offices of the Agency, prior to its promulgation for official Agency use. This Office plans to publish the glossary in a provisional edition and request all recipients to review and comment on it, as a step precedent to official publication. It is believed that this is the most effective way to ensure general acceptance of the glossary throughout the Agency.

5. Your comments on the foregoing will be greatly appreciated.

MATTHEW RAIND
Director of Training

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 15 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST 22
NEXT REV DATE 89 REV DATE 16/12/79 REVIEWER 006199 TYPE DOC. 02
NO. PG3 1 CREATION DATE _____ ORG COMP 11 OPL 11 ORG CLASS S
REV CLASS S REV COORD. _____ AUTH: HR 70-3

SECRET

Tab 1

~~SECRET~~
Security Information

OK 219
53-13

11 May 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Glossary of Terms

1. It is my understanding that your Office has accepted responsibility for the preparation of a Glossary of Terms in common or specialized use in the Agency. Such a Glossary is vital to the development of an intelligible set of Agency Regulations. The point has been reached where both Deputy Director (Plans) and Deputy Director (Intelligence) representatives for regulatory matters have requested that priority action be given to this problem.

2. We would appreciate confirmation that you have undertaken this assignment and an indication of the approximate date of completion.



25X1A

Special Assistant to the
Deputy Director (Admin.)

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 16 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 89 REV DATE 19/11/79 REVIEWER 006199 TYPE DOC. 02
NO. PGE 1 CREATION DATE _____ ORG COMP 30 OPL 11 ORG CLASS S
REV CLASS S REV COORD. _____ AUTH: HR 70-3

~~SECRET~~
Security Information