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training
manuals

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ATTN : Chief, Regulations Control Staff, DE/A

JAN - 8 1954

Director of Training

Proposed Coordination Letter to Accompany TR RM O-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. O-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.

SIGNED
MATTHEW BAIRD

Enclosure

PR
PRS/JER:mjf (5 January 1954)

DISTRIBUTION:

- Orig. and 1 - Addressee
- 1 - D/TR ✓
- 1 - ISS/OTR
- 1 - PRS/OTR
- 1 - [REDACTED]

Document No. 004
 NO CHANGE in Class.
 DECLASSIFIED
 Class. CHANGED TO: TS S (C)
 DDA Memo, 4 Apr 77
 Auth: DDA REG. 77/1763
 Date: 8 Feb 78 By: OTR

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MEMORANDUM FOR: Addressees Listed Below

SUBJECT : Proposed [REDACTED] Glossary of Intelligence Terminology

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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

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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.)

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