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CENTRAL INTELLIGENCE AGENCY
2430 E Street, N.W.
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NIS CHAPTER IX MEMO NO. 9

DATE 31 March 1955

MEMORANDUM FOR: NIS Chapter IX Contributors

SUBJECT : Format of Chapter IX, Section 91

A brief description of the function of Chapter IX, Section 91, is given below in an effort to settle any confusion that may have arisen since the recent revision of the format of Chapter IX.

Under the new format, Section 91 is divided into two parts. The first fulfills the former 91 function of recommending items selected to illustrate subjects covered in the outline. The second consists of the descriptions and appraisals of individual maps and charts formerly given in Section 92.

Recommendations are written in textual form for all items in Chapter IX. They are justified on the basis of accuracy, adequacy of detail and presentation, usefulness, and availability. When appropriate, items are compared on the basis of deficiencies and adequacy of subject and areal coverage. Supplementary coverage required for full information on a given subject is noted.

Descriptions and appraisals of individual items are given in telegraphic form immediately following the textual recommendations. Each item is cited in the established style and is described and appraised under the following headings: 1) Areal coverage,

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2) Characteristics, and 3) Evaluation. The heading "Areal coverage" should include an indication of the number of sheets selected, with identifications if practicable. Significant features of the item, such as information shown and base data, are described under "Characteristics." The evaluation indicates the author's opinion of the item independent of other coverage. It should be absolute rather than relative to other items in the chapter. A statement that an item provides the best available coverage for a particular subject, for example, belongs with the recommendation rather than the appraisal.