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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Geographic Area ^{21th}

DATE: 25 January 1957

FROM : Chief, Geography Division

SUBJECT: Reply to Memorandum on GR Editing

Your memorandum of 15 January 1957 has been carefully considered and discussed with the Chief of the Editing and Review Staff. On the basis of our consideration we are answering the questions you raise point by point. Our reactions to the memorandum as a whole are included in the last two paragraphs.

1. The first paragraph of the memorandum seems completely unjustified, unnecessary, and unkind, as well as indiscreet. Furthermore the paragraph is weak in the first three elements of editing named -- grammar, organization, and clarity.

25X1A2g 2. GR-141 is a sensitive report and should be mentioned only by its code name, [REDACTED]

a. The mention of [REDACTED] material is no "indiscretion" 25X1A2g since the report is classified SECRET and bears the control REQUESTER ONLY.

b. Page 1 -- GR-141 was a requested job. The introduction was therefore designed to explain to the requester what was being presented and why all of the information asked for could not be provided. In other words, it is supposed to tell the requester what he should know before he starts reading the report. Possibly it might better have been called a "foreword" than an "introduction."

c. Page 1, par. 3 -- This paragraph is substantively significant to the paper and should not be relegated to a footnote.

d. Page 2, pars. 1-3 -- In general long summaries have been officially discouraged by CIA. Possibly the "introduction" should have been divided into a "foreword" and a "summary." A summary is designed for the casual reader who will decide on the basis of the summary whether or not he wants to read the report. GR-141 goes only to the requester, who has asked for all the information that could be provided. Under such circumstances only the briefest of summaries is in order.

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e. Page 3, par. 1 -- The statement referred to is an "apologia" and was intended as such. (See comment on b. p. 1.)

f. Page 59, par. 3 -- This again is a reminder to the requester that we have not ignored his request but were able to find very little information.

g. Page 78, par. 2 -- The author will elaborate on this point if comment is needed. The requester will understand why the sentence was included, but the reason for its inclusion is of a sensitive nature that should not be written out in full.

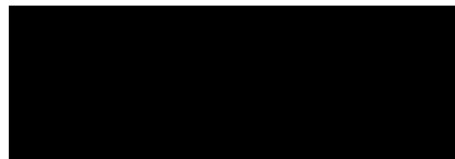
The memorandum suggests an unawareness of the conditions under which geographic reports requested by DD/P are produced. The material to be included in Geographic Research studies produced for DD/P is in most cases specifically spelled out in the request. The study is written to meet specific needs of the requester and can seldom result in a balanced geographic study, since DD/P has a tendency to request information on only selected elements or aspects of an area. Some of the studies submitted to DD/P are utilized or integrated into reports by the SR Support Staff, which is engaged in similar research but not to the same depth. Frequently explanations of sources and techniques are introduced at appropriate points in studies for the guidance of the SR Support Staff. Problems of security arise from different levels of clearance held by various people, which again on occasion calls for some explanation.

The staff of the Geography Division in general has been unaware that the Editing and Review Staff has failed so signally in the attainment of its objectives. Editing and reviewing are commonly regarded as an integral part of report preparation in which the editor and author work together for a common goal. The policy is and has always been not to release a report until both the editor and author are satisfied with it and it has been approved by the Branch and Division Chiefs. In view of the criticism directed against editorial procedures, the Geography Division suggests that an impartial investigation be made of editing in the Geography Division and other Divisions of the Geographic Area and that its procedures and results be compared with those of other parts of ORR in order to secure a sound basis for improvement. It is further suggested that the memorandum of 15 January from Chief, Geographic

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Area, and this memorandum be submitted to Mr. Guthe to acquaint him with the problem and provide him with a background for initiating the investigation.



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