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DD/I Notice

No. 50-100-34 35

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24 May 1963

All-Source Information Support

1. Effective immediately, responsibility for provision of all-source information support for research and production within the DD/I Special Center, as well as for other Agency components, is assigned to the Office of Central Reference. Such support means centralized management of the information processing functions, including receipt; logging and control; screening and dissemination; indexing; storage and retrieval; and reference service. All-source information includes those reports and finished products resulting from human, SIGINT and reconnaissance collection and subsequent analysis. The DD/I Special Center includes all of G corridor and part of F corridor on the 2nd through 7th floors behind the turnstile barriers, unescorted access to which, after approximately 15 June 1963, will require SI, T and KH clearances; SI alone will not suffice. Visitors to the Special Center not holding the required clearances will be escorted in accordance with security procedures developed jointly by Chief, SpInt, as the Special Center control officer (TCO), and the Office of Security.

2. TKH reports previously stored in Room 5G28 for central use by cleared personnel have been transferred to Special Register/OCR, as have those previously held in the office of the ORR/TCO in Room 3F44. SR/OCR will maintain a complete collection, all of which will be key-word title indexed; KH reports will be indexed in depth, with decision regarding the indexing depth required for older materials pending discussion with customer offices. During the transition period, and particularly until the various components' moves are completed and badges are converted for use in the Special Center, customer quarters will be cramped and inconveniences will occur; these conditions are temporary. During the transition, cleared personnel requiring access to TKH materials should report to the Office of the Chief/SR/OCR, Room 2G11. Materials in the  Control System are not involved in this information-support plan; such materials will be delivered to the  Control Officer, Room 6G28, for forwarding to the appropriate recipient within the Center.

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GROUP I

~~Excluded from automatic  
downgrading and  
declassification~~

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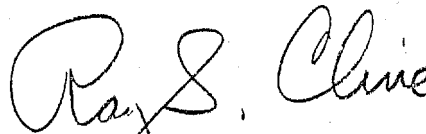
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3. Receipt of multiple copies of TKH reports for dissemination within the Special Center, in accordance with reading requirements such as those now extant for COMINT or collateral reports, will await securing of the Center. Document-flow controls will be similar to those now applicable to COMINT; storage of disseminated TKH reports in 3-way combination safes in analysts' offices within the Center will be possible after all the required clearances are obtained and the area is secured.

4. In addition, Document Division/OCR will undertake subject/area indexing of non-CIA collateral cables, heretofore retrievable only on a reporting-post basis.

5. To the degree that it is required, and after a reasonable shakedown period, one-stop customer service can be obtained by visiting SR/OCR, where relevant information from the collateral files of the other OCR divisions will be gathered along with the specially-controlled materials.

6. The Office of Current Intelligence remains responsible for communications, graphics, printing and courier services within the Center and for distribution of CIA SIGINT-level publications outside the Center. Arrangements are being made to provide the same services for T and KH materials.



RAY S. CLINE  
Deputy Director (Intelligence)

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