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Approved For Release 2000/06/07 : CIA-RDP79-01143A000300040007-9

OFFICE OF REPORTS AND ESTIMATES
O.R.E. Operating Procedure No. 7
REVISED

22 Mar 1949

SUBJECT: Instructions for the Preparation and Publishing of Special Evaluations.

REFERENCE: ORE Operating Procedure No. 5

I. Policy:

1. The CIA Intelligence Presentation Plan provides for the issuance and defines the scope of CIA Special Evaluations, which are prepared in a format different from that of other intelligence publications produced by ORE. For this reason, the following instructions for the preparation and publication of CIA Special Evaluations are issued for information and guidance.

2. The decision to utilize the Special Evaluation will be decided in each case on the basis of agreement between the producing component concerned and the Chief, Current Intelligence Group.

II. Procedure.

1. The Regional Branch or the Functional Group having primary cognizance will prepare a Special Evaluation whenever the need is perceived by them or when directed by higher authority.

2. Upon completion of the draft of a Special Evaluation by the appropriate Branch or Group, it will be referred to the Current Intelligence Group for review. The final draft of the Special Evaluation resulting from review and consultation will be produced by the Current Intelligence Group in the form of a memorandum for the President over the signature of the Director of CIA. This typescript will then be submitted to the Assistant Director, ORE, for consideration before being sent to the Director of CIA for signature.

3. Upon signature by the Director of CIA, the typescript original will be sent to the President. The Current Intelligence Group will then produce the number of copies required for standard distribution to the recipients of the CIA Daily Summary. One of these copies will be delivered to the originating Branch or Group for file as a matter of record.

DOCUMENT NO. **5**
DO CHANGE IN CLASS. ☐
☒ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: TS S C
AUTH: HR 702
DATE: **11 Dec 79** REVIEWER: 006514

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Assistant Director
Reports and Estimates

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