10 November 1965

PROCEDURES FOR DDI PUBLICATIONS

The Central Intelligence Bulletin (CIB)

1. There is an established format for the CIB.
Every afternoon at 3:15 the CIB Panel--representa-
tives of CIA, DIA, and State--meets to comment on
proposed articles. The approved articles reflect the
coordinated views of the agencies. These CIB Panel
articles will have been typed on mats by the time
you report for duty at 10:30 p.m.

Articles prepared after the panel meeting
are preceded by an asterisk (*) to indicate that
they are not coordinated. If there is analytic in-
terpretation, the article is followed by a special
paragraph. The SDO has pretyped copies of this
paragraph which is fastened to the mat for reproduc-
tion to photograph.

* Because of the shortage of time for preparation of this item, the analytic
interpretation presented here has been produced by the Central Intelligence
Agency without the participation of the Bureau of Intelligence and Research,
Department of State or of the Defense Intelligence Agency, Department of Defense:

This paragraph has a special type face to
set it off and should be scotchtaped, not typed, on
the regular CIB mat. The SDO must approve the use
of this special paragraph.

2. Be sure the classification of each article
agrees with the highest classification of the sources.
Watch the State cables used as sources; they occa-
sionally have the LIMDIS (a dissemination control)
close to the address list and it may not easily or
readily be noted. When the gist of a brief for the
contents page is based on comint the codeword clas-
sification must be used, in parentheses, after the
gist and before the page designation.

3. Drafts for the CIB--and in particular the
"situation reports" generated on the overnight--must
have the classification of each paragraph marked in
the margin, and also the specific No Foreign Dissem
portions clearly marked. If the analyst has not done

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Intelligence Memoranda

1. Intelligence memoranda are usually handled during the day by the memo control officer (Mrs. ▮▮▮▮▮▮▮▮. Frequently a memo is not fully processed during the day and is given to the early evening shift for typing. These memos usually have been very carefully edited and reviewed. The principal tasks for the night editor are to proofread the mats, assure that a map is available if needed, prepare the appropriate cover, write the requisition order, and fill in an information sheet for the DDI, D/OCI, DDI staff, D/OCI staff, and memo control.

25X1A

2. Memos follow an established format explained under tab headings "Procedures for DDI Memos" and "Memo Format."

3. Every paragraph after the summary (unnumbered) is numbered. The over-all classification is preprinted on the mats but specific controls such as NFD, BUO, or NDA have to be typed on.

4. Covers: There is a variety of covers matching the levels of classifications.

The variables on a memo cover are ~~check~~, date, control number, title, and classifications. Forms preprinted in black ink duplicate a cover text with only the variables to be typed in. ~~With the IBM Executive face (CIB) typewriter~~. (See cover and memo samples in style book.)

5. Cover changes: If two offices jointly produce a memo, both names go in the footnote on the first page. ~~Office of Current Intelligence has to be blocked out with correction tape on the cover. If two Directo~~rates cooperate on a memo, block out Directorate of Intelligence and Office of Current Intelligence on the cover. Retype in capitals both Directorates so they will have the same size face.

6. Dissemination Directions: Complete instructions are included for preliminary and regular dissem under tab-heading "Memo Data Sheet, Memo Status Report, Memo Dissem."

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7. <u>Memo information cover sheets</u>: Follow instruction in paragraph 6. If the MCO has already prepared this information sheet (and dissemination list) she will leave a note. The memo draft usually has a notation that the memo was self-initiated, and would have specific instructions if it was not.

<u>Situation Reports</u>

1. Situation reports are intelligence memoranda on trouble spots and are produced as frequently as developments demand. The SitReps are typed on mats with preprinted classification.

2. When the analyst turns in his draft of a situation report, be sure the classification is clearly indicated (also find out if any portions of the SitRep are for CIA internal use only). The Ops Center has a list of the agencies which receive the SitReps by wire; Communications has to know the classification in order to transmit by the proper channels. If any portion of the SitRep is for CIA internal use only, that portion should be typed and printed separately as an addendum to that issue.

3. <u>Format</u>: Situation reports are intelligence memoranda. The heading style for memos is followed: classification, control number, Central Intelligence Agency, Directorate of Intelligence, date, Intelligence Memorandum, title, and numbered paragraphs. The person in charge of the Task Force writing the situation reports will have decided during the day whether a map should accompany the SitRep. If so, the maps should have been printed (usually when CIB maps are printed). This aspect will have to be checked nightly. If no map is planned but the copy indicates one is needed, the night editor must advise the SDO who will make the decision of having a map printed, if time permits.

4. <u>Deadlines</u>: The draft, for example, for an 0600 SitRep should be received by 0545 so a copy may be made, sent to Communications and received in the White House soon after 0600.

<u>Weekly Reports--The Situation in South Vietnam</u>

See tab marked Vietnam Weekly. This publication was once processed Wednesday evenings, but now is edited during business hours, and typed and proofed by the night staff. Sections II and III are printed over the weekend. Section I is not typed until Sunday night to permit updating.

Night Journal

The night journal is written by the SDO and is usually checked over by the night editor for any errors, both on the draft copy and also on the mats. The production schedule for the night journal varies with each SDO and depends also on the volume of material he has to submit. Night editor should see to it that the Repro Requisition is filled out to indicate that Registry needs copies 1-183 and Ops Center copies 184-223. Also fill in date and number of originals. Partially completed Requisitions for this purpose are on the shelf in the typists' room. (See sample under "Misc. Advice for Night Editor.") Night Editor is authorized to leave at 0700.

Dissemination

The night editor is not responsible for overseeing the dissemination of publications, but he is responsible for ensuring that any publication intended for pickup by the early courier is taken. Specific directions are usually left when such an arrangement is planned. There is a courier pick up box in the Ops Center, and the couriers check it when they come in about 5-5:15 a.m.

The day dissemination staff (registry), comes in about 7:00 a.m. It is a good idea to make a list of memos if they are scheduled for dissemination at OOB and leave it or give it to registry personnel. This will be additional insurance that no mistakes are made. The current practice, however, is that memos receive a preliminary distribution to DDI, D/OCI for an early morning staff meeting at which time the type of dissemination is authorized.

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