

MEMORANDUM FOR: Mr. Bush

The Sensitive Annex of the Director's Daily Journal goes to you, General Walters, Mr. Duckett, as Secretary of the Management Committee, General Counsel, IG and

[redacted] The remaining Journals go to the four Deputy Directors, the D/DCI/IC, D/DCI/NIO, Legislative Counsel, Comptroller, Chief/Review Staff and Major General [redacted] IC Staff. All of the Journals are hand delivered by Executive Registry in sealed envelopes and are picked up and returned to this office.

[redacted]
B. C. EVANS

Five
[Signature]
3/15/76

Date 15 March 1976

DCI CHECKLIST

(Inclusive Dates for Projected Week)

The Checklist is an events calendar projected over a one-week period and distributed in time for the Friday Morning Meeting. The purpose of the Checklist is to give the DCI an overview of the upcoming week's events in addition to giving him the opportunity to make an input to any of the ongoing projects. In addition to the typed Checklist that is distributed, the information is displayed on large felt "menu boards" in order to facilitate the Morning Meeting discussion. The Checklist is divided into the following subheadings:

VIP TRAVEL

US PERSONALITIES

WHO

WHERE

WHEN

This section reflects the travels of high ranking officials who will be receiving some type of Agency support in connection with their trip. The list includes the President, Cabinet members, Agency VIPs, or other important government officials.

FOREIGN VISITORS

Included here are foreign VIPs either visiting the Agency or whose presence in this country requires some form of Agency support in the form of briefing papers or biographic information for the White House or other departments/agencies.

MAJOR INTELLIGENCE PRODUCTION TASKS

The upcoming USIB schedule is included here in addition to the various special papers being prepared by the D/DCI/NIO's office. These latter papers are usually interagency memos, special requirements by the White House or State, or short or long-term estimates of specific problems. These are not reserved just for the upcoming week but also highlight subjects not expected to be completed in the immediate future.

NSC ACTIVITIES

Under this category are listed the major study memos and Under Secretaries papers in which the Agency is represented. The description includes the paper number, its title, who has responsibility for the Agency's contribution, and its due date.

MAJOR RESOURCE TASKS

Comptroller

This section deals with the Agency's resource planning and control activities.

IC STAFF ACTIVITY

This section includes those ongoing projects dealing with the Intelligence Community as a whole in which the Director is involved in his role as Director of Central Intelligence.

MANAGEMENT COMMITTEE TASKS

A listing here includes those agenda items pending for consideration by the next Management Committee meeting.

OLC ACTIVITIES

Any DCI or Deputy Director appearance before a Congressional committee is listed and includes the specific committee and the subject matter to be discussed.

SELECT COMMITTEE REVIEW STAFF

This listing has projected the upcoming weekly schedule for both the House and Senate Select Committees in addition to the Rockefeller Commission.

INTELLIGENCE SUPPORT TASKS

The Checklist contains a posting of those major conferences which the Agency participates in or supports.

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KEY APPOINTMENTS

This calendar section of the Checklist contains a daily breakdown for the upcoming week of major appointments of the key Agency personnel.

KEY PROJECTED APPOINTMENTS

Under this section, those DCI appointments that go beyond the immediate upcoming week are listed in order to provide a brief glimpse at the DCI's future calendar.

DIRECTOR'S DAILY JOURNAL
Date

The Executive Secretariat prepares a daily Journal containing a synopsis of the DCI's correspondence. The following individuals receive copies: The DCI, DDCI, SC/DCI, the four Deputy Directors, the Deputy to the DCI for the Intelligence Community, the Deputy for National Intelligence Officers, the Comptroller, Inspector General, General Counsel, C/Review Staff, and the Legislative Counsel. The mail is divided into incoming correspondence, outgoing answers, internal CIA memoranda, and a sensitive annex. In addition to providing a short narrative on each piece of correspondence, the Journal also includes an explanation of what staffing actions have been taken.

INCOMING

Incoming correspondence includes all material originating outside CIA. It can vary as widely as a letter from a Congressman requesting a briefing to the feelings of the D/DIA about a particular project. Since most incoming papers go directly to the Executive Secretariat for screening and staffing, the DCI can quickly check the Journal to see the extent of any new business and who has the responsibility to draft the appropriate reply.

OUTGOING

Outgoing correspondence usually includes papers prepared for the DCI's signature concerning answers to specific questions, instructions, or concurrences. Items that fall into this category can involve a reply to a suggestion from the Secretary of Defense, guidance to D/NSA, or an answer to a Senator.

INTERNAL

Internal memoranda are in-house correspondence and can vary in their subject matter from Agency guidelines on the use of the Executive Dining Room to final preparations of a coordinated CIA input to a White House study. The internal section also includes short notes the DCI may attach to memos to staff members offering suggestions or requesting further information on problems.

SENSITIVE ANNEX

The Annex is intended just for the DCI and DDCI and is reserved for sensitive operational, personnel, or budgetary matters. The DDS&T, as Secretary of the CIA Management Committee, the General Counsel, the Inspector General, and the Special Counsel to the DCI also receive copies.