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APPENDIX A REFERENCE TOOLS AVAILABLE IN THE HISTORICAL STAFF

The following is a list and brief description of the planned records being compiled in the Historical Staff by the CS Group that may be helpful to the writer of CS history:

a. Knowledgeable Persons File

(An alphabetical card index of those persons known to have a detailed knowledge of the operations or functions of the CS on either an area and/or a functional basis and their specialty.)

b. Index to Source Documents

(A cross-index of abstract cards of existing documents known to have historical significance. This index is arranged by country, area, unit, and function.)

c. Index of CS Histories

(A card index, by area and function, of anticipated historical studies and those that have been completed including summary statements, controls, location and availability.)

d. Chronology

(A card index of CS organizational events maintained by date and supplemented by charts reflecting approved re-organizations.)

e. Agency Historical Staff Records (Basically not CS)

(Numerous and varied historical studies and histories of parts of the Agency and predecessor organizations.)

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DEBRIEFING GUIDE

(General Information desired from each interviewee)

NAME:

DATE OF INTERVIEW:

RESPONSIBILITIES:

DATES:

(Arrival and Departure; Job title or responsibilities)

NAMES: (Others known to have been responsible for an important part of the program and suggested as additional informants; why suggested.)

GENERAL COMMENTARY: (Work performed, relationship with others [foreign and U.S. Government elements], progress, unusual developments, support required, Headquarters and Station guidance and coordination.)

CONCLUSIONS: (Outstandingly effective aspects of the program which may have been successful and could or should be applied to Agency efforts in other countries. Approaches and procedures found to be productive in your activity. Mistakes, failures, or shortcomings, with constructive suggestions.)

REFERENCES AND BACKGROUND MATERIALS: (Identify and if possible provide a copy of reports or studies prepared earlier which cast light upon your responsibilities and actual activities; list any periodic reports which may include reference to your operations.)

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Assembling your ideas for the debriefing, keep in mind that your information will be used in the preparation of a history of the efforts. It is also intended that the history and attachments will benefit individuals assigned similar responsibilities.

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The Clandestine Services Historical Program

1. The Need

The Clandestine Services has relied too heavily and too long on the word-of-mouth technique for passing along contributing experiences and valuable lessons learned. The shifting of priorities, with a buildup in one area while there is a balancing decrescendo elsewhere, carries with it a natural lag in the transfer of our experiences, if indeed the transfer occurs at all. Informal or sporadic reviews of past activities form an inadequate basis, with the growth of the Clandestine Services, from which to apply accululated experience to the future fulfillment of our responsibilities. Responsible officers recognize the need for a more systematic effort to record historically the development of the operational arm of the Agency, including its contributions to the development of national policy and national strength, its experiences with operational, organizational, and methodological innovations, and its relations with policy authorities, other agencies, and other intelligence services.

2. The CS Historical Board

A Clandestine Services Historical Board has been established under the jurisdiction of the Deputy Director for Plans. The purpose of the Board is to review, advise, and assist in the preparation of CS historical studies.

3. The Historical Staff and Its Clandestine Services Group

The Historical Staff is a part of the Office of the Director of Central Intelligence. A DD/P Representative has been assigned to the Historical Staff to manage the CS historical program. Working with him is the Clandestine Services Group (HS/CSG), a three-man research team for developing the approaches to and supporting the preparation of histories of the Clandestine Services. The DD/P Representative and the HS/CSG serve as the implementing arm of the CS Historical Board.

4. The Participation of the CS Components

Each division and staff chief:

a. Has designated a senior officer on his immediate staff as Responsible Historical Officer (RHO) for the coordination of historical matters.

b. Is arranging for the DD/P Representative, Historical Staff, to receive lists of particularly knowledgeable persons from group, branch, section and/or desk chiefs, usually via the RHO. The period of interest reaches back to 1 October 1945.

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The list will indicate the subject or region of knowledgeability and the period in which the individual held related responsibilities.

c. Is assisting the HS/CSG to locate, index and preserve valuable source documents, through his Records Management Officer (RMO).

d. Will insure through his RHO that historical papers in the custody of his staff or division which have been identified, reviewed and accepted as a part of the Clandestine Services History will be maintained for reference and historical purposes.

#### 5. Individual Participation

The cooperation of all CS operations and staff officers in the CS historical program is encouraged. Where the opportunity affords the individual should take the time to analyze and record his experiences; he should keep a record of the subject and date of any study or special review which he has prepared. This might well be accomplished between tours or assignments and held by the officer for probable later use. In some instances he may be sought for debriefing in the near future, since the CS historical program is now in progress. With the inevitability of having to pass the torch eventually to another generation, it is incumbent upon the individuals engaged in operations to record their activities for the benefit of others.

#### 6. The Participation of the Clandestine Services Group of the Historical Staff

a. The DD/P Representative with the assistance of the HS/CSG will advise and guide participants in the CS historical program-- explain the purpose behind the CS effort, show the relationship between the work of individual participants and the planned history, furnish references and leads to sources, outline elements to be included in CS historical papers, provide other assistance (e.g., reviewing papers before final typing as required), and integrate the products into a Catalog of CS Histories.

b. The HS/CSG will develop guidance papers and archival aids to assist historical writers.

c. The HS/CSG will be winnowing the wheat from the chaff in the retired files, identifying important items and knowledgeable CS individuals. Thus it will provide the means for:

(1) Filling existing gaps by identifying available, knowledgeable officers to prepare historical papers.

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(2) Keeping past and current material from slipping away and being lost to history; as documents of historical value are identified in record collections the HS/CSG analysts will record their content and location for inclusion in an Index to Source Documents.

7. Controls

Depending on the sensitivity of its content the HS/CSG and office of primary interest will establish where each historical paper will be held and the release procedures for it. Normally, the original will be held in the office of primary interest for appropriate control and later use; one carbon will be held, as part of the permanent set of papers comprising the Clandestine Services History, in the office of the DD/P.

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EXAMPLES OF ASSISTANCE PROVIDED DDP OFFICES

1. Counterinsurgency: List of historical papers available in draft or in process was provided the Counterinsurgency Study Committee; also lists of debriefing reports on many aspects of operations in Vietnam and the Dominican Republic were provided. (Contents of many of the above were discussed and individual ones continue to be borrowed for use by the Committee.)  
2 Nov 1965
2. Vietnam Training: A selection of debriefing reports on Vietnam was provided for use in the Vietnam Training Course; also 23 drafts of historical papers were lent to the director of the course for background and instruction. 15 Nov 1965
3. Dominican Republic: Dominican Republic Desk officer requested copies of the 17 debriefings which the Executive Secretary of the CS Historical Board had assembled in June and July 1965 to be incorporated in a historical review for the DCI. 5 Nov 1965
4. Special Assistant for Vietnamese Affairs: Copies of reports of [REDACTED] and his debriefing were made available to [REDACTED] for the consideration of his Special Vietnam Group. 16 Aug 1965
5. Vietnamese Affairs Staff: Additional debriefings, draft reports and historical papers have been provided [REDACTED] from time to time.
6. Doctrine on Capture: Research records and indexes of the HS/CSG provided leads for a CI Staff officer to documents concerning doctrine and techniques related to conduct of Agency assets under conditions of capture.
7. Projected Planning: Early planning documents which had been indexed by the HS/CSG were quickly located and made available to the DDP Representative on "The Planning Group"; prepared 15 years ago and projected 5 years into the future they proved interesting and useful.

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8. The FBI Move in LA: Historical records (White House, FBI, Department of State and CIA predecessor organizations) on former FBI maneuvers regarding Latin America clarifying a picture of history repeating itself in the spring of 1965, were recalled for interested DDP officers.

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9. Vietnam/ [redacted] time in research and review was given in assisting the Far East Division in preparing a response to the DCI on certain results of operation [redacted]

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10. Vietnam: VNC Desk officers made extensive use of reports assembled by the CS Historical Board's Executive Secretary in assembling statistics on the various programs conducted by the [redacted]

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11. [redacted] Third Force: [redacted] Division requested the assistance of the Executive Secretary in locating the original request from the Department of State for the Agency to work with the [redacted] Third Force. Although the particular document could not be located HS/CSG records led us immediately to Minutes of the Board of Consultants and later of the Representatives which proved our action was in line with State's wishes and did not violate existing policies. Seven "TS" papers were made available to the [redacted] Desk within two hours.

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12. Counterinsurgency: Non-sensitive background information was made available to the responsible [redacted] officers on counterinsurgency and related matters in Vietnam. This information continues to be used in preparing [redacted] officers for their forthcoming assignments in Vietnam.

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