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HR- 5

9 MAY 1950

**MEMORANDUM FOR:** SPECIAL ASSISTANT, INTELLIGENCE  
DEPARTMENT OF STATE  
ASSISTANT CHIEF OF STAFF, G-2,  
DEPARTMENT OF THE ARMY  
DIRECTOR OF NAVAL INTELLIGENCE  
DIRECTOR OF INTELLIGENCE, HEADQUARTERS,  
UNITED STATES AIR FORCE  
DIRECTOR OF INTELLIGENCE, ATOMIC ENERGY  
COMMISSION  
DEPUTY DIRECTOR FOR INTELLIGENCE, THE  
JOINT STAFF  
DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

**SUBJECT:** Briefing of Service Attaches by the Central  
Intelligence Agency

**REFERENCE:** Circular Memoranda of 16 February 1950 and  
18 April 1950 to the participating members of  
the Intelligence Advisory Committee on the above  
subject.

The participating members of the Intelligence Advisory  
Committee have now agreed to the proposal circulated on  
18 April 1950, so a copy of this Interagency Operating Procedure  
is enclosed for your information and, when appropriate,  
implementation. Additional copies may be obtained through your  
regular liaison channels with CIA.

SIGNED

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central  
Intelligence

Encl. - IOF 1  
PC/dhl  
COAPS-9 May 1950

cc: Executive  
AD/OFE  
AD/OSI  
AD/OCD  
AD/OSO  
AD/OPC

AD/OO  
Chief, I&SS  
Signer's Copy  
Return to COAPS  
General Counsel  
Central Records

APPROVED FOR  
RELEASE DATE:  
26-Aug-2008

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HR  
70-14  
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IOP 1

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8 May 1950

INTERAGENCY OPERATING PROCEDURE NO. 1

SUBJECT: Briefing of Service Attaches by the Central Intelligence Agency

AGENCIES PARTICIPATING IN THIS AGREEMENT:

Central Intelligence Agency  
Department of the Army  
Department of the Navy  
Department of the Air Force

For the purpose of effecting maximum coordination and efficiency in the briefing of newly appointed Service Attaches and Assistant Attaches by the Central Intelligence Agency prior to their departure for foreign posts, it is agreed that certain operating procedures shall be established governing the scheduling and conduct of such briefings. Since these procedures are currently in effect, this agreement is intended merely to clarify and formalize them.

In general the following provisions for such briefings are agreed upon:

1. The participating agencies will inform the Central Intelligence Agency of all new assignments of such attaches or assistant attaches, approximately one month prior to their departure for duty abroad. The information given to the Central Intelligence Agency will include the individual's background and the nature and location of his new assignment.
2. The Central Intelligence Agency will brief all such attaches and assistant attaches, unless the Service Department concerned considers that their assignments are of a purely administrative nature. Normally, briefings will be conducted during the week prior to their departure for duty abroad.
3. Briefings will consist of a discussion of the situation in the area of assignment, particularly with reference to the collection requirements of the Central Intelligence Agency.

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