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FEB 18 1947

MEMORANDUM FOR ASSISTANT DIRECTOR, OFFICE OF COLLECTION & DISSEMINATION

SUBJECT: Implementation of N.I.A. Directive No. 7 and  
C.I.G. Directive No. 18.

1. In implementation of subject directives, the Office of Collection and Dissemination will:

a. Insure sufficient review of current and future agency collection directives as may be necessary to determine, on a continuing basis, their conformity with the policies and objectives established by N.I.A. Directive No. 7 and C.I.G. Directive No. 18.

b. Initiate appropriate corrective action on a working basis whenever possible.

c. Whenever a basic departure from the announced policies and objectives is discovered and cannot be corrected on a working basis, will either:

(1) present the matter before the next monthly interagency collection meeting on procedure (see paragraph 2a below)

(2) or, prepare a formal communication forwarded through ICAPS for signature of the Director or Deputy Director.

2. a. Initially, ICAPS will conduct monthly interagency meetings on collection policies at which the OCD and the collection representatives of the agencies will discuss policy, procedure, and coordination problems.

b. The Assistant Director, OCD, is authorized to call such periodic meetings as may be necessary for the operational coordination of collection activities in any particular field or in pursuit of any particular collection requirement.

cc: ICAPS  
Executive Registry  
Central Records (2)

[Redacted Signature Box]

E. K. WRIGHT  
Colonel, GSC  
Deputy Director

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FILE CONTROL SHEET

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DATE

SUBJECT: \_\_\_\_\_

INDEXED: \_\_\_\_\_

IS ACTION COMPLETE: \_\_\_\_\_

IF FOLLOW-UP IS NECESSARY,  
HAS NOTE BEEN PLACED IN  
SUSPENSE FILE: \_\_\_\_\_