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Tab D

26 June 1972

Additional Guidelines for Historical Content  
of Annual Reports by DD/S&T Offices

The CIA Historian has presented in Tab B a set of guidelines for meeting the historical requirements in drafting the dual purpose Annual Report as called for by Mr. Colby's 26 May memorandum. While these guidelines are addressed in general terms to cover the whole Agency, they are still complete and detailed enough to be easily adapted to the drafting of S&T contributions to the Annual Report.

Some particular points of emphasis for consideration in S&T reporting from the historical point of view include:

External Research and Analysis. A major policy of the S&T Directorate since its founding has been the maximum exploitation of external research to accomplish the Agency's scientific intelligence goals. The magnitude of these efforts and an indication of results should be included by those Offices engaged in such contractual activities.

Scientific Advisory and other Committees. The role of advisory panels, committees, and boards in the orientation of the Directorate's programs during the reporting period.

Research and Development. The effects of the DCI Conference decisions of 1971 with regard to R&D; changes in trends and emphasis.

Technical Collection Systems. A report on the 1971 cancellation of the joint ORD/OSA technical collection project.

Production of Scientific Intelligence. Effect of various high-level studies in this area; any redirection of analysis/production efforts within S&T or communitywide?

Continuity. A thread of continuity from year to year on long-term programs or projects should be achieved without repeating in each annual report the same introductory facts. This applies particularly to the large collection projects which may run six to ten or more years. Emphasis should be on movement from phase to phase as new situations develop, new requirements are levied, and old ones satisfied or canceled.

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