

S E C R E T

HANDBOOK
FOR THE WRITING OF
DDI, DDS&T AND DDS HISTORIES

Prepared by: Historical Staff, O/DCI
5 January 1967

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CHAPTER I. Introduction

1. The Need for Histories

The need for a systematic record of the activities and operations of CIA components has been recognized; it is necessary for the orderly progression of future planning. Historical programs in the Directorates for Intelligence, Science and Technology, and Support* are essential to place in true perspective the records of their organizations, operations, activities, procedures, successes, and failures; the concepts leading to the formation of their various components, policy decisions laid down for their guidance, and the authorities and agreements under which they have conducted their activities. Such a systematic record of the past, stressing "lessons learned," is basic to enlightened planning for the future.

2. The Uses

Historical papers will provide:

- a. A documented record of previous programs, activities, and experiences (together with appropriate

*These will hereafter be referred to merely as "the Directorates," excluding the Clandestine Services, which has its own historical program.

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conclusions) as background for those engaged in operational, organizational, and policy planning.

b. A helpful summary for the orientation of new office, division, or branch chiefs and other key officers.

c. A historical frame of reference for initiating new activities and resolving difficult problems.

d. A source of background material as required by senior Agency management.

e. An aid to training.

f. Contributions to "Studies in Intelligence."

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CHAPTER II. Organization and Procedures

1. Organization

a. Historical Staff

The Historical Staff is part of the Office of the Director of Central Intelligence. An Overt Coordinator has been approved for this Staff to encourage and assist in historical programs for the DDI, DDS&T, and DDS.

b. Historical Boards

Historical Boards have been established by the three Directorates to set the terms of reference for the several historical programs, determine what histories are to be written, establish priorities, and provide continuing guidance and review in the preparation of histories.

c. Historical Officers

Each major component of the three Directorates has designated a Historical Officer who will be responsible for coordinating the historical program within the component and will be the point of contact for his Historical Board and the Coordinator.

The cooperation of all senior staff and operating personnel in the historical programs should

be encouraged. Although perhaps not participating directly, they should give all possible assistance to the historical effort.

2. Procedures

a. The historical programs of the Directorates will include a number of different types of papers:

(1) A fairly lengthy chronological narrative history of each component.

(2) Monographs or historical studies dealing with special activities or operations. These are suggested as separate papers so that the logical flow of the narrative will not be interrupted by lengthy dissertations on specific and often unusual activities.

b. In general it would be impractical to ask staff officers to write lengthy narrative histories of major components in addition to their other duties. It is therefore suggested that:

(1) Each major component in a Directorate should identify capable staff employees who intend to retire within six to twelve months. In many cases such staff employees can be re-

lieved of regular duties and assigned to writing historical papers.

(2) To supplement, when necessary, the work of prospective retirees, each major component could contract with annuitants to write historical papers. Whereas personnel ceilings are tight, there may be sufficient funds for such contracts if their number is held to a minimum.

c. Monographs or short historical studies could well be assigned to personnel on duty who are intimately acquainted with the subject, with the provision that they write as time permits with no unreasonable deadlines.

3. Review

Procedures should be established for the review of each historical paper in draft form by one or more knowledgeable officers. In all cases a paper should be subject to a final review by the office director or his deputy.

4. Dissemination and Control

Each major component will determine the classification of its own historical papers. When possible, classification should be no higher than secret.

One copy of each historical paper will be deposited in the office of the appropriate Deputy Director and in-

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cluded in the catalog of the Directorate's histories. The master copy will be retained in the office of origin. Any further dissemination will be determined by the office of origin. (It is suggested that a number of copies of each paper be held in the office of origin to meet any future need for additional dissemination.)

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CHAPTER III. Content and Treatment

1. Content

a. Some of the topics that should be included in a historical paper are:

(1) Mission: How was the initial mission or function of a component determined? What changes have there been over the years? Were these changes due to experience, policy guidance, changing world conditions, addition of new functions? Under what authorities and agreements was the initial mission assigned and what authorities and agreements controlled later change and redirection of effort?

(2) Organization: Original organization. Changes in organizational structure; due to experience, increased requirements, change in scope of mission, or budgetary, manpower, or space limitations?

(3) Relationships: with other Agency components, USIB agencies, other Government departments and agencies, foreign governments, etc.

(4) Problems & Methods: Over the years, what problems have arisen and what methods have been used to resolve them? How was administration

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and management improved, or what new methods were adopted to cope with broadening activities and increasing work load?

b. Some of the elementary musts for any paper are the following (to be included on the cover, in a foreword, or in the body of the paper, as appropriate):

(1) Title Page (include date of writing and name and position of author)

(2) Table of Contents (subheadings within chapters if it is a long and complex history)

(3) Introduction

(4) Body (if more than one operation, activity or major grouping or trend of events, treat in phases, parts or chapters)

(5) Constructive conclusions

(6) Pertinent attachments:

(a) Chronology, if the paper covers an extended period.

(b) List of interviewed personnel and other contributors (where written debriefings or historical reports are referred to in the body of the paper, they should be in the Reference List)

(c) Reference List (each referral to a supporting document must be followed by its

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number on the Reference List; e.g., 12/)

(d) Index (names of individuals and places, elements of government and organizations, specialized terms and titles -- if warranted beyond the items in the Table of Contents)

2. Treatment

A history should state not only what was done, but how and why it was done. Normally the various facets of subject matter should be woven into a chronological narrative.

Using evidence in context, honest conclusions can be drawn regarding the extent of success and failure and the reasons therefor. But the factual narrative should not be interlarded with editorializing, and personal opinion should not be substituted for objective exposition.

Every writer has to use his own style, but unity in writing, a singleness of effect, and a well-proportioned product are promoted by outlining in advance and by keeping the presentation chronological. Good judgment is required as to the relative importance of material and corresponding emphases in presentation.

The Historical Boards, assisted by the Historical Officers of the various components, will provide guidance in maintaining uniform standards of treatment and quality.

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CHAPTER IV. Style and Format

1. Style Conventions

- a. Use third person, even when the writer participated.
- b. The first time an organizational abbreviation occurs in a paper, it should be preceded closely by the full title.
- c. Dates and time: Preferred usage is day, month, year (23 June 1953) and 24-hour time (2330 hours), specifying time zone where not evident.
- d. Names, titles, and rank: The initial mention of a true proper name should be in full, if known, with rank or title. Only the first letter of the surname should be capitalized.
- e. Geographic names: When writing about small, out-of-the-way places, use the approved Government-wide geographic spellings. If exact locations are important, give reference map coordinates or latitude and longitude.
- f. Statistics: Tabulate where possible.
- g. Ships and aircraft: Names of ships and aircraft should preferably be enclosed in quotation marks.
- h. Except as otherwise specified, the United States Government Printing Office Style Manual may

govern in matters of spelling, grammar, punctuation, abbreviations, etc.

i. Anachronisms: Watch out for errors in chronology such as using place names or personal titles which would be correct only at an earlier or later period than the one under discussion.

2. Format

a. Physical Form

(1) Papers should be typewritten double-spaced (except quoted passages, footnotes, and other material that would be printed in small type) on one side of letter-size paper (8" x 10½") with 1" top and 1½" left-hand margins to allow for fastening.

(2) The nature and sensitivity of the paper will determine the number of copies to be prepared. See II.4. above.

(3) Page numbers should be placed at the bottom above the security classification.

(4) A distinctive cover designed for completed historical papers will certify that the document so covered is a permanent part of the _____ History which may not be destroyed and is indexed in the "Catalog of _____ Histories."

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b. Security Classification and Controls

(1) All historical texts will bear the appropriate security classification and will be stamped with the GROUP 1 stamp on the first page.

(2) If a history must contain incidental code-word or sensitive material, this should, when possible, be segregated in a separate text and the reader referred to it by a footnote. This will allow wider use of the general paper and still provide for the authorized custodian of sensitive material to screen requests for it.

c. Documentation

Full and accurate referencing is fundamental to historical writing. All challengeable points and key information should be documented in source notes or references.

(1) Source notes, referenced by number, should normally be listed at the end of the paper (or chapter of long papers).

(2) Source notes will usually refer to either an interview or a document. They should specify:

(a) Nature or source (cable, dispatch, memorandum, intelligence report, interview, etc.)

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- (b) Originator
- (c) Addressee
- (d) Date
- (e) Control number and symbol
- (f) Top secret or registration number
- (g) Subject
- (h) Present file location

d. References

The list of references at the end of each paper may include source materials other than those mentioned in the text.

e. Illustrations

Maps, charts, pictures, etc., may be placed in the text or in appendixes. They should be clearly marked as to source and security classification.

f. Appendixes

There is no limit to the variety of appendixes that can be used. Examples include:

- (1) List of references
- (2) Chronology
- (3) Source listing
- (4) List of interviewees
- (5) Copies of important documents
- (6) Photographs, maps, charts, graphs, etc.

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(7) Sensitive materials for separate storage,
if necessary.

3. Index

The Index is a tool for the ready use of the historical paper, and nothing should be omitted from it which the discriminating reader might wish to locate.

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CHAPTER V. Sources

1. General

The sources of material for histories are limited only by the ingenuity, personal contacts, and doggedness of the writer. Most intelligence officers who have been chosen to write a segment of the history will be knowledgeable of the appropriate sources of information. The following paragraphs are offered simply as a checklist.

2. Personal Sources

Dates, places, and people that may be hazy in the writer's memory can sometimes be identified through personal documents:

- a. Itineraries of travel, receipts, and personnel actions which may be in personal custody in the office.
- b. Letters, both received and sent
- c. Diaries and journals
- d. Photographs or slide collections
- e. Maps and charts

3. Official Documents

A large number of papers regularly prepared within the Directorates will quite naturally lend themselves to historical exploitation. These would include annual

reports to the President's Intelligence Advisory Board, annual budget submissions, annual office reports, briefings for Congressional hearings, meetings of USIB committees, etc.

4. Interviews and Debriefings

The historian usually begins by getting all he can out of documentary records and then tries to get behind the documents, as well as fill in between them, with carefully chosen questions posed to knowledgeable persons. Such interviews should be recorded and cited like other documents. The historian of recent events can reverse this procedure, getting the story from participants first and then checking and supplementing it with documents, if he has too little first-hand knowledge of the subject to get started or if the people are more readily available than the papers.

5. Preservation of Documents

a. To preserve source references, writers of histories will be provided a stamp as follows for documents cited in their papers:

THIS DOCUMENT IS
A SOURCE REFERENCE IN
A HISTORICAL PAPER

DO NOT DESTROY

(It is recommended that at the time this stamp is placed on a document, the writer also indicate the title of the paper being written.)

b. Each Directorate should institute a further comprehensive program for the preservation in the future of documents of historical value. As each such document is identified, it should be stamped:

HISTORICAL DOCUMENT

Destroy only with consent
of the Historical Officer.

Name: _____
Date: _____

1. INSTRUCTIONS REGARDING OUTSIDE INTERVIEWS IN SUPPORT OF HISTORICAL PAPERS

a. Normally it is anticipated that an individual responsible for preparing a historical paper will acquire the necessary information from existing documentation, both current and retired, from interviewing personnel presently on duty, and from the writer's own experiences relating to the subject at hand.

b. There may, however, be gaps in information from these sources which the writer must fill by questioning at length one or more outside individuals who were earlier connected with the Agency in some capacity. Contacts with such persons will be made only when their contribution is essential.

c. Prior to approaching such a person, the writer will take the following steps:

(1) He will submit the name of the individual and, if known, his address to the security officer of the component having jurisdiction over the paper being prepared. The security officer will forward this data to the Deputy Director of Security for Personnel Security for examina-

tion as to security implications and approval for approaching the individual.

(2) After receiving clearance for making the contact, the writer, if he does not personally know the individual to be approached, can submit his name and address to the Domestic Contact Service. The Service will make an appropriate introduction and establish the bona fides of the writer. (In many cases, this will not be necessary.)

APPENDIX B

1. REFERENCE TOOLS AVAILABLE IN THE HISTORICAL STAFF

The following is a list and brief description of aids being compiled in the Historical Staff by the CS Group that may be helpful to the writer of histories in other Directorates.

a. Knowledgeable Persons Finder

An alphabetical card index of persons known to have a detailed knowledge of CS operations or functions (on either an area or a functional basis) and their specialty, and a subject index of organizations, functions, and projects listing knowledgeable persons by name.

b. Index to Source Documents

A cross index of abstract cards of existing documents known to have historical significance. These would include directives, regulatory issuances, functional statements, organization charts, cables, memoranda, dispatches, tabulations, graphs, books, and maps. This material may be written, printed, taped, or photographed. This index is arranged by country, area, unit, and function.

c. Catalog of CS Histories

A card index, by area and function, of

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completed historical studies. These papers may be quite broad in their coverage of a division, branch, country, or general function, or may be devoted to a specific operation. This index includes summary notations with controls, location, and availability.

d. Chronology

A card index of CS organizational events maintained by date and supplemented by charts reflecting approved reorganizations.

e. Historical Staff Papers (not purely CS)

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

2. DATES OF DCI'S, DDCI'S, AND DEPUTY DIRECTORS

a. Directors of Central Intelligence

Rear Admiral Sidney W. Souers, USNR
23 January 1946 - 7 June 1946

Lieutenant General Hoyt Sanford Vandenberg, USA
10 June 1946 - 1 May 1947

Rear Admiral Roscoe Henry Hillenkoetter, USN
1 May 1947 - 7 October 1950

Lieutenant General (later General) Walter Bedell Smith, USA
7 October 1950 - 9 February 1953

Mr. Allen Welsh Dulles
26 February 1953 - 29 November 1961

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Mr. John Alex McCone
29 November 1961 - 28 April 1965

Vice Admiral William Francis Raborn, Jr., USN (Ret.)
28 April 1965 - 30 June 1966

Mr. Richard McGarrah Helms
20 June 1966 -

b. Deputy Directors of Central Intelligence

Mr. Kingman Douglass
1 February 1946 - 11 July 1946

Brigadier General (later Major General) Edwin Kennedy Wright,
USA
July 1946 - 10 March 1949

Mr. William Harding Jackson
2 October 1950 - 3 August 1951

Mr. Allen Welsh Dulles
23 August 1951 - 26 February 1953
(also served as Deputy Director (Plans)
4 January 1951 - 23 August 1951)

Lieutenant General (later General) Charles Pearre Cabell,
USAF
23 April 1953 - 31 January 1962

Lieutenant General Marshall Sylvester Carter, USA
3 April 1962 - 28 April 1965

Mr. Richard McGarrah Helms
28 April 1965 - 30 June 1966
(also served as Deputy Director for Plans)
17 February 1962 - 28 April 1965)

Vice Admiral Rufus L. Taylor, USN
13 October 1966 -

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c. Deputy Directors

Deputy Director (Administration) (DD/A)
(established 1 December 1950)

Murray McConnell
1 December 1950 - 31 March 1951

Walter R. Wolf
1 April 1951 - 30 June 1953

Lawrence K. White
1 July 1953 - 3 February 1955

Deputy Director for Intelligence (DDI)
(established 2 January 1952)

Loftus E. Becker
1 January 1952 - 23 February 1953

Robert Amory, Jr.
23 February 1953 - 30 March 1962

Huntington Sheldon (Acting)
30 March 1962 - 23 April 1962

Ray S. Cline
23 April 1962 - 17 January 1966

R. Jack Smith
17 January 1966 -

Deputy Director for Operations (DD/O)
(established 1 December 1950)

Allen W. Dulles
1 December 1950 - 4 January 1951

Deputy Director for Plans (DDP)
(established 4 January 1951)

Allen W. Dulles
4 January 1951 - 23 August 1951

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Frank G. Wisner
23 August 1951 - 1 January 1959

Richard M. Bissell, Jr.
1 January 1959 - 17 February 1962

Richard M. Helms
17 February 1962 - 28 April 1965

Desmond FitzGerald
28 April 1965-

Deputy Director for Research (DD/R)
(established 19 February 1962)

Herbert Scoville, Jr.
19 February 1962 - 15 June 1963

Colonel Edward B. Giller, USAF (Acting)
15 June 1963 - 5 August 1963

Deputy Director for Support (DDS)
(established 3 February 1955)

Lawrence K. White
3 February 1955 - 5 July 1965

Robert L. Bannerman
5 July 1965 -

Deputy Director for Science and Technology (DDS&T)
(established 5 August 1963)

Albert D. Wheelon
5 August 1963 - 26 September 1966

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TRANSMITTAL SLIP		DATE 17 Jan 67
TO: [REDACTED]		
ROOM NO.	BUILDING	[REDACTED]
REMARKS: <p>Attached are three copies of a handbook on the writing of histories as prepared by [REDACTED] Historical Staff, O/DCI.</p> <p>These guidelines may be helpful in the preparation of historical papers by your Office.</p> <p>25X1A [REDACTED]</p> <p>Chairman DD/S&T Historical Bd.</p>		
FROM:		
ROOM NO. 6E60	BUILDING	EXTENSION 4248

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FORM NO. 241
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REPLACES FORM 36-8
WHICH MAY BE USED.

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