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Staff

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.



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NOTICE

24 October 1950

SUBJECT: Terminology for CIA-Produced Reports and Estimates

1. Effective immediately, identifying terminology on CIA-produced Reports and Estimates will be determined as indicated below:

a. The primary identification in each case will be "CIA".

b. The secondary identification in each case will be the identifying initials of the organizational element of CIA primarily responsible for the content; for example --

(1) Office of Reports and Estimates -- "RE".

(2) Office of Scientific Intelligence -- "SI".

c. Identifying number and year -- "10-50"

2. To illustrate the above, a report prepared by Reports and Estimates as the tenth in a series during the year 1950 will carry the following identification: "CIA/RE-10-50".

3. References to reports already produced using the method of identification in effect previous to the receipt of this notice will be translated into the terminology prescribed above and followed by a parenthetical reference to the old terminology for identification purposes; for example-- ORE-25-50 will be referred to as "CIA/RE-25-50 (ORE-25-50)".

4. To the extent appropriate, the above instructions will be applied to intelligence material produced by CIA activities other than RE and SI.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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