

GUIDE FOR PREPARING AGENCY REGULATIONS

1. General Content.

CIA Regulations will contain all officially approved courses of action necessary or desirable for the control and direction of Agency activities. The Regulations will include organization, policies, functions, authorities, responsibilities, and procedures.

2. Organization.

In general, each section of each series of the Regulations should be organized to include the following topical breakdown:

- a. General: A general statement of the purpose and objectives of the Regulation, what it purports to accomplish, and to whom it is applicable.
- b. Policy: A statement of the Agency policy which the particular section of the series of the Regulations in question is designed to establish, define, and disseminate.
- c. Functions: A brief statement of the functions involved in the particular section of the Regulations.
- d. Responsibilities: Assignment of the specific responsibilities for the performance of the functions involved in this section of the Regulations.
- e. Authority: Basic delegation or placement of authority essential to meet the responsibilities assigned, and for the enforcement and activation of the policy and procedure set forth in the particular section of the Regulations.
- f. Procedures: Detailed procedures essential to the performance of the function, fulfillment of responsibilities, and proper exercise of authorities toward the accomplishment of the objective and purpose of the Regulations.

3. Detailed Content.

Regulations should incorporate:

- a. Existing material from regulations in the CIA Manual pertaining to each series.
- b. Sections of the Confidential Funds Regulations appropriate and pertinent to the particular series in question.

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d.



- e. All essential procedures of general Agency interest which have not been published heretofore.

4. Writing - General

The following general principles and fundamentals may serve as guides to the proper writing of regulations.

- a. Understand the policy or procedure under consideration-- in order to describe any particular policy or procedure so that it may be used effectively, it is necessary that the writer be thoroughly familiar not only with the matter directly involved, but the implications and reasons for that matter. Questions, for instance, of the relationship of a particular issuance to previously established rules, regulations and procedures must be recognized. Regulations should establish and describe functions and the policies governing those functions. They should assign organizational responsibility for the effectuation of policies and the performance of functions. They should explicitly provide proper authorization for the fulfillment of all assigned responsibilities.
- b. Write for the lowest degree of comprehension among those who will use the materials - a particular issuance is effective in proportion to the degree to which it may be understood, and if those who must use it cannot entirely comprehend its meaning, its effectiveness is lost. Therefore, the general principle may be followed that the writing should be directed to lowest degree of comprehension as long as the appearance of "writing down" is avoided.
- c. Reflect in the procedure the point of view of the ultimate user - the issuance has only one purpose, that is to serve the user, not the writer. Consequently, regardless of the need for complete understanding of technical detail on the part of the writer, in writing a particular issuance care should be taken to reflect the point of view of the user. Procedures should be written in such a manner that the performance of functions can continue without regard to the tenure in office of any individual. There must be sufficient comprehensiveness of procedures to permit the performance of any given formalized function essential to the business of the Agency by any individual incumbent without reliance upon knowledge and informal procedures of any predecessor, or any supervisor who may be absent from duty.
- d. Answer the questions who, what, when, where and how - fundamental to procedures writing is a thorough understanding of the objectives to be obtained by the issuance, and a conscious

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effort to reach that objective. As an aid to this end the questions who, why, what, when, where, and how should be considered.

5. Writing - Specific.

It is suggested that the compilation of materials to be incorporated in the Regulations may be approached in somewhat the following manner:

- a. Analyze all existing written materials as outlined in paragraph 3 above by topical subject matter breakdown and prepare indices on 5 x 3 index cards. In this manner all references from all sources related to any given subject or topic may be located in one place when the actual writing and organization of materials begins. This technique will facilitate the organization of materials and aid in the logical, coherent sequence both in the preparation of outlines and in writing the regulations. By this device every policy, authority, responsibility and function related to any particular subject of a significance warranting its inclusion in Agency Regulations will be assembled and will simplify the organization of the over-all Regulations. This system will also be invaluable in preparing an adequate index for the total volume of regulations.
- b. Adequately prepared index cards will permit the association of policies and authorities with related subjects or functions. They will also permit the application of clear, definitive titles to each section and sub-section of the Regulations.
- c. The index cards may then be organized in logical and coherent sequence toward the preparation of detailed outlines of any given section of the regulations.
- d. Preparation of these index cards should also be directed toward the incorporation of all significant policies, functions, authorities, responsibilities, and procedures which have never been formally published. The initial analysis of materials should encompass information of this type.
- e. Having organized these materials in this manner, the problem becomes merely a mechanical process of drawing from each source cited on each card to assemble a draft copy for rewrite and editing.
- f. Particular attention should be given to make certain that every new item, fact, concept and relationship which may be foreign to the user is adequately defined.
- g. Care should be taken to ensure that the flow of work and the sequence of action is explicit. The source from which each piece of material or other motivation comes, the step-by-step process or operations including all details essential to the completion of the particular action, should be clearly and definitively set forth.

- h. Make certain that all previous practices, methods, or requirements which are discontinued are specifically identified in all drafts - an issuance defeats its own purpose when conflicts with previous issuances are permitted to exist. Conflicting, as well as superseded issuances should be specifically modified or rescinded.
- i. Check the issuance with authorities in the field before final preparation - issuances which may be susceptible to technical interpretation in fields with which the writer may be unfamiliar should be checked with authorities and written coordinately with them.

6. Style.

- a. The aim of Agency Regulations should be perfect clarity attained by logical development, concise statement, and incisive, direct presentation. In line with the current trend, no mark of punctuation should be used unnecessarily. Punctuation should, however, be used when necessary to aid expression and meaning or to ensure clarity. Format should facilitate rapid reading and subsequent reference.
- b. The subject should normally be introduced by a "general" or "background" paragraph. The principal purpose or objective of the regulation should be stated at the beginning; procedural steps, if any, should be developed in logical order.

7. Number of Copies Required.

An original and one carbon copy of the manuscript presented for final authentication should be prepared for Agency Publications Service. Initial drafts should be provided in multi-copies dependent upon coordination required.

8. Format.

- a. All drafts should be typewritten, double-spaced.
- b. Centering - all centering should be related to the position of the text rather than to the blank page.
- c. The security classification may be stamped or typed and should be centered approximately one inch from the top and bottom of each page. When it is typed the classification should be in all capital letters and the words "Security Information", using initial capital letters, centered immediately below the classification at the top of the page. It is not necessary to repeat "Security Information" below the classification at the bottom of the page.
- d. Margins. Leave a left margin of twelve spaces, a right margin of five.

e. **Formal Heading.**

- (1) Two lines below "Security Information", at the left margin type in capital letters the heading "Central Intelligence Agency"; the following line type "REGULATION NO. ____".
- (2) On the corresponding lines at the right margin, type the categorical heading of the Regulation (General, Operations, etc.) on the first line; type the date on the second line.

f. **Subject.** Three lines below the formal heading (two lines if there is a reference or a rescission) type the subject of the regulation, underlined, centered in solid capital letters.

g. **Reference and/or Rescission.** A reference or a rescission, enclosed in brackets, is shown at the left margin two lines below the formal heading. If both occur in the same regulation, show the reference first, the rescission two lines below.

h. **Contents.** Two lines below reference or rescission type "CONTENTS" centered in capital letters. Prepare brief contents as a syllabus of the Regulation.

i. **Text.**

- (1) **Paragraph Numbers.** All paragraphs and sub-paragraphs should be numbered or lettered. "Exhibit A" shows the breakdown pattern to be followed.
- (2) **Paragraph Titles.** Titles of major paragraphs and key lead phrases of the sub-paragraphs should be capitalized to high-light contents.
- (3) **Indentation and margins.** The text is begun three lines below the content. Major paragraphs should be indented four spaces. Sub-paragraphs should be indented in multiples of four spaces. The second line of text, whether major paragraph or sub-paragraph should be aligned with the initial letter of the paragraph.

j. **Subsequent Pages.**

- (1) Repeat the security classification and formal heading on each subsequent page.
- (2) Do not carry over subject or paragraph heading to subsequent pages.

k. **Pagination.** Number all pages consecutively (including exhibits and attachments) at the bottom center of each page; except that regulations of only one page will not be numbered.

- l. **Appendices and Attachments.** On appendices and attachments, "Exhibit 'A'", "Attachment 1", etc., will be shown in solid capital letters in the upper right hand corner.
- m. **Sample format.** Exhibit A is attached for use as a pattern for format.

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ATTACHMENT

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