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DD/P- [REDACTED] :RWF:chs 25X1A
5 December 1955COMMENT AND SUGGESTED REWRITE
OF
BRIEFING SHEETS TO ACCOMPANY OPERATIONAL PROGRAMS

Briefing sheets to accompany Operational Programs are of two types:

A. An over-all briefing sheet, prepared by the Area Division, to accompany the Operational Program. It normally will not exceed two or three type-written pages.

and

B. A briefing sheet, prepared by the Country Desk, to accompany each Country Program. It normally will not exceed one type-written page.

Both types will have common headings as follows:

I. EVALUATION (Accomplishments)

[In this Section, present a brief over-all summary of FI, CI, and PP progress and accomplishments. This summary should take into account unproductive as well as productive activities. Specific mention should be made of PP projects of major significance.]

II. FUTURE TRENDS (Future Plans)

[In this Section, give a brief summary of future activities based on estimated operating conditions.]

III. CAPABILITIES AND LIMITATIONS

[This Section should outline briefly the capabilities for operational action for the years covered by the Program. Factors that will limit the ability to take desired operational action should also be included.]

IV. US STAFF AND CONTRACT PERSONNEL

[List by geographical location the number of U.S. personnel (Staff Employees, Staff Agents and Contract Agents) presently assigned to each location. Geographical location headings will correspond to the geographical Country Programs contained in the Division Program. This will be prepared for the over-all division briefing sheet only.]

EXAMPLE

| <u>Location</u> | <u>Staff</u> | <u>Contract</u> |
|-----------------|--------------|-----------------|
| Headquarters V | 125 | |
| Tomanshi UV | 54 | 2 |
| Splandia UV | 16 | 1 |
| Poolandia UV | 23 | |
| Esmania UV | 41 | |
| TOTAL V & UV | <u>259</u> | <u>3</u> |

[This portion of the briefing sheet will be classified "TOP SECRET" and will be submitted in five (5) copies only.]

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ATTACHMENT A

PP PROJECT LIST FOR (STAFF OR DIVISION)

[List in this attachment, using the format below, all PP projects in which there is an increase or decrease in excess of \$10,000, or 50% of the current estimates obligations.]

[Precede this listing with a statement such as the following: "Increases or decreases in excess of \$10,000 or 50% of the current estimated obligations are being programmed for the following PP continuing projects:"]

| Cryptonym | Est. Oblig. FY 1956 | Programmed FY 1957 | Explanation |
|-----------|------------------------|-----------------------|-------------|
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[This portion of the Briefing Sheet, "Attachment A", will be classified TOP SECRET and the number of copies to be made will be specified later.]