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NIS COMMITTEE MEETING NO. 16

13 December 1948

1. Members present were as follows:

DOCUMENT NO.	Dr. Appleton	State
NO CHANGE IN CLASS. <input type="checkbox"/>	Col. Bromley	Army
<input checked="" type="checkbox"/> RECLASSIFIED	Capt. Field	Army
CLASS. CHANGED TO: TS S S	Lt. Col. DeHority	Navy
NEXT REVIEW DATE:	Lt. Col. Gould	Air Force
AUTH: HR TS-2	Maj. Gamber	Air Force
DATE: 5 NOV 1980		CIA (Chairman)
REVIEW: 018645		CIA
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2. Meeting with the Committee were the following collection representatives of the several Agencies:

Mr. Ottemiller	State (OLI)
Mr. Norbeck	State (IOD)
Lt. Col. Smith	Army
Cdr. Cook	Navy
Lt. Col. Garrett	Air Force
Maj. Kimball	Air Force
25X1A9a	CIA (OCD)

3. The Chairman opened the meeting by stating that Army's method of reporting, collating, and filing information would be explained to serve as a basis for exploration of the feasibility of adopting a uniform system for these operations by all IAC Agencies. He pointed out that while these operations are highly important to the NIS Program, any system for improving them is a means to an end, not an end in itself.

4. Lt. Col. Smith passed out sets of forms to the members and explained Army's method of reporting, collating, and filing information used in connection with the production of SID. Briefly, this system embodies, among others, the following points:

a. Army field operatives type their complete reports on one form and then attach to the complete report a summary thereof on another form.

b. Upon receipt in ID, the summary form (which contains appropriate data to enable ready identification of the complete

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report) is filed by IFI number in the analysts' files. The complete report, after examination by the analyst, is filed in a central library.

c. Information from sources other than Army field operatives is summarized in ID on these summary forms; or, for bulky reports, a notation of the contents thereof is placed on the form. These summaries are then filed, according to IFI number along with summaries from Army sources.

d. Copies of SID, or parts thereof, are sent to field agents for review and correction. Along with these copies are sent special forms of the same size as (but different color than) the summary forms mentioned above.

e. The field operative indicates changes on these special forms and returns the forms to ID, where they are filed according to IFI number with the other forms mentioned above.

f. When portions of the SID outline are discovered for which there is no information available, the Army field operatives are directed to make basic reports, which are on the same forms as those mentioned in subparagraph a above.

5. At the conclusion of Lt. Col. Smith's explanation, the Chairman pointed out that Army's system is adapted to the SID Program, which is designed to meet the requirements of the Department of the Army, and may not necessarily be wholly adaptable to the NIS Program, which is much more comprehensive and reflects the requirements of all the IAC Agencies.

6. The State collection representative said that intelligence reporting is only one aspect of Foreign Service reporting and that he was sure that Army's forms would be unacceptable to the Foreign Service. Dr. Appleton expressed the view that, while the system of collation and filing used by analysts is important, the prompt receipt of information by analysts is more important. The State collection representative said that State might be able to follow Army's practice of sending drafts to the field for correction. It was pointed out, however, that the pressure of the NIS production schedule would militate against such procedure.

7. The Navy collection representative stated that ONI is studying Army and Air Force forms with a view to adopting certain features of them. Navy, however, is reluctant to require field operatives to perform additional work such as preparing the summary forms would involve.

8. Lt. Col. Garrett said that Air Force's forms are practically the same as the Army's, except that Air Force does not use Army's Form 17-A.

9. Lt. Cols. DeHority and Gould were of the opinion that the analysts who actually prepare NIS material should work out with their own collection agencies systems of reporting, collating, and filing at such time as experience provides a basis therefor.

10. The following was the consensus:

a. The IAC Agencies are now actively examining the question of collection for the NIS Program.

b. Thus far, experience has been insufficient to warrant changes in existing systems.

c. Collecting agencies are now working together.

d. CIA is now looking at the overall collection picture.

e. It is more important to establish effective procedures within Agencies than to achieve mere uniformity among Agencies.

f. NIS Committee members will take up the matters of maintenance and collation with their analysts and collecting agencies.

g. The subject of collection and file maintenance will be taken up again by the NIS Committee when Agency views on the matter have been formulated.

11. Army and Air Force concurred in the FY 1950 Production Schedule. State is to obtain concurrence within OIR in moving up Chapters IV, V, and VI of NIS #68 from April to March. Navy is to obtain concurrence within ONI on omitting Supplement No. I for NIS #67.

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