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71-1016/2

19 March 1971

DD/S 71-0991

**MEMORANDUM FOR:** Deputy Director for Intelligence  
 Deputy Director for Plans  
 Deputy Director for Science and Technology  
 Deputy Director for Support  
 Deputy to the DCI for National Intelligence  
 Programs Evaluation  
 Director of National Estimates  
 General Counsel  
 Inspector General  
 Legislative Counsel

**SUBJECT :** . Response to Requests for Agency Officials as  
 Guest Speakers

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1. It recently came to my attention that some Agency speakers are being provided without preliminary and careful compliance with the provisions of [REDACTED]. This Regulation requires that all requests for Agency speakers be forwarded to the Director of Training, who is responsible for coordinating the response with the appropriate Deputy Directors or Heads of Independent Offices and, in certain instances, with the Executive Director-Comptroller.

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2. I ask each of you to assist the Director of Training in discharging his responsibilities by personally satisfying yourself that the speaker to be provided is well qualified to deal with the subject matter and has the capacity to represent the Agency favorably. If a qualified speaker is unavailable, we should not hesitate to decline the invitation. I suggest you require supervisors to read [REDACTED] and hope you will take any additional steps you deem appropriate to ensure you are complying with its provisions.

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[REDACTED]

L. K. White  
 Executive Director-Comptroller

cc: Asst to DCI  
 DTR  
 D/S  
 D/PPB

GROUP 1  
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9. **REQUESTS FOR AGENCY OFFICIALS AS GUEST SPEAKERS.** The Agency provides guest speakers for presentations at facilities operated by members of the Intelligence Community and at facilities of agencies outside the Community. It also provides speakers for presentations to non-Government groups such as business, professional, and civic organizations and universities. This paragraph outlines procedures for fulfilling requests for Agency speakers. It does not affect requirements of [redacted] concerning outside activities of Agency employees, nor does it alter the provisions of [redacted] concerning the Agency's briefing and debriefing of U.S. Government officials who are assigned overseas or who travel overseas.

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a. **REQUESTS FROM GOVERNMENT AGENCIES** are sent to the Director of Training. If the request is from within the Intelligence Community the Director of Training will make the necessary arrangements. If the request is from an agency outside the Intelligence Community, the Director of Training will recommend action to the Executive Director-Comptroller, and execute the decision made. The Director of Training will inform the Assistant to the Director of all requests received and actions taken. The Director of Training will coordinate action with the Deputy Director or Head of Independent Office concerned whenever a request cites by name a speaker who is under the supervision of a Deputy Director or a Head of Independent Office, or whenever a specific substantive intelligence question of primary interest to a Deputy Director or Head of Independent Office is to be covered in the briefing.

b. **REQUESTS FROM NON-GOVERNMENT GROUPS**

(1) **REQUESTS FROM UNIVERSITIES OR ACADEMIC GROUPS** are sent to the Director of Training for response.

(a) If the group can attend a briefing at Headquarters Building or at a location in the Washington area selected or approved by the Agency, and positive benefits to the Agency appear likely and at the same time no compelling reason for refusal can be ascertained by the DDI and other components as appropriate, the request will be approved.

(b) If the group requests that the briefing take place at the university, in open forum, or at public premises, the request will in most cases be refused. If in the judgment of the Director of Training a request merits consideration for an exception to this rule, he will, in coordination with other interested components of the Agency, present a recommendation for exception to the Executive Director-Comptroller.

(c) The Director of Training, in cognizance of the special relationship being developed with the academic community by the DDI, will coordinate the selection of speakers and program arrangements for academic groups with the DDI.

(d) The Director of Training will provide copies of significant correspondence on all requests for briefings of academic groups to the Executive Director-Comptroller, the DDI, the Assistant to the Director, and the Director of Security for their information.

(2) **REQUESTS FROM OTHER NON-GOVERNMENT GROUPS** are sent to the Director of Training, who recommends action to the Executive Director-Comptroller. If the request is approved, the Director of Training, in coordination with the Assistant to the Director and the Director of Security, will make arrangements for the presentation and select a speaker. If the presentation is to be on a substantive intelligence question, the Director of Training will coordinate the response and subsequent action with the Deputy Director who has primary interest in the subject matter or supervisory responsibility over the speaker requested or selected.

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UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DTR		✓
2			
3	DTR		✓
4			
5	EA		<i>[Signature]</i>
6	DTR		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<p><b>Remarks:</b> You may want to mention the attached at a staff meeting. <i>Yes</i></p> <p>I believe we should review our current procedures to see if any changes are in order.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
EA/TR <i>[Signature]</i>			3/25/71

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TRANSMITTAL SLIP			23 MAR 1971
TO: Director of Training			
ROOM NO.	BUILDING		
819	1000 Glebe		
REMARKS:			
The attached applies to all com- ponents of the Support Directorate.			
			
Robert S. Wattles			
FROM: ADD/S			
ROOM NO.	BUILDING	EXTENSION	
7D-24	Hqs.		

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