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HQ. INSTRUCTION SHEET 362

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ISSUANCE NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
HR 51	1 6, 7, & 8 9 & 10	12/10/64 4/1/61 3/26/64	HR 51	1, 6, 7, 8, 9 & 10	11/6/67	<p>HR 51-5 revised to delete airgrams and dispatch weekas from definition of non-CIA produced cables and to prescribe a retention period of three months for non-CIA cables classified SECRET and below. Title in subparagraph 5c updated.</p> <p>HR 51-6 revised to show the shift in responsibility for cartographic support from the former Office of Research and Reports to the Office of Basic and Geographic Intelligence and to include certain additional services.</p> <p>HR 51-7 revised to show the shift in responsibility for map library support from the former Office of Research and Reports to the Office of Basic and Geographic Intelligence and to include additional Government map collections available on an interagency loan basis.</p> <p>Page 6 reprinted without change in text to allow revised HR 51-5 to be printed on a new page.</p>

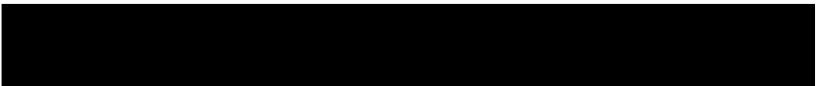
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analyzed, integrated or interpreted. Excluded from this definition are: presentations of unevaluated intelligence information; papers prepared exclusively for the use of the producing office; papers prepared on a "requester only" dissemination basis that do not fall within any of the categories listed in subparagraph d(1) below; semifinished papers used for committee business; or counterintelligence studies.

b. POLICY. CIA will provide for the systematic handling of the initiation and production of finished intelligence publications and ensure that:

- (1) The publication of information contained in each issuance is within the functional cognizance of CIA and the originating office;
- (2) The publication is properly coordinated and integrated with other finished intelligence publications issued by both CIA and other intelligence agencies and does not unnecessarily duplicate other publications; and,
- (3) The requirements of intelligence consumers are most efficiently and economically satisfied.

c. RESPONSIBILITIES

- (1) The Deputy Director (Intelligence) is responsible for ensuring that the policy set forth above is implemented and will serve as the point in the Agency where problems relating to finished intelligence publications may be brought for consideration and assistance. In discharging this responsibility he will consult with both producers of finished intelligence publications and end-users on the substantive aspects of publications and with the Planning Staff, Office of Logistics, on administrative aspects.
- (2) Assistant Directors of Offices producing finished intelligence publications are responsible for implementing the policy set forth above insofar as their activities are concerned. They will institute such assessments and end-user evaluations of publications as are necessary to effect efficient and economical fulfillment of consumer requirements.

d. AUTHORIZED CATEGORIES. The categories listed hereunder will govern the publication of finished intelligence. Requests to initiate new categories and questions as to the proper category for a proposed publication will be addressed to the Deputy Director (Intelligence).

- (1) The categories described below are reserved exclusively for documents at the present being published under them:
 - (a) **National Intelligence Estimate.** An intelligence estimate which satisfies the criteria of NSCID 3 for national intelligence, normally developed under the guidance of the Office of National Estimates and bearing the concurrence or nonconcurrence of the USIB members.
 - (b) **National Intelligence Survey.** Basic intelligence published by CIA under the National Intelligence Survey Program.
 - (c) **Preliminary NIS Gazetteer.** A compilation of standard geographic names which have been approved by the U.S. Board on Geographic Names and which are listed with exact locations for each NIS area.
 - (d) **Situation Summary.** A weekly or monthly compendium of intelligence arranged under regional and functional headings designed to reveal the capabilities and intentions of foreign powers.
- (2) The following categories will apply to documents as defined in each case and may be used by any of the production offices. These categories may be preceded by the appropriate adjectives: Current, Economic, Industrial, Map or Geographic, Scientific, Photographic, Propaganda, or Biographic.
 - (a) **Intelligence Report.** An intelligence publication presenting exhaustive research which may or may not include an estimate.

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- (b) **Provisional Intelligence Report.** A preliminary version of an intelligence report or of certain parts of an extended project or a report which is not to be finished but on which considerable work has been done, it being recognized that postponement of publication, until all intended research is completed, would not be in the best interests of the parties concerned.
 - (c) **Intelligence Review or Intelligence Weekly.** A periodic publication (weekly or monthly) which contains varied articles, each of which provides an interpretation which extends backward in time beyond the period between issues.
 - (d) **Intelligence Digest.** A periodic and systematic presentation of evaluated intelligence data in an abridged form.
 - (e) **Intelligence Bulletin.** A publication highlighting critical evaluated intelligence items with brief preliminary comment issued because of the probable value of such intelligence to immediate decisions confronting operating or policy officials.
 - (f) **Intelligence Memorandum.** A brief, timely and interpretative statement of intelligence.
 - (g) **Intelligence Collection Guide.** A compilation of research needs systematically arranged and revised as necessary from time to time for the guidance of collectors.
 - (h) **Intelligence Research Aid.** Systematically arranged data for ready reference use by analysts.
 - (i) **External Research Intelligence Study.** A monograph prepared outside the Government and published by CIA.
- e. **COORDINATION.** National Intelligence Estimates and other publications similarly coordinated with other agencies will have an indication on the cover of such participation as, for example, "Prepared with the collaboration of the USIB and other agencies." The exact wording is left to each office. A footnote on the frontispiece which indicates the exact extent of concurrence or nonconcurrence, if any, will be the practice.
- f. **COVERS.** Publication cover colors are assigned as follows:
- | | |
|----------------------|------------------|
| OCR — Light Green | OSI — Gray |
| OCI — Green on White | EIC — Dark Green |
| ORR — Brown | NIE — Blue |
- The originating office or committee will be listed on the cover.
- g. **FILES.** In the event that finished intelligence cannot be published in one of the official categories for security or other reasons, the originating office is responsible for deciding whether the document will rest in the central OCR file, and, if so, take appropriate action.

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5. DISSEMINATION OF NON-CIA PRODUCED CABLES AND TELEGRAMS.

This paragraph states the policies governing the control and dissemination within CIA of non-CIA produced cables and telegrams. It does not cover the dissemination of CIA produced cables and telegrams (see HR 90-1).

a. DEFINITION. "Non-CIA produced cables" comprise incoming and outgoing cables and telegrams received from any U.S. Government agency.

b. POLICY. It is the policy of the Central Intelligence Agency to centralize the receipt, recording, dissemination, and filing of all non-CIA produced cables in the Cable Secretariat.

c. RESPONSIBILITIES. The Cable Secretary, under the supervision of the Executive Director-Comptroller, shall be responsible for implementing the foregoing policy and for developing procedures to accomplish appropriate dissemination.

(1) The Cable Secretary is responsible for:

(a) Disseminating all non-CIA cables to CIA offices on the basis of assigned functions and requirements submitted by Operating Officials.

(b) Maintaining records which will reflect the receipt and dissemination of all non-CIA cables.

(c) Maintaining a basic file of all non-CIA cables received in the Agency. Non-CIA cables will be retained on file as follows:

- (1) TOP SECRET for one year;
- (2) All others for three months.

(d) Providing a central Agency service for:

- (1) Procuring non-CIA cables not routinely received by the Agency;
- (2) Providing copies of non-CIA cables upon request; and
- (3) Supplying, upon request, any pertinent information regarding these cables.

(2) A log of all non-CIA produced TOP SECRET cables will be maintained by the Cable Secretariat and all recipient offices. The log will reflect the following:

- (a) Source of cable (Army, Navy, Air, etc.),
- (b) Reporting post,
- (c) Reporting post number,
- (d) Date,
- (e) Any other identifying numbers which may appear on the cable,
- (f) Copy number,
- (g) Date of receipt,
- (h) Internal distribution, and
- (i) Disposition (destruction or transmission to another office).

(3) The head of each organizational component is responsible for secure retention or destruction of non-CIA cables. Cable files will be destroyed in accordance with existing records control schedules.

d. SPECIAL PROCEDURES

(1) This paragraph is designed to ensure that adequate controls for record and dissemination purposes are maintained and to achieve compliance with basic Agency policy set forth in subparagraph b, above. While it is recognized that special channels or ad hoc arrangements exist for the receipt of non-CIA produced cables (and this paragraph is not intended to eliminate or interfere with such channels or arrangements), non-CIA cables procured in this manner should be kept to the minimum consistent with operational requirements.

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- (2) Any individual or office within CIA receiving a non-CIA produced cable directly from another Government agency or department, regardless of classification, as a result of special channels or ad hoc arrangements will immediately notify the Cable Secretariat of such receipt by telephone or memorandum, furnishing the following specific information:
 - (a) Recipient's name (CIA office and telephone extension),
 - (b) Source of cable (Army, Navy, Air, State Department, etc.),
 - (c) Reporting post,
 - (d) Cable numbers as applicable,
 - (e) Date of cable,
 - (f) Classification,
 - (g) Copy numbers (if any), and
 - (h) A record of the dissemination made within CIA.
- (3) When any such non-CIA cable is so reported, the original or copy thereof need not be furnished unless a specific requirement for it exists. If a CIA office retains the only copy of the cable, this copy will be retained on file in that office for the period of time indicated in subparagraph c(1)(c) above.

6. CARTOGRAPHIC AND GRAPHIC SUPPORT. The Cartography Division, Office of Basic and Geographic Intelligence, provides all types of cartographic and graphic support for the Agency and cooperates with the Department of State in meeting their cartographic needs.

a. DEFINITION. Cartographic and graphic support includes the preparation of maps, graphs, small-scale charts, vu-graphs, briefing boards, and similar illustrative material. Cartographic support is distinct from map reference support (which involves published maps and map reference materials) provided by the Map Library Division, OBGI.

b. SERVICES. The Cartography Division provides the following services:

- (1) Preparation of special subject intelligence maps;
- (2) Preparation of base maps for foreign areas, incorporating selected geographic and locational information;
- (3) Processing of maps for reproduction, including establishment of priorities and obtaining necessary clearances;
- (4) Preparation of graphs, small-scale charts, pictorial statistics, and similar illustrative material for the presentation of data in their areal relationships;
- (5) Cartographic assistance and advice in determining map needs and appropriate techniques for effective map presentation;
- (6) Graphic assistance and advice in preparing presentation and briefing materials, such as vu-graphs, briefing boards, and film slides;
- (7) Technical assistance in resolving specialized intelligence problems requiring mathematical cartographic methods;
- (8) Provision of preprinted type and map symbols; and
- (9) Evaluation of equipment, techniques, and methods of foreign cartographic facilities.

c. PROCEDURES. Requests for cartographic and graphic support may be made in a formal or informal manner, through liaison channels established between the Cartographic Division and other Agency components, or by an individual in person directly to the division. Members of the Cartographic Division directly responsible for the support requested will be available for discussion of priority, substance, and deadline.

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7. MAP LIBRARY SUPPORT. This paragraph describes the facilities of the Map Library Division, Office of Basic and Geographic Intelligence (OBGI), as distinct from the CIA Library in Central Reference Service. It assigns the responsibility for establishment and maintenance of these facilities and outlines the procedure for obtaining maps and related reference materials.

a. POLICY. The Map Library Division, OBGI, shall maintain a library of map reference materials for intelligence use by the Agency, the Department of State, and other agencies, and shall cooperate with the Department of State in the conduct of an interagency map procurement program.

b. FACILITIES

- (1) The Map Library Division maintains three basic collections:
 - (a) Foreign-area maps of topographic, economic, political, and sociological coverage; air charts of foreign areas; and other materials on foreign areas such as city plans, atlases, gazetteers, place-name guides, glossaries, guidebooks, and selected geographic and cartographic volumes.
 - (b) Foreign-area photomosaics, target charts, and all related materials.
 - (c) The stock of CIA-produced maps.
- (2) In addition to the three basic collections, the Map Library Division maintains a selected up-to-date collection at the Vital Materials Repository. This last collection includes special-subject maps, city plans, topographic map series, CIA-produced maps, nautical charts, air-target materials, atlases, and gazetteers; stock quantities of selected CIA maps, commercial maps, and medium- and small-scale map series issued by Government agencies; and indexes, catalogs, and other finding aids. In time of emergency, the Map Library Division will be able to provide an efficient service from this collection.
- (3) Maps held in the specialized map libraries of the Army Map Service, Naval Oceanographic Office, the Aeronautical Chart and Information Center, and the Library of Congress are available through the CIA Map Library on interlibrary loan.

c. SERVICES. The Map Library Division provides the following services:

- (1) Assistance in the selection and use of maps for official purposes, such as research, planning, travel, report illustration, training, and briefing;
- (2) Cooperation with the Department of State in coordinating foreign map procurement requirements for all Government agencies; dissemination of copies of maps received in accordance with stated needs of the participating agencies; arrangement for procurement of maps and related materials from foreign and domestic sources,* whether governmental, commercial, or private; maintenance of a collection of maps, atlases, gazetteers, and other materials available for loan, and a stock of CIA maps available for retention; and
- (3) Coordination of CIA and Department of Defense requirements for mapping photography obtainable from domestic sources.

* Foreign procurement is undertaken primarily through the facilities of the Department of State and largely by Geographic Attachés of the Foreign Service, supplemented by individual post action. Domestic procurement from nongovernmental sources is accomplished in collaboration with the Domestic Contact Service.

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d. PROCEDURES

- (1) Requests for maps and reference assistance may be submitted by telephone, in person, or by memorandum to the Reference Branch, Map Library Division. Individuals are encouraged to examine the map holdings, and may do so with the assistance of reference personnel. For the convenience of map users, reference facilities are provided at three locations (listed in the functional directory of the Agency Telephone Directory).
- (2) Prior security clearance for the reference use of Map Library Division facilities is required for non-CIA personnel.
- (3) All purchase orders or requests for maps available from map producers or libraries should be processed through the Reference Branch, Map Library Division.
- (4) To fill urgent requests, maps not held in the Map Library Division or in other Government libraries are ordered from foreign sources by the Map Library Division.
- (5) The standard loan and recall procedures vary with the type of map loaned and may be adjusted, insofar as possible, to the requirements of the requester.

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