

DEPARTMENT OF STATE  
BUREAU OF INTELLIGENCE AND RESEARCH 8 February 1966

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MEMORANDUM FOR: INR/DDR - Mr. Allan Evans

SUBJECT: Procedures for Department of State  
Support of NIS Production

This memorandum sets forth procedures which with your agreement will govern Department of State support for the NIS program. It corrects, updates, and supersedes the State memorandum to CIA of 29 November 1961, dealing with this subject. The present memorandum likewise incorporates suggestions made in the memorandum of comment from CIA of 27 January 1966.

I. Procedures for use of INR Office Files and State's Library Facilities  
by NIS Analysts of other Agencies.

1. All agencies that have need of State's file and library resources in discharging NIS production responsibility will provide current lists in three copies of their security-cleared NIS Producing Personnel. Lists should be in letter form, from the Security Officers of the Agencies, and addressed to the Security Officer of the Department of State. They should state opposite each name the level of clearance, duration of clearance, and purpose of contact. The Security Office, Department of State, will furnish the State Department's NIS Coordinator with a copy of the letter for his files, together with an indication of its own approval or disapproval, on security grounds, of the proposed contact.

2. Analysts who wish to visit State for NIS production purposes will call the State NIS Coordinator at least one working day in advance, indicating the NIS Area and subject matter of his interest. After checking the name against the list of cleared eligibles, the State NIS Coordinator will make appointments with appropriate State personnel. The visiting analysts will report first to the office of the State NIS Coordinator and will be given a chit for presentation to the INR office, the geographic bureau, or the library as appropriate. When visits require work in the files or library over a period of days, check-in at the State NIS Coordinator's office is required only on the first visit for each project; however, NIS analysts must obtain a new chit each time work is begun on a new component or country.

3. Within 10 working days after the beginning of each fiscal year all non-USIB agencies that have need of State's file and library resources for NIS production purposes shall notify State's NIS Coordinator, through appropriate security channels, of the names of the persons they desire to retain on their list of security-cleared NIS personnel. These agencies shall employ the same channels to notify State's NIS Coordinator, within 5 working days, of the date when an employee loses his NIS security clearance for any reason.

II. Procedures

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II. Procedures for Department of State Review of NIS drafts of Sociological, Political, and Economic (non-Bloc) Sections, and Sections 1, 4, 5, 6, 7, and 8 of the General Survey.

1. Copies of the final drafts of Sociological, Political, and Economic (non-Bloc) units will be forwarded in the quantity required (normally a minimum of 4 copies) to the State Department NIS Coordinator.

2. The State NIS Coordinator will normally send one copy of the final draft of Sociological, Political, and Economic (non-Bloc) Sections to the principal mission in the country concerned and in certain cases also to other appropriate missions, with an instruction requesting comments and indicating the date, with rare exceptions not to exceed six weeks, within which they are needed in order to meet the publication deadlines.

3. The State NIS Coordinator will deliver one copy of all drafts of Sociological, Political, and Economic (non-Bloc) units to the INR regional office and one copy to the country desk officer in the geographic bureau. This will provide an opportunity for the Department of State to comment, if it wishes, on substance and matters of political implication and on the security classification and dissemination controls which have been applied, with the understanding that, in any case, the Department does not have responsibility for the final text.

4. Comments made by the recipients of the draft sections will be addressed to the State Department NIS Coordinator, who will forward them separately or coordinated into a single memorandum as required to the relevant NIS producing components, with a copy to the Chief, Editorial Division, OBI/CIA. The State NIS Coordinator will arrange for any subsequent discussions or clarifications which may be necessary on points raised in the commentaries.

5. Three copies of advance drafts of certain sections of the General Survey will be sent from CIA (OCI and ORR) and DIA to the State NIS Coordinator, who will arrange for Department review, usually in accordance with the outline below. He will deliver one copy of each draft to the appropriate INR regional office, to the geographic bureau concerned, and, via pouch, to the appropriate Embassy or consulate, indicating in each case the deadline for receipt of comments, normally as set forth in OBI/CIA processing schedules.

By NIS Coordinator	:	Section	1 draft
By INR Offices	:	Sections	1,4,5,6,8 drafts
By Geographic Bureaus	:	Sections	1,4,5,6 drafts
By the Field	:	Sections	4,5,6,7 drafts

Comments are then returned via the NIS Coordinator to the appropriate contributor, with a copy to OBI/CIA. At this point, the Coordinator will arrange any necessary discussions between reviewers and contributors to

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resolve differences; State reviewers should make maximum use of the opportunity so as to avoid a repetition of differences when they review the page-proof.

6. Three copies of General Survey pageproofs will be sent from OBI/CIA to the State NIS Coordinator, who will then deliver one copy to the appropriate INR regional office, one to the Geographic Bureau -- indicating in both cases the date for scheduled NIS Committee review -- and retain one copy for his own review. Whenever possible, reviewing officials in the State Department will be the same ones who read the drafts, in order to avoid the complications of overlapping comments. The State NIS Coordinator, in consultation with INR or desk reviewers, will develop any comments relevant to the Department's interests, and these will be discussed as appropriate with OBI, other agencies, or the NIS Committee; where differences remain to be resolved at this stage, he will arrange conferences between State representatives and those of the agencies responsible for the sections.

7. By mutual agreement between State and the producing component, the State NIS Coordinator will arrange to have other NIS sections reviewed both in the field and by appropriate officers in the Department of State.

III. Procedures for Department of State Field Collection of NIS Materials, for Other Agencies.

1. When final NIS Annual Production Schedules are approved by the NIS Committee, the State NIS Coordinator will prepare and have transmitted an instruction informing each principal Foreign Post of any Sociological, Political, and Economic (non-Bloc) Sections and General Survey scheduled for the particular country and asking that the Post bring up to date its supply of relevant information to Washington and prepare itself to comment upon the drafts when available.

2. The NIS producing agencies may submit to State requests for field collection on specific detailed items of scheduled sections when gaps are revealed during the research process and when the agency has no appropriate field collection facility of its own. Such requests should be addressed to the State NIS Coordinator, who will prepare an instruction and have it transmitted in accordance with State's established procedures.

3. Copies of replies received from the field offices in response to NIS collection requests will be forwarded by the State NIS Coordinator to the requesting agency and to OBI/CIA.

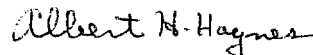
Agreed



Allan Evans

Deputy Director for Research

Bureau of Intelligence and Research



Albert H. Haynes

NIS Coordinator

Department of State

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