

27 January 1966

MEMORANDUM FOR: Albert H. Haynes
 MIS Coordinator
 Department of State

SUBJECT: Procedures for Department of State Support of
 MIS Production

REFERENCE: Your Memorandum of 13 January 1966, Same Subject,
 Transmitting Revised Draft of 1961 Agreement

GBI considers the referenced draft an accurate, thorough, and workmanlike job of updating the old agreement. The following recommended changes have, however, some significance in GBI's MIS processing policies and procedures.

- a. Recommend deletion of all references to "Chapter" (IV, V, VI). The new concept of selectivity in the production planning of MIS supporting sections has made the "Chapter" identification rather meaningless. GBI has stopped using the term in official MIS correspondence. "Economic coverage," "Sociological units," etc. would be more in line with present GBI practice.
- b. Paragraph II., 1. Recommend changing "... will be forwarded in the quantity required to the State Department. . ." to "... will be forwarded in the quantity required (normally a minimum of 4 copies) to the State Department. . ." This would provide more specificity, particularly for the uninitiated reader.
- c. Recommend that the discussion on draft and page review given in Paragraph II., 5. be divided for clearer understanding of procedures and responsibilities as follows:
 - 5. Three copies of advance drafts of certain sections of the General Survey will be sent from CIA (OCI and OBR) and DIA to the State MIS Representative, who will arrange for Department review in accordance with the outline below. He will deliver one copy of each draft to the appropriate MIS regional office, to the geographic bureau concerned,

GROUP 1
 Excluded from automatic
 downgrading and
 declassification

and, via pouch, to the appropriate Embassy or consulate, indicating in each case the deadline for receipt of comments (as set forth in OBI/CIA processing schedules).

By NIS Representative: Section 1 draft
By IIR 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 Representative to the appropriate contributor, with a copy to OBI/CIA, and at this time State reviewers are urged by him to cooperate as fully as possible in resolving differences of opinion at the draft stage in order to avoid a renewal of comments at pageproof review.

6. Three copies of General Survey pageproofs will be sent from OBI/CIA to the State NIS Representative, who will then deliver one copy to the appropriate IIR 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 Representative, in consultation with IIR 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 cannot be resolved at this stage, he will assist in arranging conferences between State representatives and those of the agencies responsible for the sections.

(signed)
JAMES A. BRAMMELL

JAMES A. BRAMMELL
Director of Basic Intelligence

Distribution:

O&I - Addressee
1 - ED/RI
2 - OD/OBI
1 - DD/OBI chrono

25X1A9a OD/OBI:SC: [REDACTED] :jmc/3595(26 Jan 1966)