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25 October 1967

MEMORANDUM FOR: Chief, Programs Analysis Division
Chief, Regional Analysis Division
Chief, Theater Forces Division
Chief, Strategic Forces Division
Chief, Planning Staff

SUBJECT : Procedures for Validation of
Human Source Requirements

1. The attached procedures were discussed at an IRAG meeting of 18 October, at which it was agreed that production offices would follow these procedures for a trial period running from 1 November 1967 to 31 January 1968. The experimental aspect of the procedures was emphasized, and subsequent modifications will be made on the basis of experience gained during the trial period.

2. Bear in mind that the principal rationale for the new procedures is to assure that requests for human source collection have, in fact, been carefully considered at appropriate management levels. The aim is to weed out in particular requests for collection which may require substantial collection effort for information which has only limited marginal value to the ongoing production of a division or office.

3. Questions on procedure and other aspects should be addressed to Chief, SR/PL who will monitor this trial for OSR. Requirements will be forwarded to Ch/HR/OPS through Chief SR/PL.

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Attachment:
Procedures for Validation of
DD/S&T and DDI Human Source
Requirements

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18 October 1967

PROCEDURES FOR VALIDATION OF DD/S&T AND DDI

HUMAN SOURCE REQUIREMENTS

These procedures apply to the processing of human source requirements from the point at which the requirement is prepared by the analyst to the point at which it is served on the collector. The term "requirements" includes every request for collection action, whether it appears as Form 986 or otherwise, whether it is spontaneous or responsive to a collector's request, and whether it is an ad-hoc requirement, a guide, an evaluation, a contribution to a CIRL, IPC List, CERP, etc. The necessity for direct analyst-to-collector oral requests is recognized when time is short; however, these requests should be confirmed as soon as possible by a written request, to which these procedures will apply.

1. Analyst prepares initial draft of the requirement.
2. Analyst may check with IRS/HR/OPS to determine whether there is a duplicating requirement outstanding or under preparation in another component, to discuss possible coordination or necessity for preliminary contact with collector, and to insure that the requirement includes all information needed by the collector and by IRS.
3. Where appropriate, analyst discusses directly with collector factors bearing on feasibility of collection; IRS will assist in arranging contacts as required.
4. Analyst prepared the requirement in memorandum form addressed to Chief, HR/Operations Branch through the analyst's Branch Chief and Division Chief. The analyst may prepare a requirement on Form 986, and in the case of evaluations on the standard Evaluation Form, and forward with a covering memorandum addressed as above.
5. Division Chief reviews the requirement or evaluation in detail against the various criteria for judging its validity. If he approves, he validates by signing off on the "through" line of the memorandum.
6. Division forwards the memorandum (and attachments) to Ch/HR/OPS, Room 1G38.

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7. IRS performs further inter-office or inter-directorate coordination of requirement or evaluation as necessary, prepares in final form, makes necessary entries in Registry, and forwards to appropriate collector or collectors.

8. All human source collectors will process their requests for substantive requirements and evaluations through IRS, which will assist in ensuring that all appropriate production components have an opportunity to participate in the requested action.

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CRITERIA FOR VALIDATION

1. Is the topic a responsibility of the office and of importance to its production program?
2. Do the statements clearly and precisely define an information gap? The requirement should not be a broad description of an analytical problem more susceptible to research than to collection.
3. If the information is acquired, how will it be used? How will it add to or change a major intelligence position or publication in a significant manner? What is the risk to the production of finished intelligence in not asking for the information?
4. Is the requirement likely to cause new and significant information to be reported? Does the requirement or the evaluation encourage the reporting of detail or minutia beyond that really needed for intelligence purposes (i.e., "nice-to-have" information).
5. What has been done to be sure that the requested information is not already available in an intelligence community repository or exploitation facility, the files of another U.S. government agency, or in library or open source materials?
6. Are there existing requirements written by your office which already serve the intended purpose of the new one?
7. Should the statement of need or the evaluation be coordinated with other production components having interest in the topic?
8. Are the statements so general on an obviously critical need (e.g., Soviet ABM info is urgently needed) as to serve no useful purpose to a collector?
9. Does the requirement fit the responsibilities and capabilities of the intended collector? Is the collector likely to be able to satisfy it in the foreseeable future? Will the information benefits justify the cost?
10. In the case of a solicited requirement or an evaluation of spontaneous reporting, would you have asked for this information if the opportunity to receive it had not been offered? Is the responsive requirement or the evaluation encouraging the most appropriate collector to report or to continue reporting beyond what is needed?

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23 OCT 1967

MEMORANDUM FOR: Director of Foreign Missile and Space
Analysis Center
Deputy Director of Current Intelligence
Deputy Director of Basic and Geographic Intelligence
Deputy Director of Economic Research
Deputy Director of Scientific Intelligence
Deputy Director of Strategic Research

SUBJECT : Validation of Human Resource Requirements
and Evaluations

1. On 18 October you agreed to the attached procedures and criteria for validation of human resource requirements and evaluations. These are to be used by all components for a trial period running from 1 November 1967 to 31 January 1968. It was agreed that Step 2 of the procedures may not be necessary in all instances and should be considered as an optional service available to the production analyst.

2. Copies of the validation procedures and criteria are forwarded herewith for distribution to your Office division chiefs. Questions which you or your people may have concerning the specifics of implementation on 1 November may be referred to Herb Jenne [REDACTED] [REDACTED]

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[REDACTED]
EDWARD W. PROCTOR

Chairman
Information Requirements Advisory Group

Attachment: a/s

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