

SECRET

UNITED STATES INTELLIGENCE BOARD
HUMAN SOURCES COMMITTEE

OFFICE OF THE CHAIRMAN


HSC-C-004
28 March 1973

MEMORANDUM FOR THE HUMAN SOURCES COMMITTEE

Subject: Procedures for Implementing HSC
Sponsorship of the Current Intelligence
Reporting List and the Intelligence
Reporting Guide

The attached procedures for implementing Committee
sponsorship of the CIRL and IRG are forwarded for your
information. They will be the subject for discussion at
the Committee meeting scheduled for Wednesday, 4 April.

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Executive Secretary

Enclosure:
a/s

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IMPLEMENTING HSC SPONSORSHIP OF THE CIRL/IRG PUBLICATIONS




Procedures

1. Each HSC member selects and identifies to the Executive Secretary his agency's CIRL representative. This representative will be responsible within his agency for:
 - a. familiarizing intelligence analysts with the HSC CIRL and IRG publications;
 - b. ensuring that contribution notices are disseminated to appropriate production components;
 - c. providing the focal point for reviewing his agency's contributions in terms of validity and appropriateness and forwarding these to the HSC secretariat in time to meet publication deadlines;
 - d. monitoring distribution of the CIRL and IRG within his agency and to its appropriate field collectors; and
 - e. stimulating comments, criticism and suggestions for improving the utility to that agency of the CIRL and IRG and for communicating these to the HSC Executive Secretary.
2. The HSC Secretariat will:
 - a. provide the contact point between the agencies' CIRL representatives and the HSC;
 - b. maintain communications with agency representatives concerning publication schedules and send contribution notices for the CIRL and IRG series;
 - c. provide background material, briefings, and other support to the agency representatives, as requested;
 - d. collate and edit contributions from HSC agencies to ensure that the valid needs of all intelligence producers are taken fully into account and that any contradictions or duplications are avoided;
 - e. type, proof, print, and distribute the publications to member agencies;

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REPLACES FORM 36-8
WHICH MAY BE USED.

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