

Page Denied

Next 1 Page(s) In Document Denied

SECRET

DDI Notice
No. 50-66

DDI N 50-66
17 June 1974

RESPONSIBILITIES OF THE COORDINATOR FOR ACADEMIC RELATIONS

Rescission: DDI N 50-59, 22 May 1970

1. The Coordinator for Academic Relations is the DDI's principal advisor on academic affairs and is specifically charged with the development and active coordination of the Directorate's overall relations with the academic community. His general objectives are to broaden and to improve relations between the Agency and appropriate elements of the academic community. He will seek to further communications and mutual professional respect between members of the intelligence and the academic communities, to devise ways to attract qualified professional-level people from the academic community to careers in intelligence, to facilitate academic research on subjects of possible interest to intelligence, and, in general, to improve attitudes among academics toward the Agency.

2. The coordination and advisory functions of the Coordinator for Academic Relations include:

a. developing a diversified series of Agency-Academic seminars on substantive questions both at Headquarters and in the field;

b. developing new programs for the interchange of ideas between members of the intelligence and the academic communities and for the improvement of the Agency's overall image;

c. facilitating the release of selected unclassified research material to the academic community, and helping to locate materials which should be declassified and disseminated externally;

d. developing guidelines and procedures to govern contacts between the Directorate and the academic community;

SECRET



25X1

e. assisting the DDI and Directorate offices in the selection and use of academic consultants;

f. coordinating Agency responses to specific academic requests for Agency materials;

g. advising the DDI on requests for DDI employees to lecture or to teach in universities;

h. maintaining liaison with non-DDI offices that also have regular contact with the academic community.

3. To rationalize the Directorate's approach to relations with the academic community and to provide those relations guidance and order, the Coordinator will organize and chair a DDI Academic Relations Committee. Each office of the Directorate will nominate an Academic Relations Officer (ARO) as its representative on the Academic Relations Committee. Nominees with extensive and recent contact with the academic community would be desirable. The ARO will keep track of Agency-Academic relations in his office and assist the Coordinator for Academic Relations in developing, monitoring and coordinating relations between the Directorate and the academic community.

25X1

4. The Coordinator will work closely with [redacted] in developing and coordinating the academic relations program.

25X1

5. Although the activities of the Coordinator will abet the recruitment of professionals, the responsibility for hiring remains with the operating officials of the Directorate and the individual offices. Likewise, the actual placement of external research contracts is outside the purview of the Coordinator, although he should be informed of them by the contracting office.

25X1

[redacted]
EDWARD W. PROCTOR
Deputy Director for Intelligence

-2-

SECRET

25X1

SECRET

ATTACHMENT

30 September 1974

Coordinator for Academic Relations (CAR) Objectives

1. To establish in FY 1975 regular meetings with office academic relations officers and, through this mechanism, to coordinate and expand meaningful DDI-wide relationships with academia--both faculties and students.

2. To carry out a program of seminars with academic colleagues, to exchange substantive views and enhance the reputation of CIA by building respect for the quality of DDI analysts and their work. To effect the procedures necessary to coordinate the seminar activities with similar programs being conducted under NIO auspices to avoid any possible redundancy or cross purposes.

SECRET

ADMINISTRATIVE - INTERNAL USE ONLY

DD/I NOTICE
NO. 18-4

DD/I N 18-4
5 June 1972

GUIDELINES FOR CAMPUS SPEAKING ENGAGEMENTS

1. The participation of DDI people in campus speaking engagements is clearly beneficial to the Agency and will continue. The purpose of this Notice is to provide guidelines for this program.

2. Participation of DDI personnel should be in response to requests initiated by the academic institutions involved. DDI officers should not solicit or initiate speaking engagements for themselves or other DDI officers.

3. Acceptance of requests for DDI speakers will be made on a highly selective basis, having a view to the strengths of a particular university or college, the atmosphere on that campus, the personal knowledge and confidence of DDI officers in the point of contact on campus, the subject matter of the request, and the availability of qualified DDI speakers.

4. As a general rule, DDI speakers will confine themselves to specific topics or areas in which they have substantive competence. Approval to give general briefings on CIA or its relation to the intelligence community or foreign policy formulation will be the exception rather than the rule.

5. Requests to make campus appearances will be submitted through the Office Director or Staff Chief for concurrence. The request should then be submitted through the Coordinator for Academic Relations (CAR) who will forward recommendations and the request to the Assistant Deputy Director for Intelligence for approval. Requests should be routed from office chiefs to the DDI Administrative Staff for preliminary staffing.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

6. In all cases, an information copy of the request for approval must be provided the and the Office of Training.

25X1

7. The optimum setting for speaking engagements is the seminar, the class room, the faculty lounge, or any such small and closed gathering of scholars and students trading views on world affairs. As a general rule, large-scale gatherings open to the general public will be avoided.

8. There must be an explicit understanding between the DDI officer and his academic point of contact on:

- The subject matter of the speeches or seminar appearances to be scheduled.
- The size and nature of the audience.
- The fact that the speaker is not available for ad hoc or unscheduled appearances with other classes or campus groups.

9. In addition, the academic point of contact must be in a position to give CIA a reasonable prior guarantee of minimum publicity, before and after the speaker's appearance. In no instance is a DDI speaker to grant a press or TV interview or make any statements to public media personnel. When and if a DDI speaker is confronted with such a situation, he should decline politely and seek the assistance of the academic point of contact in explaining why public statements are not possible.

10. DDI officers speaking on campuses on substantive issues will inevitably be asked questions about CIA and intelligence, and may be guided as follows:

- a. Questions concerning CIA activities, sources, methods of collection, or other sensitive issues should be politely turned aside on the grounds that the speaker is on campus as a substantive specialist, and that he is not authorized, qualified or prepared to answer such questions.

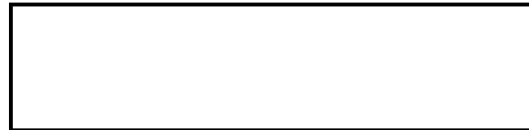
ADMINISTRATIVE - INTERNAL USE ONLY

b. In the case of less sensitive questions-- the general role of intelligence in U. S. foreign policy formulation, employment opportunities in the CIA, etc.--the speaker should state that he did not come to the campus to speak to such questions, but that he is willing to chat informally with the questioner(s) after his presentation.

11. In those cases where a DDI speaker is granted approval to speak on the organization of CIA and its role in foreign policy formulation, the officer in question:

a. should be guided by prior study of CAR files of permissible statements and rejoinders;

b. will speak on such subjects on a given campus only if his appearance on the campus also involves speaking on some substantive issue.



EDWARD W. PROCTOR
Deputy Director for Intelligence

25X1

CONFIDENTIAL

DD/I NOTICE
No. 18-3 (Revised)

DD/I N 18-3 (Revised)
24 January 1973

ATTENDANCE AT ACADEMIC AND PROFESSIONAL MEETINGS

Rescission: DD/I Notice 18-3, 2 December 1970

1. Policy

Employees in the Intelligence Directorate are encouraged to attend meetings of academic and professional organizations which will keep them abreast of developments in their specialized fields.

Office heads are hereby delegated authority to permit employees to attend meetings at their own expense with no charge to annual leave, and to approve attendance at meetings at Government expense as staffing requirements and budget limitations permit.

It will be the responsibility of office heads to insure that the DDI is made aware of attendance at academic and professional meetings and to coordinate this attendance with other officers as appropriate.

2. Guides for Approval

In approving attendance at academic and professional meetings, office heads should consider the following factors:

(a) Location in relation to value or need. Travel to meetings on the West Coast is expensive and time consuming. Some meetings are usually held in alternate years in the Western and Eastern United States. A one year delay in these cases will save money and time.

(b) Repeated attendance at annual meetings. Some meetings are of value to an individual only once in

25X1

CONFIDENTIAL

several years. If this is the case, some other individuals should be offered the opportunity to attend.

(c) Membership. Does the individual show enough interest to be active or to retain membership in the society sponsoring the conference?

(d) Benefit to the Agency and the individual as an Agency employee.

3. Procedures

Office heads or their designees should approve attendance at professional meetings. Notification should then be forwarded to the DDI through ODDI Admin Staff at least four weeks prior to the scheduled meeting date. This notice should include the following information: name, location, duration, and cost of the meeting; name, grade, and position of the person attending, whether he is a member of the organization sponsoring the meeting, the last date he attended such a meeting, and if he was sponsored by the Agency.

Attendance at conferences of an academic nature should be approved by office heads or their designees and forwarded to the DDI Coordinator for Academic Relations with an information copy to ODDI Admin Staff.

Attendance at international conferences should be approved by office heads or their designees and notification made in accordance with [redacted] A copy of this notification should be forwarded to ODDI Admin Staff.

25X1

4. Security

When an Agency employee is asked to participate as a member of a panel or to present a paper at an academic or professional meeting, he will also follow the instructions [redacted] Unofficial Public Appearances and Publications.

25X1

C O N F I D E N T I A L

CONFIDENTIAL



25X1



25X1

EDWARD W. PROCTOR
Deputy Director for Intelligence

CONFIDENTIAL

ADMINISTRATIVE - INTERNAL USE ONLY

19 April 1972

MEMORANDUM FOR: Administrative Officer,
SUBJECT : Administrative Notes No. 148

1. The ADDI has specifically requested that the following be re-quoted from Admin Notes No. 144.

"Travel Staff Studies have been coming in with very short deadlines. In some cases the lead time has been so short that the travel has had to be delayed. To facilitate orderly processing of studies, please comply with the eight week lead time in accordance with [redacted]

25X1

2. OTR has advised us that because of the many duplications of presentations in the Mid-Career Course and Advanced Intelligence Seminar, that anyone having taken one will not be eligible to take the other until three years have elapsed. It is particularly important to bear this in mind when submitting nominees for Mid-Career.

3. Once again we urge you to make sure that all parts of the biographic profile are updated prior to submitting them to us. We would not have submitted a recent candidate for an OTR course had the biographic profile submitted to us been updated to indicate that he had recently taken a similar course.

4. Hal Ford has asked that his title, Coordinator for Academic Relations, be added to the required concurrences when requesting approval to speak before academic groups. Please add this concurrence line to the format attached to Admin Notes No. 147.

25X1

5. In accordance with [redacted] the provisions of [redacted] (Employee Conduct) should be brought to the attention of all employees during the month of April.

25X1

25X1

[redacted]
Chief, Administrative Staff
O/DDI

FORMAT

MEMORANDUM FOR: Assistant Deputy Director for Intelligence

SUBJECT : Request for Publication of Article, Speak before Group, etc.

1. I request approval to publish/appear -----

2. Any other information that may be helpful in describing the activity, whether identification as CIA employee will be given, etc.

Person making request
Area

Attachment: (if applicable)

CONCURRENCES: (See AN# 148 for one additional concurrence line)

Director of Office (D/OCI, D/OER, etc.) _____ Date

COORDINATOR FOR ACQUISITION RELATIONS _____ DATE

Director of Security _____ Date

Assistant to the Director _____ Date

APPROVAL:

Assistant Deputy Director for Intelligence _____ Date