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IC 75-2538

6 OCT 1975

MEMORANDUM FOR: USIB Secretariat

SUBJECT: Proposed Revision of "Procedures for
Alert Memoranda"

REFERENCE: a. USIB-D-28.5/8, 9 January 1975
b. USIB-D-28.5/9, 5 September 1975

Attached is a draft of proposed revisions to the "Procedures for Alert Memoranda." The additions and changes--which are underlined--are based on the USIB-approved study entitled "A Report on Intelligence Alert Memoranda." I request you forward the draft of the revised procedures and seek telephonic concurrence of USIB principals at an early date.



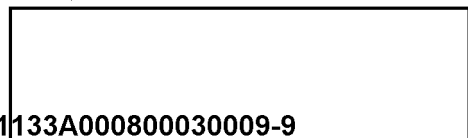
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Chief, Product Review Division
Intelligence Community Staff

Attachment

Procedures for Alert Memoranda

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Distribution:

- Orig - Addressee (w/att.)
- 1 - C/PRD (& PRD Chrono) (w/att.)
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3 October 1975

PROCEDURES FOR ALERT MEMORANDA

(This is a proposed revision of USIB-D-28.5/8, dated 9 January 1975. The underscored are additions and changes based on the USIB-approved study entitled "A Report on Intelligence Alert Memoranda.")

1. The Alert Memorandum (AM) is an interagency publication issued by the DCI on behalf of the Community. It provides explicit warning of possible developments abroad of major concern to the US. The AM is addressed to the members of WSAG and disseminated, inter alia, to all USIB Principals. The appropriate embassies and field elements should also receive, via electrical transmission, the finished alert memoranda.

2. An AM may be initiated by the DCI or may be proposed by a USIB Principal, by a National Intelligence Officer (NIO), or by (or through) any other senior officer of the intelligence or foreign affairs communities. A proposal for an AM will be addressed to the DCI or the appropriate NIO. But the decision to issue an AM will in all instances rest with the DCI.

3. Responsibility for the preparation and coordination of an AM will normally rest with the appropriate NIO. At the earliest possible time, the NIO should inform the

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Washington area intelligence operations centers that a decision has been made to produce an Alert Memorandum.
When time permits, an indication of the planned time of issuance, the extent of coordination being sought, and the source of information that led to its initiation should also be provided. The NIO may then call on any element of the Intelligence Community for support and will coordinate with appropriate USIB agencies, employing rapid conferencing techniques as necessary. Dissenting views, if any, will be included. When possible, appropriate US embassies and field elements should be notified that an Alert Memorandum is in progress, and they should also be queried for their comments and suggestions on the issue or event. But when time is of the essence, the DCI may authorize the NIO to limit or forgo coordination. All AMs will in any event indicate the degree of coordination.

4. Since the primary purpose of an AM is to warn, it will present the information required to make the warning intelligible and will use a distinctive cover sheet to identify it. It will not replace existing intelligence publications. In some circumstances it may consist simply of a covering memorandum--with the AM cover sheet--attached to an existing intelligence document, saying in essence that the policy maker should focus on the situation reported in the basic document. Usually, however, an AM will be a

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discrete paper which provides the basic rationale for the issuance of a warning.

5. An AM will also indicate what special actions are being taken by the Community to ensure effective coverage of the situation, e.g., the initiation of special collection efforts, the establishment of crisis task forces, etc. The drafts of the AM should seek to be as clear as possible on the special collection and analytical actions being initiated.

6. A supplementary AM on a crisis should be produced whenever, in the view of the DCI and the NIO responsible for the AM, the crisis has assumed a substantially new or heightened dimension. An AM should also be issued when a crisis has abated or terminated, unless the fact is apparent to all. Intelligence efforts that were especially tasked because of the alert should also be modified or canceled as appropriate.

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