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15 March 1946

CENTRAL PLANNING STAFF

PLANNING DIRECTIVE NO. 11

SUBJECT: The Essential Elements of Information (EEI)**1. The Problem:**

a. Paragraph 3b of the President's letter of 22 January requires the Director of Central Intelligence to recommend to the National Intelligence Authority the establishment of such over-all policies and objectives as will assure the most effective accomplishment of the national intelligence mission. Paragraph 3d of N.I.A. Directive No. 2 requires the Central Planning Staff to assist the Director in preparing these recommendations. By paragraph 2a of C.I.G. Administrative Order No. 1, the Planning Staff branch which has primary interest in this matter is the Policy and Review Branch.

b. Two directives are necessary:

- (1) An N.I.A. directive prescribing the procedure necessary to cause these objectives to be formulated from time to time, submitted to the National Intelligence Authority, and promulgated after approval.
- (2) A directive by the Director of Central Intelligence, prescribing the internal operation of C.I.G. in carrying out the above procedure.

2. Planning Requirements:

a. The Policy and Review Branch will prepare drafts of the required directives and of C.I.G. action to cause them to be published.

b. The drafts will include appropriate provisions based on the following principles:

- (1) The term "Essential Elements of Information (EEI)", as used in War Department literature will be adopted as standard nomenclature in referring to the objectives periodically formulated. An appropriate definition should be included in the N.I.A. Directive.
- (2) The three departments will maintain Essential Elements of Information and furnish them to the C.I.G. whenever requested, or whenever revised.

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(3) The Central Reports Staff will then define the national SEI's, based on the departmental SEI's.

(4) The Secretary, NIA will prepare necessary staff action to lay the SEI's before the National Intelligence Authority and, after approval, to publish them to the departments for appropriate action.

(5) Copies of all SEI's promulgated will be furnished the Central Planning Staff.

3. Coordination:

The Policy and Review Branch will coordinate informally with the Chief, Central Reports Staff, during the preparation of these drafts, and will invite him to attend the review.

4. Deadlines:

The draft will be submitted as early as practicable. An informal progress check will be made on 26 March.

FOR THE CHIEF, CENTRAL PLANNING STAFF:

Acting Deputy Chief, Central Planning Staff

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