

26 NOV 1962

Special Group Papers and Procedures
Prepared by DDR Components

I. As a means of facilitating the preparation and dissemination of papers emanating from the Deputy Director (Research) for the Special Group and providing adequate records, the following serves as an instruction:

1. Normally all papers going to the Special Group should be prepared on hectograph (ditto), multilith mat (depending on deadlines), or xerox.

2. Papers should be addressed to The Special Group for the signature of the Deputy Director (Research)/ CIA. (Papers will not be released until authorized by the DCI or the DDCI. This is usually accomplished at the 4 pm meeting on Monday.) An exception to the foregoing is when the proposal to go before the Special Group is in connection with a new reconnaissance systems program or where an existing program contains a new and substantive technical modification, in which case, according to agreement between the (S) D/NRO and the DDR, it should be submitted by the (S) D/NRO.

3. It is the responsibility of the originator of a paper to maintain the record of coordination obtained prior to submission. A separate distribution sheet should be attached to the document (only internal CIA copies) showing the distribution which normally will be as follows:

1--Office of the Special Assistant to the President for National Security Affairs (via [redacted])

2--The Under Secretary of State for Political Affairs, Mr. Johnson (via TCO).

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DOCUMENT NO. _____
NO CHANGE IN CLASS.
 DECLASSIFIED
CLASS. CHANGED TO: TS S 0 2011
NEXT REVIEW DATE: _____
AUTH: HR/70-2
DATE: 24/01/81 REVIEWER: 064540

OSA-0076
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3--Under Secretary of Defense, Mr. Gilpatric
(via DIA/TCO for security control and speed
in dissemination)

4--DCI

5--DDCI

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6--

7 & 8--DDR

9--DDI (through Mr. [REDACTED])

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10--D/NRO

11--AD/OSA

12--Intel/OSA

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13--Special Group Officer/DDR

14--RI/OSA (if paper has [REDACTED] control number)

15--OSI/TCO

In addition, the originator of the memorandum should determine whether copies are required for other divisions of the DDR or divisions of DDP. Two copies in addition to the foregoing will also be deposited for emergency use for a limited period of time in the Office of the Special Group Officer/DDR.

4. After the DCI's office has finished with Special Group papers emanating from the DDR, they will be returned to Intelligence Officer/OSA for file.

5. A copy of any additional briefing notes for the Director and any memoranda for the record prepared by a DDR officer present at a meeting of the Special Group will be forwarded to the Special Group Officer for file. Those preparing either of the foregoing documents should cite in the memorandum the specific document submitted for Special Group approval or information by title, date, and control number.

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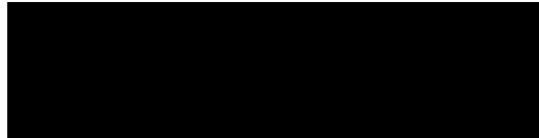
6. DDR personnel are advised that the Special Group Officer/DDR should be informed prior to 3 p. m. Friday of each week, normally, of any business which the DDR area contemplates submitting to the Special Group.

7. Normally Special Group papers must be ready for dissemination by noon on Monday.

8. It is not necessary to notify the Special Group Officer of actions taken in pursuance of Special Group approval in writing except where the Special Group action requires a report. In such case the procedures outlined above apply.



II. Papers prepared by the Committee on Overhead Reconnaissance for the Special Group responding to its inquiry or in justifying a continuing program will be addressed to The Special Group and signed by the Chairman, COMOR.

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HERBERT SCOVILLE, Jr.
Deputy Director (Research)

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- Copies 1--DDR
- 2--Asst. to DCI 
- 3--AD/OSA
- 4--DAD/OSA
- 5--Dir/Ops/OSA
- 6--Intel/OSA
- 7--/OSA
- 8--Spe. Group Officer/DDR
- 10-20--C/SRS/DDR
- 9--RI/OSA/DDR

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