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10 October 1966

MEMORANDUM FOR: **OCR Division and Staff Chiefs**

SUBJECT **: Preparation of OCR History**

1. This Memorandum outlines the requirements for preparing a history of OCR and its components. Paragraph 7 requires action by the recipients of this Memorandum by 21 October 1966.

2. The CIA Executive Director has determined that each of the Agency components should prepare a history of its activities and that these should be updated periodically. In furtherance of this requirement, the DDI has established a DDI Historical Board under the chairmanship of [REDACTED]. The undersigned is the OCR member. In addition, [REDACTED] has been called back from retirement to serve as secretary of the DDI Historical Board and, in effect, to oversee the preparation of the histories in the DDI area.

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3. The concept is that each major component of the Agency should prepare a basic chronological narrative history. Special operations or activities which are too detailed for the narrative history would be covered in separate monographs or historical studies.

4. It is obvious that these histories must be written by those intimately acquainted with the activities of their components. The DDI Historical Board suggests that they be written either by on-duty personnel who possibly could be separated from normal activities for the period necessary to do the writing or by annuitants brought back under contract. The Board suggests as a third possible alternative that personnel who can write and who are scheduled to retire within six months could be relieved of other duties and assigned to the writing prior to their retirement.

5. It is my preliminary view that an overall OCR office chronological history should be prepared by the Director's office. Such an overall history has already been written for the period 1946-1952 but must be reviewed for sufficiency at this time and updated to the present.

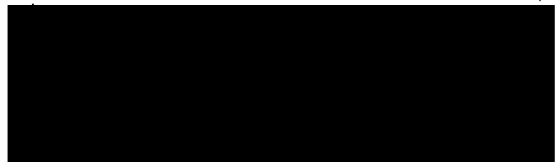
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In addition, chronological narrative histories should be prepared by each of the OCR divisions and staffs. It will also be necessary to ascertain whether, in addition to the chronological narrative histories, there will be a requirement within OCR for monographs of special activities. It may well be that [redacted] will fall into this latter category, as well as certain committee work such as PROCIB, CODIB, etc. In fact, the entire effort for automating and retrieving material and publications procurement might well be the subject of special monographs.

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6. In connection with FDD, the Division should prepare its own chronological narrative history. However, both the Director of OO and the Director of OCR will include in their respective overall histories such chronological narrative as applies to their respective offices when FDD was assigned to them.

7. The Executive Secretary of the DDI Historical Board requires that there be submitted to him by 31 October a list of all historical papers to be prepared within OCR. Where possible, the names of those who will write them and an estimated date of completion should be included. These submissions should include the title of the paper, its scope and an outline of the topics to be covered. It has not yet been determined whether the cut-off date should be 31 December 1966 or 30 June 1967. In any event, I will require this information from the various OCR components by close of business on 21 October 1966, so that I may have the remaining time to discuss them with the Director/OCR and the various components.



Walter Pforzheimer
OCR Member
DDI Historical Board

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