

~~CONFIDENTIAL~~

11 March 1947

TRB "B"

D R A F T

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES

Subject: Production Program

Reference: Memorandum from the Executive to the Director, C.I.G.,
to the Assistant Directors and Chief, ICAPS, subject:
"Functions of the Office of Reports and Estimates,"
19 December 1946

1. In carrying out the functions prescribed in the Reference, the Office of Reports and Estimates will produce intelligence reports in accordance with the following program.

CURRENT INTELLIGENCE

2. C.I.G. Daily Summary: a daily summary of significant intelligence and operational information for the President, the members of the N.I.A., and the additional distribution prescribed in N.I.A. Directive No. 2.

3. C.I.G. Weekly Summary: a weekly compendium of concise analyses of significant emergent and current trends, presented in perspective and with consideration of their probable consequences, as a necessary supplement to the Daily and for the same recipients.

4. C.I.G. Special Evaluations: concise evaluations, primarily for the recipients of the Daily Summary, of current reports which require treatment at greater length than is possible in the Daily and with greater urgency than is possible in the Weekly, or which otherwise deserve special presentation as current intelligence rather than as Special Reports (see paragraph 7). Each item in the series

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

-2-

shall be restricted to a single topic, and shall include such analysis and interpretation as its urgency permits.

5. The form and content of these current intelligence reports shall be subject to continuing study and improvement, particularly in conformity with the desires of the principal recipients, who will be frequently consulted by the Office of Collection and Dissemination to ensure that these publications are actually useful to them.

STAFF INTELLIGENCE

6. Situation Reports: analyses of the strategic and national policy aspects of the situation in each significant country or other appropriate geographical area or with respect to significant functional subjects of continuing interest. The items in this series, in their complete form, shall be designed for the use of staff officers below the I.A.B. level, but succinct summaries of their essential contents shall be provided for use at the I.A.B. level and above. Each item will be kept up to date by monthly review and revision as required. With reference to this possibly monthly revision it must be stressed that the series is not intended to become yet another form of current intelligence reporting, but rather to consist of up-to-date analyses of the basic factors in the situations reported on.

7. Special Reports: analyses prepared by specific direction (e.g., ORE 1), or in response to a specific authorized request, or on the initiative of ORE as it perceives the occasion in its

continuing review of the world situation (e.g., ORE 15). The initiative

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

-3-

of ORE must be limited to those subjects which clearly warrant presentation to the President and the members of the N.I.A.

BASIC INTELLIGENCE

8. Upon the adoption of an interdepartmental program for the production and maintenance of National Strategic Intelligence Digests ORE will be charged with responsibility for the coordination of their production and maintenance and for their final editing. In anticipation of this development, ORE will prepare for a prompt assumption of this responsibility.

9. The foregoing paragraphs cover all the forms of intelligence production required of ORE. The volume and rate of production which is feasible will depend upon the personnel, material, and facilities currently available to ORE for the purpose. The requirements of paragraphs 2 and 3 constitute a current and continuing commitment; those of paragraphs 4 and 7 are unpredictable, but by definition matters of priority. It is evident, therefore, that the rate of production of Situation Reports cannot be fixed, but must be adjustable to conform to the means available in any given period. ORE is enjoined, however, to press the initial production and maintenance of Situation Reports as vigorously as circumstances permit. A currently valid production schedule will be prepared monthly for incorporation in each ORE Progress Report.

~~CONFIDENTIAL~~