

**CONFIDENTIAL***Extra copy from WJM files*DD/I NOTICE  
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5 August 1964 *Uncat. coll.***FORMAT FOR PUBLICATIONS OF THE  
DIRECTORATE OF INTELLIGENCE**

1. Effective 1 October, the cover and editorial format of DDI publications (other than national and interdepartmental intelligence publications, periodicals, and bibliographic materials), will be modified and standardized pursuant to the guidelines set forth below.

2. There shall be six categories of publications:

a. INTELLIGENCE BRIEF - An informational piece designed to "brief" the reader on a quick, current basis, usually involving analysis, but often restricted to the collation of facts on and an evaluation of a specific situation or problem.

b. INTELLIGENCE MEMORANDUM - A timely and interpretative statement relating to some current policy problem or intelligence question, which may therefore include estimates, analysis, speculation, and observation as well as factual summaries, coordinated as required by the subject matter and as appropriate to the recipient.

c. INTELLIGENCE REPORT - The result of considerable research and analysis, which has been coordinated with appropriate components and offices, designed to inform a wide audience on a significant topic.

d. INTELLIGENCE STUDY - A research paper in depth on an important intelligence question of general strategic or political character, frequently involving extensive reconstruction of the pertinent past. A distinguishing characteristic of the study is its identification with the producing analyst (i.e., the Agency is not committed to or by its findings any more than it would be committed to or by findings of a scholar doing research under contract).

e. INTELLIGENCE RESEARCH AID - A technical paper in support of a research program or on a narrow aspect of some intelligence question, published primarily to communicate with other analysts working in the same or a related field, or to communicate selected information of value as operational support.

<p>GROUP 1 Excluded from automatic downgrading and declassification</p>
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f. INTELLIGENCE INFORMATION HANDBOOK - A compendium of information designed to bring together a store of factual information, often on a discreet subject or area, such as a country, prepared for ready reference.

3. There shall be one basic cover color used for all such Directorate publications: royal blue.

4. Additional use of color on the cover shall be to facilitate the identification and control of various security classifications and project indicators.

5. Each series will have its own simple but distinctive format, which shall include the Agency seal, the series designation (e.g. Intelligence Report), and the by-lines of the DDI and the producing office. The title of the publication as well as bibliographic controls (series numbers, dates, etc.) will be over-printed on pre-printed stock when used in the interest of economy.

6. Bibliographic and distribution controls will remain vested in the producing components.

7. As a general principle, covers described above will be used for publications to be distributed outside CIA; these covers will not be used for publications intended solely for internal distribution.

8. The implementation of this policy, including the development of standards of format and lay-out and making recommendations thereon for adoption, will be the responsibility of an inter-office publications working group on which ORR (chair), OCI and ONE will be represented.



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*for* RAY S. CLINE  
Deputy Director (Intelligence)

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