

4 January 1984

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Preparations for the First
Quarterly Review of FY-1984

1. The following are suggested as the significant objectives related to CRD that may be discussed orally during the Quarterly Review:

- a. CRD and the review of the SAEs STAT
- b. The prospect for historical review and CRD involvement.

2. Milestones to be covered in writing:

a. A written proposal for centralized review was not prepared. It was preempted by the Director-sponsored historical review proposal stemming from possible FOIA relief. The goal now is to have the Agency accept centralized review of historical material, prove through that program the value and efficiency of the centralized review concept, then move to centralize all review for public release;

b. The guidelines for CRD/OIS review of SAEs have been updated. A copy of the new guidelines is attached;

c. CRD has written an initial proposal for possible use in implementing the new historical review program.

STAT

Chief,
Classification Review Division

Attachment:
SAE Guidelines

4 January 1984

MEMORANDUM FOR: CRD Reviewers

FROM: Chief, Classification Review Division

SUBJECT: Updated Guidelines for Review of Summaries
of Agency Employment (SAE)

1. CRD has been reviewing Summaries of Agency Employment (SAEs) for about one year. Now it is time to review and summarize the experience we have gained and on that basis to reformulate our guidelines. We began the reviews of SAEs in a very conservative posture and we have been able, by coordinating specific questions with the responsible components, to adjust and hone those guidelines in many areas. Listed below are guidelines from the following offices:

OTS

a. The use of common generic professional titles is allowed, such as:

- (1) Mechanical engineer
- (2) Chemist
- (3) Physicist
- (4) Psychologist
- (5) Graphic artist
- (6) Linguist
- (7) Etc. (See the attached brochure on the CIA mission for additional examples)
(Attachment A)

OSO

b. In the SIGINT field, one can mention SIGINT collection/processing, Morse/Non-Morse and voice collection disciplines, and signal analysis. (See the CIA recruitment advertisement from the Washington Post (Attachment B))

NPIC

c. One may associate the National Photographic Interpretation Center (NPIC) with the CIA. Mention may also be made of the Technical Services Operations Support Group in the NPIC. General discussion of imagery as one of the nation's key sources of military and economic intelligence is also permitted. (See the attached NPIC Career Opportunities booklet.) (Attachment C)

OSWR

d. One can mention the role of the Office of Scientific and Weapons Research (OSWR) which is responsible for determining the nature and scope of foreign scientific and technical programs and activities, as well as the performance capabilities of foreign weapons and space systems. Furthermore, one may note that specific areas of research and analysis include science policy, the physical and life sciences, military technology, nuclear energy and weapons, nuclear proliferation, offensive and defensive strategic weapons systems, tactical and general purpose weapons, anti-submarine warfare, space systems and technology transfer. Other specific fields that may be mentioned are:

- 0 microelectronics: chip technology, microprocessors
- 0 ballistics missile systems: propulsion systems, missile modeling
- 0 aircraft, SAM, and ABM systems
- 0 directed energy: laser and particle beam weapons
- 0 nuclear technology: warhead technology, reactor design and technology
- 0 naval weapons and sensors: acoustic and non-acoustic detection, anti-ship and ASW weapons
- 0 photogrammetry
- 0 econometrics (See the OSWR Career Opportunities, Attachment D)

As a precedent, note that the following phrase was considered NOT classified:

"grouping a set of reentry vehicles into different categories by matching certain flight characteristics."

e. The following items of specific guidance have been approved by the Office of Security, the Office of Personnel, and the Central Cover Staff:

(1) The names of OVERT Agency personnel may be used as references only on U.S. Government Form No. 171, i.e., when they are applying for another federal job.

(2) Use of the names of Agency supervisors is NOT permitted even on the Form No. 171.

(3) Use of the names of CURRENT Agency employees is NOT permitted on SAEs or in resumes.

(4) The appropriate office phone number to be used is that of the Office of Personnel [redacted]

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ODP

f. A list of approved ODP acronyms for active projects is available. Please see [redacted] who maintains this list.

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2. The above points will not answer all questions that arise in SAE review and reviewers are encouraged to check with responsible components whenever they have a serious question. On receiving an answer, the reviewer should consider whether it provides policy guidance or a useful precedent that can be added to our SAE review guidelines. If it does, pass it along to [redacted] Chief, Internal Branch.

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Attachments:

As Stated

DDA/OIS/CRD/ [redacted] (04 Jan 84)

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Distribution:

Orig [redacted]
1 - to all CRD Reviewers

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