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CSHB 5-13-1

# HANDBOOK
# FOR THE WRITING OF
# CLANDESTINE SERVICES HISTORY

1 February 1966

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GROUP 1
Excluded from automatic downgrading and declassification

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# CHAPTER I. Organization and Procedures

## 1. The Need

The need for a systematic record of the operations of the Clandestine Services has been recognized; it is basic and invaluable for the orderly progression of operational planning. This record should include the development of the operational arm of the Agency, its contributions to the development of national policy, its experiences with operational, organizational and methodological innovations, and its relations with policy authorities, other agencies, and other intelligence services. Reliance on word-of-mouth techniques for passing along experiences and valuable lessons learned in past operations has proved entirely inadequate. Especially when priorities shift, with a build-up in one area and a balancing decrescendo elsewhere, there is a natural lag in the transfer of our accumulated experience, if indeed there is any transfer at all. With the growth of the Clandestine Services, informal or sporadic reviews of past activities form an inadequate basis from which to apply experience to the future fulfillment of our responsibilities.

## 2. The CS Historical Board

A Clandestine Services Historical Board has been established under the jurisdiction of the Deputy Director for Plans. The purpose of the Board is to review, advise, and assist in the preparation of CS historical studies.

## 3. The Historical Staff and Its Clandestine Services Group

The Historical Staff is a part of the Office of the Director of Central Intelligence. A DDP Representative has been assigned to the Historical Staff to manage the CS historical program. Working with him is the Clandestine Services Group (HS/CSG), a research team for developing approaches to and supporting the preparation of histories of the Clandestine Services. The DDP Representative and the HS/CSG serve as the implementing arm of the CS Historical Board.



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4. The Participation of the CS Components

Each division and staff chief:

a. Has designated a senior officer on his immediate staff as responsible Historical Officer (HO) for the coordination of historical matters.

b. Is arranging for the DDP Representative, Historical Staff, to receive lists of particularly knowledgeable persons from group, branch, section and/or desk chiefs, usually via the HO. The period of interest reaches back to 1 October 1945. The list will indicate the subject or region of knowledgeability and the period in which the individual held related responsibilities.

c. Is assisting the HS/CSG to locate, index and preserve valuable source documents, through his Records Management Officer (RMO).

d. Will insure through his HO that historical papers in the custody of his staff or division which have been identified, reviewed and accepted as a part of the Clandestine Services history will be maintained for reference and historical purposes.

5. Individual Participation

a. The cooperation of all CS operations and staff officers in the CS historical program is encouraged. When the opportunity affords, every officer should take the time to analyze and record his experiences; he should keep a record of the subject and date of any study or special review which he has prepared. Such a study can often be done between tours or assignments and held by the officer for later use. In some instances he may be sought out for debriefing in the course of the CS historical program.

b. With the inevitability of having to pass the torch eventually to another generation, it is incumbent upon those now engaged in operations to record their activities for the benefit of others. Every writer of CS history is encouraged to share the findings of his research with those who will be working in related fields. Discovery in the files of history-type background studies, summaries, or



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reviews and the location of source documents such as command decisions, delegations of authority, and statements of functions and responsibilities should be reported to the HS/CSG for recording content and location in the indexes described below in section 6 and in Appendix B 1.

6. The Participation of the Clandestine Services Group of the Historical Staff

a. The DDP Representative with the assistance of the HS/CSG will advise and guide participants in the CS historical program--explain the purpose behind the CS effort, show the relationship between the work of individual participants and the planned history, furnish references and leads to sources, outline elements to be included in CS historical papers, provide other assistance (e.g., reviewing papers before final typing as required), and integrate the products into a Catalog of CS Histories.

b. The HS/CSG will develop guidance papers and archival aids to assist historical writers.

c. The HS/CSG will be winnowing the wheat from the chaff in the retired files, identifying important items and knowledgeable CS individuals. Thus it will provide the means for:

(1) Filling existing gaps by identifying available knowledgeable officers to prepare historical papers.

(2) Keeping past and current material from slipping away and being lost to history; as documents of historical value are identified in record collections the HS/CSG analysts will record their content and location for inclusion in an Index to Source Documents.

7. Controls

The sensitivity of its content will determine where each historical paper will be held and the release procedures for it. Normally, the original will be held in the office of primary interest for appropriate control and later use; one carbon will be held, as part of the permanent set of papers comprising the Clandestine Services History, in the office of the DDP.



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## CHAPTER II. Approach and Treatment

### 1. General

Preparation of the history of any segment of the organization or functions of the CS is at once a creative and a tedious job. The identification of the stages or phases of our program as it parallels shifts in U.S. policy, the vicissitudes of a foreign government, or the movement of key staff officers becomes an intriguing exercise. To develop such a story into a factual and fluid account is a stimulating challenge. One must surely be an inventor of proportions to develop the means and create the tools to cope with the many aspects of each CS activity. In any sense of the word this is a constructive task of real benefit to the Agency and in particular to the officers of the CS.

### 2. Content

a. Some of the questions a historical paper should answer are the following:

(1) Mission development: How did the function of a unit, base, division, staff, etc., develop as it has since September 1945 or its beginning? What were the significant steps, and how did they emerge one from another or from external prompting? Was it sometimes diverted from its proper function?

(2) Organization: How have organizational problems (for example OSO-OPC, overt-covert support functions, the play between geographical and functional units) been solved, or not solved? What experiments failed to work, and why?

(3) Relationships of all kinds: What effect have ups and downs of policy guidance (NSC/White House, OCB/Special Group) had? What have been the relations with State and Defense at headquarters? With ambassadors, armed service commanders, and other U.S. agencies in the field? With foreign services? With host governments? How did the closer working relationships with DDI components evolve?



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(4) Problems and methods: What innovations have been made in methods (for example agent communications, proprietary enterprises, the extension of deep cover)? What problems were they intended to solve? How well have they worked, or why didn't they work? What administrative or support problems have been particularly significant?

(5) Operations: What have the major programs been? How successful was each? How much a contribution to fulfillment of the Agency's job? To national objectives? What went wrong in the failures? What individual operations and techniques have been particularly significant, or instructive?

b. Some of the elementary musts for any paper are the following:

(1) State the time span and geographic area, function, or program covered.

(2) Identify the writer in true name, his position in CIA, and his relationship to the operation being recorded.

(3) Give date of writing.

(4) Note any special security considerations beyond the stamped classification.

(5) Identify the organizational units involved, with charts when appropriate.

(6) Specify what personnel were involved, whether staff, contract, agent, etc.

(7) Make clear the types of operation in question, not only general types such as FI, CA, etc., but broad categories such as unilateral, economic, or maritime and specific kinds such as illegal entry or intelligence exchange.

(8) Describe the support services used, not only obvious ones like training and logistics but also in less obtrusive requirements, for example in the legal field.

(9) Offer constructive criticism and your conclusions.



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3. Treatment

The history should state not only what was done but how and why it was done. Normally the various facets of subject matter should be woven into a chronological narrative, not separated out in analytical fashion, though sometimes it is desirable to interrupt the narrative to trace the history of a particular problem.

Using evidence responsibly in context, honest conclusions can be drawn regarding the extent of successes and failures and the reasons therefor. But the factual narrative should not be interlarded with editorializing, and personal opinion should not be substituted for an objective narrative.

Every writer has to use his own style. A general admonition is to avoid the stilted phraseology of government directives and interoffice memoranda, using a strong and simple idiom with direct, concrete expressions. Proper use of technical intelligence terms is indispensable, but overuse of CS jargon should also be avoided.*

Unity in writing, a singleness of effect and a well-proportioned product, is promoted by outlining in advance and by keeping the presentation chronological. It requires the coherence of orderly arrangement and sticking to one subject at a time, as well as good judgment as to the relative importance of materials and corresponding emphasis in presentation.

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*E.g., The flap over the digraph and the cable slugs occurred while the COS was on TDY and the RMD was in the pouch.



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# CHAPTER III. Style and Format

## 1. Style Conventions

a. Use third person, even when the writer participated.

b. The first time an abbreviation occurs in a paper, it should be used in conjunction with and preceded by the full title.

c. Dates and time: Preferred usage is day, month, year (23 June 1953) and 24-hour time (2330 hours), specifying time zone where not evident.

d. Names, titles, and rank: The initial mention of a true proper name should be in full, if known, and preceded by a title (i.e., Mr., Mrs., Col., etc.) to denote its being a true name, not a pseudonym. Only the first letter of the surname should be capitalized. Subsequent references may be by title and surname only.

e. Pseudonyms: The first use of a pseudonym should be in full, e.g., Joseph Q. SMITH; no title is used with a pseudonym. Subsequent references may be by surname only.

f. Cryptonyms: Cryptonyms should be used to designate sensitive operations, agents, and organizations and should be written in capital letters.

g. Geographic names: When writing about small, out-of-the-way places use the approved government-wide geographic spellings. If exact locations are important, give reference map coordinates or latitude and longitude.

h. Statistics: Tabulate where possible.

i. Ships and aircraft: Names of ships and aircraft should preferably be enclosed in quotation marks.

j. Except as otherwise specified, the United States Government Printing Office Style Manual, January 1959, may govern in matters of spelling, grammar, punctuation, abbreviations, etc.



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k. Anachronisms: Watch out for errors in chronology such as using place names or personal titles which would be correct only at an earlier or later period than the one under discussion.

2. Format

a. Physical form

(1) Papers should be typewritten double-spaced (except integrated parts of a single bibliographic reference) on one side of letter-size paper (8"x10-1/2") with 1" top and 1-1/2" left-hand margins to allow for fastening.

(2) The nature and sensitivity of the paper will determine the number of copies prepared and their distribution.

(3) Page numbers should be placed at the bottom above the security classification.

(4) A distinctive cover designed for completed historical papers certifies that the document covered is a permanent part of the Clandestine Services History which may not be destroyed and is indexed in the "Catalog of CS Histories."

b. Security classification and controls

(1) All CS historical text will bear the security classification SECRET, or higher if necessary, and will be stamped with the GROUP 1 stamp on the first page.

(2) If, for completeness, the history must contain code-word or other sensitive material this will be segregated in a separate text and the reader referred to it by a footnote. This will allow the authorized custodian of such material to screen requests and determine clearances and need-to-know of each requester.



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c. Documentation

Full and accurate referencing is fundamental to historical writing. All moot points or limited information should be documented in footnotes or references.

(1) Source footnotes should be referenced by number and listed at the end of the paper (or chapter of long papers) by corresponding number. (See Appendix C.)

(2) Instead of the Latin op. cit., supra., infra., loc. cit., ibid., the English equivalents are preferred.

(3) Footnotes will usually refer to either an interview or a document. They should specify:

(a) Nature or source (cable, dispatch, memorandum, intelligence report, interview, etc.)

(b) Originator

(c) Recipient

(d) Date

(e) Symbol and number

(f) Top secret or registration number

(g) Subject

(h) Present file location

d. References

The list of references at the end of each paper (or chapter, or part, if paper is lengthy) may include references other than those mentioned in the text.

e. Illustrations

Maps, charts, pictures, etc. may be placed in the text or appendixes. They should, however, be clearly marked as to source and security classification.



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f. Appendixes

There is no limit to the number of appendixes that can be used. Examples include:

(1) List of references

(2) Chronology

(3) Source listing

(4) List of interviewees

(5) Copies of important documents

(6) Photographs, maps, charts, graphs, etc.

(7) Restricted identity lists for separate storage, if necessary.

3. Index

a. Indexing is a tool for the ready use of the historical paper and nothing should be omitted which the discriminating reader might wish to locate.

b. Items included

(1) It is an axiom of indexing that all proper names mentioned in the paper, whether of persons, places, units, organizations, or ships, should be indexed, unless the mention is casual and cursory.

(a) Names of persons should be listed by surname, given name or initials, and rank, if any. Officers are indexed under the highest rank mentioned in the text. An effort should be made to supply the given names of all persons listed.

(b) Place names are so important in history that even such terms as "Hill 50" and "Route 5" should be indexed if they have significance. Occasionally a place is known by two names, such as "Nakagusuku Bay" and "Buckner Bay." In this case the item should be indexed under the name most frequently used, with an entry under the other name giving a cross reference to the main entry.



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(c) Names of organizations, both military and civilian, should be indexed. These include such terms as "Air Corps," "Ordnance Department," and "National Resources Planning Board."

(d) Any topic of whatever nature, in case it is the subject of significant discussion, should be included in the index. The topics should be as specific as possible. For topics which are expressed by various words, select the word which is used chiefly in the text.

(e) The theme of a paper as a whole should not be itself an entry in the index.

c. Form of the index

(1) Items are listed in alphabetical order. All phrases which begin with a particular word are listed before a combined form of the word is introduced. For example, "Air forces" should precede entries beginning with "Airborne." Since Arabic numerals do not fit an alphabetical scheme, they cannot be used at the beginning of an entry; hence, such terms as "28th Infantry Division" must be entered as "Infantry Division, 28th." All main entries should be in substantive, not adjectival, form; for example, "Audio operations" is a correct main entry, but not simply the word "Audio."

(2) Important items should be broken down into subheadings, each of which should consist of a key word or phrase. Unlike main entries, subheadings may be in adjectival form, since they serve to modify the main heading. Initial or final prepositions should be used in subheadings only when the meaning would be ambiguous without them.

(3) Indentation and spacing require careful attention. Extra space is left between entries under "A," "B," "C," and other letters of the alphabet. Main entries are flush with the left margin; subheadings are indented one space. Material carried



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over from a preceding line is indented two spaces. If an entry is carried over to the next page the entry should be repeated, thus: "Training areas -- Continued."

(4) Use should be made of cross reference to indicate related topics which the reader might wish to consult. Cross reference should also be used when the reader is likely to consult a topic under an entry different from that under which the page numbers are given.

d. Details of Style

(1) The initial letter of the first word of each main entry should be capitalized; the first letter of a subheading is not ordinarily capitalized; otherwise the general rules for capitalization apply to the index.

(2) Rules for abbreviation are the same for the index as for the main text.

(3) Commas should separate entries from page numbers, and page numbers from each other.

(4) Periods are not used in the index except for abbreviations and to set off complete statements; they should occur before and after statements beginning with See and See also.

(5) When See also is followed by reference to several entries, the items should be separated by semicolons.



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## CHAPTER IV. Sources

### 1. General

The sources of material for CS history are limited only by the ingenuity, personal contacts, and doggedness of the writer. Most intelligence officers who have been chosen to write a segment of the history will be knowledgeable of the appropriate sources of information. The following paragraphs are offered simply as a checklist.

### 2. Personal sources

Dates, places, and people that may be hazy in the writer's memory can sometimes be identified through personal documents:

a. Itineraries of travel, receipts, and personnel actions which may be in personal custody in the office

b. Letters, both received and sent

c. Diaries and journals

d. Photographs or slide collections

e. Maps and charts

### 3. Official documents

A large number of papers regularly prepared within the Clandestine Services will quite naturally lend themselves to historical exploitation. These may include but are not limited to:

a. Related Missions Directives

b. Annual Assessment of the RMD (Field)

c. Operational Program (Budget)

d. Project Profile (outline, periodic summaries, termination)



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e. [redacted] or other Situation Reports (b)(1) (b)(3)

f. Operational Highlights and like division-directed reporting on operations

g. [redacted] Reports (b)(1) (b)(3)

h. Briefing Folder or Handbook and Operational Climate Papers (including replaced pages)

i. Interagency Agreements and International Liaison Protocols

j. Staff studies and policy recommendations for higher authority

Other official records which a writer of historical papers might require:

k. Directives

l. Organization and personnel records and chronology

m. Existing operational summaries or histories

n. Digraph and cryptonym cross-index cards

o. Document control abstracts

p. Agent 201 files

q. Archives: e.g.,

(1) Cables

(2) RI

(3) Records Center

(4) Shelf Lists



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4. Interviews and debriefings

a. The historian usually begins by getting all he can out of documentary records and then tries to get behind the documents, as well as fill in between them, with carefully chosen questions posed to knowledgeable persons. Such interviews should be recorded and cited like other documents. The historian of recent events can reverse this procedure, getting the story from participants first and then checking and supplementing it with documents, if he has too little first-hand knowledge of the subject to get started or if the people are more available than the papers.

b. Persons to be interviewed could include:

(1) Past and present division, staff, branch, desk, station, base, section chiefs, and case officers for policies, responsibilities and operations

(2) Administrative assistants and secretaries to chiefs, for supporting records and documents

(3) Senior reports officers

(4) Support personnel (Communications, Finance, Logistics, Personnel, Training, Security, etc.)

(5) Other returnees from overseas duty

(6) Within appropriate security considerations, retirees who have held responsible positions

c. For a suggested debriefing questionnaire see Appendix A3.

d. For instructions regarding interviews see Appendix A4.

5. Assistance of the HS/CSG

a. The reference system of the HS/CSG is being developed in order to relieve CS officers as far as possible from having to search irrelevant masses of information. (Described in Appendix B.)



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b. In order to guard valuable historical documents from destruction the HS/CSG researchers are stamping them on the lower margin of the first page (or green cover sheet of Top Secret documents) as follows:

HISTORICAL DOCUMENT

Destroy only with consent
of the Historical Staff

Name: _____
Date: _____

c. Complete folders that have been reviewed by HS/CSG researchers will bear the following stamp:

THIS FILE WAS REVIEWED BY THE
CS GROUP OF THE HISTORICAL
STAFF ON _____

ENTIRE FILE SHOULD BE RETAINED
AS HISTORICAL RECORD . . . . . ☐
FILE CONTAINS SELECTED ITEMS
STAMPED AS HISTORICAL RECORDS . . ☐
ENTIRE FILE OF NO HISTORICAL
CONCERN . . . . . ☐

d. To preserve source references writers of CS history will be provided a stamp as follows for documents cited in their papers:

THIS DOCUMENT IS
A SOURCE REFERENCE IN
A HISTORICAL PAPER
---
DO NOT DESTROY

(It is recommended that at the time this stamp is placed on a document that the writer also indicate the title of the paper being written.)



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## CHAPTER V. Prospective Uses

### 1. The audience

We are writing for future senior CS officers in the first instance. They will receive their first exposure to CS history when they are serving as Indians on their way up and have a need to know. Furthermore, within controls imposed by originating elements and the CS system of operational security, sanitized portions of the history may be made available to others through established vehicles such as the Studies in Intelligence. It is anticipated that the results of our historical efforts will be available to the Agency leadership of the future, and that they may assist others in correctly assessing the impact of the happenings of our day, contributing thus to the enlightenment of the leaders of tomorrow.

### 2. The use

The prospective uses of a historical paper include:

a. Provide to those engaged in operational, organizational and policy planning, analytical documentation of previous CS programs and experiences with appropriate conclusions.

b. Summary for new chiefs of station, branch chiefs, desk chiefs, and other key officers.

c. Operational guidance through constructive criticism

d. Aid in updating project renewals, RMD's, project/budget justifications, etc.

e. As source of background material in response to urgent requirements from policy makers.

f. As a facility for substantiating debriefings.

g. As a monitoring review and summation of operations for later analysis.



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h. As a ready backstop for senior CS officers in testing their opinions and judgments of new demands and shifting programs.

i. As an aid in operational training (with the consent of the originating office).

j. As frame of reference in launching a new CS activity or resolving a difficult problem.



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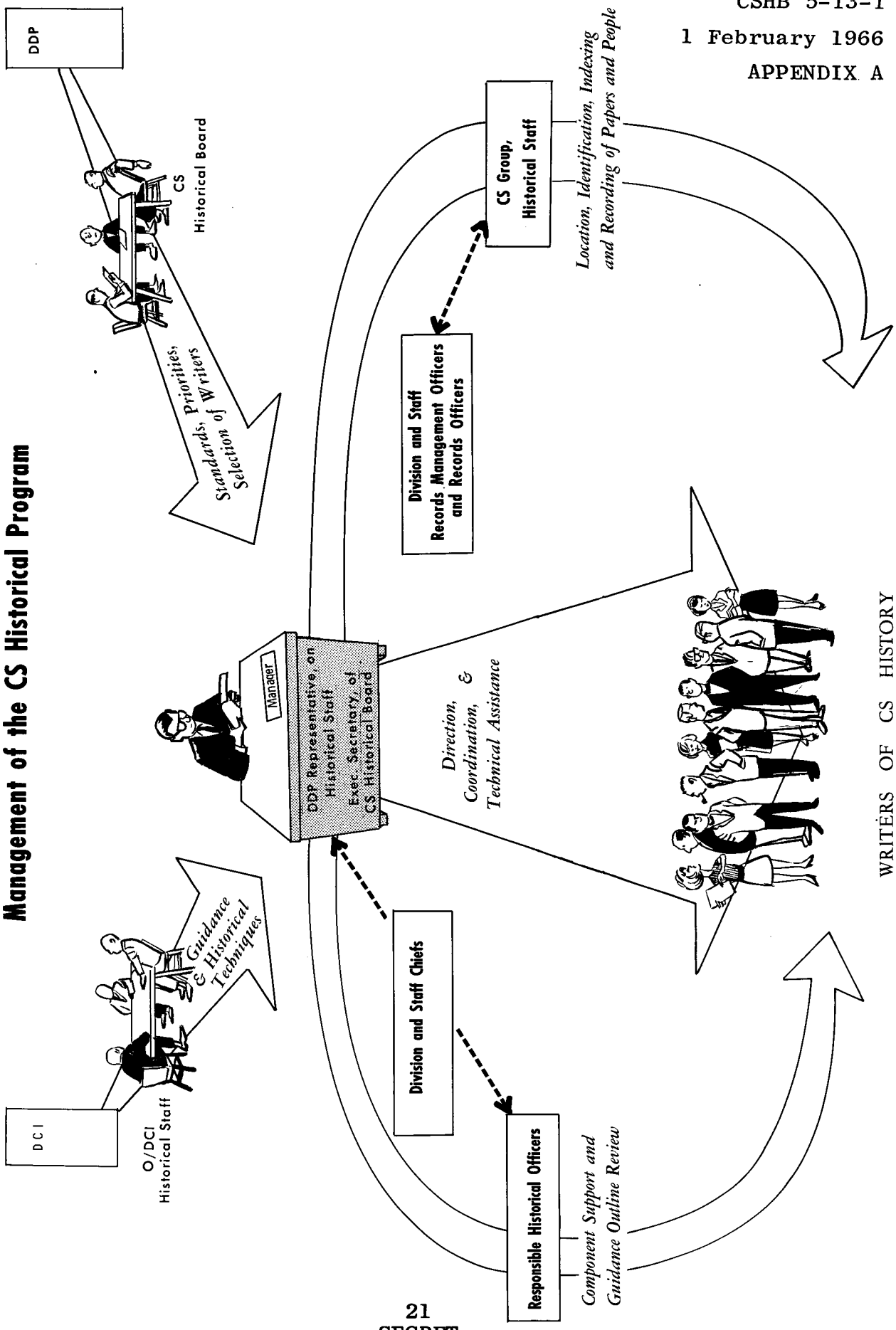




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2. PROFILE OF A HISTORICAL PAPER

a. Title Page (include date and name of writer)

b. Table of Contents (subheadings within Chapters or Parts if it is a long or complex history)

c. Introduction

d. Chronology (if paper covers an extended period)

e. Body (if more than one operation, activity or major grouping or trend of events, treat in phases, parts or chapters)

f. Constructive Conclusions (summarize, identifying the key issues on which success or failure turned)

g. Index (proper names--individuals and places, elements of government and organizations, specialized terms and titles)

h. Reference Bibliography (set up documents in numbered list relating to numbers used in the body of the paper, as in Appendix C) [Copies of reports submitted for use in the paper or debriefing summaries should be attached to the paper or they should be listed as refences in the Reference Bibliography]

i. List of Contacts and Contributors (cross reference by use of letters instead of numbers so that personal sources of information noted in the body may be easily identified)

(1) [redacted] ME Division, 1953-1957 (b)(3)

(2) [redacted] Case Officer, [redacted] 1954-1957 (b)(1) (b)(3) (b)(3)

j. List of Key Agents (when pseudonyms or cryptonyms are used corresponding true lists will be maintained in separate folders in the control office)



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NOTE: Background papers, operational reviews or chronological summaries may already be written which meet the standards of a historical paper. However, such papers may not have the component parts which could make them orderly and thorough. With the addition of at least a, b, and g above such a paper can satisfy the requirements of the CS Historical Board. These papers which have already been written then can be included in the Catalog of CS Histories as a full-fledged segment of our history.

k. Suggested approaches to a historical paper:

(1) Describe the then prevailing political and operational climate with particular reference to its effect on access and susceptibility to manipulation.

(2) Define the problem, array of forces, and the objective.

(3) Indicate the types of information needed to determine the course of action, the sources exploited, and evaluation.

(4) Describe the capabilities available at the onset--agents, mechanism. (How can they be woven into the narrative including any new capabilities developed?)

(5) Outline the development of the operation(s) including the steps taken, reactions and results noted. Note support of all cooperating Agency and other U.S. Government elements.

(6) Summarize the major results in terms of the initial objective.

(7) Add annexes describing:

(a) Tradecraft employed

(b) Support problems and solutions (funding, cover, communications, training)

(c) Policy problems

(d) Maps and charts



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3. DEBRIEFING GUIDE

(General information desired from each interviewee.)

NAME: DATE OF INTERVIEW:

RESPONSIBILITIES: (Job title or duties) DATES: (Arrival and departure)

NAMES: (Others known to have been responsible for an important part of the program and suggested as additional informants; why suggested.)

GENERAL COMMENTARY: (Work performed, relationship with others (foreign and U.S. Government elements), progress, unusual developments, support required, Headquarters and station guidance and coordination.)

CONCLUSIONS: (Aspects of the program which may have been successful and could or should be applied to Agency efforts in other countries. Approaches and procedures found to be productive in your activity. Mistakes, failures, or shortcomings, with constructive suggestions.)

REFERENCES AND BACKGROUND MATERIALS: (Identify and if possible provide a copy of reports or studies prepared earlier which cast light upon your responsibilities and actual activities; list any periodic reports which may refer to your operations.)

* * * * *

Assembling your ideas for the debriefing, keep in mind that your information will be used in the preparation of a history of CS efforts. The historical paper and its attachments will be read by individuals assigned similar responsibilities.

_____
Interviewer



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4. INSTRUCTIONS REGARDING INTERVIEWS IN SUPPORT OF CS HISTORICAL PAPERS

a. Normally it is anticipated that an individual responsible for preparing a historical paper will acquire the necessary information largely from existing documentation, both current and retired, from interviews (debriefings) of personnel presently on duty, and from the writer's own experiences and responsibilities which relate to the paper at hand.

b. The history of the Clandestine Services presently in the process of development reaches back to October 1945. This fact alone indicates that there will be gaps in information sometimes so great that the sources mentioned above will be found inadequate. In such instances the writer may find himself compelled to interrogate or debrief at some length one or more individuals who may have already retired from the Agency. Contacts with such persons will only be made when absolutely necessary.

c. Prior to approaching a person who has retired from the Agency the following steps will be taken:

(1) The name of the individual and, if known, his address will be submitted to the security officer of the component having jurisdiction over the paper being prepared. The security officer will forward this data to the Deputy Director of Security for Personnel Security for examination as to security implications and approval for approaching the individual.

(2) After receiving clearance for making the contact, the name and address of the individual to be approached will be submitted to the Domestic Contact Service (DCS). This office will make an appropriate introduction and establish the bona fides of the individual desiring to conduct the interview.



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d. In every case the writer of a CS historical paper will advise the DDP Representative, Historical Staff, before interviewing a retired employee of the Agency and indicate that the appropriate clearance and contact arrangements have been made.



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1. REFERENCE TOOLS AVAILABLE IN THE HISTORICAL STAFF

The following is a list and brief description of the aids being compiled in the Historical Staff by the CS Group that may be helpful to the writer of CS history:

a. Knowledgeable Persons Finder

(An alphabetical card index of persons known to have a detailed knowledge of CS operations or functions (on either an area or a functional basis) and their specialty and a subject index of organizations, functions, and projects listing knowledgeable persons by name.)

b. Index to Source Documents

(A cross index of abstract cards of existing documents known to have historical significance. These would include directives, regulatory issuances, functional statements, organizational charts, cables, memoranda, dispatches, tabulations, graphs, books, and maps. This material may be written, printed, taped, or photographed. This index is arranged by country, area, unit, and function.)

c. Catalog of CS Histories

(A card index, by area and function, of completed historical studies. These papers may be quite broad in their coverage of a division, branch, country, general function, or specific operation. This index includes summary notations with controls, location, and availability.)

d. Roster of CS Historical Writers

(An alphabetical card index of officers who have been nominated or approved for writing a segment of CS history, along with a parallel progress file of the papers being written.)

e. Chronology

(A card index of CS organizational events maintained by date and supplemented by charts reflecting approved reorganizations.)



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f. Historical Staff Records (not purely CS)

Numerous and varied historical studies and histories of parts of the Agency and predecessor organizations.

2. DATES OF ORGANIZATIONS AND DCI's

The following dates are some of the major milestones in the history of CIA and predecessor organizations:

a. Organizations and Components

| Organization | Symbol | Official Existence From | Official Existence To |
|---|---|---|---|
| Coordinator of Information | COI | 11 Jul 1941 | 13 Jun 1942 |
| Office of Strategic Services | OSS | 13 Jun 1942 | 1 Oct 1945 |
| Strategic Services Unit | SSU | 1 Oct 1945 | Present |
| Central Intelligence Group | CIG | 22 Jan 1946 | 18 Sep 1947 |
| Office of Special Operations | OSO | 29 Jul 1946 | 1 Aug 1952 (merged with OPC to form the Clandestine Services) |
| Central Intelligence Agency | CIA | 18 Sep 1947 | Present |
| Special Procedures Group | SPG | 22 Dec 1947 | 1 Sep 1948 (Became OPC) |
| Office of Policy Coordination | OPC | 1 Sep 1948 | 1 Aug 1952 (merged with OSO to form the Clandestine Services) |



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b. Directors of Central Intelligence

Rear Admiral Sidney W. Souers, USNR
23 January 1946 - 7 June 1946

Lieutenant General Hoyt Sanford Vandenberg, USA
10 June 1946 - 1 May 1947

Rear Admiral Roscoe Henry Hillenkoetter, USN
1 May 1947 - 7 October 1950

Lieutenant General (later General) Walter Bedell Smith, USA
7 October 1950 - 9 February 1953

Mr. Allen Welsh Dulles
26 February 1953 - 29 November 1961

Mr. John Alex McCone
29 November 1961 - 28 April 1965

Vice Admiral William Francis Raborn, Jr., USN (Ret.)
28 April 1965 - 30 June 1966

Mr. Richard McGarrah Helms
30 June 1966 -

c. Deputy Directors of Central Intelligence

Mr. Kingman Douglass
1 February 1946 - 11 July 1946

Brigadier General (later Major General) Edwin Kennedy Wright, USA
July 1946 - 10 March 1949

Mr. William Harding Jackson
2 October 1950 - 3 August 1951

Mr. Allen Welsh Dulles
23 August 1951 - 26 February 1953
(also served as Deputy Director (Plans)
4 January 1951 - 23 August 1951)



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Lieutenant General (later General) Charles Pearré Cabell, USAF
23 April 1953 - 31 January 1962

Lieutenant General Marshall Sylvester Carter, USA
3 April 1962 - 28 April 1965

Mr. Richard McGarrah Helms
28 April 1965 - 30 June 1966
(also served as Deputy Director for Plans
17 February 1962 - 28 April 1965)

Vice Admiral Rufus L. Taylor, USN
13 October 1966 -

d. Deputy Directors

Deputy Director (Administration) (DD/A)
(established 1 December 1950)

Murray McConnel
1 December 1950 - 31 March 1951

Walter R. Wolf
1 April 1951 - 30 June 1953

Lawrence K. White
1 July 1953 - 3 February 1955

Deputy Director for Intelligence (DDI)
(established 2 January 1952)

Loftus E. Becker
1 January 1952 - 23 February 1953

Robert Amory, Jr.
23 February 1953 - 30 March 1962

Huntington Sheldon (Acting)
30 March 1962 - 23 April 1962

Ray S. Cline
23 April 1962 - 17 January 1966

R. Jack Smith
17 January 1966 -



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Deputy Director for Operations (DD/O)
(established 1 December 1950)

Allen W. Dulles
1 December 1950 - 4 January 1951

Deputy Director for Plans (DDP)
(established 4 January 1951)

Allen W. Dulles
4 January 1951 - 23 August 1951

Frank G. Wisner
23 August 1951 - 1 January 1959

Richard M. Bissell, Jr.
1 January 1959 - 17 February 1962

Richard M. Helms
17 February 1962 - 28 April 1965

Desmond FitzGerald
28 April 1965 -

Deputy Director for Research (DD/R)
(established 19 February 1962)

Herbert Scoville, Jr.
19 February 1962 - 15 June 1963

Colonel Edward B. Giller, USAF (Acting)
15 June 1963 - 5 August 1963

Deputy Director for Support (DDS)
(established 3 February 1955)

Lawrence K. White
3 February 1955 - 5 July 1965

Robert L. Bannerman
5 July 1965 -

Deputy Director for Science and Technology (DDS&T)
(established 5 August 1963)

Albert D. Wheelon
5 August 1963 - 26 September 1966



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e. Assistant Directors (OPC and OSO)

Assistant Director for Policy Coordination (ADPC)

Frank G. Wisner
1 September 1948 - 23 August 1951

Kilbourne Johnston
23 August 1951 - 1 August 1952

Assistant Director for Special Operations (ADSO)

Donald H. Galloway, Colonel, USA
11 July 1946 - 17 December 1948

Alan R. McCracken, Captain, USN (Acting)
17 December 1948 - 18 March 1949

Robert A. Schow, Colonel, USA
18 March 1949 - 15 February 1951

Willard G. Wyman, Major General, USA
15 February 1951 - 17 December 1951

Lyman B. Kirkpatrick
17 December 1951 - 1 August 1952

3. BASIC REFERENCE MATERIALS FOR WRITERS

The following is a list of reference materials that may prove helpful to a CS writer:

a. U.S. Government Style Manual

b. New York Times' "Watch Your Language"

c. Transliteration Handbook HB 50-150-1

d. Reporting and Dissemination of Positive Intelligence Information CSHB 51-1-1

e. World Almanac (useful for dates of world events)

f. Questions relating to place-name spellings and locations should, within security and cover limitations, be referred to the U.S. Board on Geographic Names, Department of the Interior, Code 129, Extension 4241.



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# CALENDARS — 1800 TO 2050

## INDEX

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1800 | 4 | 1828 | 10 | 1856 | 10 | 1884 | 10 | 1912 | 9 | 1940 | 9 | 1968 | 9 | 1996 | 9 |
| 1801 | 5 | 1829 | 5 | 1857 | 5 | 1885 | 5 | 1913 | 4 | 1941 | 4 | 1969 | 4 | 1997 | 4 |
| 1802 | 6 | 1830 | 6 | 1858 | 6 | 1886 | 6 | 1914 | 5 | 1942 | 5 | 1970 | 5 | 1998 | 5 |
| 1803 | 7 | 1831 | 7 | 1859 | 7 | 1887 | 7 | 1915 | 6 | 1943 | 6 | 1971 | 6 | 1999 | 6 |
| 1804 | 8 | 1832 | 8 | 1860 | 8 | 1888 | 8 | 1916 | 14 | 1944 | 14 | 1972 | 14 | 2000 | 14 |
| 1805 | 3 | 1833 | 3 | 1861 | 3 | 1889 | 3 | 1917 | 2 | 1945 | 2 | 1973 | 2 | 2001 | 2 |
| 1806 | 4 | 1834 | 4 | 1862 | 4 | 1890 | 4 | 1918 | 3 | 1946 | 3 | 1974 | 3 | 2002 | 3 |
| 1807 | 5 | 1835 | 5 | 1863 | 5 | 1891 | 5 | 1919 | 4 | 1947 | 4 | 1975 | 4 | 2003 | 4 |
| 1808 | 13 | 1836 | 13 | 1864 | 13 | 1892 | 13 | 1920 | 12 | 1948 | 12 | 1976 | 12 | 2004 | 12 |
| 1809 | 1 | 1837 | 1 | 1865 | 1 | 1893 | 1 | 1921 | 7 | 1949 | 7 | 1977 | 7 | 2005 | 7 |
| 1810 | 2 | 1838 | 2 | 1866 | 2 | 1894 | 2 | 1922 | 1 | 1950 | 1 | 1978 | 1 | 2006 | 1 |
| 1811 | 3 | 1839 | 3 | 1867 | 3 | 1895 | 3 | 1923 | 2 | 1951 | 2 | 1979 | 2 | 2007 | 2 |
| 1812 | 11 | 1840 | 11 | 1868 | 11 | 1896 | 11 | 1924 | 10 | 1952 | 10 | 1980 | 10 | 2008 | 10 |
| 1813 | 6 | 1841 | 6 | 1869 | 6 | 1897 | 6 | 1925 | 5 | 1953 | 5 | 1981 | 5 | 2009 | 5 |
| 1814 | 7 | 1842 | 7 | 1870 | 7 | 1898 | 7 | 1926 | 6 | 1954 | 6 | 1982 | 6 | 2010 | 6 |
| 1815 | 1 | 1843 | 1 | 1871 | 1 | 1899 | 1 | 1927 | 7 | 1955 | 7 | 1983 | 7 | 2011 | 7 |
| 1816 | 9 | 1844 | 9 | 1872 | 9 | 1900 | 2 | 1928 | 8 | 1956 | 8 | 1984 | 8 | 2012 | 8 |
| 1817 | 4 | 1845 | 4 | 1873 | 4 | 1901 | 3 | 1929 | 3 | 1957 | 3 | 1985 | 3 | 2013 | 3 |
| 1818 | 5 | 1846 | 5 | 1874 | 5 | 1902 | 4 | 1930 | 4 | 1958 | 4 | 1986 | 4 | 2014 | 4 |
| 1819 | 6 | 1847 | 6 | 1875 | 6 | 1903 | 5 | 1931 | 5 | 1959 | 5 | 1987 | 5 | 2015 | 5 |
| 1820 | 14 | 1848 | 14 | 1876 | 14 | 1904 | 13 | 1932 | 13 | 1960 | 13 | 1988 | 13 | 2016 | 13 |
| 1821 | 2 | 1849 | 2 | 1877 | 2 | 1905 | 1 | 1933 | 1 | 1961 | 1 | 1989 | 1 | 2017 | 1 |
| 1822 | 3 | 1850 | 3 | 1878 | 3 | 1906 | 2 | 1934 | 2 | 1962 | 2 | 1990 | 2 | 2018 | 2 |
| 1823 | 4 | 1851 | 4 | 1879 | 4 | 1907 | 3 | 1935 | 3 | 1963 | 3 | 1991 | 3 | 2019 | 3 |
| 1824 | 12 | 1852 | 12 | 1880 | 12 | 1908 | 11 | 1936 | 11 | 1964 | 11 | 1992 | 11 | 2020 | 11 |
| 1825 | 7 | 1853 | 7 | 1881 | 7 | 1909 | 6 | 1937 | 6 | 1965 | 6 | 1993 | 6 | 2021 | 6 |
| 1826 | 1 | 1854 | 1 | 1882 | 1 | 1910 | 7 | 1938 | 7 | 1966 | 7 | 1994 | 7 | 2022 | 7 |
| 1827 | 2 | 1855 | 2 | 1883 | 2 | 1911 | 1 | 1939 | 1 | 1967 | 1 | 1995 | 1 | 2023 | 1 |

## DIRECTIONS FOR USE

Look for the year you want in the index at left. The number opposite each year is the number of the calendar to use for that year.

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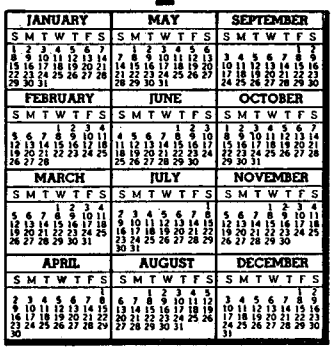

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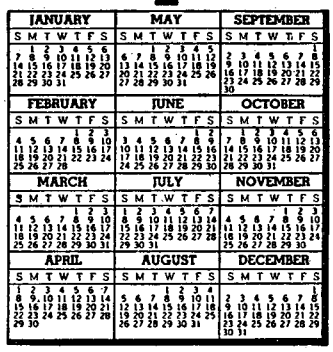

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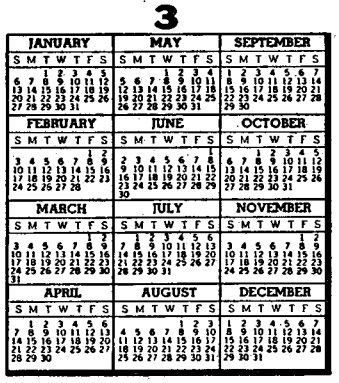

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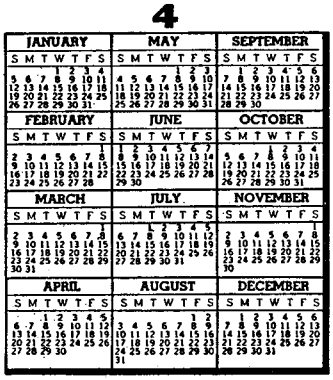

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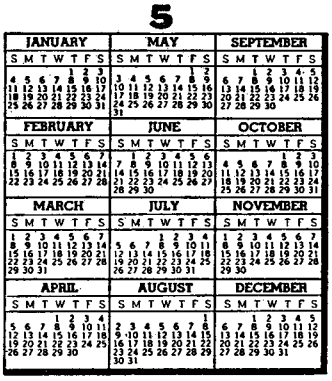

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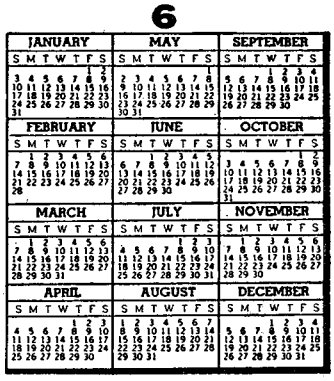

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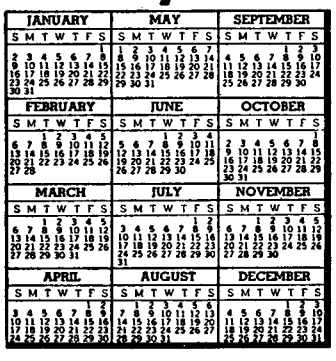

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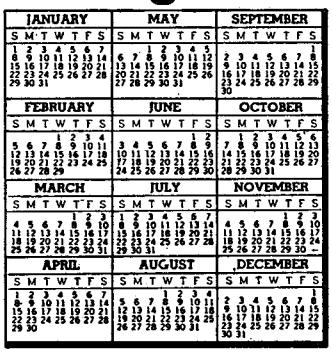

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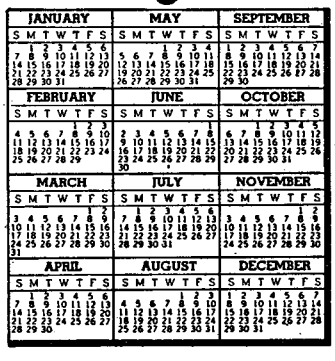

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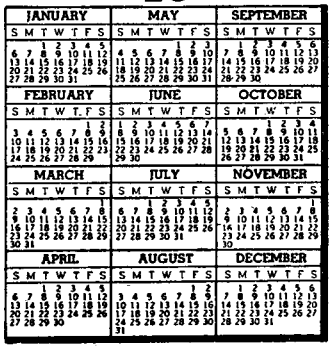

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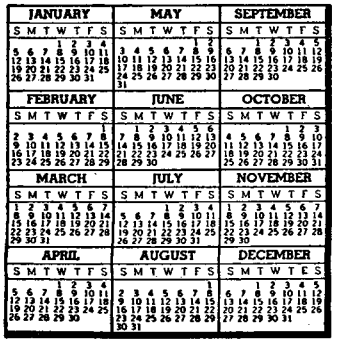

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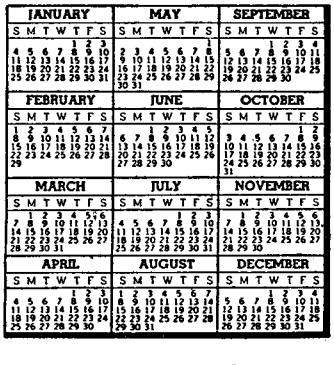

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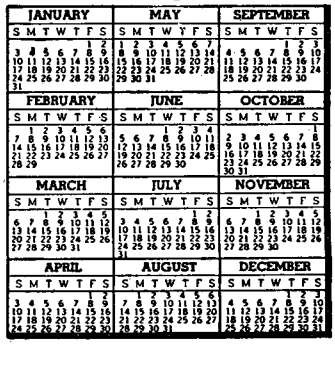

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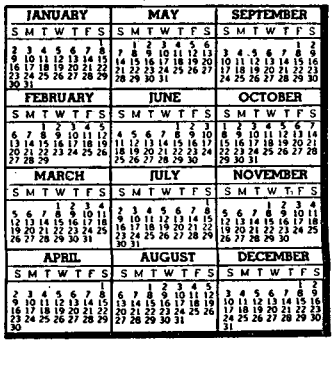



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## SAMPLE LIST OF REFERENCES

1. Cable, IN 18937 [redacted] 17 Oct 1961. (b)(1) (b)(3)

2. [redacted] 19 Nov 1961, subj: [redacted] (b)(1) (b)(3)

3. Memo, CEE to Record, 5 Jun 1958, subj: [redacted] TS Control. (b)(1) (b)(3)

4. [redacted] (b)(1) (b)(3)

5. [redacted] (b)(1) (b)(3)

6. The Baltimore Sun, 25 Aug 1945, p. 20.

7. The Washington Evening Star, 21 Dec 1945.

8. The New York Times, 14 Aug 1945, p. 8.

9. Lecture, Dr. George H. Gallup, American Institute of Public Opinion, before the Industrial College of the Armed Forces, 17 Jun 1947. L47-150. Industrial College Library.

10. Annual Report of the Secretary of War, 1924, p. 43.

11. Biennial Report of the Chief of Staff of the United States Army, 1 July 1941 to 30 June 1943 . . ., p. 25.

12. H.R. Rpt. 1667, 78th Cong., 2d sess., "Legislative Appropriation Bill, 1939," 18 June 1944.



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## CS SYMBOLS AND ABBREVIATIONS

a. For listings of the symbols and unit abbreviations that have CS historical significance see:

(1) The RID Sensitive Document Section (Room 1D-15 Hqs., Red Line 9185)

(2) The RID ADP Section/Abstract Unit (Room GC-46 Hqs., Red Line 9312)

b. Examples of older common symbols and unit abbreviations are:

ADPC - Assistant Director for Policy Coordination

ADSO - Assistant Director for Special Operations

AL - Administration and Logistics Staff

CFD - Covert Finance Division

CIG - Central Intelligence Group

COI - Coordinator of Information

COMMO - Office of Communications

LC - Liaison Control

OPC - Office of Policy Coordination

OPS - Operations

OSO - Office of Special Operations

OSS - Office of Strategic Services

PDC - Personnel Division (Covert)

PO - Plans and Operations Staff

PY - Psychological Staff Division

SSU - Strategic Services Unit

STC - Staff C

TR(C) - Training Division (Covert)



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