

14 June 1961

MEMORANDUM TO: All Branch Chiefs
FROM : Chief, Intelligence Information Staff
SUBJECT : Central Intelligence Bulletin Maps

The selection and production of maps for the CIB is usually done against short deadlines. Because of this the tendency has been to "make do" with maps slightly modified from versions previously used in either the CIWR or earlier issues of the CIB. This use of base-maps not ideally suited to the purposes of particular CIB items is sometimes unavoidable, since Graphics receives at best only one-half day's notice for the production of a new CIB map. To improve future maps in the CIB, however, the following guidelines and responsibilities, only a few of which are new, should henceforth be followed.

General Guidelines

1. A map for the CIB should be a simple "graphic" rather than "cartographic" presentation. Place names, roads, railroads and rivers specifically mentioned in either the brief or backup should be included on the map. As a general rule, no other geographic features should be included.
2. All CIB maps should have a title, a legend, a distance scale, and security classification. All special symbols used to show border incidents, active fighting, airfields, etc. should be identified and described in the legend.
3. On a CIB map, the country or area under discussion should stand out clearly from its surroundings. In the surrounding areas, no geographic features other than country names and international boundaries need normally be included.
4. Graphics is responsible for assuring that CIB maps meet these general criteria, which can be summed up in the two words simplicity and clarity.

Analysts' Responsibilities

1. The analyst should as early in the day as is practicable inform Graphics of any map required for the CIB item to appear in the following morning's Bulletin. This is the stage at which the analyst should assure that all place names and other geographic features mentioned in either brief or backup will be included in the map.
2. The analyst should refrain from asking Graphics to include information not directly pertinent to the CIB item.

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3. The analyst must check the map for accuracy before leaving for the night.

Panel Secretary's Responsibilities

1. The Panel Secretary should by early afternoon provide Graphics with a list of all maps which it is anticipated will be needed for the CIB on the following day. Graphics will then contact any analyst who has a map scheduled but has not yet discussed it with Graphics.
2. The Panel Secretary will double-check all maps following the check made by the analysts.



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OCI FUNCTIONS

WE PUBLISH -CENTRAL INTELLIGENCE BULLETIN
CURRENT INTELLIGENCE DIGEST
CURRENT INTELLIGENCE WEEKLY
OCI Night Journal
Monthly Calendar of Forthcoming Events
Monthly Chronology of Developments in Sino-Soviet Bloc
Handbook Series
Current Intelligence Memoranda
Election Memoranda

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[redacted]
Special Studies on Request

- PROVIDE CURRENT INTELLIGENCE SUPPORT FOR THE WHITE HOUSE

- PICL
- WHITE HOUSE INTERNATIONAL SITUATION ROOM
- SPOT REQUEST MEMORANDA
- CABLED SUPPORT WHEN PRESIDENT IS AWAY FROM WASHINGTON
- GRAPHICS SUPPORT

PROVIDE CIA SUPPORT TO THE USIB WATCH COMMITTEE AND
NATIONAL INDICATIONS CENTER

- OPERATE 24-HOUR CIA WATCH OFFICE

- ENSURE RAPID DISSEMINATION OF CRITICAL AND FAST BREAKING DEVELOPMENTS
- PROVIDE FOCAL POINT FOR [redacted]

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PROVIDE CURRENT INTELLIGENCE SUPPORT TO O/NE IN THE PREPARATION OF
NATIONAL INTELLIGENCE ESTIMATES

PROVIDE CURRENT INTELLIGENCE SUPPORT FOR THE WEEKLY SURVEY OF COLD WAR CRISIS
SITUATIONS, AND FOR USIB AD HOC SUBCOMMITTEES, PARTICULARLY THOSE ON
BERLIN, CUBA, AND THE ARAB-ISRAELI SITUATION.

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OPERATE DD/I GRAPHICS SHOP

PREPARE MATERIAL FOR BRIEFINGS BY DCI, DDCI, DD/I, AND OTHERS

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CONDUCT DESK-LEVEL LIAISON AND COORDINATION WITH DD/P, O/RR, O/SI, DEPARTMENT OF STATE,
AND PENTAGON

RECEIVE SPECIAL SUPPORT FROM O/RR AND O/SI IN PREPARATION OF ECONOMIC AND
SCIENTIFIC REPORTING

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PREPARE BOTH SPOT AND PERIODIC INTELLIGENCE COLLECTION REQUIREMENTS

[redacted]
24 OCTOBER 196/

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