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INFORMATION REPORT INFORMATION REPORT

CENTRAL INTELLIGENCE AGENCY

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THIS IS UNEVALUATED INFORMATION. SOURCE GRADINGS ARE DEFINITIVE. APPRAISAL OF CONTENT IS TENTATIVE.

SOURCE: A former Cuban IS officer who served with the Cuban Intelligence Service until April 1964.

Headquarters Comment

The following is a translation of a document supplied by source. It is a set of forms used by the Cuban foreign intelligence service, the General Directorate of Intelligence (Direccion General de Inteligencia - DGI), for keeping records of its agents. The forms cover evaluation, recruitment, and performance during employment.

GUIDE TO RECORD KEEPING

SECRET P.
COPY: NO.
PAGE: NO.

OPERATIONAL FILE

SUBJECT: Directions to Operations Officers for the Establishment and Maintenance of Records (2 files) of: Cases in Planning, Cases in Training and in Effect.

PART I

- Origin. Material received for assessment of the candidate.
- Corroboratory plans for deciding on the recruitment and use of the candidate.

5
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GROUP 1
Excluded from automatic
downgrading and
declassification

STATE	DIA	ARMY	NAVY	AIR	NSA	XXXX	OCR	FBI 2
REP CINCLANT		CINCSO #		I&NS				

Note: Field distribution indicated by "X"

INFORMATION REPORT INFORMATION REPORT

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WH SA R	1	15-2				L WASH		CSCI-316/01233-64
WH SA CI	1			RID/AN	1			COORDINATING
WH SA V	1							

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- a. File card. Development Form No. 1 (the 36 points).
- b. Autobiography.
- c. Investigations requested.
- d. Investigations completed.
- e. Cover (see Form No. 2) and confirmation of it, or plans in lieu of.
- f. Conclusions (so far he is a candidate and therefore a case in planning).

NOTE: If the agent is foreign, information must be included on the operational situation in his country and also in the countries he knows personally.

3. Work plans, with designation of objectives; beginning with that of recruitment.
 - a. Plan.
 - b. Report on development of partial plans of aspects which must be covered in the case.
 - c. Monthly reports (see Form No. 9).
4. Interviews (numbered).
5. Connections of the Agent.
 - a. Page for control of persons who appear in the case (Form No. 10).
 - b. Persons with access to information and with whom he will start his penetration work (full individual biographies should be included, stating the access to information in each instance, his degree of friendship with the agent, and the influence the agent exercises on these persons).
 - c. Candidates to be recruited. (Same)
 - d. Family members (who are not included under b or c).
 - e. Connections without immediate interest.

Comments: In general, the greatest possible amount of information should be obtained on each person, using our own means and the source of the case during the course of our attention to it. This will aid in developing the case operationally and will permit us to make objective plans for the persons who interest us; and at the same time, with it we will have a greater control of the agent (Form No. 1 should be applied wherever possible).

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6. Compromising Elements.

- a. Reports from "A" manuscripts and typewriting (which do not correspond to sections 5 and 8).
- b. Photographs.
- c. Recordings.
- d. Every type of compromising documents (receipts signed by the candidate for sums given him, oaths, etc.).

7. Operational Technique.

- a. Telephone check.
- b. Mail check.
- c. Personal and other checks.

NOTE: These checks must be approved by the department chief, and the microphone operator, by the chief or deputy chief of the General Directorate.

8. Operational Preparation.

- a. Plans.
- b. Practice of "A".
- c. Reports of the result.

9. Technical Preparation.

- a. Development Form No. 3.
- b. Plans of classes and development.
- c. Reports and results of the apprenticeship. (The case officer is responsible along with the technical instructor for a guarantee as to whether the agent can communicate or not. Both must sign a document assuming responsibility.)

PART II

File No. 2

- I. Work Plan.
Development Form No. 4.
- II. Sketch Diagram with Indication of the Means Used.
 - A. Communications Plan.
- III. Messages Received
See Form No. 5 and No. 6.
- IV. Messages Sent.
See Form No. 7 and No. 8.
- V. Operational Technique.
- VI. Monthly Summary of the Case.
See Form No. 9.
 - B. Semiannual Review of the Case.
- VII. Internal Communications.
 - A. Operational.
 - B. Administrative.

LONG LIVE OUR SOCIALIST REVOLUTION
"WE WILL WIN"

OPERATIONAL FILE

FORM NO. I

Information to be filled out on the candidate.

1. Personal data of the candidate.

Surname and first names:

Nicknames:

Photographs:

Citizenship:

Surnames and first names of parents (two first names), age, domicile, and place of birth.

Domicile of the candidate (complete details and telephones).

Place of employment of the candidate, name of the work center, complete address.

Wage he earns.

Civil status of the candidate, name of spouse, number of children, their names and dates of birth.

2. Personal description of the candidate.

Height, weight, color of skin, eyes, visible or special marks, type of scar, habits or physical defects or physical traits which are outstanding. Intelligence Quotient.

3. Cultural level.

4. Technical level.

5. Economic level.

Economic entree of the closest family members who live with the candidate.

6. Political level (political position, ideology, and social class).

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7. State of health (present and past). And of his father and mother.
If he has ever been operated on, for what and where, other illnesses (syphilis, epilepsy, hereditary diseases).
8. Short history of his political activities. With whom has he been connected in the revolutionary struggle and who oriented him. Name of the comrades who participated in his first political activities (before and after the triumph of the revolution if they are Cuban).
9. Short history of his studies. (Place and dates where they were made).
Who were his teachers and his comrades in the classroom and of studies in his class. (See whether they are of any interest to us.)
10. Short history of his economic situation. And that of his parents and closest family members.
11. Short history of the places where he has worked.
Who were his chiefs and comrades who are interesting to us, why he gave up individual jobs.
12. Short history of the places where he has lived.
And names of persons who knew him in the places where he lived. Mention any revolutionaries who know of his activities and can inform us of them. (As part of the requirement of the agent it is regulation if he is a foreigner that he should describe the operational situation in his country and in those he knows, in full detail and carefully explained; if he is Cuban, he should describe the countries where he has lived. In addition, the sub-officer should continue questioning the agent on the operational situation and develop it all the time the agent remains in training.)
13. Intimate aspects of the candidate's life.
 - a. Defects and weaknesses.
 - b. Temperament and character.
 - c. Habits and customs.
 - d. Hobbies.
 - e. Marital relations.
 - f. Sexual problems: lovers, fiancées, normal or other relations, satisfactory or not.
 - g. Relationship with spouse, children, and parents. Sexual, political, or manly influence on the spouse, or vice versa.

14. Matrimonial problems.
 - a. Whether the spouse is jealous.
 - b. Matrimonial faithfulness of the spouse.
 - c. Whether there are sexual disturbances in the spouse.
 - d. Other.
15. Family problems.
16. Economic problems in general.
17. Psychological make-up of the candidate.

(Psychological analysis and corroboration by means of psychiatry.)
18. Current preoccupation of the candidate.

(Economic, moral, family, and others.)
19. Aspirations and plans of the candidate.
20. Tastes and personal preferences.
 - a. Degree of sexuality.
 - b. Others.
21. Whether he is objective or subjective. (Give examples.)
22. Whether he is vacillating or decisive. (Give examples.)
23. His personal courage. (Give examples)
24. Family of the candidate (brothers, uncles, nephews, cousins, close relatives, with surnames, first names, ages, place of birth, place of work, political position of each, as well as the opinion they have of the candidate). And whether he is known by his family members as revolutionary.
 - a. In Cuba.
 - b. Abroad.
25. Family of the candidate's spouse.
 - a. In Cuba.
 - b. Abroad.

25. Friends and relatives in Cuba and abroad.

- a. Intimate friends. Give details of each, including surname and first names, places of work and address, the opinion they have of the candidate from the political and moral viewpoint.
- b. Less intimate friends.
- c. Social relations.

27. Countries he has visited. (See item 12 of this form.)

28. Languages he knows in addition to his own (much, normal).

29. Relations with revolutionary elements. (Give names.)

30. Relation with the counterrevolution in Cuba.

(Give names, types of connection, their activities, where he knew them, when, through whom, addresses, opinion they have of the candidate?) (Give examples)

31. Relations with counterrevolutionaries abroad. (See preceding paragraph for details.)

32. Relations abroad with non-revolutionary elements of the bourgeoisie. (See the preceding paragraph for details.)

33. Persons who know of his revolutionary activities.

(Details on to what extent they go.) The political opinion they have of the candidate.

34. Persons who know of his connection with the DSE² or with us. Positive and negative aspects of the candidate. (Fill out Form 12 and keep it up to date.)

35. Motivation for being an agent.

36. Weakness of the candidate.

This is a section which is always to be kept open for items that are picked up or interpreted in the development of the case.

FORM II

OFFICER: _____

CASE: _____

SECTION: _____

COVER ELEMENTS

1. What persons know of his revolutionary activities?
2. What attitude must the agent take with each of them?
3. What must we do to back up the agent's attitude?
4. What family members or persons who know him does the agent have in the counterrevolution or the reaction?
Mention names and degree of relationship or friendship only.
Additional general information appears in Form No. 1.
5. What family members or counterrevolutionary or reactionary persons who know him does the source have in the Republic of Cuba or abroad who would build up and support his cover? (the same)
6. What family members of revolutionary persons who know him does the agent have in Cuba or abroad who would not build up his counter-revolutionary cover? (the same).
7. What concrete facts bear witness to the agent's cover?
8. In what way does the agent explain to the enemy the revolutionary attitude of his closest family members (if he has any)?
9. How will the agent explain the form in which he obtains his living to his closest family members in the country? (if they were to be paid for by us?)
10. How does he explain and how will the agent develop his activities during the period that he is in our care in the country?
11. What attitude must the agent take when the moment arrives when he is exposed by the enemy? What explanation has he prepared?
12. How would he inform us (in case of being caught in flagranti)?
13. CONCLUSIONS OF THE OFFICER:

NOTE: The officer's conclusions should have constituted the preliminary cover plan of the case.

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OPERATIONAL FILE

FORM III

Lists of Elements Necessary for the Technical Instruction of Agents
and Collaborators.

Chapter I. Personal Data.

- a. Age.
- b. Technical training. Details of it.
- c. Cultural training. Details of it.
- d. Profession or office he knows, Details of it.
- e. Personal tastes or preferred hobby: artistic, cultural, sport, scientific.
- f. Physical conditions or defects they have. Details of them. Illnesses they have.
- g. Visible scars and tatoos that he has.
- h. Personal traits.
 1. Height.
 2. Color of hair, skin, eyes.
 3. Weight.

Chapter II. Information on the Region or City of the Country Where He
Will Perform His Work.

- a. In what country will his work be done?
- b. In what city, town, or region of the country will he work principally?
- c. Explain whether he knows the place where he will perform his work?
 1. How many years has he lived in that place?
 2. Whether the place is plain, mountainous, coastal, lake, populous.
 3. Tradition of the place.
 4. To what is the place primarily devoted: Labor, artistic, social activity?

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5. Whether he is known in the place by reactionary people of the police?
6. What is the repressive and security situation of the place?
7. What are the means of communication and transportation of the place?: Trains, wharfs, ports, buses, airplanes? And the checks in the place?
8. What type of documents are needed to live in the country, resident or transient?

Chapter III. Activities He Will Perform in the Place or Country of Destination.

- a. Legal? What type of work: chief of center, officer, or assistant?
- b. Illegal? What type of work: chief of illegal center, officer, agent, or assistant?
- c. In the latter case, what will be his cover or activity in terms of the normal work of the country?
- d. His economic possibilities, where will he get the means for his maintenance and movement in the area?
- e. What will be the place of work he is to perform: Penetration or action inside the enemy?
 1. In the Cuban counterrevolutionary emigration?
 2. Within a mercenary encampment?
 3. In an action or sabotage group of the enemy?
 4. In the regular army of that country?
 5. Other?
- f. His work will be to build up a network of informants-collaborators which will operate within the points noted above, and you will be concerned only with receiving the information he obtains and transmitting it to the center?

Chapter IV: Concerning His Departure from or Entry into the Country.

- a. His departure from or entry into the country: will it be normal or clandestine? Can he take in "materiel" for his work with him, or not?
- b. Detail by what carrier or means of movement he will make his departure or entry?

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- c. Detail the documents he has:
1. Passport (details of it).
 2. Identification carnet, personal (of any type).
 3. Labor carnet.
 4. Electoral document (cedula).
 5. Driver's license.

It is necessary to give the file number, so as to indicate whether they can be used for concealment or other purposes.

- d. Has he been a prisoner, where and for what period?
- e. Has he belonged to the armed forces of any country? During what period, in what country, in what corps?

Chapter V. Proposals from the Section as to the Technical Training He Should Receive.

Chapter VI. Comments.

Chapter VII. These are the data the instruction or the MI Section needs to start classes after working out the plan jointly with the operations officer from the section that is handling the case.

1. The operations officer will consult the instructor who will handle the designated section, and between them they will prepare a proposed plan of training for submission to the person in charge of the operation; he in turn will study it and sign off, and then will submit it to the head of the Illegal Section for his final approval. Both are responsible for the technical training of the agent.

NOTE: In the training of a radio operator, a separate document will be submitted to the head of the section; it will contain all existing material on the enemy's means of detection in the country where the radio operator is to work, radio amateurs in the country, and legislation about communications.

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FORM V

The filling out of this guide must not be treated in a mechanical way as a work plan is done, since we must take into account that all cases do not show the same conditions and are not going to accomplish the same objectives. But if they serve us as a model to develop all the elements which we must know in connection with the case.

NOTE: The data that appear in this work plan are in the same order in which they appear in the Decalogue for the SI.

SECRET P.

APPROVED: Head of GEN. DIR. M

DEFINITIVE PLAN OF THE CASE: _____

1. Concerning the personal data of the agent.

a. Personal data:

Pseudonym _____ Age _____ Height _____
Complexion _____ Weight _____ Build _____
Race _____ Eyes _____ Hair _____ Visible or special marks _____
Civil Status _____

If he is married, include data on the wife and children and their situation _____

b. Personal character of the agent.

Indicate the most important characteristics, positive or negative, of his disposition, noting especially:

- a) Whether he is introvert or extrovert.
- b) Capacity of reaction to problems, especially complex ones, or unexpected situations.
- c) Tendency to exaggerate actions in which he takes part, lack of modesty.
- d) Weaknesses and virtues: Placidity, nervousness. Boldness. Organized or anarchic?
How does he live?
How does he look?
His habits?
Vices.
Woman chaser or sober.
Addicted to drink or drugs.
To games of chance.
Whether he likes festivals.
Whether he makes friends easily.
The opinion those who know him have of him.
His degree of intelligence, adaptability, natural aptitude for sports, manual or mechanical work.

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- e) Watch the traumas, psychoses, neuroses, or problems he has had in the past which still exercise an influence over him in the present. On the personality of the agent we must insist particularly on the most minute details, because the enemy always checks into adolescence, student state, university or political, of men in responsible positions with access to or close to secret information.
- c. Source of origin (how the case came into our hands).
- d. Date, form, and circumstances in which the recruitment was made and who made it.
- e. Basis of the recruitment.
- f. Degree of compromise (ideological, moral, compromising documents, economic, or other forms).
- g. His category (according to the category table).⁴
- h. Short history of his social background (bourgeois, petit bourgeois, proletariat, peasant, or lowest class).
- i. Short account of his political life.
- j. Short history of his economic situation.
- k. Scholarship and cultural and technical level. Languages he speaks.
- l. Current profession. Profession he will follow in the country of destination.
- m. Case officer analysis of the agent, including:
 - 1) Officer's opinion of the agent with regard to his disposition, capacity, and abnegation in accomplishment of the work entrusted to him.
 - 2) Degree of compromise of the agent because of activities in which he previously participated or because of being compromised to us in the course of his training.
 - 3) Material guarantees, whether there are family members of close friends the agent left in the country, security measures taken for him, control over them (checks on correspondence, sporadic visual checks, sporadic telephone checks, circulars at ports and airports, V.R. of the C. I., etc.).⁵
 - 4) Motivation for becoming an agent.
 - 5) Weaknesses of the agent (this is a heading which will always be kept open).
 - 6) Quality and degree of trust we should place in the agent.
 - 7) How many officers, operational houses, vehicles, and telephone numbers the agent knows.

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2. Training for intelligence work. (Detail it.)

- a. Operational.
- b. Technical.
- c. Special courses.

3. Cover

- a. With the enemy (counterrevolutionary or reactionary bourgeoisie of the country of destination) and their authorities.
- b. Base he will develop legally in the country of destination.
- c. With his family members.

In case anyone knows of his revolutionary activities, whether with the Department or with the DSE, mention these and explain in addition the measures taken in this respect (make the references needed in File 1). (See Form No. 12.)

4. Travel Plan.

Show in brief form how he will make his departure from the country. By what means: legal, illegal, exile in national territory (embassies or the Guantanamo Naval Base), when he will do it, and in what way and in what capacity he will arrive at the country of destination?

5. Work plan to be developed.

- a. Immediate. In accordance with the elements with which the agent is currently concerned. Explain the work he is to accomplish and the concrete tasks, if he has been charged with immediate objectives. Detail in addition all the facts which we can compile on the connections the agent knows abroad. Classify them as:
 - 1) Persons with access to information and with whom he will start his penetration work. (Penetration plans.)
 - 2) Candidates to be recruited by the agent.
 - 3) Family members.
 - 4) Relatives without immediate interest.

To obtain these data we must fundamentally make use of the agent, and they will be obtained in the course of his training. We must also use our own means. This point has great importance, since these will be the persons of whom they will take advantage in obtaining information, moving up, and placing themselves in the desired position. Moreover, in case any information is acquired about them, if it only gives us a reference to the person's name, we will know who is meant, and thus we can avoid a great deal of work for our comrades abroad, since they will not have to send us these data and can restrict themselves to current information about the persons.

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- b. Eventual. Once settled in the country of destination, on what objectives he will work and to what activities he will devote himself.
- 1) On whom he counts initially.
 - 2) Means of supplying him funds for operational use once he is in the country of destination. Cover of the agent for their management.
 - 3) If an accumulative salary is set up for him as a functionary of the Department, to what amount is it to grow, and is it to be paid him there?
 - 4) Economic compromise with members of the agent's family in Cuba (if he seeks some work, directly or indirectly; in the latter case, what cover family members will use with their neighbors and the rest of the family).

Activities the Agent Will Undertake in Case of Emergency.

- a) On being exposed by the enemy and recruited as a double agent.
- b) In case of being subjected to pressure without proof being shown him.
- c) In case of suspicion of the agent.
- d) In case of losing communication with us because of technical deficiency, illness, or some other reason.
- e) In case of learning of the following: Attempt on Fidel or other leaders, aerial attack or bombardment, parachute or maritime landing, or invasion with Yankee support.

Head of Dept: _____ Head of Section: _____ Officer in Charge of Nucleus _____

OPERATIONAL FILE

OPINION OF THE OFFICER IN CHARGE
in examination of the case

CASE: _____ OFFICER: _____

DESTINATION: _____

1. Results of analysis of the personality of the agent (coordinated with the report of the officer).
2. Results of the examination in operational training received by the agent (coordinated with the report of the officer, verified in practice).
3. Result of the examination on technical training received by the agent (coordinated with the report of MI, verified in practice with the agent).

OPERATIONAL FILE

FORM NO. 9

TO: Chief of Department M

FROM: Section _____, M

Monthly Summary of Case _____

For the Month of _____

This case is operating in _____ and its purpose is _____.

Points which should be included:

1. Current situation of the case in relation to its work plan and evaluation of the reports as to whether they cover the lines and objectives of information according to the work plan.
2. Number and date of reports received from the agent (contents in summary). Number and date of reports sent to the agent (contents in summary).
3. Conclusions and means of arriving at them.

In Cases in Training We Must Report:

- a. Classification and future location of the agent.
- b. Current situation of the case in relation to its work plan (cover, travel, etc.);
- c. Conclusions and opinion of the officer concerning the agent. How his revolutionary spirit and enthusiasm toward his patriotic mission are noted.
- d. How he is mastering communications techniques, whether he has a vocation there. Whether he is creative and brings in ideas.

Approved: _____

Officer: _____

FORM NO. 10

CONTROL OF NAMES APPEARING IN THE CASE: _____

First Name	Second Name	Surname	Nicknames	Place Where It Appears

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OPINION OF THE OFFICER IN CHARGE

4. Opinion of the officer in charge as to the accomplishment of the tasks in the work plan, in accordance with points 1 to 3 above, indicating his opinion with regard to:
 - a. In what tasks within the general work plan the agent showed the best conditions.
 - b. What type of treatment should be given the agent in operational communications (reasons of the effective type, patriotic, ideological, or other type which should be included in operational communications).
 - c. What other defect or quality has the officer in charge noticed in the agent which can play a part for or against in the work plan in future before any unusual situation or element that may occur.
 - d. For what period does he think he will work with us?
 - e. Note the possibilities of what he accomplishes.

Signature of the officer

FORM 5

CONTROL OF OPERATIONAL COMMUNICATIONS

MESSAGES RECEIVED FROM THE AGENT: _____

Means of communication used: _____

Date of Message	Message Number	Date of Receipt	Comments

FORM 6

MESSAGE RECEIVED FROM THE AGENT _____

1. Appears as sender: _____
And addressee: _____
2. Date of the postmark of _____
Date of the postmark of Cuba _____
Date of receipt at the box _____
Date of receipt in the section _____
Date of sending for processing _____
Date of return _____
Date of writing the message by the agent _____ Total days _____

3. Message No. _____

Text of the message (Att. #1)

The message came on _____ and was _____ in

Case of letter (Add copy of the legal text, #2)

Interpretation of the message, measures to take (Att. #3)

Comments: _____

Case Officer _____

FORM NO. 7

CONTROL OF OPERATIONAL COMMUNICATIONS

MESSAGES SENT TO THE AGENT: _____

Method of communication used: _____

Date Sent	Message Number	Confirmation Means	Date	Comments

FORM NO. 8

MESSAGE SENT TO THE AGENT: _____

1. Used as return address: _____

And as addressee: _____

2. Date of composing the message _____
Date of sending the message _____
and was _____ in _____

3. Case of letter: The legal text was written by _____
Attached copy of the legal text _____

4. The message was sent through:

a. Regular mail from Cuba.

b. From the center in _____ (Add directions to the center).

c. Other route (attach plan).

5. Comments:

Case Officer: _____

FORM NO. 11

OPERATIONAL FILE

STATUS OF THE CASE: _____

Date Issued	Concept	Amount in Pesos	Amount in Dollars

NOTE: The signature of the agent must be recorded on the receipt in those cases where it is possible.

FORM NO. 12

CONTROL OF PERSONS WHO KNOW THE ACTUAL IDENTITY OF THE AGENT

Surname and First Names	Place of Work and Position, Address	Reasons for knowing the Agent	Date from Which Known

NOTES: In the case of functionaries of the DSE or the Directorate, indicate only pseudonym, position, and reasons for knowing the person.

1. This control should appear in the back cover of File No. 2.
2. In the case of persons who are not functionaries of the DSE or the Department a report must be made containing general information and the reasons why he had to know the activities of the agent, and on this control sheet must be noted the place where the name appears, specifying the part and page of the file.

Headquarters Comments:

1. According to the source, the "A" stands for agente (agent).
2. The DSE is the Department of State Security (Departamento de Seguridad del Estado), the Cuban internal and counterintelligence service.
3. According to the source, The Decalogue is a questionnaire with biographical and political data concerning the agent which is filled out and sent to the SI Department (Department of Information Services - Departamento Servicios de Informacion) for its use. The SI Department is the division of the DGI which collects and maintains files of operational information for the use of the DGI. For a discussion of the DGI organization, see CSCI-311/00115-64, 8 July 1964.
5. According to the source, V. R. stands for Vigilante Revolucionario (Revolutionary Vigilance). He suggests that C. I. may stand for Counterintelligence but does not know for certain.