

restrictions imposed to safeguard the national interest. Advisers should, within reasonable bounds, attempt to comply with the need for a free flow of information.

PAUL D. HARKINS,
General, U.S. Army, Commander.

[Enclosure 2]

DEFINITIONS—GROUND RULES FOR DISCUSSION WITH THE PRESS, INTERVIEWS,
PRESS CONFERENCES, AND PRESS BRIEFINGS

1. *General*.—There is no official glossary of terms for the various categories of news. What is set forth below represents the most widely used terms and their general meaning to the typical correspondent.

2. *Direct Quote*.—Remarks which may be quoted verbatim and attributed to a specific, identified source.

3. *Indirect Quote or Direct Attribution*.—Remarks which may be quoted in substance (but not verbatim), and which may be attributed to a specific, identified source.

4. *Off the Record*.—Information which is to be held in complete confidence. It is not to be printed under any circumstances or in any form. Nor is the information to be the subject of conversation except among those who were privileged to receive it. Off-the-record information is disseminated to give trusted correspondents special information which they need to grasp the significance of complicated news events. It is also used to orient correspondents with respect to important future events which will require special handling by a thoroughly informed press. It is an effective means of allaying undue press alarm over particular developments. The principal value of off-the-record information to the correspondent is that it permits him to report complex events intelligently, to avoid inaccuracies, and to recognize unfounded or false reports.

5. *Not for Attribution*.—Information which may be used by correspondents, provided the remarks are not attributed to a specific source, i.e., a source can be identified in general terms, i.e., "a Pentagon spokesman", or "a government official", or "a qualified authority", etc.

6. *Background*.—A confusing term used by some official with the intended meaning of either "off the record" or "not for attribution". Misunderstandings frequently arise when the term is used in this sense. The term should be used to describe information which may be used by correspondents entirely on their own responsibility. It differs from "not for attribution", as the remarks may not be attributed to a source even in the most general terms. Background information, then, is that information which correspondents use although it were the product of their own original research. When used in this manner, no confusion is caused and correspondents receive information needed for understanding of complicated situations and developments.

7. *Definitions in Advance*.—The surest way for the official to avoid misunderstandings and embarrassment is to open the conference or interview with a clear and complete definition of terms and ground rules. Particular care should be taken to define what is meant by "background information", should the conference or interview get into this category of information. Additionally, the official must indicate with great clarity when he is moving from one category to another.

Mr. HILSMAN. That is correct, sir. And may I say that the way that the General Harkins letter came about was that under the various guidances that the Ambassador had gotten, and at the Ambassador's request, General Harkins prepared this letter. This action was undertaken with the advice and consent of the American Ambassador, and at the urging, at the suggestion, and in consonance with policy directives from Washington.

The letter is a reflection of policy directions from Washington, cleared with and prepared jointly with the Ambassador's staff. It is a summation of the directives received from Washington.

Mr. HARDY. That may be, Mr. Hilsman, but I don't see anything here that refers back to the specific documents which it summarizes.

I don't know, maybe General Harkins' letter, communication, airmgram, or whatever it is, is a very fine statement of a very fine