



National Geospatial-Intelligence Alumni Association

SUBJECT: NGAA Policy Memorandum #5 – Oral History Program

DATE: December 1, 2015

TO: NGAA Membership

1. **Background.** The NGAA Oral History Program had its genesis beginning early in the century when the National Geospatial-Intelligence Agency initiated a formal oral history program. Shortly thereafter, an NGA contractor trained alumni on how to conduct oral interviews and the association provided the unclassified interviews to NGA for use as appropriate. The Alumni oral history program then underwent a few years of inactivity but was reenergized in 2015. Key elements of the rekindled program include (1) agreement that to the maximum extent possible NGAA will provide individual oral histories as requested by the NGA History Office, (2) interviews will include signing a Volunteer Agreement (Enclosure 1) that has been approved by the NGA Office of General Counsel and (3) a cadre of NGAA members will be trained in the techniques of conducting an oral history.

2. **Policy.** It is NGAA policy to capture for posterity the experiences of selected NGAA members who worked for NGA or one of its predecessor organizations. If deemed desirable and appropriate, interviews of non-NGAA members may be conducted.

3. **Procedures:**

a. The NGAA Board and its Chapters will take appropriate steps to ensure a cadre of members is trained in oral history techniques.

b. Volunteer oral historians will be provided recording equipment that is either on loan to NGAA from NGA or owned by NGAA.

c. The NGAA East and West chapters on January 30th of each year will submit a current copy of their membership roster to the NGA Historian.

d. The NGA Historian and his/her staff will select from the lists people for whom they would like to have an oral history conducted for their records.

e. The NGAA East and West Chapters will (1) coordinate with each other to decide which chapter will conduct each interview and (2) will coordinate within their own chapter interviewers to assign interviews.

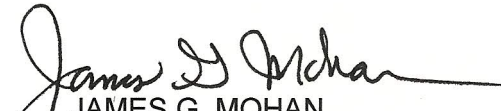
f. The trained volunteers contact the selected persons and conduct the interviews and complete the form at Enclosure 1.

g. NGAA options are to post the interview on its website and/or to transcribe the interview for use in print formats. In either case, a copy of all interviews is provided to the NGA History Office as well as to the interviewee. In addition, NGAA will obtain from the History Office copies of all NGAA oral interviews transcribed by that office.

4. Questions regarding this memorandum and/or suggested changes should be referred to the NGAA Chairperson of the Board.

5. This policy is effective immediately and remains in effect until rescinded or modified.

FOR NGAA


JAMES G. MOHAN
Chairperson of the Board

1 Enclosure: Volunteer Agreement

Copy Provided:

Vanessa Segars (NGA Office of Corporate Communications)

NGA Alumni Oral History Project
Exclusively for Unclassified Oral Histories

Section 1. General Information

I, _____ (printed name of interviewer), agree to participate in the National Geospatial-Intelligence Agency (NGA) Oral History Project. This project accepts the volunteer services of persons either previously employed by or associated with NGA. In a role as an interviewer, I agree to provide my information to the NGA Oral History Project without restriction and as a gratuitous service.

I, _____ (printed name of interviewee), agree to participate in the National Geospatial-Intelligence Agency (NGA) Oral History Project. This project accepts the volunteer services of persons either previously employed by or associated with NGA. In a role as an interviewee, I agree to provide my information to the NGA Oral History Project without restriction and as a gratuitous service.

Section 2. Consent

I consent to the recording of the interview.

Section 3. Rights

Recognizing the work-product of the interview remains the property of the interviewee and the interviewer, the undersigned agree that NGA has a non-exclusive, royalty-free license to record, use, adapt, reproduce, and distribute the content for any purpose and may treat the recorded interview as a United States Government record.

Section 4. Security/Pre-publication Review

The undersigned understand and agree that NGA may require a security review/pre-publication review of the work product of the interview before it may be provided to anyone other than appropriate NGA employees.

Section 5. Signatures and Contact

Interviewer

_____ (date)

_____ (email and phone)

Interviewee

_____ (date)

_____ (email and phone)