

FILE CONTROL SHEET

27 August
Date

SUBJECT: C.I.G. Organizational Chart
(re reproduction of small CIG chart for
INDEXED: outside agencies)

IS ACTION COMPLETE: Yes

WHAT WILL COMPLETE ACTION: _____

IF FOLLOW-UP IS NECESSARY,
HAS NOTE BEEN PLACED IN
SUSPENSE FILE: _____

(1645)

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x Executive Director
x 8/26 Office of Dissemination

CIG Organizational Chart

1. a. In official contacts with outside agencies, it is frequently necessary to explain the organization and functions of CIG. Ordinarily, this can best be done by a simple chart. The Office of Dissemination has encountered situations where the existence of a small printed chart would have been very convenient, and in two instances outside agencies (the Joint Research and Development Board and Bureau of Aeronautics Personnel Division, Navy) have specifically indicated an interest in receiving such a chart to assist in their work.

b. It is anticipated that this need will increase as official liaison between the CIG operating offices and outside agencies becomes more extensive. It is believed that a chart similar to Chart 1 under CIG Administrative Order would be suitable, provided it were corrected to date and reproduced in letter or legal size, convenient for filing or holding on a desk. Also, enclosures showing some of the up-to-date details of Charts 6, 7 and 8, with appropriate printed explanation of functions, would be usefully informative to outside agencies. The charts should be of sufficiently low security classification to permit issue without hesitation to appropriate agencies who must collaborate with CIG.

25X1

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2. It is recommended that a small pamphlet of three or four charts, substantially as outlined above, be reproduced and furnished to the operating offices of CIG for use in liaison.

C. E. OLSEN
Capt., USN
Acting Assistant Director for Dissemination

cc: ICAPS

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