

S-b Attorney Advisor P-970-7  
11- Central Intelligence Agency  
a- Office of the General Counsel

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Under general direction of the General Counsel, P-8, serves as Assistant General Counsel with responsibility for participating in all legal problems concerning CIA and has full delegated authority for all legal matters concerned with the administration and operation of the Office of Special Operations.

As special legal adviser for OSO is responsible for participating in the over-all planning and activation of foreign clandestine projects and operations, in order to insure that these operations and arrangements are in accordance with rules, regulations, laws, and procedures as enacted by Congress or approved by the Director of Central Intelligence.

Advises and prepares procedures and methods of handling financial and other transactions for use by employees engaged in these clandestine activities in order that they may adequately be protected from a legal viewpoint and reduce the possibility of having their identity as CIA employees revealed.

Gives legal interpretations of CIA rules and regulations as well as appropriation language in order to advise operating personnel what is authorized under such rules and laws.

Responsible for the development and application of rules, regulations, and procedures governing the administration, expenditure, and accounting of unvouchered funds for which the Director of CIA is held personally and solely responsible. These rules, regulations, and procedures must be rigidly adhered to, and any proposals or expenditures which do not conform may be referred to the General Counsel for OSO. Approved For Release 2000/08/21 : CIA-RDP57-00384R000400150145-4

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and regulations.

Draws up and prepares all contracts for personal services, procurement, financial, or other activities which are necessary in the various operations of OSO and makes such other legal arrangements with various Government departments and agencies as are required to accomplish specialized undertakings.

Responsible for the preparation of legal documents and papers as a result of damage, claims, or loss to private or public property, injury or loss of life while in the employ of CIA.

Consults with the Assistant Director for OSO concerning legal aspects of undertakings and proposed projects and gives opinions as to the legality of the proposals or suggests alternate methods which could be used to accomplish the same result and still come within the financial or functional limitations which have been placed on the Agency and the Office of Special Operations.

Participates with the General Counsel in the performance of over-all legal work of CIA as time and circumstances will allow; serves as special representative of the General Counsel in meetings, conferences, and committees where over-all Agency problems are involved, and performs related duties as directed.

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