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8-b Attorney Advisor P-970-7  
9 - Assistant to the General Counsel  
11- Central Intelligence Agency  
2 - Office of General Counsel

Under general direction of the General Counsel, P-8, serves as Assistant General Counsel with responsibility for actively participating in the over-all legal matters of CIA outside of OSO and with full delegated responsibility for the initiation and direction of all Central Intelligence Agency relations with Congress and other federal agencies as regards legislation and related activities concerning intelligence.

Serves as special adviser to the Director on all pending and proposed legislation of this and other federal agencies relating to the functions of the Central Intelligence Agency particularly, and general related activities. Maintains a continuing review of pending legislation, directing attention of the Director and other appropriate officials to such proposed authorities as have a direct effect on current or prepared programs, and in connection therewith, proposes alternate legislation for the protection of this Agency and other agencies which have intelligence functions. Analyzes proposed Central Intelligence Agency legislation in terms of pending legislation, existing laws, CIA policies, and the President's program, and coordinates such activities within and outside the Agency.

Maintains liaison with Congress, its individual members, or its committees in connection with legislation, intelligence requests, and all other official business between Congress and the Agency.

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Handles all Congressional correspondence relating to the interviewing and processing of applicants for employment with CIA who are referred by members of Congress, informing the interested member of the outcome in each case.

Cooperates with the Assistant General Counsel responsible for Office of Special Operations legal matters dealing with problems and projects which require mutual understanding and action.

Responsible for organizing testimony for presentation by the Director before the Congress, Congressional committees, Bureau of the Budget, and other appropriate agencies, in connection with legislation or coordination of intelligence functions in which the Central Intelligence Agency is interested, and makes all necessary arrangements for the appearance of Central Intelligence Agency witnesses as deemed appropriate. Also collates material for such other statements or classified lectures and articles as are necessary for the Director to make.

Responsible for performing such other legal and liaison activities in connection with CIA activities as the General Counsel may direct; serves as special representative of the General Counsel in meetings, conferences, and committees where over-all Agency problems are involved.

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