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Legislative Liaison Officer (Attorney)

Central Intelligence Group
Office of the Director
General Counsel
Legislative Liaison Office

Under general administrative direction of the Director, serves as Legislative Liaison Officer, with responsibility for the initiation and direction of all Central Intelligence Group relations with the Congress and the maintenance of liaison between the Central Intelligence Group and federal agencies concerned with intelligence.

Serves as adviser to the Director ^{and General Counsel} on all pending legislative action having an effect upon the intelligence collection, analysis, correlation, evaluation, and dissemination functions of the Central Intelligence Group, ^{Agency} and on such other proposed legislative matters relating to current and proposed operations which, in order to affect, require legislative action. Maintains a continuing review of pending legislation, directing the attention of the Director to such proposed authorities having a direct effect on current programs, and in connection therewith drafts alternative legislation for the protection of such operations or for clarification of authorities between this and other agencies who are engaged in the collection of intelligence. Analyzes proposed Central Intelligence Group ^{Agency} legislation in terms of pending legislation, existing law, Central Intelligence Group policies and the President's program, and coordinates such matters within and outside the agency. Maintains liaison with the Bureau of the Budget and the Congress on all legislative matters approved by the Director, Central Intelligence Group, and is responsible for compilation of reports on legislation requested by the Bureau of the Budget or by the Congress.

Responsible for drafting testimony for presentation by the Director before the Congress or Congressional Committees in connection with legislation of interest to the Central Intelligence Group, and makes all necessary arrangements for the appearance of Central Intelligence Group witnesses as deemed appropriate. Also drafts such other statements or classified lectures necessary for the Director to make in connection with his duties. Prepares digest of Congressional hearings on matters affecting intelligence.

Maintains liaison with the Congress, its individual members, or its committees in connection with legislation and reports prepared under the direction of the Legislative Liaison Officer. Handles all Congressional correspondence and interviews applicants for employment with the Central Intelligence Group who are referred by members of Congress, informing the interested member of the outcome in each case.

Supervises special newspaper clipping service for the Director, with particular attempt to relate current events to intelligence material previously prepared. Conducts continual study of press and magazine articles, in an attempt to ascertain the amount of material relating to the Central Intelligence Group and intelligence generally which finds its way into the press, both to gauge public information and interest and to ascertain whether there have been any breaches of security in the release of

SECRET

Performs related duties as assigned.

SECRETAdministrative Assistant

Central Intelligence Group
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Legislative Liaison Office

Under the general supervision of the Legislative Liaison Officer, serves as administrative assistant, with responsibility for maintaining a continuing review of pending legislation for the purpose of selecting, on the basis of a thorough knowledge of the Central Intelligence Group activities, proposed legislation having an effect upon the collection, coordination, evaluation and dissemination functions of the Central Intelligence Group. Searches the Congressional Record for information relative to previous legislative action concerning government-wide intelligence activities and in connection therewith determines portions of which are of immediate and vital interest to proposed or pending legislation initiated by the Central Intelligence Group. Attends sessions of Congress and Congressional hearings dealing with intelligence matters or other legislation of concern to the Agency, taking notes and reporting on such sessions.

Maintains contact with operating officials of the Agency for the purpose of advising them and assembling information relating to operations required in the compilation of reports as to Central Intelligence Group activities requested by the Bureau of the Budget or by Congress. Reviews material collected and correlates portions thereof which have a direct relation to joint intelligence matters and concerning one or more projects.

Responsible for independently composing correspondence to Cabinet officials, members of Congress and officials of the Agency concerning current and proposed legislative action, which requires that the incumbent be thoroughly conversant with Agency programs and operations and the exercise of discretion and tact in making commitments or furnishing information in reply to requests received from within and outside the Agency.

Responsible for arranging conferences and meetings between the Legislative Liaison Officer and officials of the Agency and officials of other agencies, requiring that the meetings be arranged so as to afford a minimum of delay and confusion in the scheduling of time and place to meet the schedules of such officials. Attends such conferences and meetings in order to be currently informed of various Agency activities requiring legislative action. In connection therewith, takes verbatim transcriptions for use by the Legislative Liaison Officer and active participants.

Receives visitors to the office and if practicable furnishes a variety of information in response to their requests, or arranges for conferences with the Legislative Liaison Officer. In the absence of the Legislative Liaison Officer, interviews applicants for employment who are referred by members of Congress, arranging appointment for applicant in Personnel Branch. Follows processing of such applications and handles Congressional inquiries in connection therewith.

Has the immediate supervision of clerk-typist in maintenance of newspaper clipping service, handling of routine correspondence, typing and filing.

SECRET

SECRET

25X1

Clerk - Typist

Central Intelligence Group
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General Counsel
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Under the immediate supervision of the administrative assistant, maintains newspaper clipping service for the Director of items dealing with intelligence and related matters, and current events of interest, correlating these with material prepared by the Agency. Also writes routine letters, does typing and filing, including maintenance of card index files on personnel cases and other requests and inquiries handled for members of Congress. In the absence of administrative assistant, arranges appointments for Legislative Liaison Officer, and handles telephone inquiries and requests.

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SECRET

Clerk-Stenographer

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Under the immediate supervision of the administrative assistant, maintains newspaper clipping service for the Director of items dealing with intelligence and related matters, and current events of interest, correlating these with material prepared by the Agency. Takes dictation from the Legislative Liaison Officer. Also writes routine letters, does typing and filing, including card index files on personnel cases and other requests and inquiries handled for members of Congress. In the absence of administrative assistant, arranges appointments for Legislative Liaison Officer, and handles telephone inquiries and requests.

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