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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Donald Edgar

FROM : Colonel S. Edwards

SUBJECT: Staff Assignments

DATE: 24 October 1946

1. Undersigned is now working on following projects:

- a. Biographical Intelligence
- b. NIR-China - later global (?)
- c. Washington Document Center
- d. Preliminary measures to standardize filing systems in Reference Files and Reporting Manuals
- e. Preliminary measures for preparation of working draft on Coordination of Collection

2. The following is submitted merely as a suggestion for a breakdown of staff assignments within ICAPS into logical divisions. It is realized that we may not be quite ready for this, but at least such a breakdown might well be of use as a guide in assigning individual responsibilities to the staff. I believe the principle that must obtain is to prevent the staff from becoming so immersed in day by day problems that they fail to exercise the utmost initiative in progressively increasing the efficiency and extent of inter-departmental coordination and planning.

3. STAFF ORGANIZATION ICAPS

- (1) Ops. A - Operational Coordination of Intelligence
 - a. Overall allocation of responsibilities for production.
 - b. Coordination of Collection
 - c. Coordination of Research
 - d. Coordination of Dissemination & Reproduction
 - e. Coordination between Assistant Directorates within CIG
- (2) Ops. B - Functional Coordination of Intelligence
 - a. Scientific
 - b. F.I.E.
 - c. Technical
 - d. Basic Intelligence Compilation
 - e. Topographic (Geographic) Intelligence
 - f. Libraries, files, and documents
 - g. Intelligence services, reproduction, etc.
- (3) Plans - National Intelligence Planning
 - a. NIR
 - b. National Intelligence policies
 - c. Investigation of new intelligence sources
 - d. ~~Correlation of overt and covert intelligence~~
 - e. Relations with JCS, SWNCC, JIC, MED, JRDB, etc.
 - f. Relations with Depts. not in NIA

-2-

4. Organization - Organization and Management

- a. Tables of organization, charts, duties, etc.
- b. Administrative and personnel policy
- c. Organizational plans and requirements

5. Liaison - Interdepartmental Liaison

(An additional duty for one individual each from the four parent intelligence agencies)

(These four individuals are also charged with following up on matters before ICAPS which are either exclusively departmental, or of particular concern to their department).

6. ICAPS Secretariat -

Office administration and coordination. Preparation of minutes, routine reports, etc.

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S. EDWARDS
Colonel, FA

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