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INSTRUCTION NO.  
LI 1-140-4

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ORGANIZATION  
24 April 1956

SUBJECT: Organization and Functions - Planning Staff

1. MISSION

Provide logistical planning and technical guidance in support of Agency operations, as well as to provide a logistical research facility and services for use of Agency components.

2. FUNCTIONS

a. Office of the Chief:

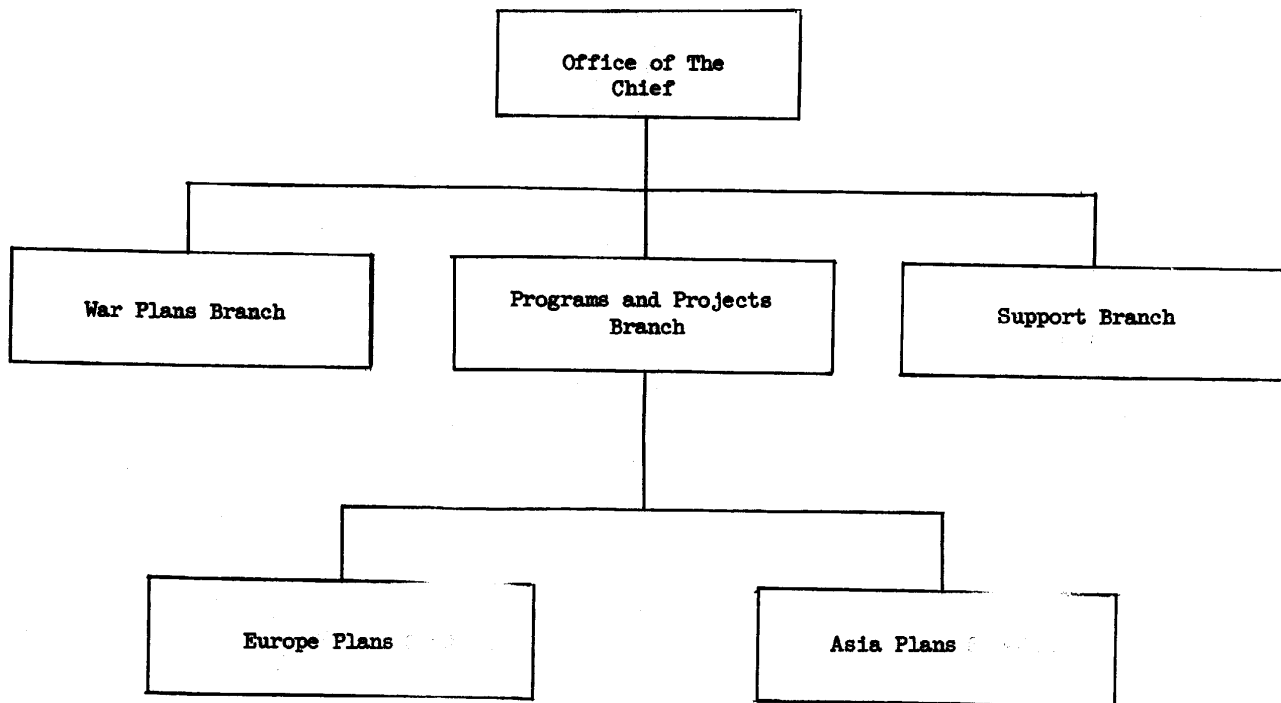
- (1) Keep the Director of Logistics and other elements of the Office of Logistics informed concerning the logistical aspects of Agency objectives, plans, programs, and projects.
- (2) Conduct long-range planning in coordination with appropriate elements of the Agency and the Department of Defense to meet operational requirements, to establish strategic reserves, and to develop plans for major and forward support bases.
- (3) Furnish technical logistic guidance and assistance to major Agency planning elements so that all operations take into consideration essential logistical implications from their inception through their implementation.
- (4) Develop coordinated logistic support plans, including requirements for facilities, materiel, and services, for programs, projects, or operations of any component of the Agency to insure accuracy, adequacy, completeness, and feasibility. Continually refine and adjust support plans as operational plans are changed.
- (5) Develop or initiate action to secure basic policies and standards necessary in the planning of logistical support to Agency operations.
- (6) Develop phased mobilization and war plans for the Office of Logistics in coordination with appropriate elements of the Agency and the Divisions and Staffs of the Office of Logistics.
- (7) Provide research services on logistical matters to the Office of Logistics and other Agency personnel through continuous research; provide technical data and planning information on potentialities of new products and materials to assist operational components in the solution of their problems.

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ORGANIZATION CHART  
PLANNING STAFF

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b. War Plans Branch:

- (1) Review CIA plans developed by Senior War Planners and UW annexes to Theater War Plans to insure the feasibility, suitability, and adequacy of planning for logistic support for hot war and cold war situations.
- (2) Prepare mobilization plans and requirements for Office of Logistics based on Agency emergency operational plans and Theater War Plans.
- (3) Develop plans for major and forward support bases designed to meet the long-range logistical needs of the Agency on the basis of Agency objectives, plans, and programs; and develop logistical requirements by detailed analyses of operational programs and plans for advance and forward support bases.
- (4) Maintain liaison with elements of the Joint Chiefs of Staff, Department of Defense, i.e. JLPG and JSAD, in connection with Defense support of hot war and long-range cold war planning and to integrate and coordinate these CIA logistical plans with Department of Defense's JSAP and JSOP.
- (5) Collaborate with DD/P planning elements in the development and identification of logistical support implications of Agency Global and Country War Plans. Furnish logistical advice and assistance to the major Agency planning elements.
- (6) Develop strategic reserve materiel estimates in conjunction with the operating divisions' proposed or projected UW activities. Analyze Agency assets and inventories for purpose of determining proper utilization and distribution, and recommend redistribution of the Agency assets in accordance with proposed or projected UW operational plans.
- (7) Formulate and recommend the adoption of basic policies and standards governing long-range logistical support.
- (8) Develop planning aids (such as Logistics Planning Manual, Base Development Manual, and other technical manuals) for use by Agency operating officials and Office of Logistics personnel in the development of the logistical aspects of operational plans, programs, or projects.

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c. Programs and Projects Branch:

- (1) Assist the operational components in the development of all necessary forecasts of world-wide logistical requirements, including but not limited to raw materials, end item materiel, transportation, printing and reproduction, real estate and construction, planning services, etc., to insure that these requirements are in consonance with projected operational plans. Translate proposed operational plans into logistical requirements.
  - (2) Develop logistical support plans and annexes for Agency operations which will form a basis for action by the logistics support elements and will provide adequate support for current projects.
  - (3) Review, compile, and summarize those portions of the annual forecasts of logistical requirements which cover future operations of the Agency operational elements. Analyze these requirements to determine quantity standardization, compatibility, and procurement lead time.
  - (4) Assist in the conversion of the forecasts of current operational logistics requirements into budgetary estimates for the operating components; consolidate the requirements data into budgetary estimates for Office of Logistics for Scope and Pace paper; and convert the forecasts into both general and specific action plans.
  - (5) Maintain liaison with Department of Defense in connection with development of planning aspects of Defense support of operational projects.
  - (6) Prepare guidance for the formulation of logistic support plans responsive to ever-changing concepts of operations. Recommend the adoption of regulations and procedures concerning the conduct of logistic support.
  - (7) Prepare staff studies and special reports on problems of a logistical nature in connection with logistics annexes, support programs and projects.
- (a) European Plans Section:
1. Prepare logistic support plans and annexes for Agency operations in European areas by direct liaison with responsible operational officials. Continually refine and adjust

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support plans as operational plans are solidified, revised, refined, and completed.

2. Assist the operational components in the European areas, in the development of all necessary forecasts of logistical requirements, including but not limited to raw materials, end item materiel, transportation, printing and reproduction, real estate and construction, planning services, etc., to insure that these requirements are in consonance with the projected operational plans. Translate proposed operational plans into logistical requirements.
3. Assist in converting the forecasts of current requirements into budgetary estimates for the operating components and into both general and specific action plans.
4. Formulate pertinent logistical data, such as tables of organization and equipment, planning factors, tables of allowances, etc.
5. Maintain liaison with Department of Defense in connection with development of planning aspects of Defense support of operational projects.
6. Prepare staff studies and special reports on problems of a logistical nature in connection with logistics annexes, support programs, and projects.
7. Maintain surveillance of existing and projected logistic support plans and systems to assure adequate and timely support of the Agency mission.

(b) Asian Plans Section:

1. Prepare logistic support plans and annexes for Agency operations in Asian areas by direct liaison with responsible operational officials. Continually refine and adjust support plans as operational plans are solidified, revised, refined, and completed.
2. Assist the operational components in the Asian areas in the development of all necessary forecasts of logistical requirements, including but not limited to raw materials, end item materiel, transportation, printing and reproduction, real estate and construction, planning services, etc., to insure that these requirements are in consonance

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with the projected operational plans. Translate proposed operational plans into logistical requirements.

2. Assist in converting the forecasts of current requirements into budgetary estimates for the operating components and into both general and specific action plans.
4. Formulate logistical data, such as planning factors, tables of organization and equipment, tables of allowances, etc.
5. Maintain liaison with Department of Defense in connection with development of planning aspects of Defense support of operational projects.
6. Prepare staff studies and special reports on problems of a logistical nature in connection with logistics annexes, support programs, and projects.
7. Maintain surveillance of existing and projected logistic support plans and systems to assure adequate and timely support of the Agency mission.

d. Support Branch:

- (1) Procure technical data and publications concerning logistics from commercial sources and Government agencies for satisfaction of Agency requirements, and develop a complete centralized source of logistical reference information for use by Agency components. Provide bibliographic reference materials, and current and accurate data relative to logistical matters to all operating parts of the Agency.
- (2) Develop adequate statistical and experience data so that it is readily available for planning and forecasting purposes.
- (3) Compile, analyze, and maintain current and adequate statistical data on Office of Logistics operations, including preparation of status reports on progress of major bases.
- (4) Provide research services on logistical matters to the Office of Logistics and other Agency personnel to assist them in determination of factors, requirements, etc.; provide technical data and information on potentialities of new products and materials to assist operational components in the solution of their problems.

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- (5) Originate, develop, and execute visual aids for use by Office of Logistics and DD/S elements, and provide a service for preparation of all graphics for DD/S Offices.

3. ORGANIZATION

See Organization Chart (page 2)



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JAMES A. GARRISON  
Director of Logistics

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