

1. THE CENTRAL INTELLIGENCE AGENCY

a. **AUTHORITY.** The Central Intelligence Agency was established by, and functions under the National Security Council by authority of, the National Security Act of 1947, as amended (50 U.S.C. 401-403); the Central Intelligence Agency Act of 1949, as amended (50 U.S.C. 403a-j); and other pertinent legislation.

b. **MISSION.** The mission of the Central Intelligence Agency is prescribed by section 102(d) of the National Security Act of 1947, as follows:

"(d) For the purpose of coordinating the intelligence activities of the several Government departments and agencies in the interest of national security, it shall be the duty of the Agency, under the direction of the National Security Council—

(1) to advise the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to national security;

(2) to make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to the national security;

(3) to correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government using where appropriate existing agencies and facilities: *Provided*, That the Agency shall have no police, subpoena, law-enforcement powers, or internal-security functions: *Provided further*, That the departments and other agencies of the Government shall continue to collect, evaluate, correlate, and disseminate departmental intelligence: *And provided further*, That the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods from unauthorized disclosure;

(4) to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally;

(5) to perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

c. **ORGANIZATION.** The organization of the Central Intelligence Agency and its components, with the distribution of functional responsibilities to each Deputy Director of the Agency as prescribed by the Director, is set forth in Agency regulations (classified as national defense information) which are the governing directives for Agency management.

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ORGANIZATION

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2. OFFICE OF THE DIRECTOR

- a. **THE DIRECTOR.** The Director of Central Intelligence is the President's principal foreign intelligence adviser and head of the Central Intelligence Agency and is responsible for the discharge of the responsibilities of the Agency and those of his position, as they are prescribed by the National Security Act, the Central Intelligence Agency Act, other legislation, the President's letter of September 24, 1965 to the Director of Central Intelligence, and by other Presidential directives. The letter of September 24, 1965 reads as follows:

MEMORANDUM FOR

The Director of Central Intelligence

SUBJECT: Coordination of the United States
Foreign Intelligence Effort

Our Government is making a substantial effort and is expending large sums of money to obtain timely intelligence vital to our national defense and security. This effort requires the most efficient possible organization of the activities of the various departments and agencies concerned. It is essential that these activities be conducted as an integrated endeavor best suited to meet both current and longer-term national intelligence needs. One of the essential objectives of this integrated effort is to give timely notice to me and to other officials of critical developments which have an important bearing on our national security.

In view of the urgent necessity for maintaining effective coordination of all U.S. foreign intelligence functions, I request that you serve as the Government's chief intelligence officer, and that you pursue as a primary responsibility the task of coordinating and guiding the total U.S. foreign intelligence effort in accordance with National Security Council Intelligence Directive Number One of March 4, 1964.

In the performance of your responsibility I shall expect you to work closely with the heads of U.S. Government departments and agencies having foreign intelligence responsibilities, with a view to assuring the proper coordination, correlation, evaluation and prompt dissemination of intelligence obtained from all sources. You are authorized and directed to establish, in consultation with member agencies of the intelligence community, such arrangements and guide lines as are necessary for this purpose. It is my wish that you receive from the departments and agencies concerned the full cooperation and assistance which are essential to the success of your coordinating responsibility.

I will continue to look to your efforts as a means of achieving significant improvements in the organization, management, and effectiveness of our over-all foreign intelligence system.

/s/ LYNDON B. JOHNSON

ORGANIZATION

- b. **THE DEPUTY DIRECTOR.** The Deputy Director "shall act for, and exercise the powers of, the Director during his absence or disability" (section 102(a) of the National Security Act). He also acts in compliance with Presidential directives and the Director's Delegation of Authority to the Deputy Director of Central Intelligence, dated 1 November 1960, as follows:

DELEGATION OF AUTHORITY

I hereby delegate to the Deputy Director of Central Intelligence all authorities vested in me by law or by virtue of my position as Director of Central Intelligence and head of the Central Intelligence Agency, including, but not limited to, the certification authority set forth in section 8(b) of the Central Intelligence Agency Act of 1949, as amended, except for any authorities the delegation of which is inconsistent with applicable law.

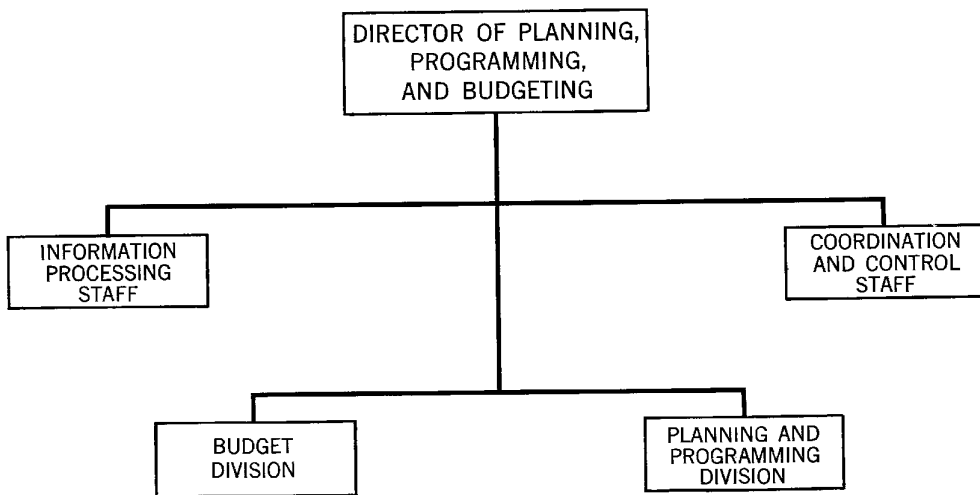
All other delegations of authority currently in force remain valid to the extent they are not inconsistent with this delegation.

/s/ RICHARD HELMS
Director of Central Intelligence

- c. **THE EXECUTIVE DIRECTOR-COMPTROLLER.** The Executive Director-Comptroller is responsible for overall management of the Agency and of the Office of the Director; for coordinating component activities; for directing the planning, programming, and budgeting functions of the Agency; and for performing such other duties as may be assigned by the Director and the Deputy Director. The Executive Director-Comptroller is charged with ensuring necessary action by the proper component on decisions of the Director and the Deputy Director; with overseeing internal management; and with ensuring coordination of component activities. He ensures that all components are kept advised of policy decisions or intra-governmental actions affecting them, and he reviews all papers requiring action by the Director or Deputy Director. As "Chief of Staff" of the Agency, the Executive Director-Comptroller acts for or in the absence of the Director and the Deputy Director in exercising his directive and approval authority. In support of the Executive Director-Comptroller there are the following staff components:

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OFFICE OF PLANNING, PROGRAMMING, AND BUDGETING



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- (1) OFFICE OF PLANNING, PROGRAMMING, AND BUDGETING
 - (a) Mission. The Director of Planning, Programming, and Budgeting is responsible for the development, implementation, and administration of the Agency's planning-programming-budgeting system.
 - (b) Functions. The Director of Planning, Programming, and Budgeting shall:
 - (1) Develop, coordinate, and oversee the Agency's program-planning process.
 - (2) Formulate, prepare, and administer the Agency budget.
 - (3) Assist the Executive Director-Comptroller in carrying out his responsibilities for resource management and coordination of all Agency information-processing activities using automatic data-processing methods.
 - (4) Provide special staff support to the Executive Director-Comptroller and the Director of Central Intelligence.
 - (5) Control Agency relationships with the Bureau of the Budget in accordance with [REDACTED]
 - (c) Organization. See organization chart, figure 2.
- (2) CABLE SECRETARIAT. The Cable Secretary is charged with the review, processing (exclusive of the encrypting, decrypting, and transmitting processes), distribution, and delivery within CIA headquarters of all classified incoming and outgoing CIA cables; maintaining a Cable Reference File of CIA cables; ensuring that the originating office has secured the approval of the Director on all outgoing cables involving questions of national policy; and ensuring that all intelligence items contained in cables are transmitted to the Office of the Deputy Director for Intelligence. The Cable Secretary is also charged with the responsibility for the control and dissemination within the Agency of non-CIA produced cables and telegrams. However, with regard to cables and telegrams bearing the indicator CRITIC the Cable Secretary is not responsible for control and dissemination within the Agency except for the Clandestine Service [REDACTED].
- (3) HISTORICAL STAFF. The Chief, Historical Staff is responsible for consolidating the record of the Central Intelligence Agency's role in the coordination of United States intelligence activities as well as the record of the Agency's independent operations, achievements, and functional development.

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d. DEPUTY TO THE DCI FOR NATIONAL INTELLIGENCE PROGRAMS EVALUATION. The Deputy to the Director of Central Intelligence for National Intelligence Programs Evaluation is responsible for the review and evaluation of programs of the intelligence community as a whole, representing the Director as Director of Central Intelligence rather than as head of the Central Intelligence Agency.

e. CIA SIGINT OFFICER

(1) **MISSION.** The CIA SIGINT Officer shall:

- (a) Advise, assist and, as appropriate, represent the Director of Central Intelligence in the formulation, implementation, and coordination of SIGINT policies.
- (b) Coordinate the CIA SIGINT program.

(2) **FUNCTIONS.** The CIA SIGINT Officer shall:

- (a) Coordinate the Agency position in SIGINT matters under consideration by USIB.
- (b) Develop, recommend, and provide centralized review of and guidance for the establishment and conduct of CIA SIGINT activities and programs in accordance with policies established by USIB.
- (c) Provide guidance to Agency Operating Officials in the implementation of national SIGINT policies.
- (d) Conduct CIA liaison with the National Security Agency and with other USIB member departments and agencies in matters affecting SIGINT policy.
- (e) Advise the Director, in consultation with appropriate CIA components, on the implications of SIGINT-related proposals or recommendations of the President's Foreign Intelligence Advisory Board, and similar bodies, and prepare recommendations thereon.
- (f) Chair the CIA SIGINT Advisory Committee.
- (g) Review and initiate, in consultation with appropriate CIA components, CIA regulations governing the procurement, use, security, and control of SIGINT based on USIB policies.
- (h) Direct the CIA SIGINT security program.
- (i) Perform such other functions as the Director may direct.

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3. INDEPENDENT OFFICES

a. OFFICE OF THE INSPECTOR GENERAL

- (1) **THE INSPECTOR GENERAL.** The Inspector General is charged with the responsibility of directing and coordinating the activities of the Inspection Staff and the Audit Staff in conducting inspections, investigations, and audits on behalf of the Director throughout the Agency, both at headquarters and in the field, and performing such other functions as may be directed by the Director.
- (2) **INSPECTION STAFF.** The Chief, Inspection Staff shall:
 - (a) Survey and evaluate the assignment and performance of the missions and functions prescribed for all components of the Agency and make recommendations for such improvements as may assist them more fully to perform their appropriate functions.
 - (b) Investigate charges and reports of fraud, misuse of funds, conflicts of interest, and other matters involving misfeasance, malfeasance, nonfeasance, or violation of trust, upon direction of the Director of Central Intelligence, the Deputy Director of Central Intelligence, or the Executive Director-Comptroller or upon request of the responsible Deputy Director or Head of Independent Office.
 - (c) Provide a forum where Agency personnel may, on a highly confidential basis, confide grievances or complaints which have not received satisfactory consideration through regular channels of command.
 - (d) Provide the Agency's Equal Employment Opportunity Officer.
- (3) **AUDIT STAFF.** The Chief, Audit Staff shall:
 - (a) Perform independent audit of all matters relating to the receipt, disbursement, and application of funds and assets available to CIA, giving due regard to generally accepted principles of auditing.
 - (b) Examine the financial and property accounts of Agency activities to ensure that Agency policies, practices, and procedures are followed.
 - (c) Ascertain that expenditures are made and financial and material assets are used only in the furtherance of authorized activities and in accordance with laws applicable to the Agency and Agency regulations.
 - (d) Determine that the Agency collects and accounts properly for all revenues and receipts arising from its activities.
 - (e) Determine that the financial and material assets of the Agency, or in its custody, are adequately safeguarded and controlled in an efficient manner.
 - (f) Recommend policy and procedural changes in the interest of proper accounting for and expenditure of Government funds and material assets.
 - (g) Recognize that the maintenance of the security of operations is a basic consideration in all actions and recommendations, ensuring maintenance of operational cover and adequate protection of intelligence sources and methods.
 - (h) Submit audit reports containing findings and recommendations to the Deputy Director concerned, the organizational component concerned, and other officials whose responsibilities may be involved.
 - (i) Ensure that audit report matters and recommendations not promptly and properly acted upon are referred through the Inspector General to the Director of Central Intelligence for final resolution.

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ORGANIZATION

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b. OFFICE OF GENERAL COUNSEL

- (1) **MISSION.** The General Counsel is responsible for all legal matters arising in connection with the official business of the Agency.
- (2) **FUNCTIONS.** The General Counsel shall:
 - (a) Act as adviser to the Director on legal matters.
 - (b) Advise and assist all officials and employees on legal matters arising in connection with the official business of the Agency including review of all contracts of interest to the Agency.
 - (c) Review all regulatory material of the Agency for legality prior to publication.
 - (d) Be responsible for and control all general liaison outside the Agency relating to legal matters.
 - (e) Maintain a panel of private attorneys who are cleared for use in connection with all Agency activities and be responsible for selections and use of private attorneys in respect to Agency matters for whatever purpose.

c. OFFICE OF LEGISLATIVE COUNSEL

- (1) **MISSION.** The Legislative Counsel is responsible for all congressional matters arising in connection with the official business of the Agency.
- (2) **FUNCTIONS.** The Legislative Counsel shall:
 - (a) Keep the Director informed on all congressional matters involving or affecting the Agency.
 - (b) Study and recommend Agency action in connection with proposed legislation in order to preserve or attain legislative requirements of the Agency.
 - (c) Control all liaison with the Congress of the United States, its individual members and committees, and their staffs, and with legislative liaison staffs of other executive departments and agencies.
 - (d) Subject to coordination with the Director of Planning, Programming, and Budgeting, conduct liaison with the Bureau of the Budget with respect to proposed legislation, enrolled bills, reports on proposed legislation, and proposed Executive orders.
 - (e) Supervise the handling of congressional correspondence and inquiries.

- d. OFFICE OF NATIONAL ESTIMATES.** The Director of National Estimates is directly responsible to the Director of Central Intelligence for the production of National Intelligence Estimates and of other intelligence issuances of a primarily estimative nature. The Director of National Estimates will sit as Chairman of the Board of National Estimates. He will report directly to the Director of Central Intelligence on substantive matters and maintain close and continuous substantive consultation with the Deputy Director for Intelligence.

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4. GENERAL AUTHORITIES AND DELEGATIONS

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- a. **DEPUTY DIRECTORS.** The Deputy Director for Science and Technology, the Deputy Director for Plans, the Deputy Director for Intelligence, and the Deputy Director for Support perform the duties and functions indicated in paragraphs [REDACTED] respectively. In addition, the Deputy Director for Support is designated to exercise the authorities of the "Executive of the Agency" conferred by section 3(b) of the Central Intelligence Agency Act. Except when prohibited from so doing, the Deputy Directors may delegate to their subordinates appropriate portions of their authorities. Such delegations of authority shall in no way relieve the Deputy Director concerned of his responsibility.
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- b. **HEADS OF INDEPENDENT OFFICES.** Heads of Independent Offices (the Inspector General, General Counsel, Legislative Counsel, and Director of National Estimates) perform the duties and functions stated in [REDACTED] respectively. Except when prohibited from so doing, the Heads of Independent Offices may delegate to their subordinates appropriate portions of their authorities. Such delegations of authority shall in no way relieve the Head of Independent Office concerned of his responsibility.
- c. **OPERATING OFFICIALS.** Operating Officials (the Director of Planning, Programming, and Budgeting; and officials reporting directly to a Deputy Director) shall have full authority to carry out the functions for which they are made responsible either by regulations or by the Executive Director-Comptroller or a Deputy Director. Except when prohibited from so doing, they may delegate to their subordinates appropriate portions of their authorities. Such delegations of authority shall in no way relieve the Operating Official concerned of his responsibility.

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5. **ESTABLISHMENT OR CLOSING OF STATIONS OR BASES.** Proposals to establish or close stations, bases, or other installations [REDACTED] abroad will be submitted, with appropriate justification, through the Executive Director-Comptroller to the Director of Central Intelligence for approval.

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6-10. Reserved.

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**OFFICE OF THE DEPUTY DIRECTOR FOR
SCIENCE AND TECHNOLOGY**

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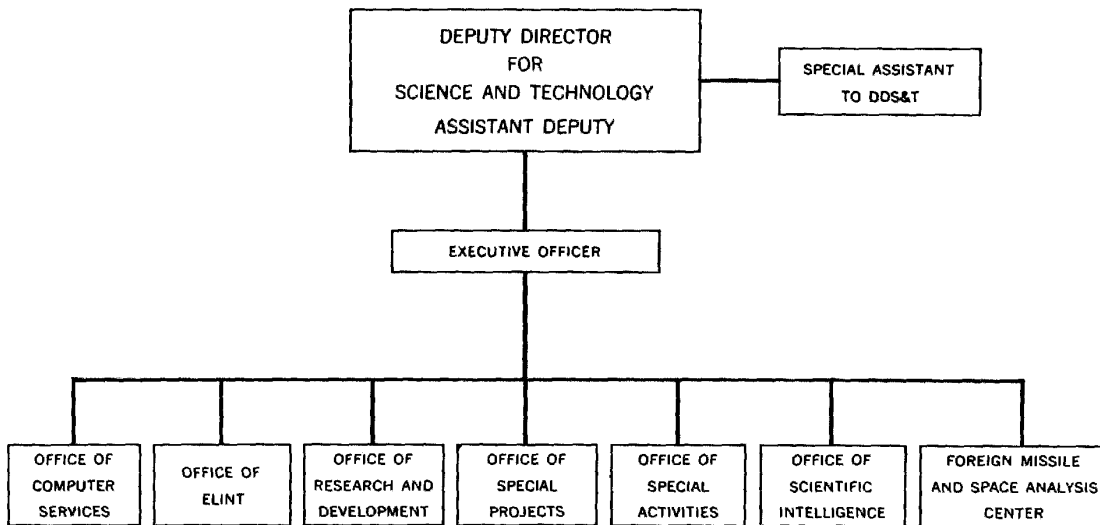
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OFFICE OF THE DEPUTY DIRECTOR FOR SCIENCE AND TECHNOLOGY



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11. OFFICE OF THE DEPUTY DIRECTOR FOR SCIENCE AND TECHNOLOGY

a. **THE DEPUTY DIRECTOR FOR SCIENCE AND TECHNOLOGY.** The Deputy Director for Science and Technology is responsible for directing and coordinating the activities of the Offices of Scientific Intelligence, Research and Development, ELINT, Special Activities, Special Projects, and Computer Services, and the Foreign Missile and Space Analysis Center. His responsibilities include:

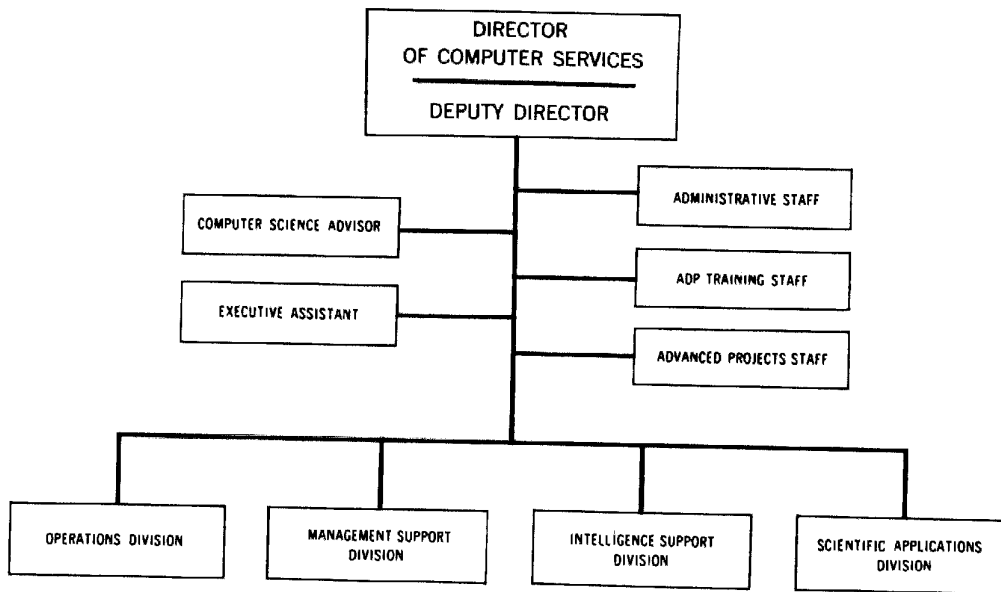
- (1) Advising the Director of Central Intelligence on scientific and technical intelligence matters;
- (2) Producing scientific intelligence;
- (3) Coordinating, in a staff capacity, existing and proposed Agency research, development, and engineering (RD&E) plans and programs to insure responsiveness to Agency needs;
- (4) Conducting liaison with the entire scientific community, including other Government agencies, on matters of science and technology relating to intelligence;
- (5) Managing the "R" Career Service.

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OFFICE OF COMPUTER SERVICES



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b. OFFICE OF COMPUTER SERVICES

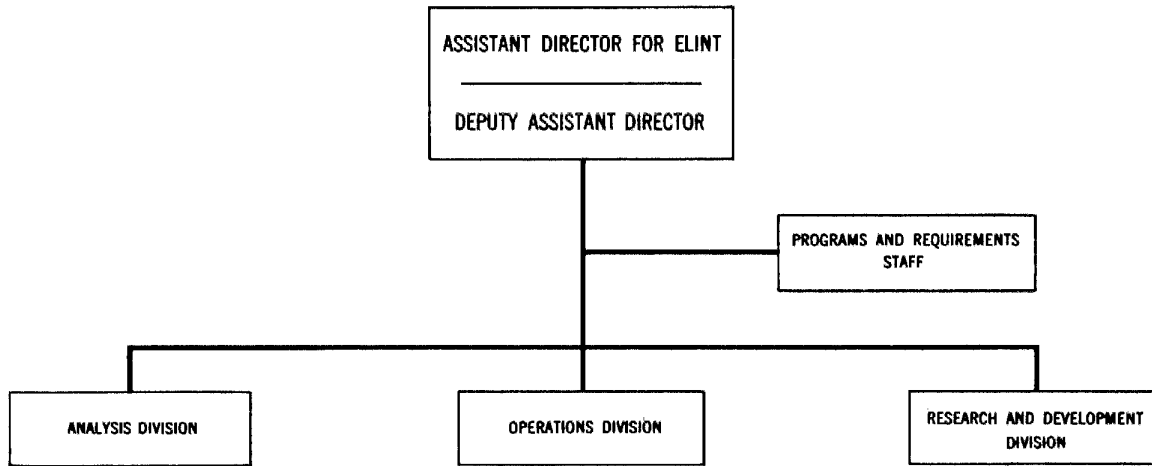
- (1) **MISSION.** The Director of Computer Services is responsible for operating a computer services organization to satisfy the Automatic Data Processing (ADP) requirements which are handled centrally or as services of common concern.
- (2) **FUNCTIONS.** The Director of Computer Services:
 - (a) In response to requests from Agency components, conducts or assists in feasibility studies, systems analyses, and the design of ADP systems; provides programming assistance and computer services; and furnishes advice, technical information and other ADP information;
 - (b) Serves as Information Processing Coordinator for the Directorate of Science and Technology, providing a focal point for review of feasibility studies and ADP systems design and representing the Directorate in ADP matters of concern to the Office of Planning, Programming, and Budgeting;
 - (c) Prepares or acquires the computer software and programs required in the computer systems designed or operated by OCS;
 - (d) Equips and operates a computer center to perform the full range of ADP services, and provides remote terminal equipment required by user components;
 - (e) Develops appropriate security measures for OCS ADP systems in collaboration with the Office of Security, Office of Communications, other Agency components and members of the Intelligence community. These measures will be consonant with policy established by the Office of Security and the Office of Communications;
 - (f) Develops and conducts ADP training programs to meet Agency-wide requirements.
- (3) **ORGANIZATION.** See organization chart, figure 4.

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OFFICE OF ELINT



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ORGANIZATION

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c. OFFICE OF ELINT

- (1) MISSION. The Assistant Director for ELINT is charged with primary responsibility for Agency ELINT activities, with establishing and coordinating the Agency ELINT Program, with providing technical support and guidance required for and analyzing and reporting the product of Agency ELINT projects, and with supervising or conducting all research and development required for Agency ELINT and related COMINT activities. It is the responsibility of the Assistant Director for ELINT to advise the CIA SIGINT Officer in matters of ELINT policy and to maintain liaison on technical matters pertinent to the Office of ELINT with NSA and other Government agencies. In the performance of his functions in the area of DDP responsibilities, the Assistant Director for ELINT will conform to the requirements of the command structure established in the Clandestine Services.
- (2) FUNCTIONS. The Assistant Director for ELINT shall:
 - (a) Prepare the annual Agency ELINT Program.
 - (b) Prepare the technical budget requirements for DDP ELINT projects and justify the over-all Agency ELINT budget.
 - (c) Provide headquarters management and support for tasking and technical guidance for field ELINT activities in coordination with the Deputy Director for Plans and, as required, the Deputy Director for Support.
 - (d) Provide for optimum analysis of ELINT product of Agency operated and supported activities for the purposes of reporting of intelligence information, redirection of collection, and provision of operational intelligence to Agency field activities.
 - (e) Make recommendations to the CIA SIGINT Officer concerning the CIA position on ELINT policy matters.
 - (f) Maintain liaison regarding technical ELINT matters, and COMINT matters pertinent to the Office of ELINT, with NSA and other Government agencies.
 - (g) Serve as the CIA member of the ELINT Advisory Group to the Director, NSA, on matters pertaining to the National ELINT Plan (Program).
 - (h) Provide suitably qualified ELINT personnel for tours of duty in ELINT positions in other CIA offices and outside organizations, as agreed.
 - (i) Originate, develop, and control special ELINT projects in support of DDS&T needs and operations.
 - (j) Assure the timely availability of the most suitable collection and analysis equipment, through a program of research and development, with due regard to the contents of similar programs in other agencies.
 - (k) Provide for a quick reaction capability for the rapid development and limited production of high priority equipment.
 - (l) Not used.
 - (m) Except for equipment for which the Director of Communications has the primary responsibility, provide operational units with guidance on electronic countermeasure matters pertinent to CIA operations and, as appropriate, provide ECM equipment and maintenance for such units.
 - (n) Administer a worldwide Agency ELINT equipment and property account.
- (3) ORGANIZATION. See organization chart, figure 5.

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ORGANIZATION

d. OFFICE OF RESEARCH AND DEVELOPMENT

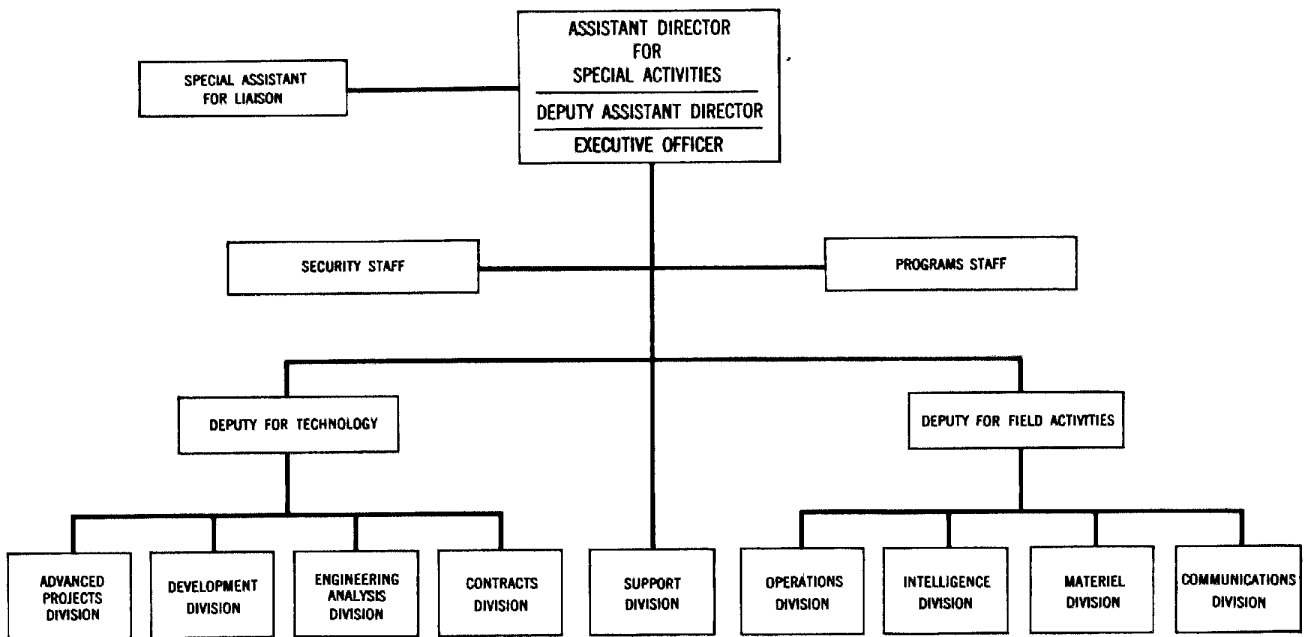
([REDACTED] and figure 6 to be published in the near future.)

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OFFICE OF SPECIAL ACTIVITIES



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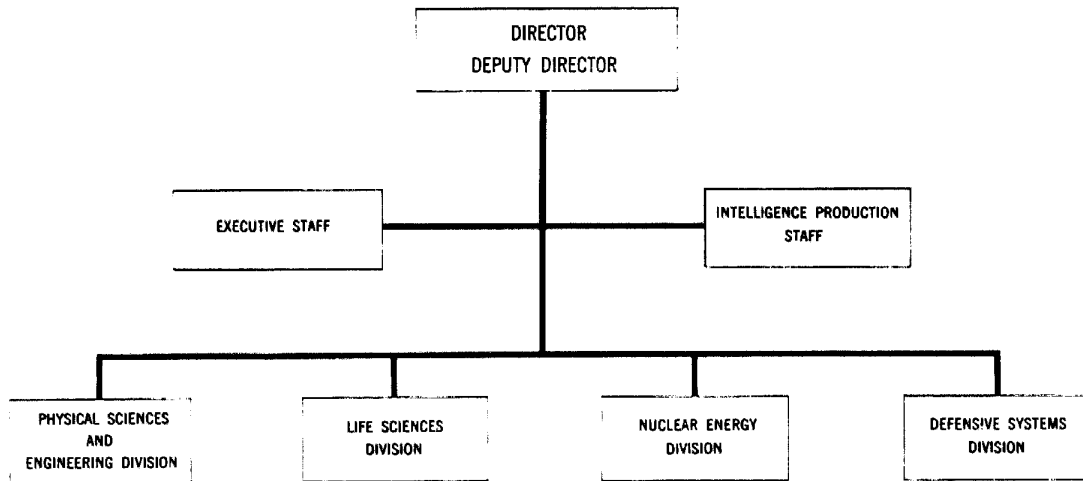
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e. OFFICE OF SPECIAL ACTIVITIES

- (1) **MISSION.** The Assistant Director for Special Activities is charged with the development and operation of certain highly sensitive technical collection programs.
- (2) **FUNCTIONS.** The Assistant Director for Special Activities will:
 - (a) Develop and operate special projects for the collection of intelligence by advanced technical means;
 - (b) Stimulate the exploitation by the Agency of advanced technology to further the Office's mission;
 - (c) Conduct research and development in methods for conveying advanced technical collection devices;
 - (d) Establish and maintain liaison with appropriate civilian and Government agencies in order to keep abreast of developments which might affect the Office's activities, capabilities, or requirements.
- (3) **ORGANIZATION.** See organization chart, figure 7.

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OFFICE OF SCIENTIFIC INTELLIGENCE



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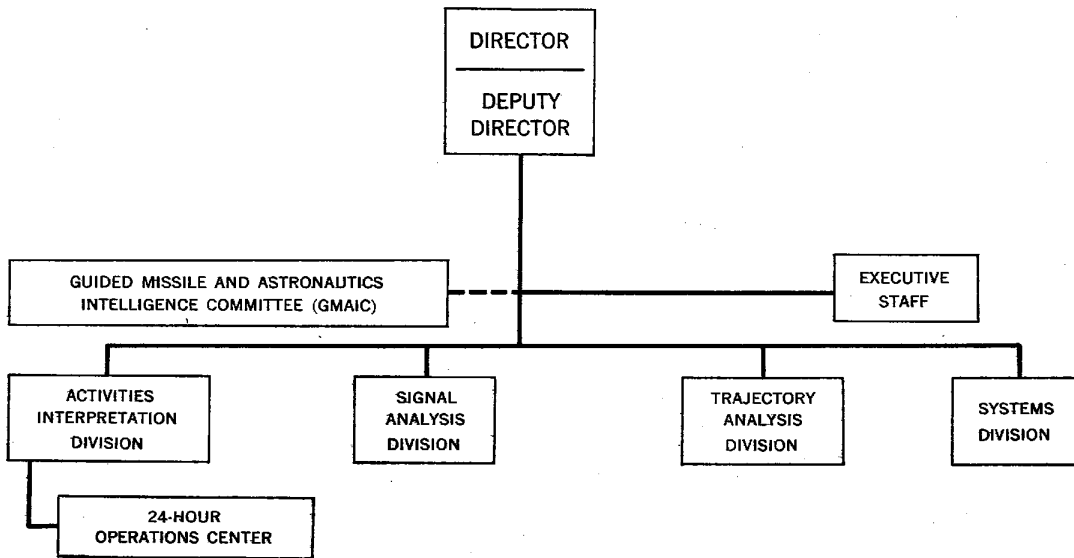
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f. OFFICE OF SCIENTIFIC INTELLIGENCE

- Γ (1) **MISSION.** The Director of Scientific Intelligence will implement the responsibilities of the Director of Central Intelligence for the production of intelligence on foreign scientific and engineering research and advanced technology in accordance with NSCID No. 3. He is responsible for both current evaluations and long-range projections relative to the design, development, characteristics, and performance capabilities of weapons, devices, products, and systems. His responsibilities do not include intelligence on offensive ballistic missiles and most aspects of space systems, economic factors related to costs and budgets, force levels and deployment of weapons systems, and, except in the field of nuclear energy, organizations or capabilities relating to production or construction of sites.
- (2) **FUNCTIONS.** The Director of Scientific Intelligence, in support of national and interdepartmental intelligence and Agency programs,
- (a) Produces scientific and technical intelligence in the following areas:
- (1) Atomic energy activities in foreign countries, excluding only costing and nuclear warhead order of battle;
 - (2) Foreign biological and chemical warfare activities;
 - (3) Foreign defensive systems, including the identification of basic site configurations;
 - (4) Foreign naval systems;
 - (5) Foreign aerodynamic systems;
 - (6) Developments in the life sciences in foreign countries, including biomedical aspects of spaceflight systems, cybernetics, and the behavioral sciences;
 - (7) Public health practices in foreign countries, including the health status of key personalities;
 - (8) Developments in the physical and engineering sciences in foreign countries;
 - (9) Foreign long-range military threats based on scientific and engineering advances;
 - (10) Foreign scientific resources.
- (b) Recommends collection priorities and improved collection techniques and systems, initiates collection requirements, and provides evaluations and other guidance in support of collection activities.
- (c) Provides the chairman, secretariat, and Agency representative for the Joint Atomic Energy Intelligence Committee and the Scientific Intelligence Committee; supports those committees and other USIB organizations as required.
- L (3) **ORGANIZATION.** See organization chart, figure 8.

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FOREIGN MISSILE AND SPACE ANALYSIS CENTER



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ORGANIZATION

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g. FOREIGN MISSILE AND SPACE ANALYSIS CENTER

- (1) **MISSION.** The Director, Foreign Missile and Space Analysis Center is responsible for all-source analysis of foreign missile and space events; for maintaining a 24-hour Control Center to monitor foreign missile and space events; for all-source analysis and evaluation of all foreign missile and space systems, except defensive missile systems; and for disseminating, as appropriate, results of these analyses and evaluations. He also assists in establishing requirements for, and provides guidance to, collection resources designed to collect intelligence on foreign missile and space systems and operations. When required by the Director of Central Intelligence or other appropriate authority, he also provides his evaluation of the effectiveness of these collection systems.
- (2) **FUNCTIONS.** The Director, Foreign Missile and Space Analysis Center
 - (a) Produces all-source intelligence on foreign missile and space operations.
 - (b) Produces all-source intelligence on foreign offensive missile and space systems.
 - (c) Provides, as directed, briefings and support related to intelligence described in subparagraphs (a) and (b) above.
 - (d) Maintains a 24-hour Control Center to monitor foreign missile and space activity.
 - (e) Provides administrative and substantive support to the Guided Missile and Astronautics Intelligence Committee (GMAIC) of the USIB.
 - (f) Provides, when directed, the CIA member to the GMAIC.
 - (g) Provides substantive contributions to National Intelligence Estimates.
- (3) **ORGANIZATION.** See organization chart, figure 8a.

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12. OFFICE OF THE DEPUTY DIRECTOR FOR PLANS

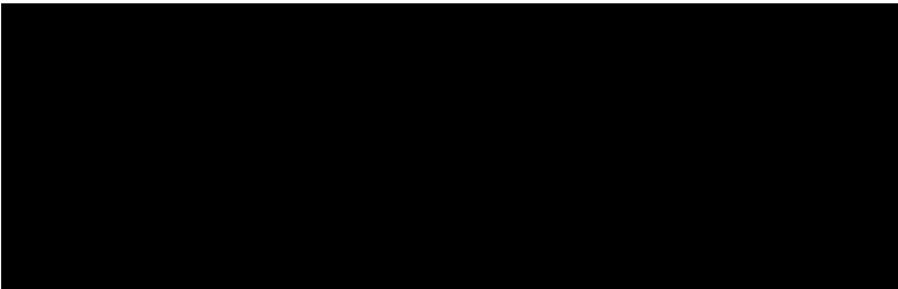
a. MISSION. The Deputy Director for Plans is responsible for the conduct of the Agency's espionage, counterespionage, and covert operations, and the planning and preparation for performance of such activities in wartime. The mechanism by which the Deputy Director for Plans will discharge this responsibility will be the CIA clandestine service, within which will be integrated overseas clandestine organizations and activities, together with related assigned headquarters executive, staff, and operational elements.

b. FUNCTIONS. The Deputy Director for Plans is the Director's deputy and channel for the direction and control of CIA clandestine activities. In this capacity he is responsible to the Director for the establishment and direction of the clandestine service organization for the planning, execution, and review of the missions entrusted to the Director under NSCID No. 5, paragraph 8 of NSCID No. 6, and NSC 5412/2 and to him is delegated the authority to carry out these functions.

c. ORGANIZATION

(1) HEADQUARTERS. The clandestine services headquarters organization will consist of such staff elements and such area or other operational divisions as the Deputy Director for Plans may establish, through normal Agency procedures and subject to the Director's approval, for the execution of his responsibilities. The chief of each such operational division will be the channel of authority and communication from the Deputy Director for Plans to the overseas or other organization within the assigned jurisdiction of his division.

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authorized by the Director or the Deputy Director for Plans, and each Chief of Base will report to and communicate with headquarters through the Chief of Station having jurisdiction.

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(3) Such senior war planners as the Deputy Director for Plans may establish, subject to the Director's approval. Each senior war planner will be under the direction of the Deputy Director for Plans. His reporting channel will be via the Chief of Station and chief of the operational division to the Deputy Director for Plans and the Director.

(b) Also there will be maintained overseas such elements as the Director may specify for the performance and support of the nonclandestine responsibilities of CIA. All such elements and the personnel thereof, unless specifically exempted by the Deputy Director for Plans and the other Deputy concerned, will be under the administrative authority of the responsible Chief of Station in the area. In the event of failure of the two Deputies to agree, the matter will be placed before the Director for decision.

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OFFICE OF THE DEPUTY DIRECTOR FOR INTELLIGENCE

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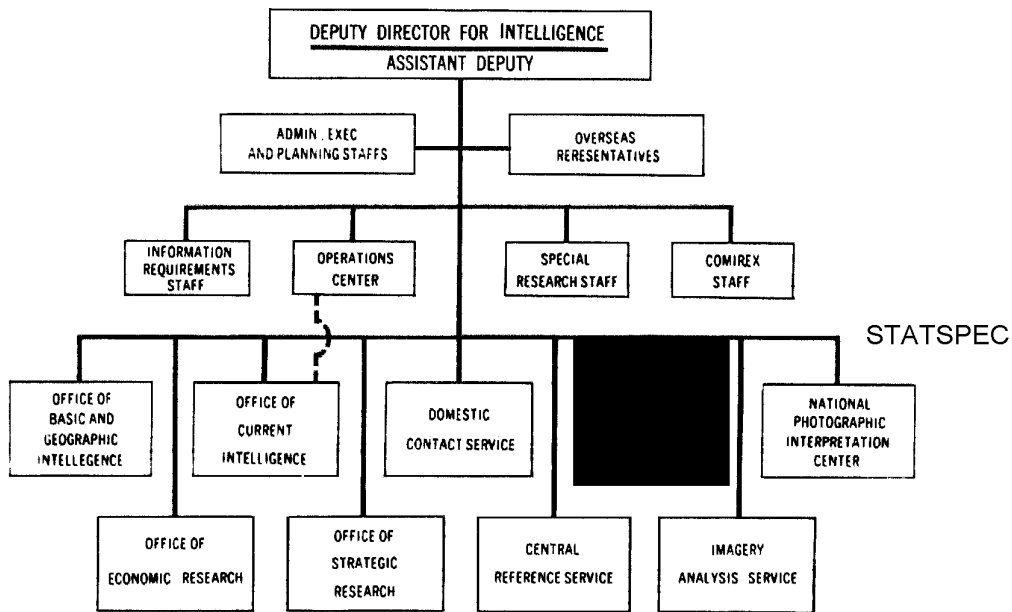
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DIRECTORATE OF INTELLIGENCE



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13. OFFICE OF THE DEPUTY DIRECTOR FOR INTELLIGENCE

a. **THE DEPUTY DIRECTOR FOR INTELLIGENCE** is responsible for directing and coordinating the activities of the components under his jurisdiction as shown on the organization chart for the Directorate of Intelligence, figure 9. He advises the Director of Central Intelligence regarding the substance of all finished intelligence. He is responsible for production and publication of finished substantive intelligence other than National Intelligence Estimates or intelligence issuances of the Board or Office of National Estimates. He provides full substantive and analytical support to the Board of National Estimates. As Head of the Intelligence Career Service he is also responsible, in consultation with the Director of National Estimates, for meeting staffing requirements of the Office of National Estimates. (See organization chart, figure 9.)

↳ (1) INFORMATION REQUIREMENTS STAFF

(a) **Mission.** The Information Requirements Staff is the central mechanism for ensuring the development and validation of coordinated intelligence guidance for the all-source collection and reporting of information required by the intelligence-producing offices of the Directorates of Intelligence and Science and Technology. The Information Requirements Staff also assists the Deputy Director for Intelligence and the Deputy Director for Science and Technology in matters related to the collection of information.

(b) **Functions.** The Chief, Information Requirements Staff

- (1) provides the central Agency mechanism and services for
 - (a) informing analytical components about collection opportunities for needed information and related requirements levied by others within CIA and other Government agencies;
 - (b) incorporating descriptions of the information required for the intelligence production process and any concomitant guidance concerning reporting times within briefs, guides, and other intelligence guidance media used for the planning, programming, and scheduling of operating collection systems (including technical sensors and platforms);
 - (c) formulating coordinated statements and judgments concerning the intelligence value of information collected by existing or proposed systems, programs, or projects;
- (2) monitors the intelligence guidance and validation process and recommends standards and procedures for increasing the overall effectiveness of these processes;
- (3) maintains specialized reference services on requirements and other collection-related information necessary to support USIB Committees and operating officials on problems relating to the intelligence guidance mechanism;
- (4) develops coordinated Agency positions, as requested by CIA members of USIB Committees, and prepares briefing memoranda as directed by the DDI in support of the DCI, the CIA Member of USIB, and the Chairman, National Intelligence Resources Board;
- (5) assists the Deputy to the DCI for NIPE, the CIA SIGINT Officer and other DCI staff officials by providing such intelligence guidance as required in the overall review and evaluation of the major collection programs of the intelligence community;

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- Γ (6) provides, when directed, the CIA members to those USIB committees and subcommittees concerned with national collection programs;
- 25X1A (7) administers the CIA briefing and debriefing program in accordance with [REDACTED]

(2) COMIREX STAFF

- (a) **Mission.** The COMIREX Staff is charged with providing the Chairman and staff support to the USIB Committee on Imagery Requirements and Exploitation (COMIREX) under DCID 1/13.
- (b) **Functions.** The Chairman of the USIB Committee on Imagery Requirements and Exploitation (COMIREX) serves also as Chief of the COMIREX Staff. Through COMIREX and an appropriate subcommittee and working group structure involving representation from the various USIB agencies, the Chairman, COMIREX, executes the functions and responsibilities assigned to COMIREX by DCID 1/13 as well as such additional functions and responsibilities as may be assigned by the USIB, the Director of Central Intelligence, and the Deputy Director for Intelligence.

(3) SPECIAL RESEARCH STAFF

- (a) **Mission.** The primary mission of the Special Research Staff is to conduct all-source, in-depth political research and analyses on Communist areas, movements and problems in support of other Agency components and the Intelligence Community.
- (b) **Functions.** Specific primary functions include continuing responsibility for analytical research and publication on the state of Sino-Soviet relations, the internal and external affairs of the Soviet Union, the East European countries, and Communist China. Specific secondary functions include analytical research and publication on Communist movements and activities in Africa, Southeast Asia, and Latin America. The Staff will undertake, on assignment from the DDI, special research projects on any topic of political, sociological, or historical character.

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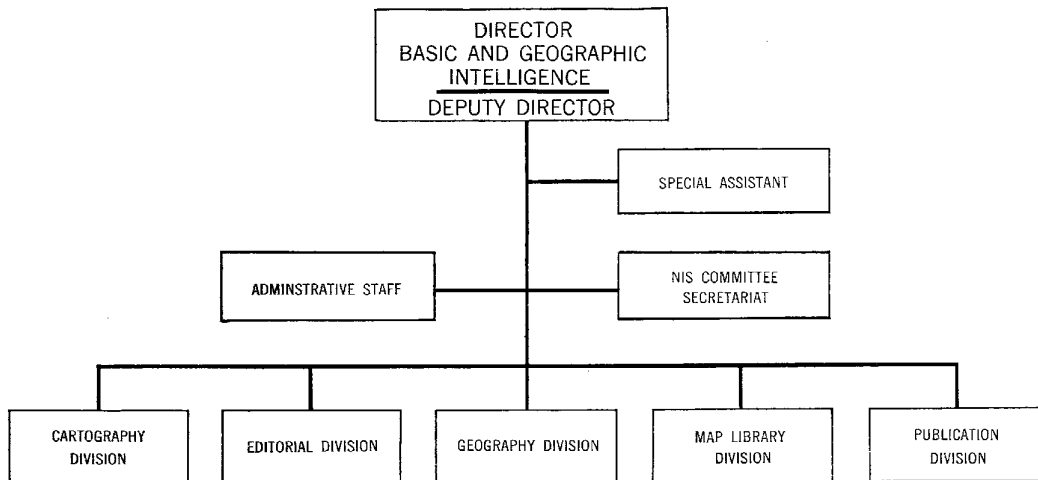
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OFFICE OF BASIC AND GEOGRAPHIC INTELLIGENCE



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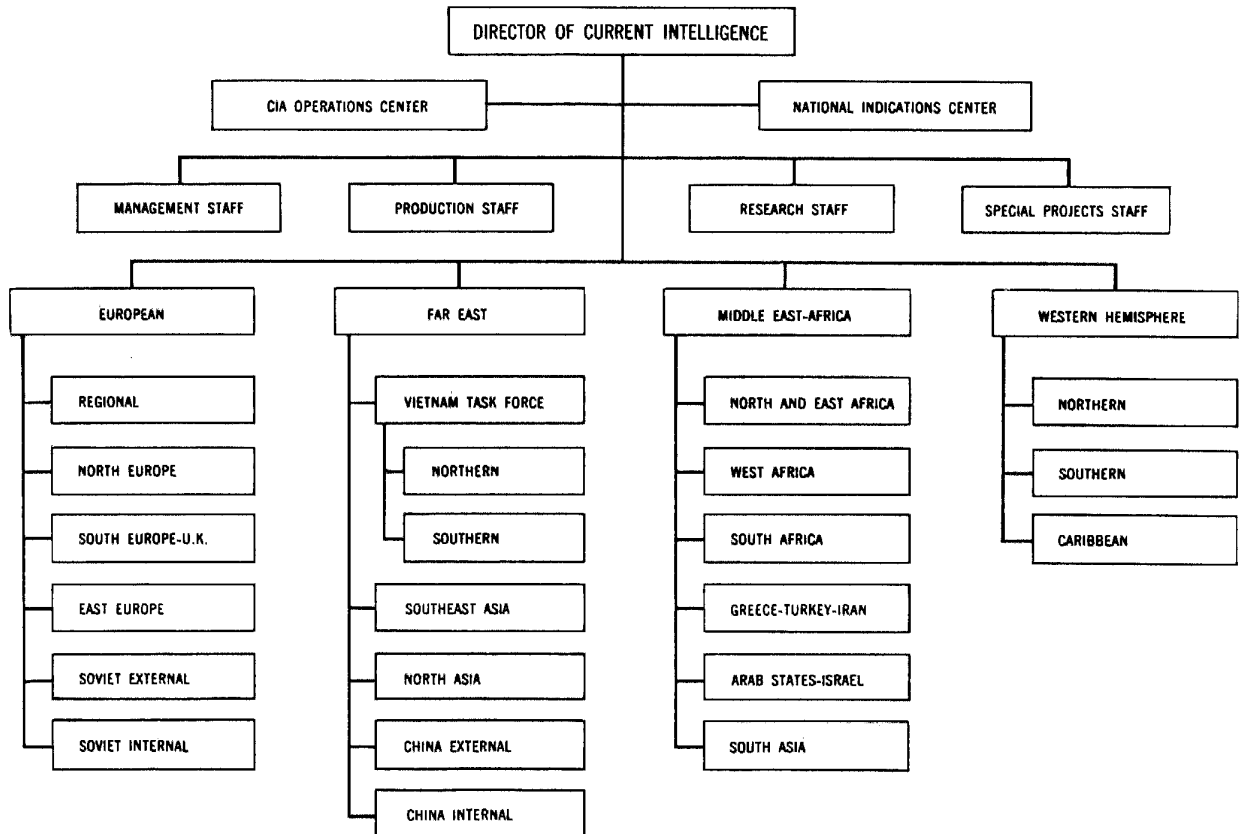
b. OFFICE OF BASIC AND GEOGRAPHIC INTELLIGENCE

- (1) **MISSION.** The Director of Basic and Geographic Intelligence is responsible for implementing the responsibilities of the Director of Central Intelligence for production of basic intelligence in accordance with NSCID No. 3. He will produce, coordinate, and maintain National Intelligence Surveys, all-source geographic and related environmental intelligence, and specialized all-source cartographic and map-reference services.
- (2) **FUNCTIONS.** The Director of Basic and Geographic Intelligence:
 - (a) Administers the NIS Program in accordance with applicable provisions of NSC, USIB, and CIA directives.
 - (b) Serves as chairman of the National Intelligence Survey Committee.
 - (c) Supports research and production of basic sociological and Free World economic intelligence for the National Intelligence Surveys; ensures the production of gazetteers for the NIS Program.
 - (d) Provides for the production and coordination of geographic intelligence on foreign areas and for geographic and related environmental research in support of Agency intelligence production and operations.
 - (e) Provides for the compilation and production of maps, charts, and related items for the Agency and the Department of State and for other agencies as needed.
 - (f) Maintains specialized map-reference services and facilities and provides for interagency coordination of worldwide procurement of maps on foreign areas; provides the chairmanship for the Interagency Map and Publication Procurement Coordination Committee.
 - (g) Provides Agency representation on the interdepartmental U.S. Board on Geographic Names.
- (3) **ORGANIZATION.** See organization chart, figure 10.

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OFFICE OF CURRENT INTELLIGENCE



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c. OFFICE OF CURRENT INTELLIGENCE

- (1) **MISSION.** The Director of Current Intelligence is responsible for implementing the responsibilities of the Director of Central Intelligence for production of national current intelligence and certain basic intelligence in accordance with NSCID No. 3. He will produce and disseminate all-source current intelligence and provide current-intelligence support for the President, the National Security Council, the Central Intelligence Agency, and other agencies as directed by the Director of Central Intelligence.
- (2) **FUNCTIONS.** The Director of Current Intelligence
 - (a) Produces all-source current intelligence and provides internal and external current-intelligence briefing and support, as directed.
 - (b) Provides current-intelligence support for the White House.
 - (c) Provides CIA support to the USIB Watch Committee and the National Indications Center.
 - (d) Provides managerial and supervisory direction to the CIA Operations Center.
 - (e) Maintains a 24-hour Agency Watch for alerting appropriate Agency officials.
 - (f) Provides CIA support to the White House International Situation Room and to the National Military Command Center.
 - (g) Performs a systematic research, production, and coordinating program in certain areas of basic intelligence.
 - (h) Produces and maintains a series of current handbooks containing political, economic, geographic, and military information on all foreign countries for the National Security Council Staff and for officers throughout the foreign affairs community.
- (3) **ORGANIZATION.** See organization chart, figure 11.

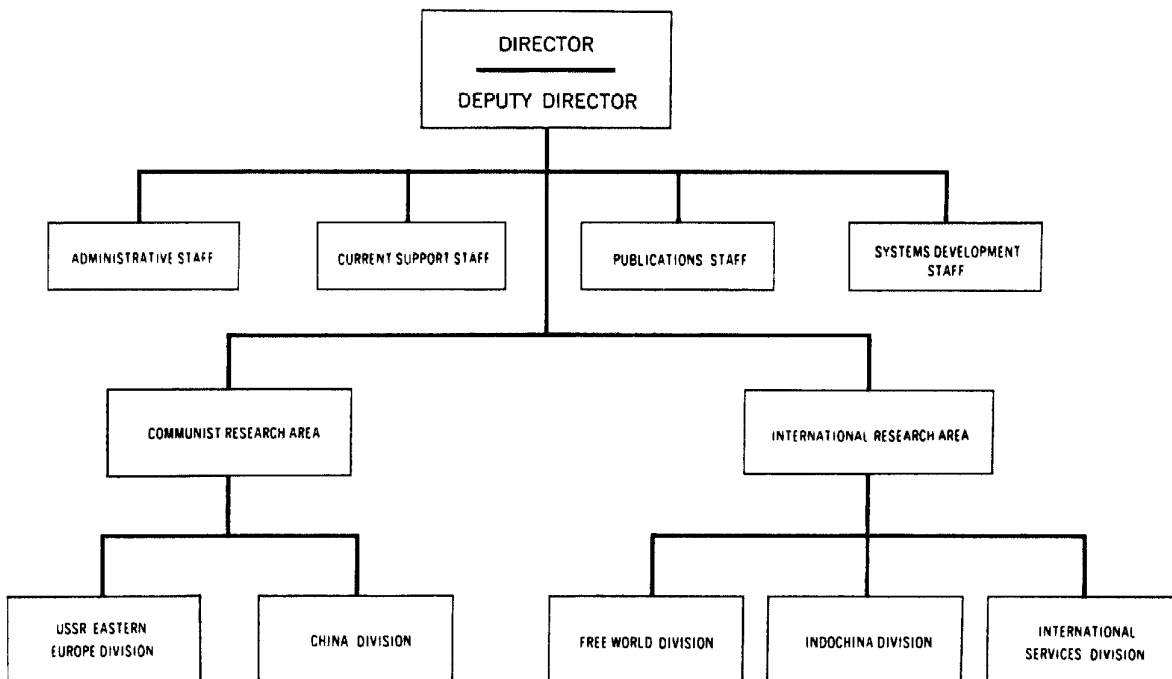
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OFFICE OF ECONOMIC RESEARCH



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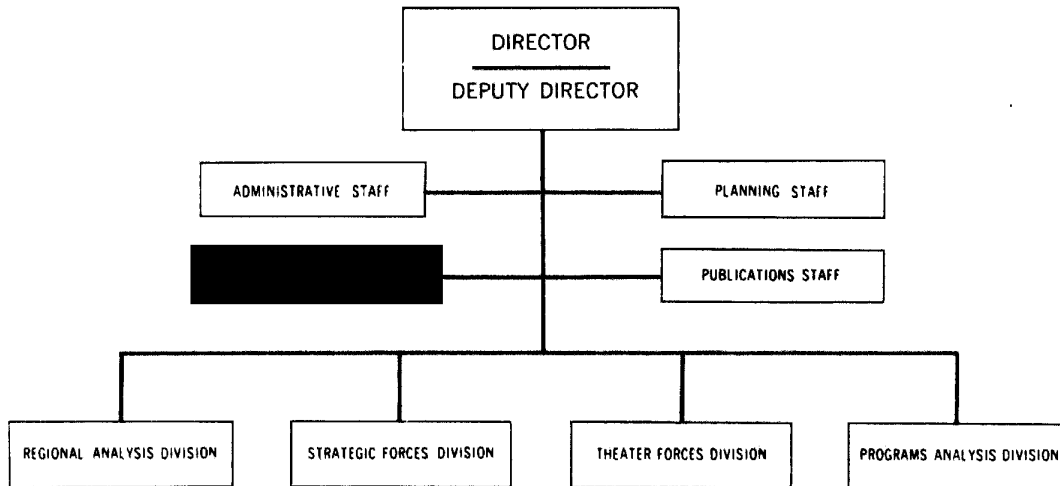
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d. OFFICE OF ECONOMIC RESEARCH

- (1) **MISSION.** The Director of Economic Research is responsible for implementing the responsibilities of the Director of Central Intelligence for the production of economic intelligence in accordance with NSCID No. 3. He shall produce all-source economic intelligence as required by the Director of Central Intelligence and senior policy officers of the U.S. Government, and, on behalf of the Director of Central Intelligence, review and coordinate the economic intelligence activities of the Government.
- (2) **FUNCTIONS.** The Director of Economic Research
 - (a) Produces and issues all-source economic analyses of the internal structure, recent developments, future prospects, external economic relations, and strengths and weaknesses of all Communist countries and of all non-Communist countries of significance to national policy.
 - (b) Provides economic intelligence contributions and other support to the national estimates production program of ONE, to current intelligence publications of OCI, and to the National Intelligence Survey Program of OBG.
 - (c) Produces such additional all-source economic intelligence as directed.
 - (d) Initiates collection requirements for his Office and provides evaluation and guidance in support of collection activity.
 - (e) Serves as Chairman of the Economic Intelligence Committee of USIB and provides its secretariat.
 - (f) Represents the Agency on the Economic Defense Advisory Committee and the Advisory Committee on Export Policy.
- (3) **ORGANIZATION.** See organization chart, figure 12.

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OFFICE OF STRATEGIC RESEARCH



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ORGANIZATION

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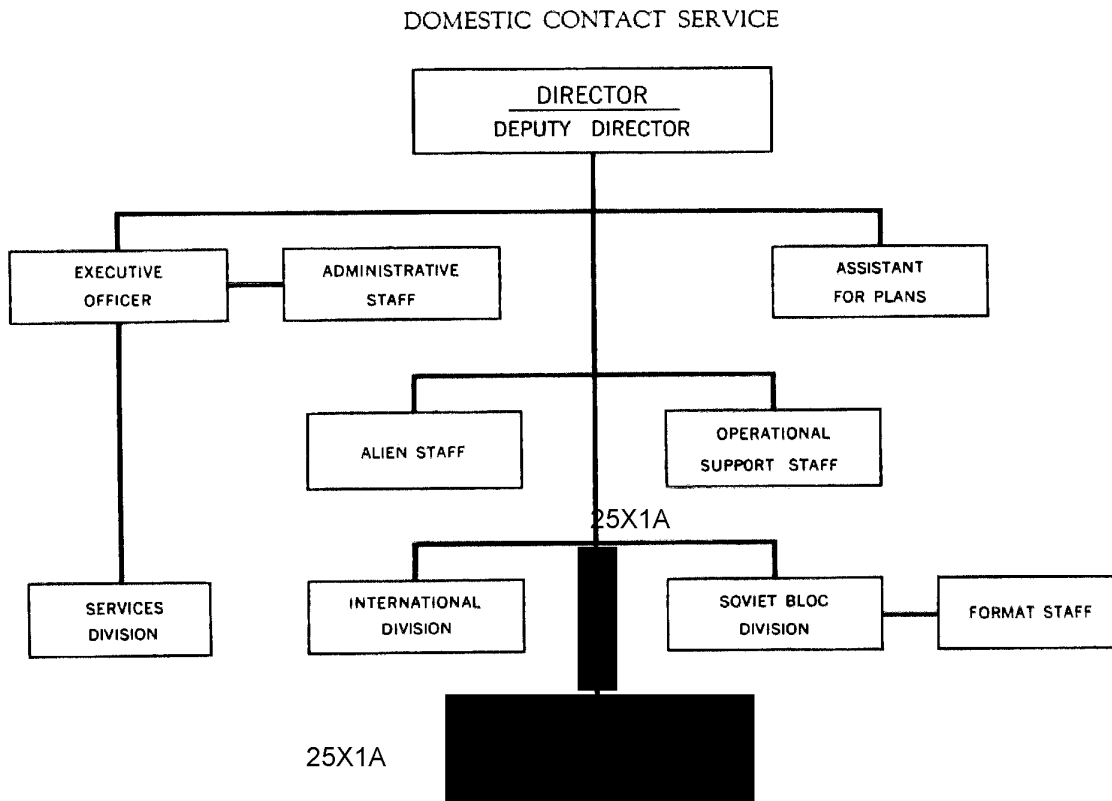
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e. OFFICE OF STRATEGIC RESEARCH

- (1) **MISSION.** The Director of Strategic Research is responsible for implementing the responsibilities of the Director of Central Intelligence for production of military-economic and strategic military intelligence in accordance with NSCID No. 3. His assigned subject area includes the military capabilities, policy, doctrine, and strategy, the production, deployment, and employment of weapon systems, force structure and programming, and the costs and economic aspects of military and space activities of Communist countries and on non-Communist countries of national intelligence interest. Except for related military-economic studies, costing aspects, and nuclear warhead deployment, the responsibility of the Director of Strategic Research does not include research analysis on atomic energy, scientific and engineering research and development, or technical and performance characteristics of foreign military equipment and systems. He may in his analyses, however, incorporate intelligence on these subjects.
- (2) **FUNCTIONS.** The Director of Strategic Research
 - (a) Produces strategic military and military-economic intelligence in support of national and interdepartmental intelligence, Agency programs, national policy demands, and current intelligence publications requirements.
 - (b) Initiates collection and collation requirements and provides evaluation and guidance in support of collection activities.
 - (c) Develops ways to improve strategic military and military-economic intelligence production and advises other cooperating research organizations on analytic methods.
 - (d) Provides the mechanism through which the Offices of the Directorate of Science and Technology publish their subject matter in current intelligence media.
- (3) **ORGANIZATION.** See organization chart, figure 13.

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f. **DOMESTIC CONTACT SERVICE**

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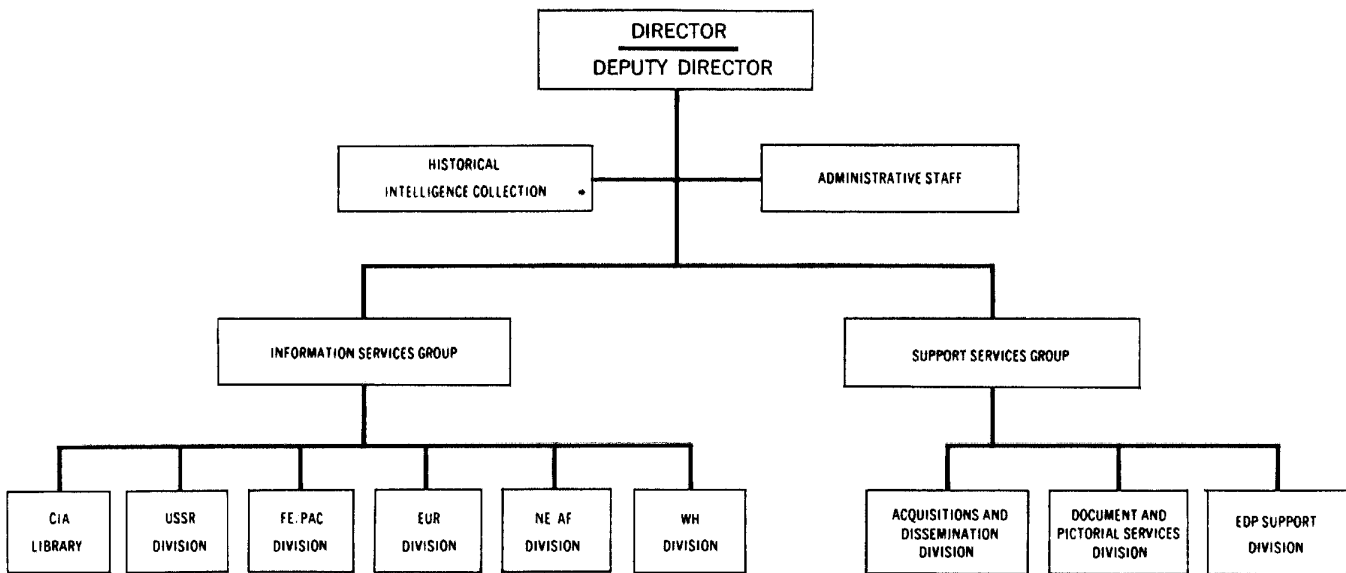
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CENTRAL REFERENCE SERVICE



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ORGANIZATION

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h. CENTRAL REFERENCE SERVICE

- (1) **MISSION.** The Director, Central Reference Service is responsible for providing intelligence reference facilities for all components of the Agency, acquiring publications, producing biographic intelligence, and disseminating intelligence materials.
- (2) **FUNCTIONS.** The Director, Central Reference Service
 - (a) Designs, develops, and operates in accordance with established Agency ADP policy such central reference facilities and intelligence documentation systems as will ensure that appropriate intelligence materials are accessible to all offices of the Agency and, to the extent possible, to other agencies of the intelligence community.
 - (b) Develops and implements dissemination policies and procedures in coordination with other offices of CIA and of the intelligence community; receives and disseminates incoming intelligence information, reports, and publications; disseminates certain CIA-produced publications; and maintains the Agency's TOP SECRET Control.
 - (c) Operates the CIA Library and such other specialized collections of intelligence data as may be required in support of intelligence production.
 - (d) Coordinates intelligence community programs for the procurement of foreign publications.
 - (e) Provides books, periodicals, newspapers, and other published material for all components of the Agency.
 - (f) Maintains biographic information and produces biographic intelligence, as a service of common concern, on foreign political, economic, scientific, technical, social, and cultural personalities.
 - (g) Provides to the Agency and, to the extent possible, to other intelligence agencies of the Government photographic intelligence on foreign areas and personalities, utilizing ground photography, motion picture film, and video tape, and, in support thereof, administer graphic collection programs.
 - (h) Promotes interagency cooperative efforts in the field of intelligence information processing except where Agency regulations assign such responsibilities to other components.
- (3) **ORGANIZATION.** See organization chart, figure 16.

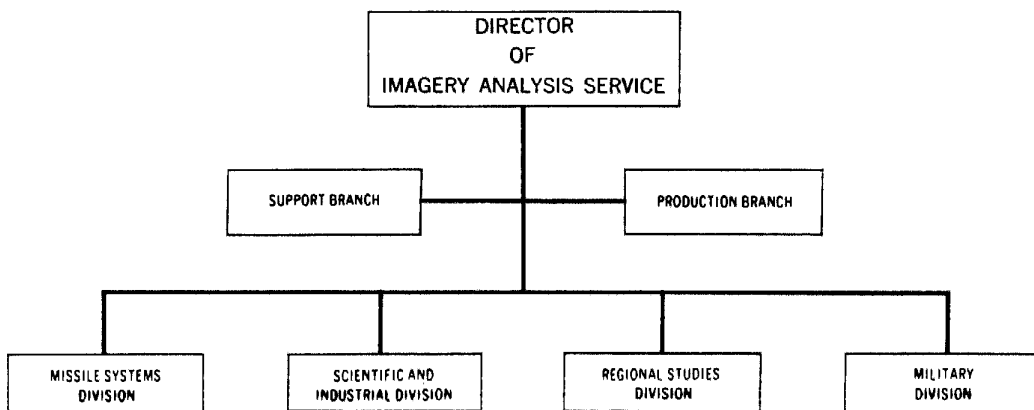
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IMAGERY ANALYSIS SERVICE



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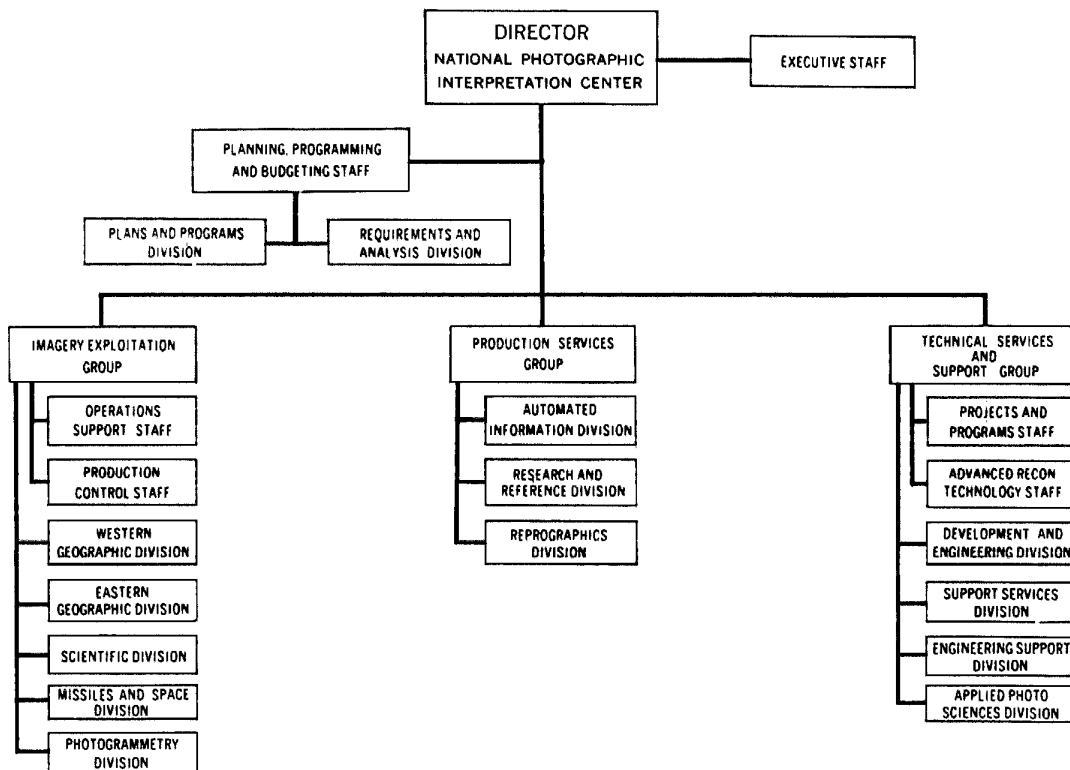
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i. IMAGERY ANALYSIS SERVICE

- (1) **MISSION.** The Director of the Imagery Analysis Service (IAS) is responsible for the review and analysis of photography and other imagery in response to requirements of the Central Intelligence Agency.
- (2) **FUNCTIONS.** The Director, Imagery Analysis Service
 - (a) Produces imagery analyses in direct support of CIA on subjects and geographic areas as required by the several CIA components in accomplishing their established missions.
 - (b) Assists CIA components in formulating requirements for imagery analysis and services.
 - (c) Maintains liaison with CIA components on matters affecting imagery analysis support and services required by them.
 - (d) Provides imagery analysis personnel for assignment in support of overseas operations.
 - (e) Provides, as directed, certain imagery analyses in support of interagency needs for maintaining a current national data base of image-derived information.
 - (f) Maintains liaison with the intelligence community on imagery analysis matters, including research and development of exploitation equipment, and exploitation and production problems, procedures, and techniques.
 - (g) Conducts or assists in substantive intelligence briefings based on imagery analysis.
- (3) **ORGANIZATION.** See organization chart, figure 16a.

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER



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j. NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

- (1) **MISSION.** The Director of the National Photographic Interpretation Center is responsible for the exploitation of photography and other imagery in support of the community intelligence effort; the provision of certain services of common concern to various departmental imagery organizations; and the maintenance of a research, development, and engineering capability to develop and apply modern technology to the imagery process for the benefit of the Center, and to the extent feasible, other imagery exploitation organizations of the intelligence community.
- (2) **FUNCTIONS.** The Director, National Photographic Interpretation Center
 - (a) Conducts, on designated USIB-tasked missions, a preliminary and rapid analysis of newly acquired imagery, in order to provide information to satisfy priority requirements.
 - (b) Carries out, on all USIB-tasked missions and certain other missions, a systematic analysis of all newly acquired imagery for the purpose of providing a summary of the information extracted or available for extraction from the imagery.
 - (c) Provides, as directed, certain imagery analyses in support of inter-agency needs for maintaining a current national data base of image-derived information.
 - (d) Provides additional services of common concern to the intelligence community as directed, including mensuration, imagery-media reference, photo reproduction, graphics, editorial, printing, and dissemination services and the maintenance of certain national data base files.
 - (e) Provides an R&D capability to improve the imagery exploitation process through the introduction of improved equipment and technology for the exploitation of imagery acquired by the various collection systems and makes information about these developments available to other elements of the intelligence community.
 - (f) Perform continuing technical analyses of system performance and image properties necessary for exploitation and advises appropriate collection and processing authorities.
- (3) **ORGANIZATION.** See organization chart, figure 16b.

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OFFICE OF THE DEPUTY DIRECTOR FOR SUPPORT

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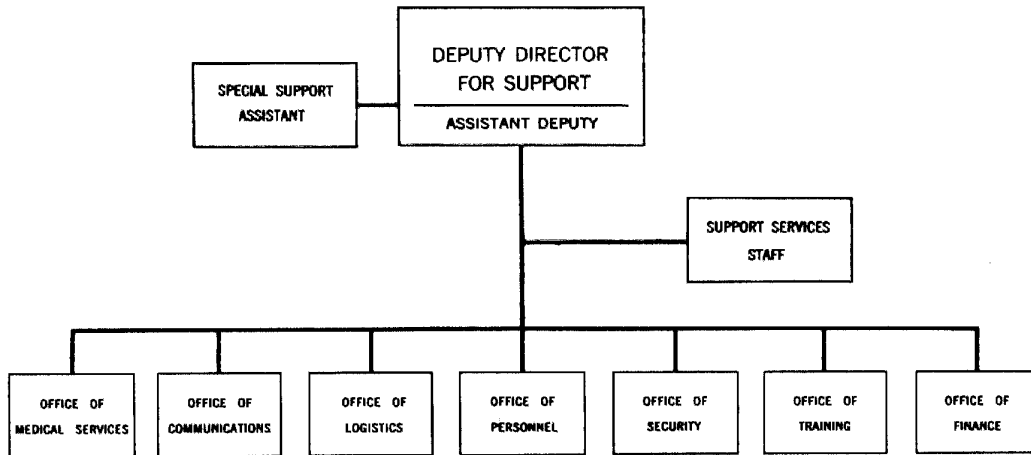
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OFFICE OF THE DEPUTY DIRECTOR FOR SUPPORT



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14. OFFICE OF THE DEPUTY DIRECTOR FOR SUPPORT

- a. **THE DEPUTY DIRECTOR FOR SUPPORT.** The Deputy Director for Support is responsible for overall support of all intelligence, operational, and related activities. He shall direct and coordinate the activities of the Offices of Medical Services, Communications, Logistics, Personnel, Security, Training, and Finance and the Special Support Assistant, Deputy Director for Support. (See organization chart, figure 17.)
- b. **SPECIAL SUPPORT ASSISTANT, DEPUTY DIRECTOR FOR SUPPORT.** The mission of the Special Support Assistant, Deputy Director for Support is to ensure adequate, proper, and timely support to the Clandestine Service. He serves as the focal point for the Deputy Director for Support and the Deputy Director for Plans for the resolution and coordination of support problems of mutual concern.

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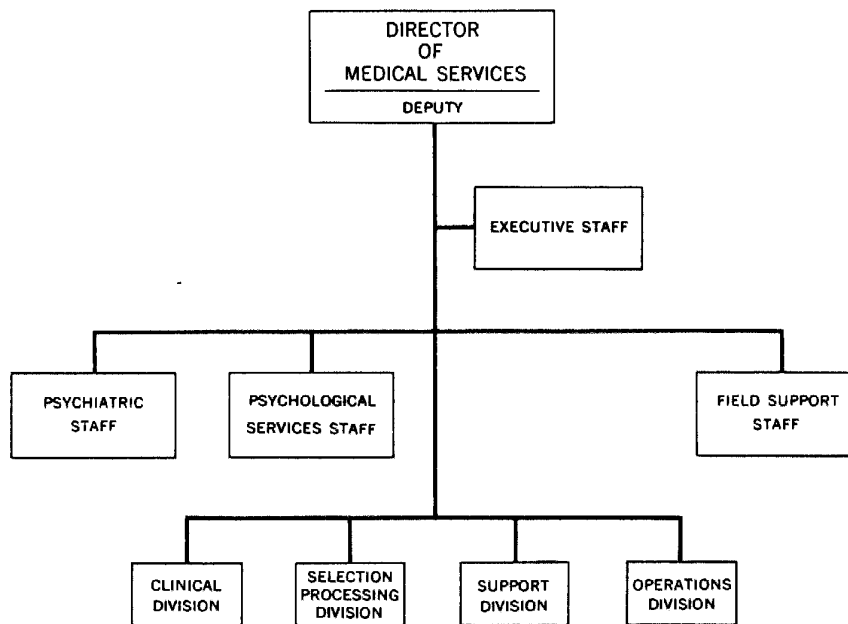
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OFFICE OF MEDICAL SERVICES



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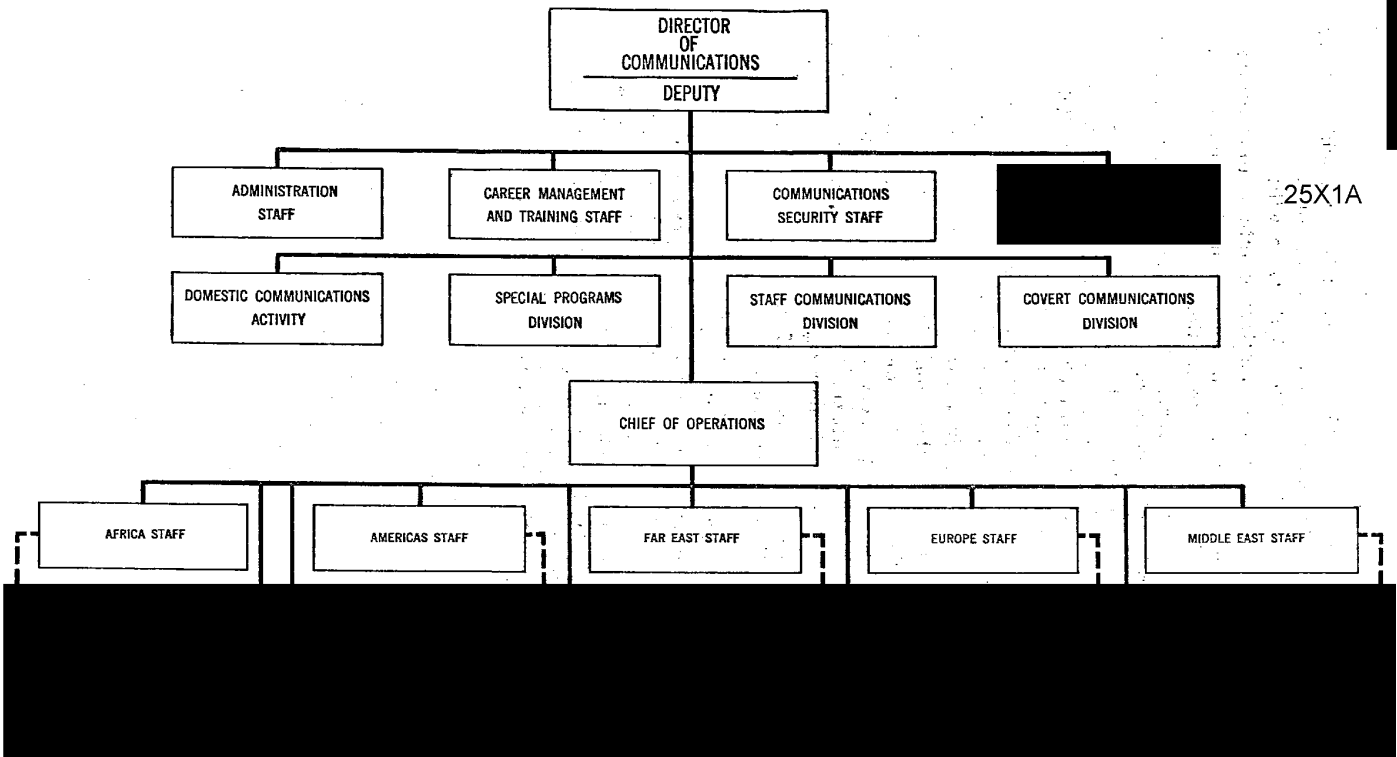
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c. OFFICE OF MEDICAL SERVICES

- (1) **MISSION.** The Director of Medical Services is responsible for planning and directing the Agency medical support program.
- (2) **FUNCTIONS.** The Director of Medical Services will:
 - (a) Advise the Director and staff on matters pertaining to medical services;
 - (b) Recommend the establishment of Agency medical policies and establish procedures for their implementation;
 - (c) Provide technical medical service in accordance with existing legislation in regard to the following:
 - (1) Competent professional care of illness and injury;
 - (2) A system of medical evacuation and hospitalization;
 - (3) The application of the principles of preventive medicine;
 - (4) A medical consultant program;
 - (d) Establish and maintain Agency medical standards for employment;
 - (e) Establish and maintain an Agency psychiatric program;
 - (f) Provide staff supervision in regard to the procurement, assignment, and utilization of medical personnel in all Agency components;
 - (g) Provide technical control of medical supply in terms of identity and quantity, and technically supervise its storage and issue;
 - (h) Provide, in cooperation with the Director of Training, medical training to Agency activities as required;
 - (i) Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of the Office of Medical Services;
 - (j) Conduct research as required;
 - (k) Provide psychological services to the Agency for operational and other purposes, including: psychological assessment of individuals under consideration for specific assignments; testing and evaluation of individual aptitudes and proficiencies in training and other situations; and development and application of psychological techniques for selection and training.
- (3) **ORGANIZATION.** See organization chart, figure 18.

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OFFICE OF COMMUNICATIONS



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ORGANIZATION

d. OFFICE OF COMMUNICATIONS

- (1) **MISSION.** The Director of Communications is charged with providing the worldwide electronic communications system connecting Agency field installations and headquarters and with providing electronic communications support, as set forth below; with advising on electronic communications and related policy, on appropriate aspects of collection by the Agency of information about foreign electronic communications systems, and on all other technical and operational matters pertaining to electronic communications which have a bearing on the security of the United States under the responsibilities of the Agency.
- (2) **FUNCTIONS.** In order to properly advise the Agency and provide it with reliable, secure, and rapid electronic communications facilities for transmission and reception of intelligence and for the control of its activities throughout the world, the Director of Communications shall:
 - (a) Be responsible for the establishment, technical control, operation, and administration of the electronic communications system required to serve Agency headquarters and field installations; for the technical guidance and support of the Agency's electronic communications intercept activities; the technical support of electronic clandestine (agent) communications; for control of the issuance and use of codes (not to include cryptic references) and ciphers for Agency communications; for other assigned technical support activities.
 - (b) Formulate and implement policies and programs which will make available to the Agency modern and efficient telecommunications facilities; operate these facilities; when so requested and where feasible, make these facilities available to other U.S. Government components for the transmission of their traffic; and establish and execute communications security policies to protect these facilities and the integrity of the Agency traffic using these facilities.
 - (c) Formulate and implement policies and programs for research into and development of electronic communications techniques, facilities, and equipment especially adapted to the needs of the Agency; and undertake research, development, and analysis programs to support activities of Agency components in the special intelligence field, coordinating such action with Deputy Directors who are affected.
 - (d) Be responsible for the control of the Agency radiation countermeasures program as it relates to cryptographic and cryptographically-associated communications equipment of the Agency.
 - (e) Provide, in cooperation with the Director of Training, for the training of selected employees in technical phases of electronic communications including the use of radio, teletypewriter, cryptographic systems, and other communications equipment, systems, procedures, and means.
 - (f) Maintain liaison with other Government agencies on electronic communications matters and participate in and provide technical support for Agency negotiations with officials of foreign governments concerning electronic communications matters. In coordination with the Deputy Director for Plans, and with the approval of the United States Communications Security Board, provide communications security assistance to foreign governments as required to advance U.S. interests.
 - (g) In coordination with Agency components concerned, conduct liaison and negotiate with other U.S. Government agencies and privately owned companies for communications facilities, as required.
 - (h) Continuously explore and evaluate information from all known sources, including liaison, relative to his mission.

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ORGANIZATION

(3) **EXCLUSIONS.** The authority delegated to the Director of Communications for planning, establishing, operating, and maintaining the classified electronic telecommunications facilities of the Agency and the associated secrecy equipments which are the property of, or under the control of, the Agency does not include:

(a) Standard telephone service in the United States or the procurement of teletypewriter circuits in the United States through the telephone company, for which authority has been delegated to the Director of

(b)

(c)

(d) Development, operation, and control of equipment and techniques for those aspects of clandestine (agent) communications which are the responsibility of the Technical Services Division, Deputy Director for Plans.

(e) Operation of facsimile equipment in the Office of Central Reference, Deputy Director for Intelligence.

(4) **ORGANIZATION.** See organization chart, figure 19.

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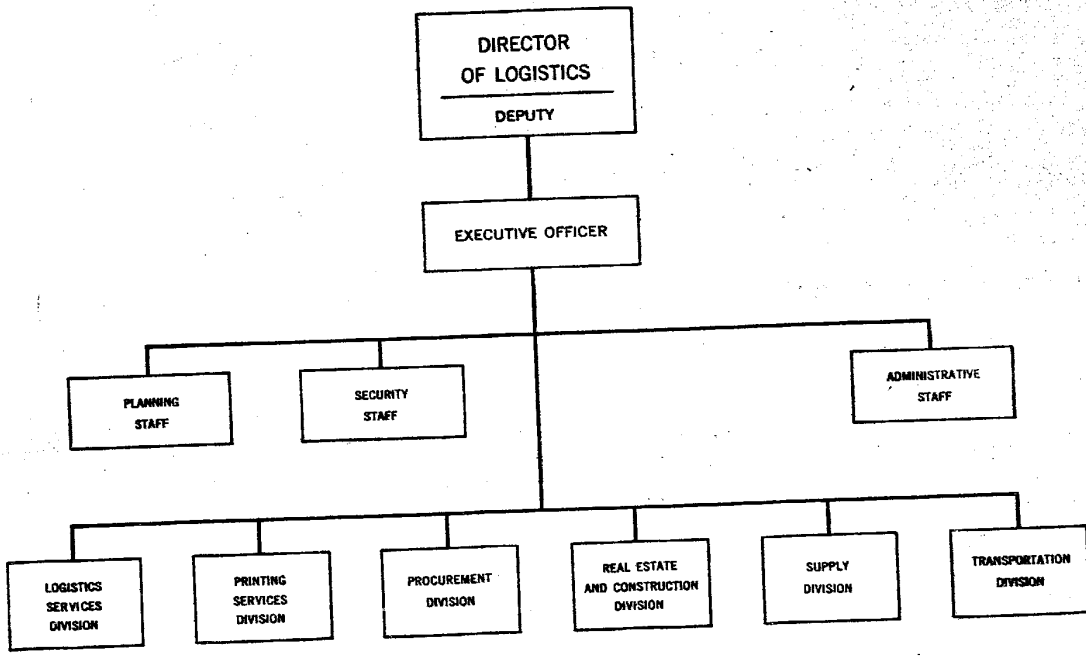
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OFFICE OF LOGISTICS



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ORGANIZATION

Revised: 18 August 1963

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ORGANIZATION

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e. OFFICE OF LOGISTICS

- (1) MISSION. The Director of Logistics is responsible for planning and implementing Agency logistics support; for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for the transportation of personnel, equipment, and supplies; and for printing, mail, and courier services.
- (2) FUNCTIONS. The Director of Logistics shall:
 - (a) Develop, recommend, and implement logistics plans, programs, and policies in support of Agency activities.
 - (b) Develop logistics data for and provide technical assistance to other components in the preparation of Agency plans, programs, and projects and in the conduct of overseas logistics activities.
 - (c) Negotiate agreements with officials of other Government departments to effect timely logistical support of Agency operations.
 - (d) Coordinate and compile requirements for equipment and supplies essential for Agency operations, including the development, maintenance, and distribution of a Supply Catalog, development of supply programs, stock levels, production capacity requirements, and controlled-materials programs requirements; and determine initial procurement quantities.
 - (e) Administer, operate, and supervise all Agency printing and reproduction activities except as specifically authorized otherwise by the Director; and review requests for, and utilization of, printing and reproduction equipment.
 - (f) Procure or exercise technical staff supervision over the procurement of supplies, equipment, and nonpersonal services necessary for Agency activities.
 - (g) Direct real estate and utility acquisition, improvement, and disposition, including design and construction, alteration, renovation, and maintenance.
 - (h) Determine space requirements and plan, acquire, and allocate space to meet Agency needs within the Metropolitan area of Washington, D. C., and provide alterations, maintenance, moving, telephone, and other related office services.
 - (i) Provide [REDACTED] and technical guidance, in support of activities within and outside the continental limits of the United States, for the receipt, inspection, preservation, storage, issue, packing, maintenance, repair, redistribution, and disposal of equipment and supplies.
 - (j) Approve transfers and loans of Agency materiel to other U.S. Government agencies. Transfers may be on a reimbursable or nonreimbursable basis in accordance with the terms and conditions of the Federal Property and Administrative Services Act of 1949, as amended.
 - (k) Develop and administer an integrated property accounting system and designate those headquarters [REDACTED] activities responsible for maintaining formal accountability for materiel.
 - (l) Not used.
 - (m) Appoint accountable officers or authorize chiefs of components to make such appointments.

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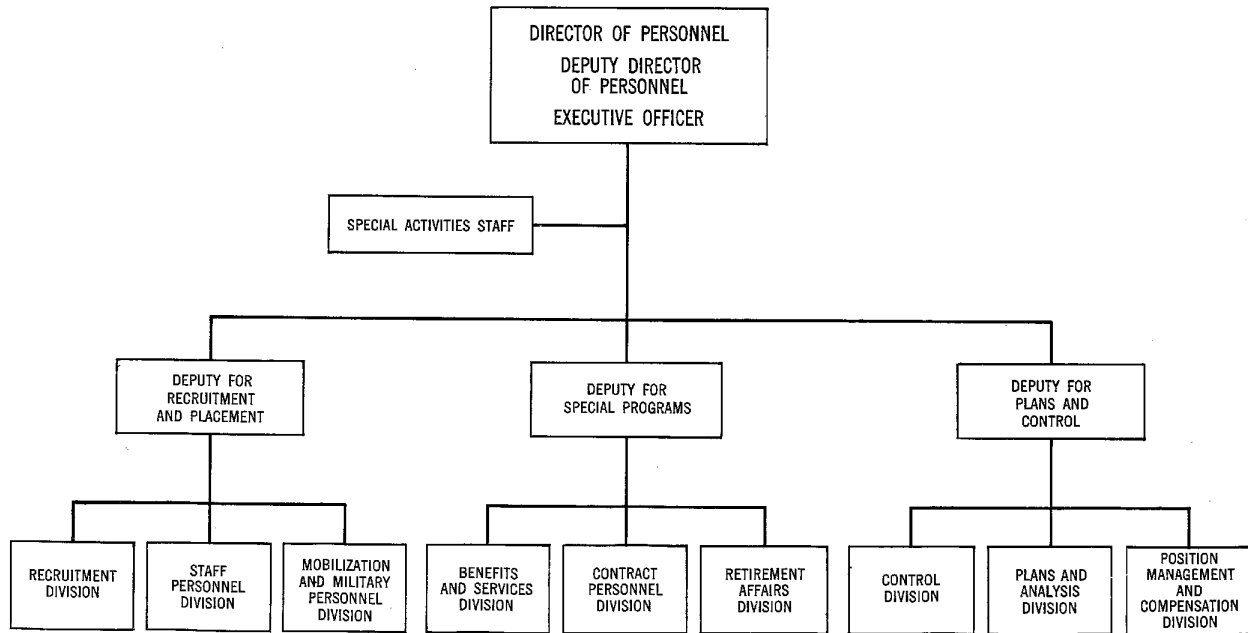
ORGANIZATION

- (n) Be accountable and responsible for supplies, equipment, and real estate not specifically delegated to other Agency components.
 - (o) Arrange for the transportation of Agency property and, as required, provide staff support and participate in the development of policy in connection with travel and the transportation and storage of employee's effects.
 - (p) Provide vehicular support in the Metropolitan area of Washington, D. C., and exercise technical staff supervision over the allocation, use, operation, disposal, and maintenance of all Agency-owned motor vehicles.
 - (q) Provide trained logistics personnel to other Agency components.
 - (r) Maintain the headquarters mail and courier service.
 - (s) Monitor all food service and vending operations in CIA buildings; maintain liaison with organizations providing such services; and coordinate with the Office of Medical Services on matters relating to sanitation.
 - (t) Implement and ensure adherence to the security policy and standards for industrial contractual arrangements published by the Director of Security.
- (3) ORGANIZATION. See organization chart, figure 20.

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OFFICE OF PERSONNEL



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Revised: 27 March 1970 (531)

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ORGANIZATION

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Approved For Release 2001/08/29 : CIA-RDP78-04723A0 [REDACTED]
ORGANIZATION

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f. OFFICE OF PERSONNEL

- (1) **MISSION.** The Director of Personnel is responsible for the direction of a central personnel program in support of Agency operations and activities.
- (2) **FUNCTIONS.** The Director of Personnel shall:
 - (a) Develop and recommend policies, practices, procedures, and standards for governing personnel administration in the Agency, and perform review and evaluative functions connected therewith.
 - (b) Advise and assist Heads of Career Services and Operating Officials on matters of personnel administration.
 - (c) Develop policy and provide technical guidance in connection with employee retirement programs for proprietary organizations and review each proposal for the establishment of such a program to ensure that it conforms to Agency policy and is correctly designed to suit the intended purpose.
 - (d) Develop general policy and provide technical advice on casualty planning and, acting as staff officer for the Director of Central Intelligence, review and approve proposed casualty plans and proposed death, disability, and insurance benefits for those individuals identified in [REDACTED] who are engaged in certain activities.
 - (e) Conduct research and make statistical and analytical studies pertinent to Agency personnel management.
 - (f) Provide secretariat services and other administrative support to the Personnel Advisory Board, the Retirement Board, and the Honor and Merit Awards Board.
 - (g) Procure new personnel through a system of nationwide recruitment, including initial evaluation and eventual appointment.
 - (h) Make all initial assignments of personnel and reassignments that may require central assistance, coordination, and control; and operate a system for holding new personnel for eventual assignment.
 - (i) Advise and assist supervisors, Heads of Career Services, and other Agency officials with regard to the handling of formal disciplinary actions; review and make recommendations when involuntary separations are contemplated; and process all separation actions.
 - (j) Authenticate official personnel action documents and maintain official records and a reporting service pertinent to the personnel activity of the Agency.
 - (k) Provide liaison with the Department of Defense, obtain the assignment of necessary military personnel, provide administrative support to such persons while on detail to the Agency, monitor the reserve activities and training of Agency civilians affiliated with the reserve programs of the armed services, and provide guidance and assistance in support of Agency personnel mobilization planning.
 - (l) Not used.
 - (m) Maintain liaison with the Civil Service Commission and other agencies to facilitate Agency participation in appropriate external personnel programs and activities provided for Federal employees.
 - (n) Provide position evaluation, wage administration, and comprehensive position standards.

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ORGANIZATION

- (o) Prepare individual contracts when personal services are obtained through contractual relationships, and execute contractual agreements for the covert support of operations.
 - (p) Establish special monetary allowances and differentials for overseas personnel as required.
 - (q) Administer the Agency Suggestion and Invention Awards Program.
 - (r) Administer the Agency overseas medical benefits program and exercise the authorities provided the Agency by the Missing Persons Act, as amended.
 - (s) Provide a program to assist prospective retirees in preparing for and obtaining post-retirement employment and to furnish prospective resignees with possible sources of new employment.
 - (t) Provide a processing service in cooperation with other support components to assist personnel performing official travel; arrange for travel and the shipment and storage of employees' personal effects, including shipment of privately owned vehicles.
 - (u) Provide additional services including insurance programs for Agency personnel; counseling services to assist with retirement planning and other personal matters; a centralized service for the monitoring or handling of employee emergencies; and supervision of and guidance to the Agency Credit Union and the Employee Activity Association.
- (3) ORGANIZATION. See organization chart, figure 21.

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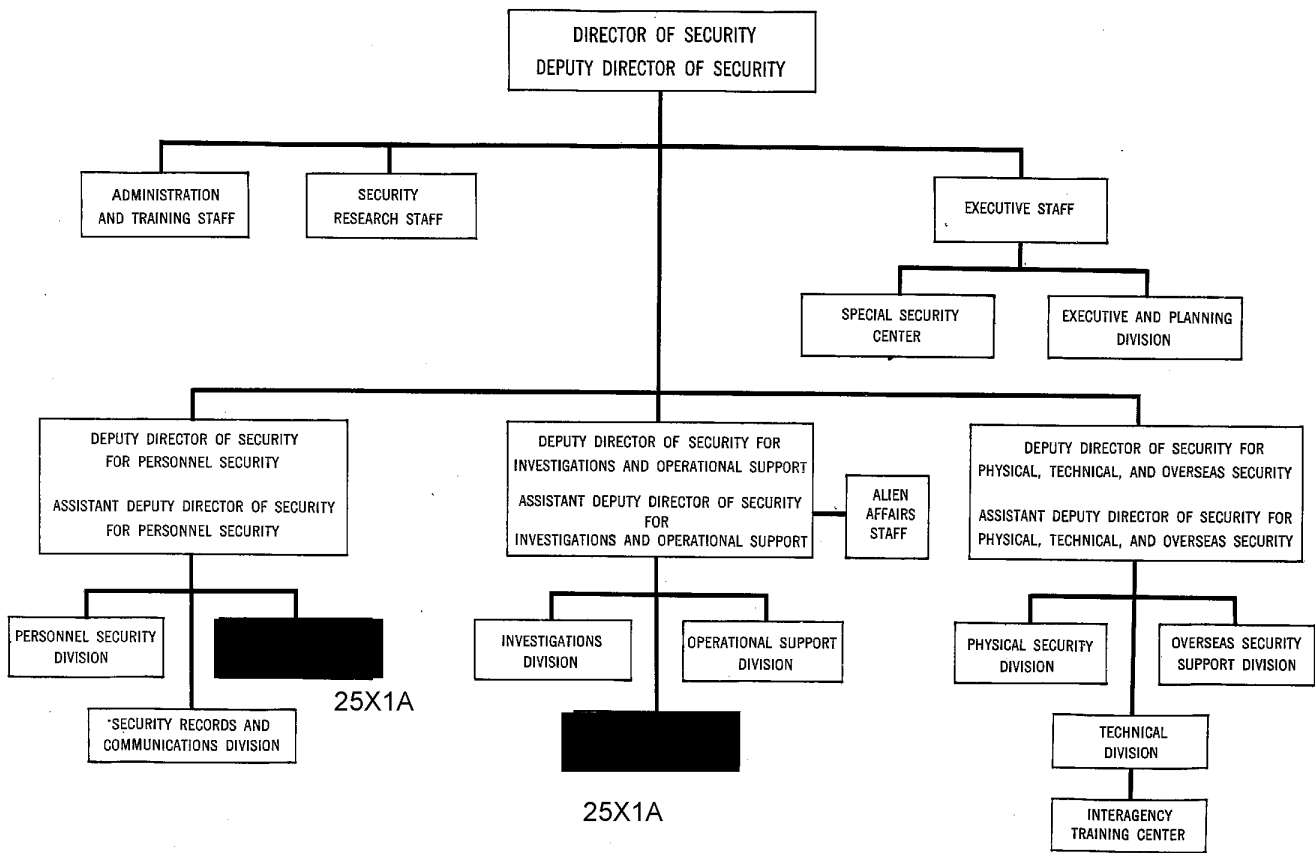
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ORGANIZATION

OFFICE OF SECURITY



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ORGANIZATION

g. OFFICE OF SECURITY

- (1) MISSION. The Director of Security is charged with the preparation and execution of the Agency's security program and with the performance of security inspection functions as provided below.
- (2) FUNCTIONS. The Director of Security shall:
 - (a) Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
 - (b) Obtain and evaluate through investigation, technical interrogation, and liaison contact with other United States agencies, pertinent information regarding personnel for employment, assignment, or association with the Agency.
 - (c) Approve or disapprove, from a security standpoint, the employment or utilization of individuals by the Agency, except certain approvals which are reserved to the Deputy Director for Plans and concerning which the Director of Security will furnish the Deputy Director for Plans with the results of his investigations and recommendations.
 - (d) Develop and conduct internal counterintelligence programs to detect and prevent hostile penetrations of the Agency through its employees.
 - (e) Establish safeguards necessary to prevent physical penetration of the Agency's establishments by unauthorized individuals and provide staff guidance and assistance in connection with overseas establishments.
 - (f) Determine the effectiveness with which security programs and policies are being accomplished, and institute or recommend, as appropriate, improvements where indicated.
 - (g) Furnish security advice and guidance to Agency employees.
 - (h) Institute, implement, and conduct technical countermeasures programs for the Agency [REDACTED] at the request of the Deputy Director for Plans in foreign establishments.
 - (i) Coordinate and engage in security-support planning of emergency measures.
 - (j) Prescribe security policies relating to liaison and contact relations within the United States, except operationally approved contact with foreign officials.
 - (k) Establish and maintain necessary liaison with officials of other Government agencies on security matters.
 - (l) Investigate reports of security violations and noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.
 - (m) Make necessary inspections, investigations, and reports to assure proper maintenance of security. Such inspections and investigations pertaining to overseas activities will be coordinated with the Deputy Director for Plans.
 - (n) Conduct certain activities pertaining to the overall alien program.
 - (o) Conduct research in security fields.
 - (p) Provide security support and trained professional security officers, as required, to Agency components [REDACTED] installations and operations.
 - (q) Maintain a panel of non-Government notaries public who are cleared for use in connection with Agency operations.
 - (r) Plan, develop, and conduct an Agency safety and fire prevention program for domestic installations and furnish staff guidance and assistance for the development of similar overseas programs.

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ORGANIZATION

- (s) Develop and publish uniform security policy and standards for the establishment and maintenance of security of Agency industrial contractual arrangements.
 - (t) As executive agent for the intelligence community, provide training in audio countermeasures for technical personnel of USIB member departments and agencies.
- (3) ORGANIZATION. See organization chart, figure 22.

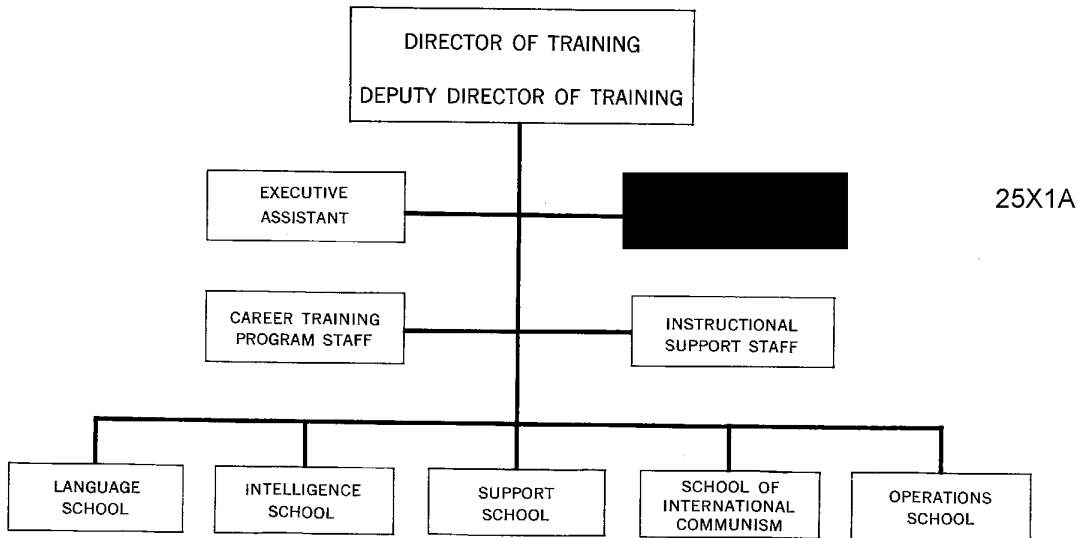
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OFFICE OF TRAINING



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Revised: 20 November 1969 (504)

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h. OFFICE OF TRAINING

- (1) **MISSION.** The Director of Training is responsible for
- (a) Developing, coordinating, and conducting instructional programs within the Office of Training for Agency staff and contract personnel and for representatives of foreign intelligence services;
 - (b) Training other personnel as requested by the Deputy Directors and Heads of Independent Offices;
 - (c) Reviewing training conducted by other Agency components and, as requested, for coordinating and supporting training conducted overseas by other Agency components; and
 - (d) Approving and arranging employee attendance at authorized non-Agency training facilities.
- (2) **FUNCTIONS.** The Director of Training
- (a) Ascertains Agency training requirements; develops, reviews, and coordinates plans, policies, and programs, and establishes standards, to meet training requirements.
 - (b) Develops and conducts, within Office of Training installations, programs related to
 - (1) Principles, objectives, skills, and techniques required to produce national intelligence and to carry out the specialized operational functions of the Agency.
 - (2) Orientation and indoctrination in the mission, organization, and functions of the Agency.
 - (3) Foreign language training and specialized area briefings.
 - (4) Management and supervision.
 - (5) Clerical and administrative skills required to support Agency activities.
 - (6) Methods and techniques of instruction.
 - (7) Principles, skills, or techniques in other specialized subjects required to increase the capabilities of Agency personnel.
 - (c) Develops and directs the Agency's program to select, train, and assign Career Trainees to individual Directorates in cooperation with those components.
 - (e) Establishes criteria for and assists in determining physical facilities, personnel strength, logistics support, and budgetary allowances required to conduct training programs under his control.
 - (f) Produces training publications which convey and interpret the intelligence, operational, administrative, and support doctrine of the Agency, and formulates dissemination policy for such training publications.
 - (g) Provides, in accordance with statutory authority and Agency policy, for attendance of Agency employees in training programs conducted by other Government agencies and by private organizations in the United States and abroad.
 - (h) Provides technical support as required to all training conducted overseas by Agency components. This responsibility includes providing instructors to the extent available and coordinating training doctrine, materials, and methods of instruction.

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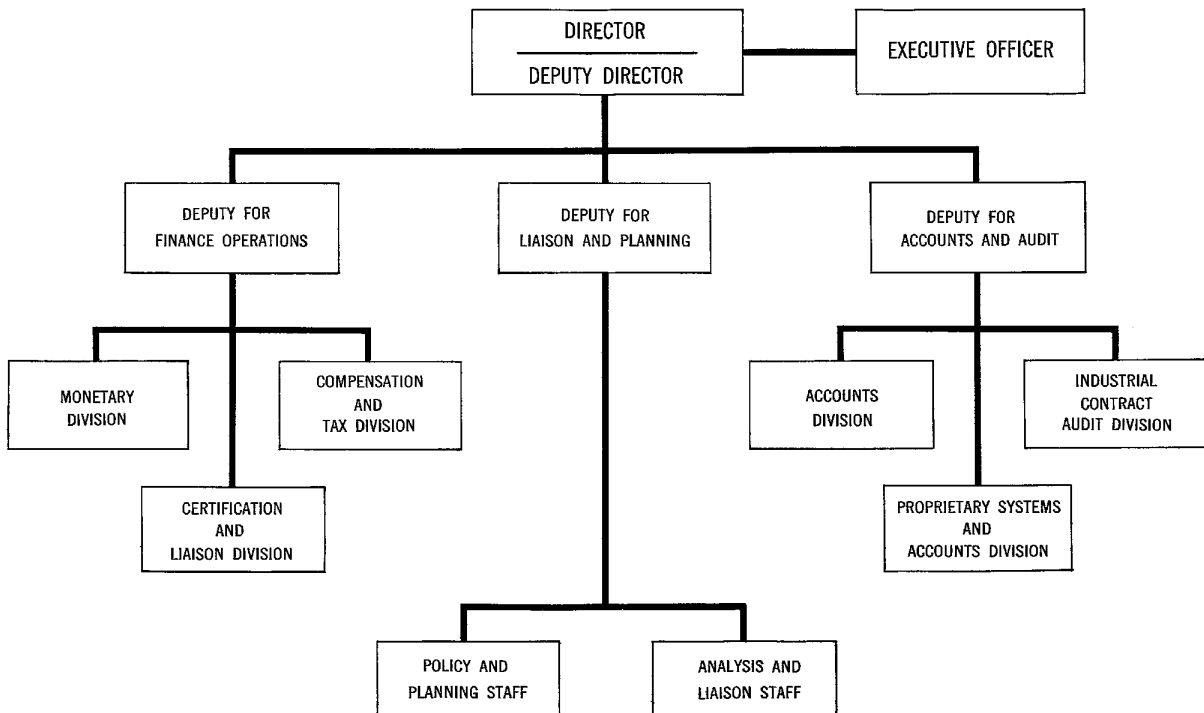
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ORGANIZATION

- (i) Establishes standards of performance in Agency training programs and, after consultation with Operating Officials concerned, terminates the training of personnel if there is evidence of failure to meet prescribed standards.
 - (j) Reviews all training conducted by components and submits an annual status report to the Executive Director-Comptroller.
 - (k) Assists in Agency briefings of senior United States and foreign officials and coordinates external requests for Agency personnel as guest speakers.
 - (l) Not used.
 - (m) Manages, or supports as required, visits of non-Agency groups to CIA for specialized briefings and orientations on the Agency.
 - (n) Conducts, in coordination with appropriate components of the Agency, liaison with officials in Government and private institutions in the United States to improve the Agency's internal and external training.
- (3) ORGANIZATION. See organization chart, figure 23.

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OFFICE OF FINANCE



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I. OFFICE OF FINANCE

- (1) **MISSION.** The Director of Finance is responsible for administering the financial operations of the Agency including:
- (a) The development, establishment, supervision, and maintenance of accounting systems.
 - (b) The development and maintenance of financial regulations and procedures.
 - (c) The performance of administrative, internal, and industrial audits.
 - (d) The conduct of monetary procurement, funding, and disbursing.
 - (e) The performance of financial analysis, review of accounting and disbursing systems, and reporting activities necessary to ensure control of assets and liabilities, compliance with laws and regulations, and provision for full disclosure of the financial results of Agency activities for management officials.
- (2) **FUNCTIONS.** The Director of Finance shall:
- (a) Recommend the establishment of Agency fiscal policies and establish procedures for their implementation.
 - (b) Furnish technical guidance and assistance to Agency officials in all matters of finance policy.
 - (c) Conduct liaison with other agencies in connection with Office of Finance matters, including transfers of funds and reimbursements to and from such agencies.
 - (d) Establish and maintain, or arrange for the establishment and maintenance within the Agency of the official records and accounts of the financial operations of the Agency.
 - (e) Develop, establish, and technically supervise, in cooperation with applicable Agency components, necessary accounting systems, financial reporting and funding procedures, and fiscal controls for all [REDACTED] installations.
 - (f) Prescribe or approve and technically supervise, in cooperation with applicable Agency components, the accounting systems, funding, financial reporting, and related procedures for proprietary, subsidy (where feasible), and special projects; periodically conduct surveys of the financial and accounting systems employed by proprietary projects to determine the adequacy of these systems to meet Agency requirements; coordinate on administrative plans and fiscal annexes.
 - (g) Designate Agency personnel to serve as cashiers, Agency fund custodians, certifying officers, disbursing officers, and finance officers to provide effective support for the financial operations of the Agency.
 - (h) Develop and establish requirements for the protection and safekeeping of Agency funds, commodity assets, negotiable instruments, and protective documents.
 - (i) Develop and provide financial data and reports for internal CIA purposes and to permit the appropriate Agency authority to respond to external requests for financial information.
 - (j) Conduct financial analysis necessary to carry out the described mission and to furnish prescribed reports and such other financial analysis as may be assigned.

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ORGANIZATION

- (l) Not used.
 - (m) Establish, maintain, and control bank accounts and other covert disbursing facilities; where appropriate, coordinate with the Central Cover Staff, Clandestine Services, and/or the operating office concerned.
 - (n) Audit Agency accounts prior to payment or settlement, including audit of research and development and production contracts; and perform, as necessary, surveys of contractors' accounting systems and cost analyses of contractors' proposals prior to contract execution.
 - (o) Determine and control the payment of salary and allowances for all personnel in accordance with authorized entitlements; maintain leave records; control and report withholdings for taxes, retirement, and other authorized purposes.
 - (p) Develop and establish policies and procedures for the administration of the CIA Retirement and Disability Fund; maintain official financial records of the Fund; compute and pay amounts due to annuitants and survivors; cause actuarial evaluations of the Fund to be made not less frequently than at five-year intervals; prepare estimates of annual appropriations required to be made to the Fund.
 - (q) Assist in developing and establishing policies and procedures for the collection of Federal income taxes due on Agency compensation paid to covert personnel; administer covert tax-assessment system.
 - (r) Maintain technical supervision over the performance of accounting operations in support of the official records and financial reports of the Agency.
 - (s) Provide, in cooperation with the Director of Training, for the technical training of personnel who are assigned financial duties.
 - (t) Develop, in coordination with the Support Services Staff, improved and new applications of automatic data processing in support of Office of Finance activities.
 - (u) Review and report on legislation having financial significance.
- (3) ORGANIZATION. See organization chart, figure 24.

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