

**SECRET**

14 August 1961

MEMORANDUM FOR: Executive Director, NPIC

SUBJECT: Plans for Liaison Staff (CIA Hdq's.) of the CIA Detachment (NPIC)

- REFERENCES:
- A. Memo to Deputy Director, PIC, from [redacted] dated 18 July 61. Subject: Meeting to discuss Functions and Staffing of PIC Detachment in New CIA Building [redacted] 25X1
  - B. Memo to Chairman, Building Planning Staff, from TSO/CIA, Subject: Request for CIA/NPIC Detachment in the New CIA Building to be a Secure Area (SS/NPIC 315-61) 25X1
  - C. Ops Officer, NPIC, Memo for Record, dated 18 July 61, recording results of meeting with CIA TCO's on Langley Requirements [redacted] 25X1
  - D. Memo from [redacted] dated 17 July 61. Subject: Langley Space Planning 25X1
  - E. Memo from [redacted] to Ch/Admin, NPIC, dated 18 July 61. Subject: Status of NPIC [redacted] CIA Building, Langley, Va. 25X1

General

1. During December 1960 plans and proposals for the functions and staffing of the Liaison Staff (CIA Hdq's.) were formulated (Ref. A). The present proposals are based on these plans, modified in the light of subsequent developments, principally a firming of the requirement for maximum efficient centralization of Talent facilities at Langley (Ref. C) and changes occasioned by the establishment of NPIC.

[redacted] 25X1

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Missions and Functions; Space

2. Proposed Missions and Functions are listed in Attachment A.

Within the allotted detachment space of 2300 square feet will be housed the Liaison Staff offices, current substantive files, study facilities for CIA analysts, supporting equipment, and administrative space for OSI, OCI, and probably DD/P (see Attachment B for floor plan). ORR will maintain its own sizeable control center and work area. The O/DD/I will maintain a center for administrative files but will rely on the Liaison Staff (CIA Hdqts.) for current publications. The Liaison Staff will serve as the ~~NPIC~~ channel for substantive requirements to and from CIA components and the CIA Detachment at NPIC, and as a document control and dissemination center (to the maximum extent that proves to be efficient,) No substantive photo interpretation will be undertaken by the Liaison Staff.

3. Because of space limitations and the need for security compartmentation, only CIA personnel possessing highly sensitive clearances can be accommodated within the Liaison Staff space. We can handle only a limited number of non-KH conferences or study sessions, and these must be restricted to Talent and similarly sensitive materials. Conferences on materials of less sensitivity, and perhaps on some Talent and similar material as well, will have to be arranged to be held outside of the Liaison Staff area. It will be necessary that requests for, or inquiries relating to photographic intelligence support originating from unwitting CIA analysts be channeled through and

(A) Supervises the Liaison Staff;  
responds to direction from  
Chief, CIA Detachment (NPIC)

(B) Acts as assistant senior Staff  
officer; provides guidance and  
assistance to CIA personnel on the  
preparation of requirements and  
the uses of photographic intell-  
igence as required.

OK - with the  
clear understanding  
that Fitness Report  
are rated by PAD +  
reviewed by NPIC  
front office. JWG  
18 Aug '61

— see back of sheet

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controlled by the CIA Office or DD/P component ~~photographic intelligence~~ requirements officers (Talent Control Officers or cleared designees).


Staffing

4. For initial staffing the following are estimated to be minimum requirements.

No.	Position	Duties	Recommended Grade & Candidate
✓ (1)	Senior Staff Officer (Sr. St. O.)	<del>Supervises the Detachment; represents the Director, NPIC, at senior staff level on CIA PI matters</del> A) Responds to requirements Ch/CIA Detachment (NPIC)	GS-15 [ ] 25X1
✓ (2)	Ass't Sr. St. O. <del>[REDACTED]</del>	<del>Acts as deputy, Sr. St. O., (coordinates PIC requirements both incoming and outgoing) provides guidance and assistance on uses of photography, general liaison.</del> B)	GS-14 [ ] 25X1
✓ (3)	<del>Sr. Staff Officer</del> Admin. Asst.	Admin. Asst. and secretary shares receptionist duties with:	GS-7
✓ (4)	Clerk-Typist	Receptionist, clerical and typist duties	GS-5
✓ (5)	Information Control Officer Asst	Maintains document control center, publication files; provides messenger service.	GS-7 [ ] 25X1
(6)	Registry and file clerk	Asst. to 5 above	GS-5
✓ (7)	Clerk-messenger	Assists 5 & 6 above	GS-4

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the move. It is recommended that at least key personnel (Nos. 1, 2, 3 and 5, Para 4 above), and preferably all, be drawn from experienced CIA or NPIC personnel and be indoctrinated by on-the-job training in their corresponding functions in the CIA Detachment or NPIC for a short period prior to the move.

  
Assistant to Director, NPIC

25X1

**CONCUR:** Ch/CIA Detachment (NPIC)

**APPROVED:** Executive Director, NPIC

Looks OK to me  
with the understanding  
that other than assisting,  
as required, in the preparation  
of requirements, all submitted  
requirements are to be forwarded  
direct to CIA/PAD (NPIC) for  
processing.

JWG  
18 Aug '61

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ATTACHMENT A

LIAISON STAFF (CIA Headquarters)

Mission and Functions

MISSION: To provide select photographic intelligence support services to CIA Headquarters components and conduct liaison between these components and the CIA Detachment (NPIC).

FUNCTIONS:

1. As required, assist Agency component requirement officers in the preparation of photographic analysis requirements.
2. Provide guidance to CIA personnel as to the application of photographic intelligence to their problems.
3. Provide centralized control center for NPIC and CIA photographic intelligence publications and, as required, for related study materials.
4. Provide centralized study facilities for sensitive materials for use by appropriately certified agency personnel.
5. Within limitations of available space, provide desk and safe space for designated requirements and control personnel of other CIA components.
6. As directed by Chief, CIA Detachment (NPIC) provide representation on committees and staff conferences at CIA Headquarters on CIA matters.

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LIAISON STAFF (CIA Headquarters)

Mission and Functions

MISSION: To provide select photographic intelligence support services to CIA Headquarters components and conduct liaison between these components and the CIA Detachment (NPIC).

FUNCTIONS:

1. Provide representation on committees and staff conferences at CIA Headquarters on CIA matters as directed by the Office of Director, NPIC. *Through the CIA Detachment.*
2. *As required* Assist Agency component requirements officers in the preparation of photographic analysis requirements and provide guidance in the application of photographic intelligence to their problems.
3. Receive and transmit to the CIA Detachment (NPIC) CIA component requests for photographic analysis and services and maintain the liaison ~~and control~~ channel through which CIA analysts ~~can~~ *may* establish substantive contacts with the CIA Detachment (NPIC).
3. Provide centralized control center for NPIC and CIA photographic intelligence publications and, as required, for related study materials.
4. Provide centralized study facilities for sensitive materials for use by appropriately certified agency personnel.

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56 Within limitations of available space, provide desk and safe space for designated requirements and control personnel of other CIA components.

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