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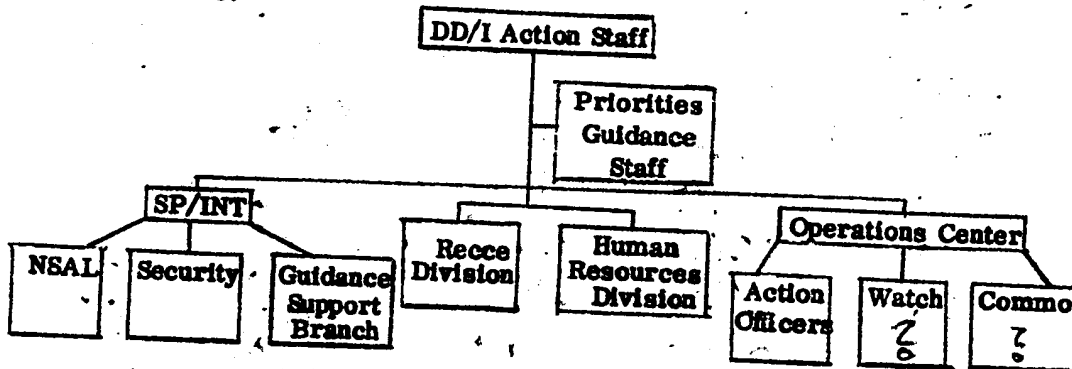
25 April 1963

MEMORANDUM

SUBJECT: The DD/I Action Staff

1. Effective \_\_\_\_\_, there is established in the Office of the DD/I a DD/I Action Staff with the mission of managing on a consolidated basis the functions of the DD/I Directorate with regard to responsive reaction to substantive developments and the guidance of substantive collection.

2. The DD/I Action Staff will include an Operations Center, a Reconnaissance Division, a Human Resources Division and the present Special Intelligence Staff (SP/INT). The work of the collection guidance element in SP/INT, the Reconnaissance Division and the Human Resources Division will be coordinated by a Priorities Guidance Staff. The collection guidance elements of the Action Staff will be manned by consolidating the present requirements functions and personnel within the several offices of the directorate.



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GROUP I  
Excluded from automatic *disposition*  
downgrading and *not determined*  
declassification

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3. The functions of the Action Staff as a whole will be to coordinate for the DD/I his directorate's responses to guidance provided in Comprehensive and Priority National Intelligence Objectives in terms of broad production programs, intelligence information needs and collection action priorities and resources; to insure the initiation of appropriate collection actions within and outside the agency in response to critical developments; to support the AD/CI or other officials in the directorate in maintaining a continuing flow of information to the DCI, the DD/I and other senior agency officials in rapidly developing intelligence situations; to represent the DD/I in the activities and concerns of USIB collection organizations such as COMOR, IPC and the SIGINT Committee.

4. The Operations Center will provide an alert and action facility in support of the AD/CI, the DD/I, the DCI and other senior agency officials and, in close coordination with the AD/CI, who is responsible for the substantive analysis of developments, will take or suggest necessary actions to obtain further information or clarification through elements of CIA or other Washington or field operations centers. The Operations Center will serve as a cadre and support element for special task forces to deal with critical situations and will provide an input of US operational information and plans as an additional element in support of the DCI and other senior agency

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officials. Within the Operations Center, ~~which will incorporate the present CIA Watch in OCI,~~ the action officer will be responsible for operational information and for taking action to obtain further facts, while the SIDO, representing the AD/CI, will be responsible for providing the substantive analysis of the facts as they are received.

5. The Priorities Guidance Staff will provide a central point for the review and coordination of DD/I information needs and for the assignment of action to appropriate elements of the DD/I Action Staff. During critical periods it will also be responsible for formulating and insuring action on urgent collection problems arising from the crisis situation. It will further serve as the focal point for CIA-DIA relations on guidance problems and will provide the secretariat for the Critical Collection Problems Committee of USIB.

6. The Reconnaissance Division will provide current and long-range guidance for the DD/I to reconnaissance collection and exploitation and will prepare and coordinate reconnaissance targets and mission proposals. It will support the CIA representative on COMOR and will represent the DD/I in guiding the priority exploitation by NPIC of the proceeds of reconnaissance missions.

7. The Human Resources Division will provide current and long-range DD/I guidance on priorities for collection and exploitation of

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information from human sources. It will administer the Travel Folder Program, support the DD/I's representative on the Intelligence Priorities Committee, and will maintain close liaison with OO, DD/P, and the Departments of State and Defense in terms of their human source collection programs.

8. The Special Intelligence Staff will continue its functions in support of the CIA SIGINT Officer with respect to SIGINT policy, collection guidance, representation, exploitation and security. Its Guidance and Support Branch will work closely with the Reconnaissance and Human Resources Divisions in the area of collection guidance and priorities under the coordination of the Priorities Guidance Staff.

Huntington D. Sheldon  
Acting Deputy Director (Intelligence)

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