

CENTRAL INTELLIGENCE AGENCY
OFFICE OF RESEARCH AND REPORTS

DRAFT STATEMENT OF FUNCTIONS

1. The functions of the Office of Research and Reports, Central Intelligence Agency, and its components as presented herewith are established in accordance with CIA Regulation No. 70, 19 January 1951.

2. Each Division, Branch, or Staff Chief:

a. Is responsible for, and has authority to carry out, the functions specified for him in this publication. Except when prohibited from so doing, he may delegate to members of his staff appropriate portions of his responsibilities together with proportionate authority for their fulfillment, but such action will not relieve him of direct over-all responsibility for results.

b. Will coordinate his activities with other Division, Branch, or Staff Chiefs to the extent necessary for fulfillment of the over-all Agency mission, but will in no instance assume responsibilities and functions assigned elsewhere.

c. Will establish internal policies and procedures for the operation of his office in consonance with this and other Agency and Office Regulations.

d. Will prepare, in conjunction with the Administrative Staff, detailed statements of duties (job descriptions) for each individual or vacancy in his unit.

3. This statement supercedes and cancels any statements of functions previously issued for the Office of Research and Reports (or O/RE), or components thereof, except as provided in CIA Regulation Number 70. The statements of functions contained in this directive will not be reproduced or distributed, in whole or in part, outside of CIA without specific approval of the Director of Central Intelligence.

MAX F. MILLIKAN
Assistant Director
Research and Reports

APR 12 1951
AD/REP-4

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ADMINISTRATIVE STAFF

I. MISSION

The Chief, Administrative Staff, will provide administrative and personnel services to the Assistant Director, O/RR, and to all components of the Office of Research and Reports.

II. FUNCTIONS

The Chief, Administrative Staff, will carry out the following functions:

- A. Advise the Assistant Director on administrative matters.
- B. Develop O/RR administrative procedures and supervise their implementation.
- C. Resolve administrative problems in connection with budget, personnel, supply, space, and personnel and physical security.
- D. Provide facilities for special purposes, such as conferences and special requirements for consultants.

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MATERIALS DIVISION
INDUSTRIAL DIVISION
ECONOMIC SERVICES DIVISION
ECONOMIC ANALYSIS DIVISION

I. MISSION

The Chiefs of the Economic Divisions of O/RR will fulfill the research, advisory, and report production responsibilities of O/RR with regard to foreign economic intelligence affecting the national security.

II. FUNCTIONS

The Chief of each economic division will, in his field of specialized responsibility, carry out the following functions:

- A. Formulate and recommend an intelligence research program to the Assistant Director for Research and Reports.
- B. Provide the authoritative basic research, intelligence support and consultant services within his specialized functional fields under approved Agency programs.
- C. Provide these authoritative basic research, intelligence support, and consultant services to each other, to the other producing components of CIA, and to IAC and non-IAC agencies as required, collaborating with all of the foregoing in the fulfillment of mutual responsibilities.
- D. Recommend measures to coordinate research and reporting activities of governmental and other agencies in economic fields of primary interest.
- E. Review as required, intelligence produced by the O/RR economic divisions, and other CIA and governmental components, and make recommendations regarding the adequacy of treatment of those sections which have a bearing on their specialized fields of inquiry.
- F. Prepare timely research reports on specific subjects.

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- G. Evaluate available intelligence information and intelligence for other CIA and governmental components; assess its adequacy, accuracy, and timeliness, and prepare reports of such assessments for the guidance of collection, source exploitation, and producing agencies to ensure that all significant fields of intelligence bearing on the national security are adequately covered.
- H. Formulate and establish necessary requirements for the collection and exploitation of intelligence data in order to ensure an adequate flow of material in fulfillment of research requirements.
- I. Maintain active liaison with appropriate government departments and agencies.
- J. Perform such other functions relating to intelligence research and reporting as may be directed.

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GEOGRAPHIC DIVISION

I. MISSION

The Chief, Geographic Division, acting for O/RR and interdepartmentally in map intelligence matters, will provide centrally for the production and coordination of foreign geographic and map intelligence. He will provide for the procurement and preparation of intelligence maps for CIA and other government agencies. He will provide graphic support for the Director of Central Intelligence, the Assistant Director for Scientific Intelligence, the Director of Training, and other Agency officials as necessary.

II. FUNCTIONS

The Chief, Geographic Division, will perform the following functions:

- A. Coordinate and produce foreign geographic and map intelligence in cooperation with other components of CIA and other government departments and agencies.
- B. Prepare reports that evaluate the adequacy of map coverage and mapping programs of foreign areas in terms of intelligence requirements.
- C. Fulfill advisory and research responsibilities for geographic analyses in support of CIA operations and intelligence production.
- D. Coordinate requirements of the government mapping organizations for the procurement of foreign maps and charts, and, by maintaining an extensive library of maps on foreign areas, provides map reference services for the CIA and other IAC agencies.
- E. Provides for cartographic advice, the compilation and construction of special intelligence maps and graphic services in support of CIA and other IAC intelligence production and presentation.

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BASIC INTELLIGENCE DIVISION

I. MISSION

The Chief, Basic Intelligence Division, will fulfill the centralized allocations and coordination responsibilities of the National Intelligence Surveys program for O/RR as prescribed by CIA Regulation No. 70.

II. FUNCTIONS

The Chief, Basic Intelligence Division, will perform the following functions:

- A. Allocate, in collaboration with appropriate agencies, the responsibilities for the production and maintenance of National Intelligence Surveys.
- B. Administer the program for production of National Intelligence Surveys, determining the production priorities and schedules.
- C. Edit and arrange for the publication of the finished product.

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REPORTS DIVISION

I. MISSION

The Chief, Reports Division, will provide a publications initiation, monitoring, editing, and publication service for O/RR and maintain an external research program to support the mission of O/RR.

II. FUNCTIONS

The Chief, Reports Division, will carry out the following functions:

- A. Determine, in collaboration with O/RR producing components, the nature, scope, terms of reference, format, and periodicity of reports.
- B. Coordinate the production of intelligence reports within O/RR and review, adapt, and arrange them for publication.
- C. Recommend, and arrange for final distribution of published reports.
- D. Coordinate O/RR external research projects within CIA and with the IAC agencies, and maintain contact with all external research agencies; collects information concerning research facilities and programs; and distributes research studies.

REQUIREMENTS AND CONTROL DIVISION

I. MISSION

The Chief, Requirements and Control Division, will coordinate the formulation of and establish the necessary requirements for intelligence information and material for transmittal through appropriate channels for collection action; to provide guidance to available collection and source exploitation facilities, and to ensure maximum benefit therefrom.

II. FUNCTIONS

The Chief, Requirements and Control Division, will carry out the following functions:

- A. Provide facilities for the distribution of all incoming intelligence information.
- B. Assist in the formulation, review, coordination and processing of requirements for intelligence data obtainable from all sources.
- C. Coordinate and consolidate assessments of adequacy, accuracy, and timeliness of available intelligence data: in collaboration with other CIA components and IAC agencies.
- D. Initiate recommendations for CIA action calculated to remove qualitative and quantitative deficiencies in the collection field.
- E. Arrange and establish operational contacts for O/RR analysts with IAC agencies.