

Executive Secretariat



Function:

The Executive Secretariat (ES) is an office of service to the DCI and DDCI, the various senior staffs reporting directly to the DCI, and the four Directorates. All incoming extra-Agency correspondence addressed to the DCI or DDCI is distributed by the ES which assigns actions and suspense dates. The ES reviews all correspondence for the signature of the DCI or DDCI to assure it has been fully coordinated and all intra-Agency correspondence addressed to the DCI and DDCI for completed staff action. Senior officers are kept informed of significant requirements through a Daily Journal and Weekly Check List of Activities. The ES supervises the operation of the Office of the Administrative Officer, DCI area with its personnel, logistical and financial functions as well as the operation of the Executive Registry where documents are logged, indexed, and stored for prompt retrieval. The CIA Management Committee is supported by the ES which develops agendas and arranges and records meetings. The Executive Secretary acts as approving officer for all E Career Service personnel actions concerning officers in grades GS-15 and below. Other tasks performed by the ES include recording minutes of the DCI's morning staff meetings, approving expenditures relating to the operation of the Office of the Director, and advising the Management Advisory Group (MAG). MAG is a group of fourteen promising officers selected to serve a one-year tour and which provides the DCI with an additional vehicle for advice and assistance. The ES maintains liaison with the Executive Secretary to the 40 Committee and is the Agency point of contact with the Assistant to the President for Personnel. Finally, the ES is responsible for the development and execution of the DCI and senior staff budget



25X1A

Strength:

- a. \_\_\_\_\_  As of 1 November 1975
- b. \_\_\_\_\_  FY 76 Authorization

Funds:

- a. FY 76 \_\_\_\_\_ 
- b. FY 77 \_\_\_\_\_ 

25X1A

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Approved For Release 2004/12/01 : CIA-RDP79M00467A000200120034-0

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EXECUTIVE SECRETARIAT  
Routing Slip

Executive Registry  
175-9256/10

TO:		ACTION	INFO	DATE	INITIAL
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Remarks:

*Pls phone me.*

[Redacted Signature Box]

Executive Secretary

*10 Noel*

Date

3637 (1-75)

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~~EXECUTIVE SECRETARIAT~~ *Succession*  
*DCI Ref*

OFFICE OF GENERAL COUNSEL

The General Counsel is responsible for all legal matters arising out of the official business of the Agency. His primary responsibility is to advise the Director of Central Intelligence. In addition, he provides counsel and guidance to officers and employees at all levels on any legal issues connected with the conduct of the Agency's mission. Many of the problems handled are unique because of the mission and requirements of the Directorate of Operations.

The kinds of work done by the Office shift from time to time reflecting the key issues facing the Agency. At the present time the emphasis is upon proposals for legislation, Executive orders and other directives governing Agency activities; legal input into planning and approval of operations; stricter management and financial controls; litigation, particularly that resulting from disclosures in the ongoing investigations of the intelligence community; Freedom of Information Act and Privacy Act matters and response to requirements of select and standing committees of the Congress.

The Office has changed dramatically in the last two years, reflecting new requirements placed on the Agency, increased participation by the Office in the early stages of a wider range of Agency programs and projects and efforts to respond to specific recommendations by the Rockefeller Commission. To meet these requirements and a workload which has nearly quadrupled the Office has been reorganized to permit greater specialization and the staff increased [redacted] to an authorized [redacted] lawyers. Recruitment has been balanced among attorneys from within the Agency, recent graduates and others with diverse outside experience.

The General Counsel is responsible for liaison with the Department of Justice, Internal Revenue Service, Treasury Office of Foreign Assets Control, Bureau of Alcohol, Tobacco and Firearms, Office of Munitions Control and with general counsels of all other government agencies.

The Office is represented either as legal adviser or member on a number of Agency boards and committees.



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MEMORANDUM FOR: Executive Secretary

Executive Registry  
75-9256/R

Ben,

Attached are the biographical and organizational summaries you requested for the DCI-Designate.

Let me know if more is required.



Chief, DDI Management Staff

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Date 13 NOV 75

DIRECTORATE OF INTELLIGENCE

Function

The Directorate of Intelligence provides U.S. officials who formulate and implement national security policy with authoritative information and objective assessments about what is going on abroad that they need to do their jobs. The specific functions of the Directorate include:

Production

- Research and analysis of information from all sources and the timely production of intelligence on foreign economic, political, strategic-military, [redacted] and geographic matters.
- Written and oral presentation of current intelligence on a daily basis and of the results of intelligence analysis pertinent to important policy issues.

25X1

Processing

- Analysis and extraction of information from photography and direct support of the production of intelligence and CIA operations.
- Providing central reference, library, cartographic and dissemination services to all elements of CIA.

STATSPEC

Collection



- Providing requirements and guidance for the collection of information and evaluating the importance of information from various collection programs to the production of intelligence.

Strength

25X1A

- a. [redacted] as of 1 November 1975
- b. [redacted] FY 76 authorization

Funds

25X1A

- FY 76 [redacted] (Presidential Budget)
- FY 77 [redacted] (Agency Request)

*Succession*  
*DCE box*

OFFICE OF THE DEPUTY DIRECTOR FOR INTELLIGENCE  
Office

Function

The Office of the Deputy Director for Intelligence (ODDI) is responsible for providing executive management, direction, and coordination for Intelligence Directorate activities. In addition to the immediate Office of the DDI, the Office consists of, (1) the DDI Executive Staff which manages the flow and disposition of information in support of the DDI and serves as a focal point for staff support in connection with the NSC, USIB, etc., (2) the DDI Management Staff which develops and implements management and administrative policies, (3) the Special Study Group which prepares special studies for the use of imaging in intelligence production, and



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Strength

25X1A

- a. [redacted] as of 1 November 1975
- b. [redacted] FY 76 authorization

Funds (000)

25X1A

FY 76 [redacted]  
FY 77 [redacted]

25X1A  
25X1A

\*Includes [redacted] in FY 76 and  
[redacted] in FY 77 for SAFE.

UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>		Executive Registry 75-925619	
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1	Executive Secretary		
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
General Counsel			11/14/75
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FORM NO. 1-67

**237** Use previous editions

GPO : 1974 O - 535-857

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*Succession*  
*DCI bot*



OFFICE OF THE DEPUTY DIRECTOR FOR SCIENCE AND TECHNOLOGY

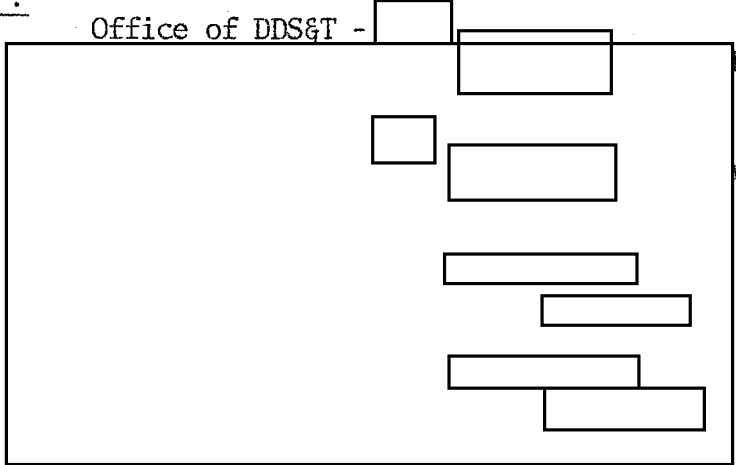
Function :

The Deputy Director for Science and Technology, supported by the Offices of Scientific Intelligence, Research and Development, ELINT, Development and Engineering, Weapons Intelligence, Technical Service, and the National Photographic Interpretation Center, whose activities he directs and coordinates, is responsible for advising the Director of Central Intelligence on scientific and technical intelligence matters and for the collection and production of scientific intelligence. He is the manager of CIA's research, development, and engineering plans and programs, is responsible for imagery interpretation in support of the intelligence production of the U.S. Government,

(cont'd)

Strength :

Office of DDS&T -



November 1975

25X1A

Authorization

25X1A

Funds :

25X1A

25X1A

25X1A

25X1A

25X1

Function : (cont'd)

and must maintain liaison with the entire scientific community, including other Government agencies, on matters of science and technology which relate to intelligence.

His immediate office staff furnishes him and his Office Directors advice and support in the management of Directorate programs in general, and, specifically, in matters relating to the administration of personnel and financial resources, cover and security procedures, and relationships with commercial assets.

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EA/DDS&T - [redacted]				Nov 1975	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 1-67 237 Use previous editions

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EXECUTIVE SECRETARY FILE *Successor*  
*DCI*

Assistant to the Director

Functions:

The Assistant to the Director keeps in touch with reporters, handles press queries, and arranges background briefings. (These, given individually by Agency experts, are valued by the Washington press.) He replies to requests for information about the Agency and advises employees on contacts with the press. Employees' articles and speeches are referred to him for comment and advice concerning publication or delivery.

The Assistant brings articles and news stories to the attention of the Director and senior officers. The Assistant's office is the repository for news stories about CIA.

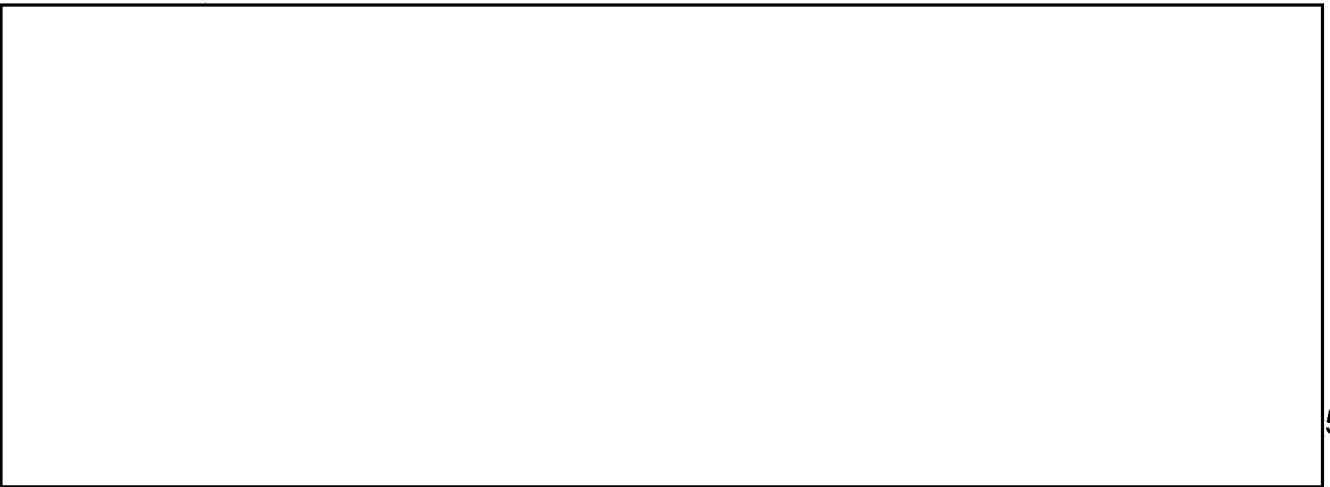
Policy guidance comes from the Director.

Strength:

Funds:

Budgeted for by Office of the Director.

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**OFFICIAL ROUTING SLIP**

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76-9256/4

TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Ben Evans</i>		
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**Remarks:**

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THE REVIEW STAFF

This small component [redacted]

[redacted] has been established in the O/DCI as a focal point for liaison between the Agency and investigating bodies (Rockefeller Commission, Senate Select Committee and House Select Committee).

The Staff receives all requests for information (documents, briefings, interviews) and ensures that the appropriate directorates and independent offices are tasked to respond. All Agency replies are reviewed to ensure that they are responsive and conform to agreements with the Committee staffs about adequate protection of sources and methods. The Review Staff is engaged in daily negotiations with the Committee staffs to make requests manageable and reasonable.

The staff maintains reading files at headquarters for the Committee staff. There is a complete file of all requests for information and the responses thereto.

The Review Staff advises the Director and other top Agency officials on trends in the investigations which present special challenges and opportunities for the Agency. The Review Staff also maintains contact with the staffs and members of the Committees to ensure that the Agency views on issues that affect the future of CIA are known and considered.

**OFFICIAL ROUTING SLIP**

Executive Registry

75-9256/3

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Ben Evans		
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*Succession  
DCI box*



ER 75-9256

ES 75-4

3 November 1975

MEMORANDUM FOR: See Distribution

SUBJECT : Functional Summary Data for DCI-Designate

1. Per my conversation with most of you following the Morning Meeting, attached is your material which was assembled for DCI Schlesinger. Please bring it up to date. The format for reporting on each office or major component is as indicated on the last page of the attached.

2. Please let me have your contributions by COB <sup>Wednesday</sup> Thursday, 12 November.

B. C. Evans

B. C. Evans  
Executive Secretary

Attachment

Distribution:

- \* DDS&T
- \* DDI
- \* DDA
- \* DDO
- D/DCI/IC
- D/DCI/NIO
- GC
- LC
- IG
- Compt
- Asst/DCI
- D/EEO

*Handwritten signature*  
DCI 6/1

\* Will you please introduce your submissions with a one pager on the Directorates -- to include summary strength and budget data, plus bio summaries on yourself and deputy.

cc: AG/DCI (Please phone strength and budgetary data to DCI component chiefs)

DCI

DDCI

C/Review Staff (Please let me have a brief summary)

ER

✓ES

Office/Division

Function :

Strength :

a. \_\_\_\_\_ As of 1 November 1975

b. \_\_\_\_\_ FY 76 Authorization

Funds :

FY 76 \_\_\_\_\_

FY 77 \_\_\_\_\_

Chief : (Summary Bio)

Deputy: (Summary Bio)

SUCCESSION CHECKLIST

Mr. Colby's Departure

Ambassador Bush's Assumption

Tasks

Focal Point

1. Confirmation Procedure and Support
- \*2. Substantive Briefing Schedule
  - a. Agency
  - b. Community
  - c. Authorities and Responsibilities
  - d. Briefing on "Family Jewels" + DCI corrective directives

\*Topics to be Covered and Participants Only

3. Other

Reading Material

1. Functional Summary and Bios
2. Taylor Report
3. Annotated Rockefeller Commission Report
4. Precis of Major National Programs
5. Other

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MEMORANDUM FOR: Mr. Colb

Executive Registry

175 9856/2

Attached is some work I've put into motion which seems to be occasionally overtaken by events, but you should probably know that it is under way.

  
B. C. Evans

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Date 5 November 1975

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FORM 101 USE PREVIOUS

Office of the Comptroller  
Office/Division

Function:

The Comptroller is responsible to the DCI and the CIA Management Committee for assuring management and control of CIA resources at the Agency level. He oversees the planning and management process as a staff officer reporting directly on resource matters to the DCI, by holding periodic meetings with the four Deputy Directors, by reporting to the Management Committee as required, by preparing background material and recommendations for the DCI's annual budget review, and by drafting annual letters of financial guidance which serve as the DCI instructions to Agency line officers on resource matters. The Comptroller is also responsible for preparing budget documents for the Office of Management and Budget and assisting OMB staff in their review of the Agency's program. In addition, he prepares the CIA budget submission to Congress and supports the DCI in congressional appearances.

Strength:

25X1A

- a.  As of 1 November 1975
- b.  FY 76 Authorization

Funds:

25X1A

- FY 76
- FY 77

Comptroller John D. Iams, GS-18 (Bio Summary)

25X1A

Deputy Comptroller  GS-17 (Bio Summary)

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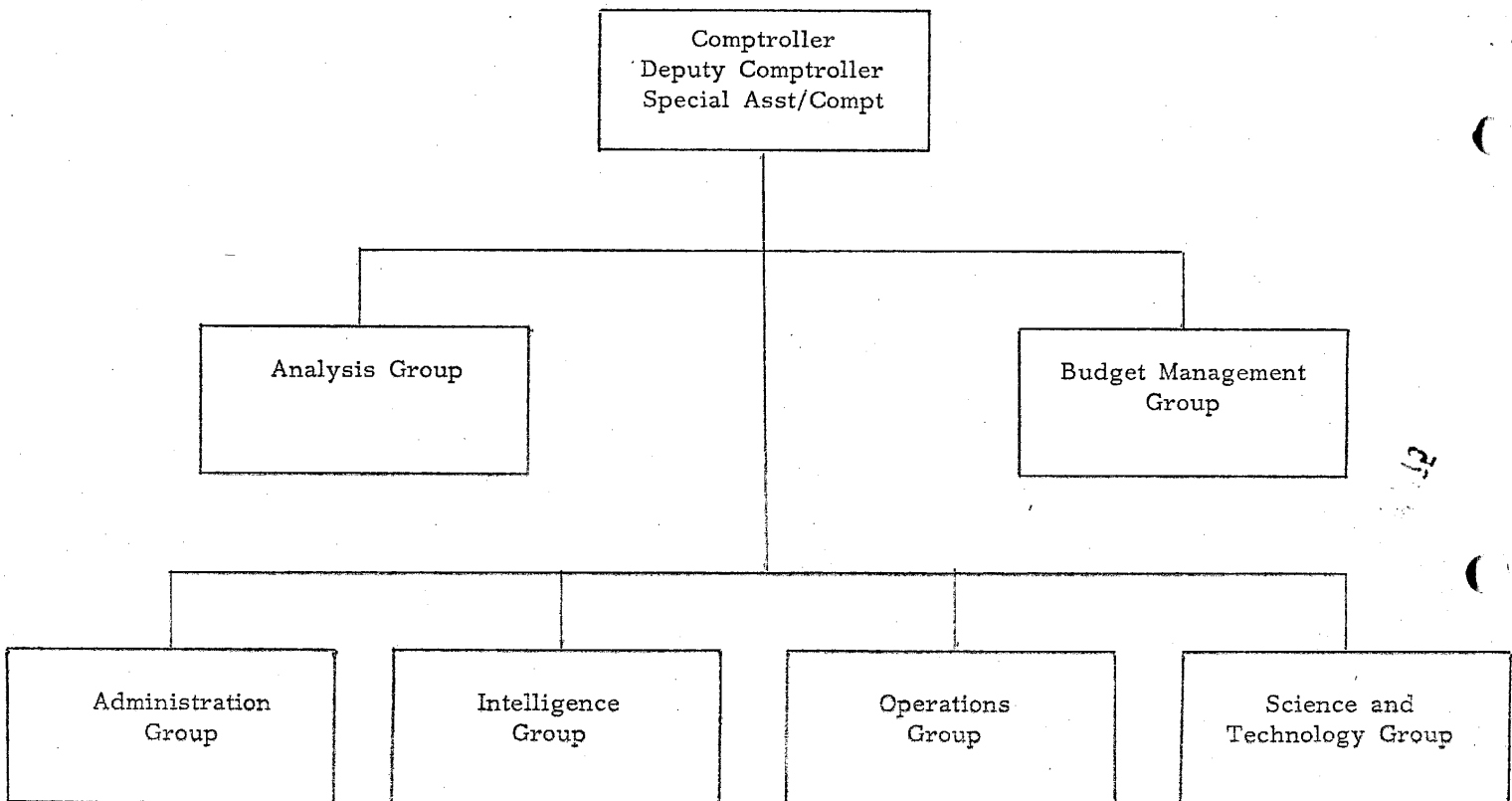
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*Administration - Internal Use Only*

OFFICE OF THE COMPTROLLER



*Administration - Internal Use Only*

Executive Registry  
175-9256

ES 75-4

3 November 1975

MEMORANDUM FOR: See Distribution

SUBJECT : Functional Summary Data for DCI-Designate

1. Per my conversation with most of you following the Morning Meeting, attached is your material which was assembled for DCI Schlesinger. Please bring it up to date. The format for reporting on each office or major component is as indicated on the last page of the attached.

2. Please let me have your contributions by COB Thursday, 6 November.

NOV 10 1975  
B. C. Evans  
Executive Secretary

Attachment

Distribution:

- \* DDS&T
- \* DDI
- \* DDA
- \* DDO
- D/DCI/IC
- D/DCI/NIO
- GC
- LC
- IG
- Compt
- Asst/DCI
- D/EEO

\* Will you please introduce your submissions with a one pager on the Directorates -- to include summary strength and budget data, plus bio summaries on yourself and deputy.

cc: AO/DCI (Please phone strength and budgetary data to DCI component chiefs)

DCI  
DDCI

(EXECUTIVE REGISTRY FILE *DCI Dot (Succession)*)

C/Review Staff (Please let me have a brief summary)

ER  
ES



Office/Division

Function :

Strength :

- a. \_\_\_\_\_ As of 1 November 1975  
b. \_\_\_\_\_ FY 76 Authorization

Funds :

FY 76 \_\_\_\_\_  
FY 77 \_\_\_\_\_

Chief : (Summary Bio)

Deputy: (Summary Bio)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

**OFFICIAL ROUTING SLIP**

Executive Registry

75-925617

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**Remarks:**

Per your request, background materials on ICS for Mr. Bush's briefing book.

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FORM NO. 237 Use previous editions

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(EXECUTIVE REGISTRY FILE *Succession folder*)  
 DEI Box

INTELLIGENCE COMMUNITY STAFF

The Intelligence Community Staff (ICS) provides continuing support to the Director of Central Intelligence in discharge of his community responsibilities for guiding, evaluating and improving U. S. foreign intelligence activities and for submitting independent DCI recommendations to the President concerning allocation of intelligence resources. The ICS is located at CIA Headquarters, but is not an integral part of the CIA.

The ICS functions include:

- a. Preparing the annual National Foreign Intelligence Program Recommendations for submission to the President;
- b. Drafting DCI annual statements of "Objectives," "Perspectives" and listings of intelligence priorities;
- c. Reviewing intelligence products and assessing Community performance, particularly with respect to warning and the response to crisis situations;
- d. Preparing special studies as required, particularly as regards expensive collection and processing activities;
- e. Establishing and participating in a resource review process;
- f. Relating resource expenditure to responses to key intelligence needs of senior users through the Key Intelligence Questions evaluation process;
- g. Promoting improvements in national/tactical intelligence interface;

h. Evaluating human source collection and sponsoring efforts to improve such;

i. Supporting and enhancing the effectiveness of the National Security Council Intelligence Committee, the U. S. Intelligence Board, the Intelligence Resources Advisory Committee, and the Executive Committees for major collection programs;

j. Overseeing activities of the USIB Committees;

k. Monitoring and providing Community inputs to investigative bodies such as the Senate and House Select Committees.

l. Provides liaison with and supports DCI appearances before the President's Advisory Board on the Foreign Intelligence Community (PABFIC)--formerly the President's Foreign Intelligence Advisory Board (PFIAB).

Organizational elements of the IC Staff include:

- Plans Staff which develops Community planning strategies and documents.
- Product Review Division which seeks to improve intelligence products through assessments, reviews and post-mortems.
- Collection and Processing Assessment Division which conducts technical studies and reviews of collection systems in support of resource review.
- Management, Planning and Resources Review Division which supports the DCI on community resource matters.
- Human Resources Branch which evaluates human source collection and sponsors efforts to improve it .

- Coordination Staff which deals with Community aspects of Congressional investigations, interfaces with PFIAB and other Community organizations.
- USIB Staff elements including the Executive Secretariat, and Chairmen and Staffs of the SIGINT, Human Resources, Information Handling and Security Committees.

Personnel and funding for ICS include:

● The ICS is headed by the Deputy to the DCI for the Intelligence Community (D/DCI/IC), Lt. Gen. Samuel V. Wilson, U. S. Army (Sam). The Associate Deputy is Mr. E. H. Knoche (Hank), an EP-05 level CIA officer. Biographic summaries on Gen. Wilson and Mr. Knoche are attached. The professional staff includes [ ] civilian and military officers representing all elements of the Intelligence Community. The total strength of the staff including supporting personnel is as follows:

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As of 1 November 1975 ..... [ ]

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\*Plus [ ] people on detail or temporary assignment from their parent agencies on various ad hoc and short term projects.

FY76 Authorization ..... [ ]

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\*\*Plus [ ] temporary authority from the DCI's Development Complement.

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- Funds FY76 [ ]  
FY77 [ ]

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John D. Iams, Comptroller			4 NOV 1975
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(EXECUTIVE REGISTRY FILE *Succession*)  
*DCI lop*



SECRET

OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

FUNCTION: The Deputy Director for Administration is responsible for the management of the human, financial, and material resources allocated to accomplish the programs established by the Director and to provide those services of common concern necessary to ensure that the operational and administrative requirements of all Agency components are satisfied. He directs the activities of the Offices of Communications, Finance, Joint Computer Support, Logistics, Medical Services, Personnel, Security, Training, and supervises several Agency staff functions.

DIRECTORATE STRENGTH:

25X1A

- a.  As of 1 November 1975
- b.  FY 76 Authorization

DIRECTORATE FUNDS :

25X1A

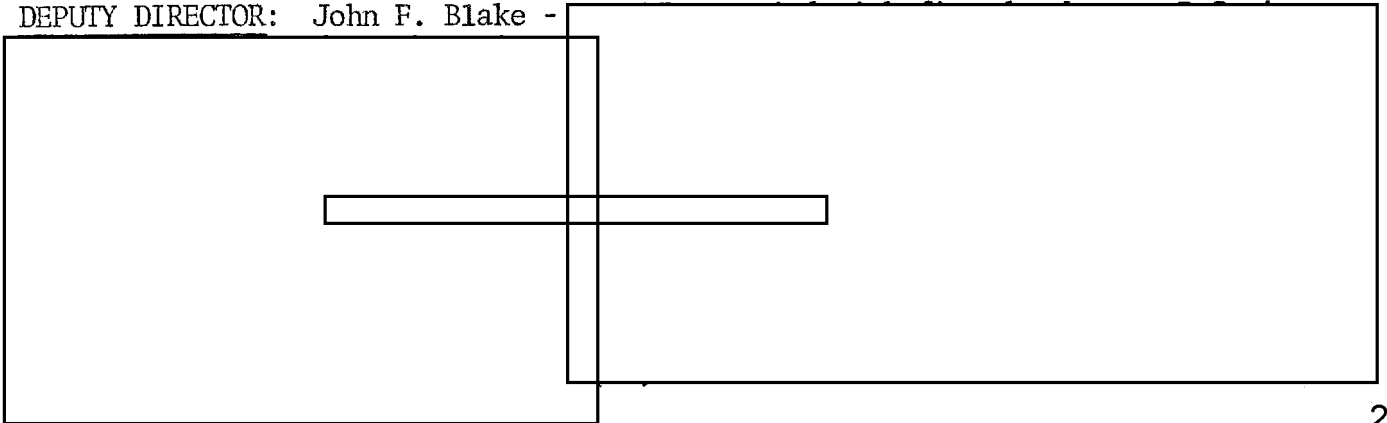
FY 76 

FY 77 

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DEPUTY DIRECTOR: John F. Blake -

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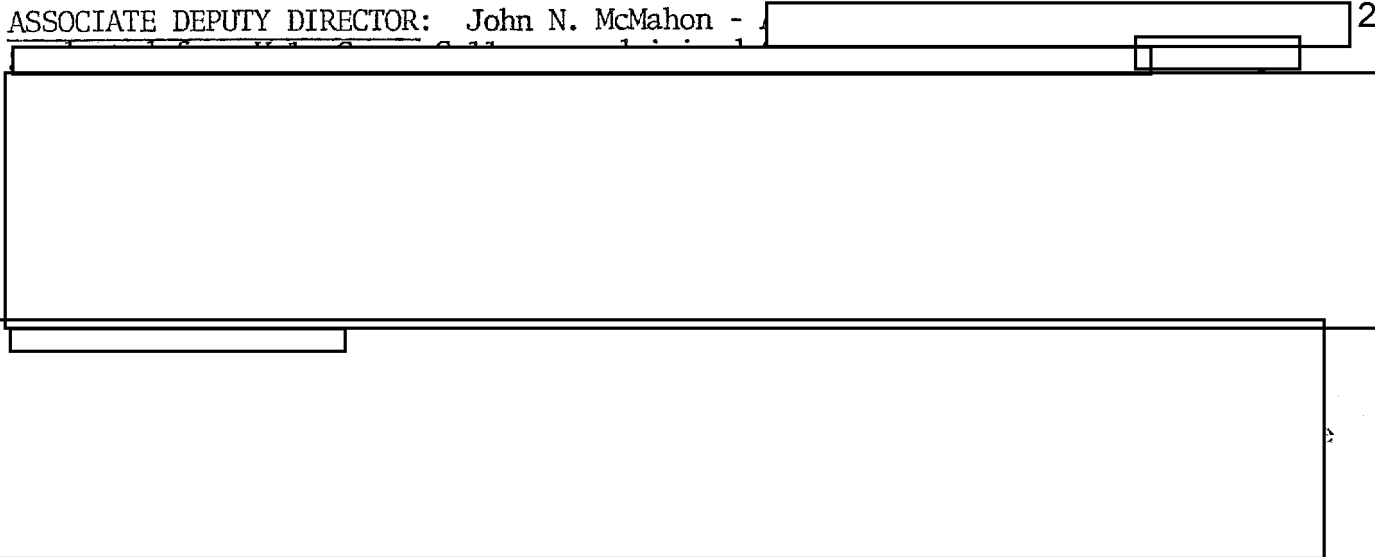


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ASSOCIATE DEPUTY DIRECTOR: John N. McMahon -

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OFFICE OF COMMUNICATIONS

25X1 FUNCTIONS: The Director of Communications is responsible for installation, maintenance and operation of the world-wide telecommunications network of the Agency.

[redacted] The Director of Communications also provides communications support to Agency covert operations. Moreover, he provides both secure and conventional telephone service for the Agency.

STRENGTH:

- 25X1A a. [redacted] as of 1 November 1975  
b. [redacted] FY 76 Authorization

FUNDS:

25X1A FY 76 [redacted]  
FY 77 [redacted]

[redacted]

25X1A

SECRET

25X1



Office of Finance

Function : The Director of Finance is responsible for establishing Agency financial procedures; for providing standards and technical supervision for the control of all Agency funds; for operating a central accounting system; for providing financial reports; for conducting industrial/commercial contract audits; for pre-payment audits of all claims and waivers; [redacted]

25X1A

[redacted] In accomplishing the Agency's finance responsibilities the Director of Finance conducts [redacted] is responsible for all central disbursing; manages and conducts financial liaison for transfers of funds to and from other Government agencies; operates a centralized payroll system for the payment of salaries and allowances for staff, contract, and agent personnel; administers the financial aspects of the CIA retirement and disability fund [redacted]

25X1A

[redacted] To perform these functions the Director of Finance is responsible for training and assigning finance officers world-wide to staff budget and fiscal type positions.

Strength :

- a. [redacted] As of 1 November 1975
- b. [redacted] FY 76 Authorization

Funds :

FY 76 [redacted]  
 FY 77 [redacted]

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6 November 1975

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Office of Joint Computer Support (DD/A/OJCS)

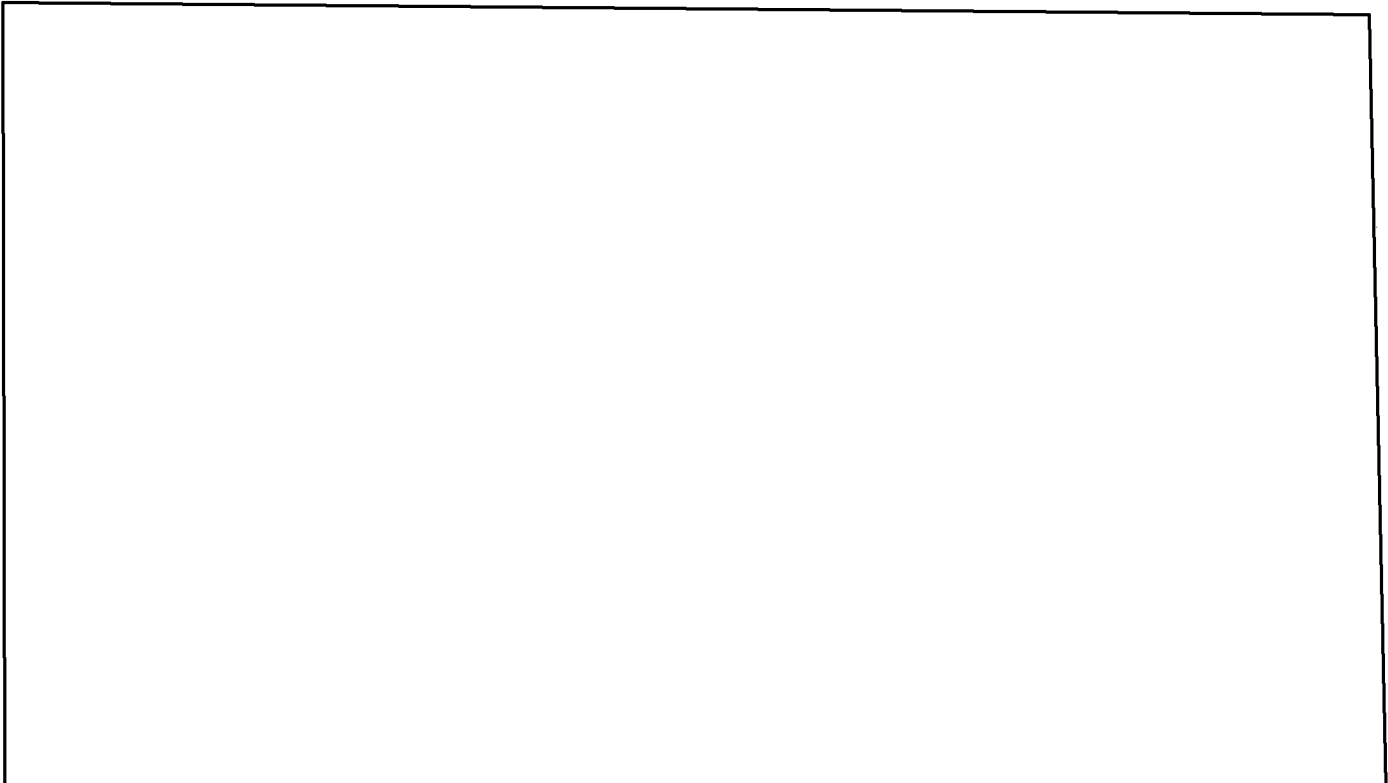
Function: OJCS is responsible for providing centralized data processing resources and activities in support of the Agency mission. OJCS operates two major computer centers and provides the following central data processing facilities and services: large capacity batch computer processing; interactive computer processing through remote terminal networks; data base management systems; technical guidance and training related to OJCS computers; feasibility studies, system design and program development; and review and approval of proposals for the acquisition or development of computer programs and equipment by other Agency components. In addition to the central computer facilities operated by OJCS, certain special applications are supported by computers under the control of other components, such as National Photographic Interpretation Center, Office of Communications, Office of ELINT, and Office of Development and Engineering. The computer applications developed by OJCS support a wide variety of intelligence collection, analysis, production, and support functions, including sophisticated technical systems, analytical models, medical technology, and integrated data base management systems. This requires OJCS personnel to maintain technical and managerial skills related to every facet of the Agency mission in addition to computer science.

25X1A

Strength:  as of 1 November 1975  
FY 76 Authorization

Funds:  FY 76  
 FY 77

25X1A



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OFFICE OF LOGISTICS

Approved For Release 2004/12/01 : CIA-RDP79M00467A000200120034-0

FUNCTION: The Director of Logistics (D/L) is responsible for planning and implementing Agency logistics support; for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for engineering services; for transportation of equipment and supplies; and for printing and mail and courier services.

In more specific terms, the D/L is the senior Agency contracting officer for Agency-appropriated funds; operates a centralized procurement service; delegates contracting authority to decentralized research and development procurement teams; [redacted]

[redacted] In the real estate and engineering fields, has worldwide responsibility for all real estate and construction activities, including liaison with the General Services Administration (GSA) [redacted]

[redacted] provides engineers and technicians to overseas and domestic installations. In addition, oversees the operation and maintenance of our facilities in the Metropolitan Washington area as discharged by GSA; and provides support to these facilities, including transportation, mail and courier services, and administrative supply operations. Logistics is also responsible for staffing and operating the Executive Dining Room and is the primary interface with Government Services, Inc., which operates the cafeterias at our various facilities. Conducts the Agency's worldwide supply system and operates two domestic supply depots. Supporting the above, liaison is conducted with the Department of Defense through the Joint Chiefs of Staff who provide interface with the Corps of Engineers, Quartermaster Corps, Naval Materiel Command, and others. Also operates a complete printing and graphics facility for the reproduction of intelligence reports, data, maps, films, etc., to serve the needs of the Agency.

STRENGTH: [redacted] as of 31 October 1975  
[redacted] FY-1976 OL  
[redacted] Allotment  
[redacted] SLUC

[redacted] FY-1976 Authorization  
[redacted] FY-1977 OL Request  
[redacted] SLUC

BIOGRAPHIC DATA:

[redacted]  
[redacted]  
[redacted]

[redacted]

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SECRET

[redacted]

SECRET

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OFFICE OF MEDICAL SERVICES

FUNCTION: The Director of Medical Services is responsible for planning and directing the Agency medical support program. Specifically, the Director of Medical Services develops policies and standards for and operates a program of medical evaluation, immunization, advice and assistance to Agency employees and their dependents, as appropriate; provides a program of psychological services, including testing, assessment, counseling, consulting and research services; operates facilities for medical support to domestic and overseas field installations; provides operational support and training to all Agency activities as required; provides staff supervision in recruiting and assigning Agency medical personnel; controls medical supply; and maintains inter-agency liaison for all medical matters on behalf of the Director.

STRENGTH:

25X1A

- a. [ ] as of 1 November 1975
- b. [ ] FY-76 Authorization

FUNDS:

25X1A

- FY 76 [ ]
- FY 77 [ ]

BIOGRAPHIC DATA:

25X1A

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SECRET

25X1

OFFICE OF PERSONNEL

Functions: The Director of Personnel is responsible for the direction of a central personnel program in support of Agency operations and activities. Specifically, the Director of Personnel formulates Agency personnel management goals, policies and programs and advises heads of career services in order to assure consistency of their objectives and those of the Agency. He is responsible for recruitment and placement; retirement counseling and administration of the CIA Retirement and Disability System; maintenance of official employee personnel records; research and preparation of statistical and analytical studies pertinent to Agency personnel management; position management and evaluation; administration of employee benefit and incentive activities; and policy support and technical guidance in the area of general personnel administration and management. The Director of Personnel provides guidance to the Credit Union and oversees management of the Employee Activity Association. Personnel administration support is provided to operational elements through the assignment of personnel officers to individual components both at Headquarters and at [redacted] field installations.

25X1

Strength: a. [redacted]s of 1 Nov 75 b. [redacted] FY 76 authorization

25X1A

Funds: a. FY 76 [redacted] b. FY 77 - [redacted]

25X1A

[redacted]

25X1A

[redacted]

SECRET

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OFFICE OF SECURITY

FUNCTIONS: The Director of Security is responsible for maintaining an integrated personnel, physical, and technical security program for the Agency. He formulates Agency security policies and monitors their implementation. He investigates and adjudicates the security reliability of employees and others with access to classified information or to sensitive operations. He provides staff security guidance to Agency components and contractors. He monitors the physical security of Agency sites, and information control procedures. He maintains a program to protect the Agency from the threat of hostile technical surveillance. He gives special security policy guidance to the Intelligence Community concerning compartmented intelligence programs.

STRENGTH: a. As of 1 November 1975   
b. FY 1976 Authorization

25X1A

FUNDS : FY 1976   
FY 1977

25X1A

[Redacted]

25X1

25X1A

[Redacted]

[Redacted]

SECRET

25X1

OFFICE OF TRAINING  
Office/Division

Function :

The Director of Training is responsible for developing, coordinating, and conducting instructional programs within the Office of Training for Agency personnel, for selected personnel from the U.S. military services, [redacted] as well as reviewing training conducted by other Agency components both here and overseas.

Specifically, the Director of Training anticipates operational developments and requirements, determines the training suited to the requirements, decides where the training can best be given, and establishes standards of performance. The Office of Training develops, coordinates, and conducts courses and programs which range from orientations to advanced skills on subjects of intelligence and world affairs, organizational management, information science, operations, and foreign languages. OTR manages the Agency's Career Training Program and Language Development Program. The Office also administers Agency-sponsored external training and supports visits of non-Agency groups to CIA for specialized briefings and orientations.

Strength :

- a. [redacted] As of 1 November 1975
- b. [redacted] FY 76 Authorization

Funds :

- FY 76 [redacted]
- FY 77 [redacted]

Chief:

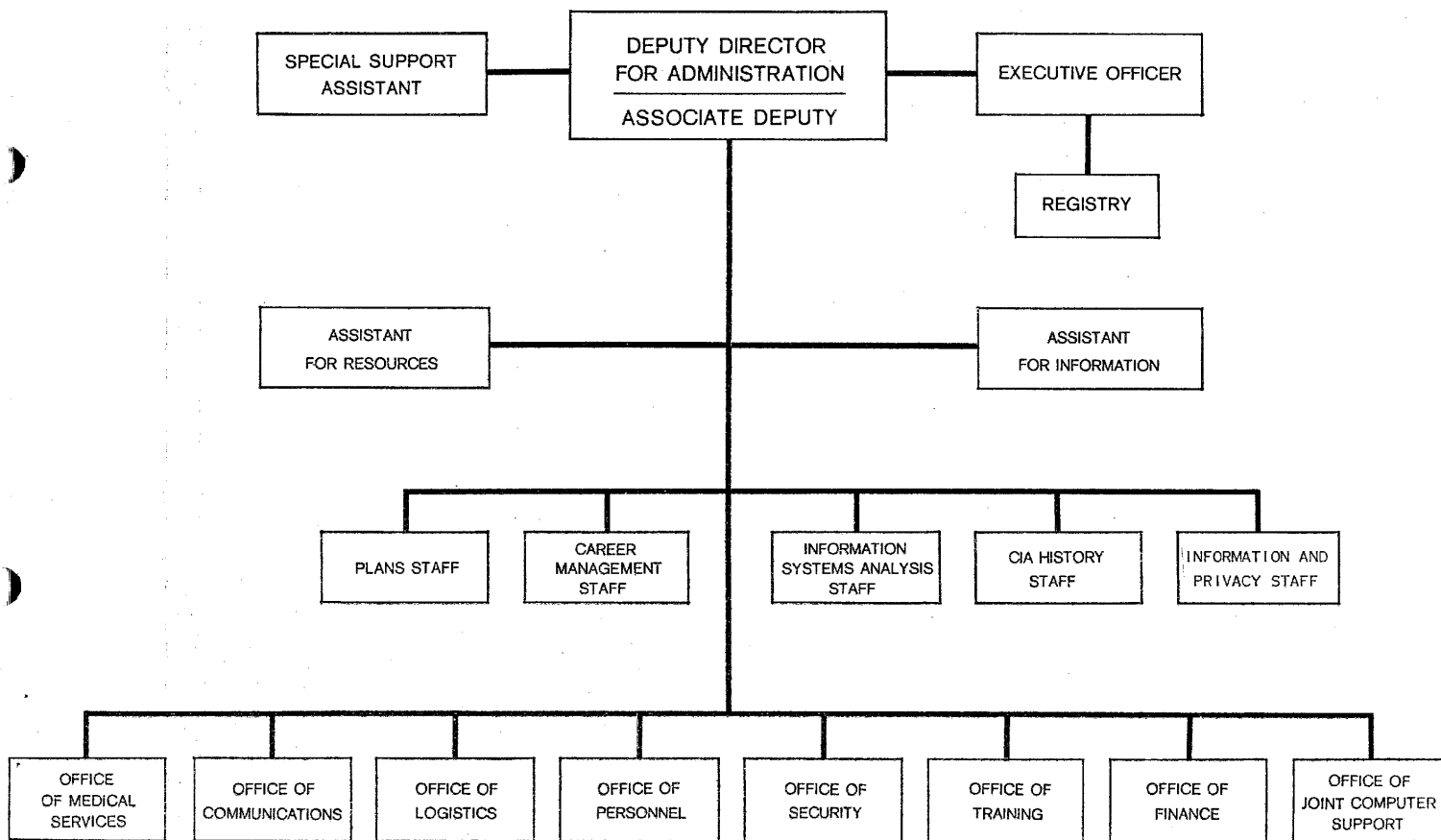
[Large redacted area]

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### DIRECTORATE OF ADMINISTRATION





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