

FUNCTIONS AND RESPONSIBILITIES

Mobilization and Reserve Branch, MMPD

General Functions

- a. Prepare and promulgate appropriate personnel mobilization planning regulations and guides, to include procedures for determining and reporting estimated wartime personnel requirements.
- b. Review and evaluate personnel mobilization requirements submitted by operational components to determine the capability of the Agency to support such programs in terms of available manpower resources.
- c. Develop and maintain an Agency Personnel Mobilization Reserve Program which will provide readily available sources of qualified manpower needed by the Agency to support and implement approved mobilization plans. The reserve program includes the following:
 - (1) A Military Personnel Program consisting of members of the Armed Forces on active duty who may be detailed to the Agency in support of Agency mobilization and war plans.
 - (2) A Military Reserve Components Program consisting of Agency employees who are members of the various Armed Forces Reserve Components.
 - (3) A Civilian Reserve Program consisting of selected former employees and other civilian personnel possessing occupational skills required by the Agency upon mobilization.
- d. Formulate plans and establish procedures for assignment and and reassignment of Agency personnel on mobilization and for the receipt, processing, and assignment of augmentation personnel from the military services and the Reserve Programs.

e. Maintain liaison with appropriate Agency planning offices, civilian Federal agencies, and the military departments on CIA personnel mobilization planning matters.

f. Plan and develop procedures for the establishment of sound policies and efficient procedures, where non-existent, and improvement on existing ones of the following services:

- (1) Utilization of specialists and scarce categories of personnel.
- (2) Wartime utilization of U.S. civilians and foreign indigenous personnel in combat zones.
- (3) Status, treatment, evacuation and repatriation of Agency prisoners of war.
- (4) Morale, recreation and welfare activity of CIA personnel in combat theaters.
- (5) Collection, evacuation, hospitalization and disposition of Agency casualties.
- (6) Use of females, defectors, and local labor, specifically with reference to personal risk, types of labor, hours of work, access to information, billeting, messing, post exchange privileges, and administration, including local labor offices.
- (7) Status, identification, travel, and uniform of Agency civilian employees in theaters of operation.
- (8) Strength reporting and accounting.

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Specific Responsibilities

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a. [REDACTED]

(1) Administer the military reservists under the Agency-sponsored reserve units to include coordination of inactive and active duty training.

(2) Prepare and process reports and correspondence as required.

(3) Maintain necessary records, to include mobilization slotting as appropriate.

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b. [REDACTED]

(1) Procure and administer personnel for the following Reserve Programs:

(a) National Defense Executive Reserve

(b) CIA Civilian Standby Reserve

(2) Prepare and process reports and correspondence as required.

(3) Maintain necessary records, to include mobilization slotting as appropriate.

(4) Coordinate training plans, to include active duty tours, seminars, and conferences.

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