

SECRET

SUPPORT SERVICES
OFFICE OF PERSONNEL
BENEFITS AND SERVICES DIVISION
CENTRAL PROCESSING BRANCH

1951 - 1971

25X1A

PREPARED BY



~~- 1 March 1971~~

30 April

M. J. [unclear]

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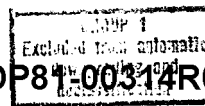
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FOREWORD

25X1A Although it does not appear in the text, any history of the Central Processing Branch would be incomplete without due recognition of the accomplishments of Mrs. [REDACTED]. She entered on duty with OSS, 22 February 1942 as a telephone operator and retired from the Agency 27 October 1961. During this period, she made such an outstanding contribution to the foreign travel activities that she was well recognized as one of the Agency's leading authorities on the subject. At the time of retirement she was Chief of the Personnel Section (now Documentation Section).

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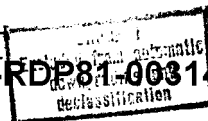
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Office of Personnel;

CENTRAL PROCESSING BRANCH*

I. Organizational History 1951
I. Introduction

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It is evident that in the early days of the Agency, ~~travel processing was not well stabilized.~~ During the period 1947 - 51 responsibility was centralized and decentralized a number of times.

In 1947 the method of processing travelers was decentralized. The individual was required to report first to the Personnel Division, Office of Special Operations (OSO), then to the Payroll and Travel Sections of the Finance Division, and finally to the Transportation Division. Since each of these Offices was located in a different area, the traveler was inconvenienced; the period of processing was lengthy and time consuming; and in the separate briefings, offices often gave conflicting information.

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* Most of the information contained in this report derives from the personal experiences of the author, who served as Chief CPB for more than 13 years, including consecutive service in that capacity from November 1959 until the present (April 1971). Other senior personnel assigned to the Branch are identified in Appendix A.

[Redacted]

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This system of processing remained in effect during the changeover from Personnel Division, OSO, to Covert Personnel Division, CIA, and continued during the early days of the Special Support Staff, established in 1949 under the Executive for Administration and Management, CIA.

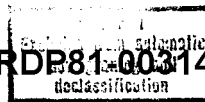
In mid 1950
~~It is believed that complaints from operating~~

~~components, concerning duplication of effort in briefing and abnormal amount of time for processing, influenced a change.~~ *the* ~~In mid 1950~~ *the* The functions and

Name?
personnel in the Special Support Staff involved in travel processing were merged into a single group, *the* There is no doubt in the mind of the author that more efficient processing resulted.

In late 1950, it seemed to be fashionable to ~~have clear demarcation of functional lines of responsibility.~~ *e clearly the* Consequently the specialized functions connected with personnel, transportation, *and* finance, ~~etc.,~~ *assigned to* were again performed by the separate offices, and the method for processing travelers reverted to the system that had already proven ineffective. The same problems arose, and again complaints from operating components, similar to those noted previously, poured

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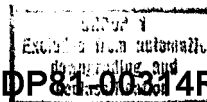


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in. This condition existed until mid-1951, when the
[REDACTED]
DD/A decreed a comprehensive realignment of the
transportation functions of the Agency.

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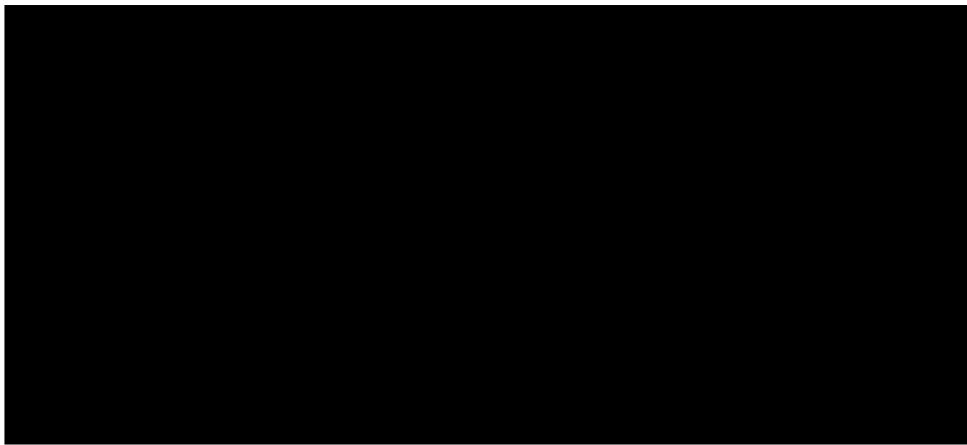
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Organization, 1951-1971

II. Chronological Narrative

Central Processing Branch (CPB) was established under the Assistant Director (Personnel) by CIA Regulation [redacted] dated 8 October 1951, which stated:*

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Pending establishment of an official Table of Organization (17 January 1952) providing for [redacted] positions,** personnel who had been involved in travel processing were detailed to CPB from the Offices of Personnel, Logistics, Finance, Security, and the Medical Staff.

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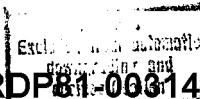
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[redacted]
The Branch was charged with the responsibility for obtaining passports and visas for travelers at

* See Appendix B. The reference to Central Processing Branch is a small segment in the overall regulation. The complete regulation is included here to provide the reader with some idea of the magnitude of the processing problem for overseas personnel.

** See Appendix C.

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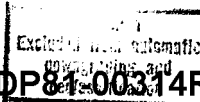
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At the same time, ^{providing} responsibility for documentation for headquarters. ^{of the} responsibility for documentation for out-of-town travelers, mostly dependents, rested with the Transportation Division, ^{of the} Office of Logistics (ok). ^{of the} Also, although travelers' itineraries and the paperwork necessary for shipment and storage of personal property were prepared by CPB, the reservations and arrangements for moving personal property were handled by the Transportation Division.

Differences between the Office of Personnel and the Office of Logistics over the apparent overlapping of responsibility continued until 22 July 1953, when the ^{BLA} Deputy Director, Administration, assigned to CPB ^{providing} responsibility for documentation of all travelers and procurement of ^{of the} transportation. Responsibility for ^{of the} movement of personal property remained with the Transportation Division, ~~Office of Logistics~~. The Director of Logistics, Mr. James Garrison, was quite frank in expressing his opinion of the shared responsibilities as follows:*

* See Appendix D.

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Concurrences:

I have signed attached delegation of authority in compliance with the directive of the ADDA. Although I do not concur with the organization herein proposed, because I am of the opinion that it violates the principles of centralized administration, this Office will render all possible assistance to make the plan work.

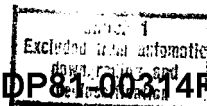
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After the transfer of personnel brought by the July 1953 action of the ^{DD/A} CPB had a total authorized complement of [REDACTED] ^{plus} and one person each on detail from the Medical Staff and the Office of Security. The official ^{T/V} Table of Organization approved 19 November 1953 provided four sections ~~in the Branch~~ -- Personnel, Finance, Travel, and Covert ~~Sections~~. ^{-- in the hands} The Covert Section had a staff of two people. It had responsibility for briefing and processing all staff agents and their dependents for overseas movement. Also, ^{he could} serving in an advisory capacity, When requested, in connection with the technical and administrative details of movements of covert individuals and their dependents overseas.

The ^{he could} Medical Technician, along with his duties, was recalled to his parent office in the spring of 1954. It was believed, apparently, that this would

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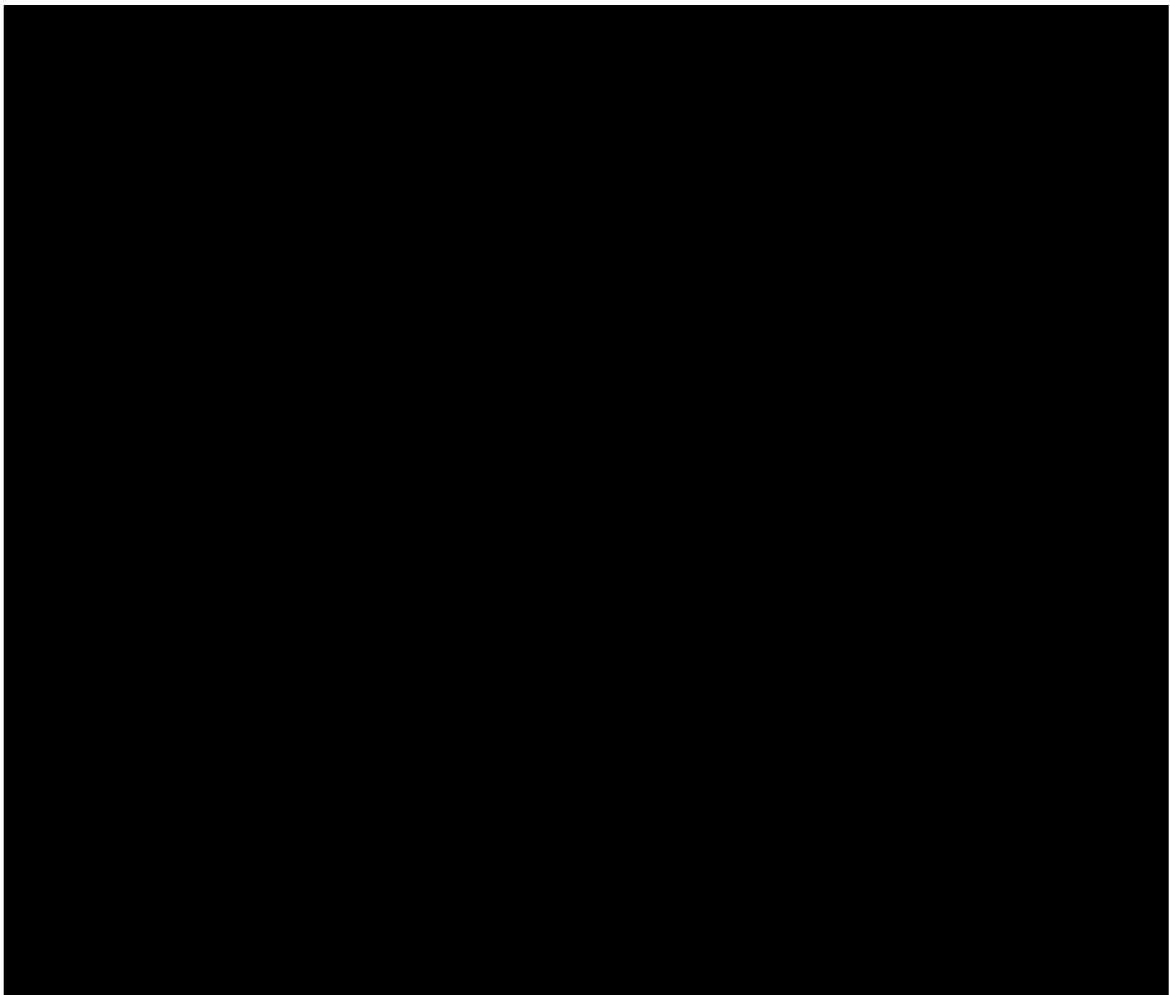


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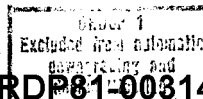
permit better utilization of his time.* In September 1954 the Branch was reorganized, ^{and} some travel-counseling functions of the Office of the Branch Chief were ^{transferred} moved to the Personnel Section. The duties of the Covert Section were distributed among the other elements of the Branch, thereby eliminating the Covert Section.



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* The Security technician was recalled to OMS in 1957.

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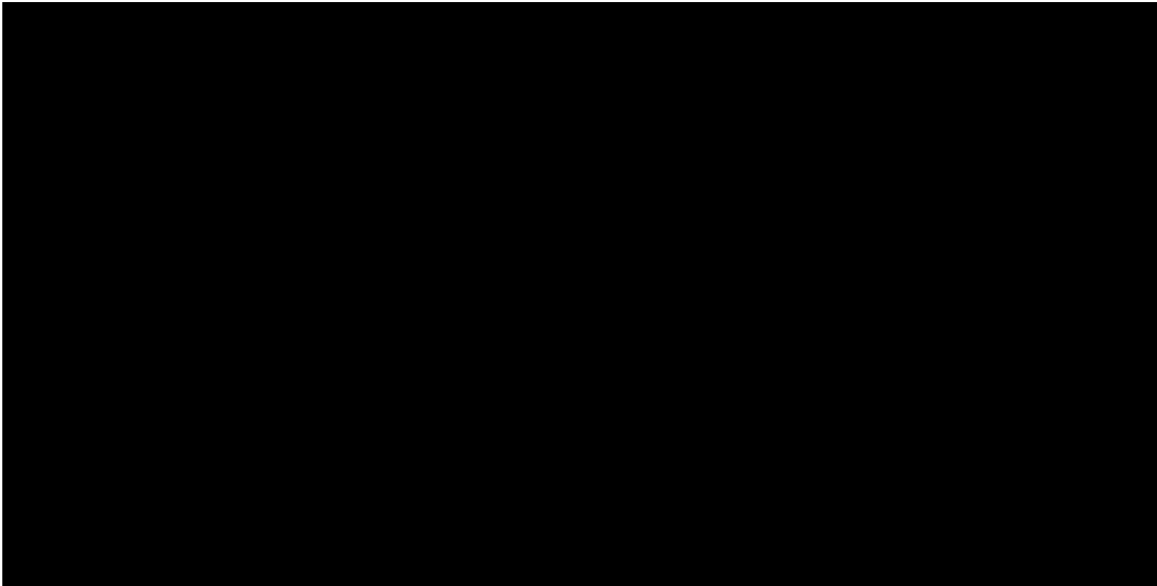
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Office of Personnel Memorandum [REDACTED], dated 14 September 1961, added a new dimension to the Branch's activities, charging CPB with responsibility for preparing travel vouchers and arranging cash settlements for candidates for employment invited to headquarters for interviews.* This has been an active program providing needed assistance to candidates who might be short of funds. From just over 1,000 invitee claims during the initial year of operation, the program hit a peak of more than 3,100 claims in 1967; and in 1970 it was down to about 1,600 claims.**

* See Appendix E.

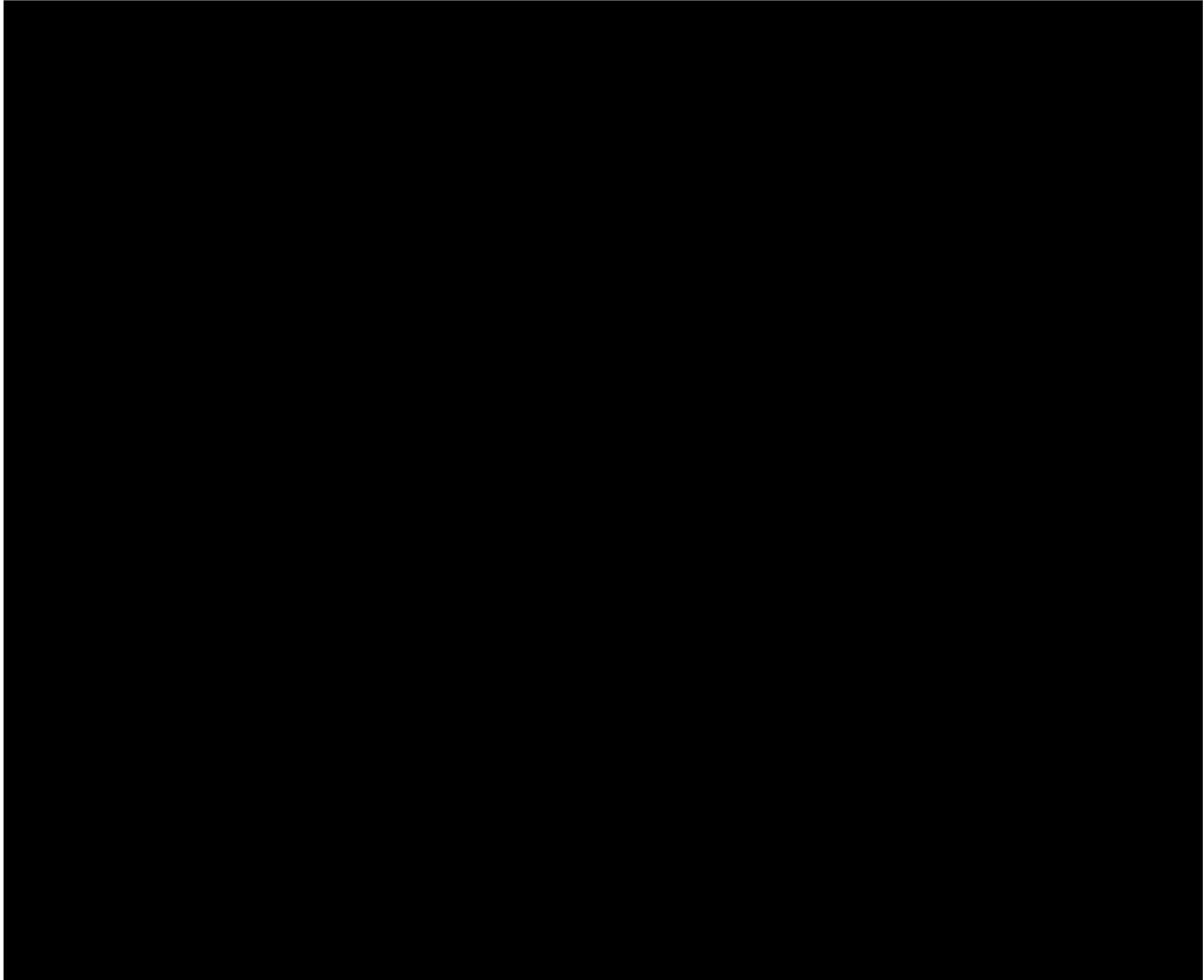
** See Appendix F.

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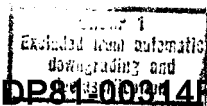


CPB acquired responsibility for movement of personal effects when the ^{DD/S} transferred the Personal Property Section ^{Office} of Logistics to the Office of Personnel.** The multitude of problems -- dependents' transportation, movement of household goods, and

* See Appendix G.

25X1A ** See [redacted] dated 6 May 1966.

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shipment of automobile^s -- which had been factors in
some of the differences between ^{the Office} Personnel and
Logistics in the early 1950's were now truly centralized
in CPB.

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III. Functions and Responsibilities

CPB is ^{comprised} ~~comprised~~ of personnel, finance, and logistics technicians charged with responsibility for assisting persons engaged in official travel to the maximum possible extent, compatible with cover and security. This assistance involves areas of salary, allowances, per diem, insurance, reservations, tickets, baggage, household effects, automobiles, passports, cover orders, visas, identity card, and invitational travel claims. The T/O, for the Branch in early 1971 was roughly double the size of the T/O, at the time CPB was formally established.*

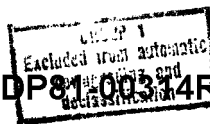
In 1971?

Upon receipt of an Agency travel order for foreign travel, the traveler ^{was} ~~will be~~ called by a CPB technician who ~~will~~ advise ^{him} of the assistance available and invite ^{him} to make use of CPB's services. Specific functions performed for overseas travelers utilizing nominal official cover included the following:

- (1) Obtaining passports
- (2) Obtaining visas

* Compare Appendix H with Appendix C.

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(3)

4.

5. Making travel reservations

6.

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7. Purchasing tickets

8. Preparing government bills of lading

9. Arranging shipment and storage of household effects

10. Arranging shipment of personal and quasi-personal vehicles

11. Arranging customs clearance

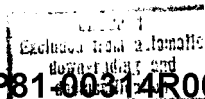
12. Maintaining a file of post report information

13. Preparing necessary authorization for travelers to obtain an advance of funds

The following functions are performed for domestic travelers:

1. Making reservations
2. Purchasing tickets
3. Advancing funds for transportation

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- (4) Computing and paying claims incident to invitational travel of candidates for employment,

The strategic position of CPB in the travel processing cycle makes possible an element of employee control which has attracted to the Branch a number of "roadblock" responsibilities. CPB is charged with insuring that staff employees traveling overseas under

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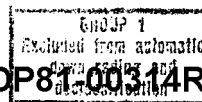
 do not depart headquarters until:

- (1) They are briefed regarding risk of capture and interrogation,
- (2) They have clearance from the Office of Medical Services,
- (3) They are briefed on the threat of hostile audio surveillance and possible counter-measures (required only of PCS travelers),
- (4) They are cleared by the Office of Security,
- (5) They have been slotted in appropriate field positions (required only of PCS travelers),
- (6) They have had an opportunity to participate in available insurance programs,
- (7) They have clearance from the appropriate operating component,

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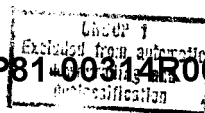
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- (9) They are cleared by the Library (required only of PCS travelers) /
- (10) They are cleared by the Office of Logistics to insure return of any Agency equipment charged to the traveler (required only of PCS travelers) /
- (11) They are cleared by the Records Integration Division to insure return of any registered documents charged to the traveler (required only of PCS travelers) /

It would appear from statistics on the Branch's production that there has been no appreciable change in workload during the reporting period.* However, it should be remembered that a number of responsibilities were added which, while not changing the number of travelers, did increase the amount of effort required to process a traveler.

* See Appendix F.

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SENIOR PERSONNEL ASSIGNED

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C

TABLES OF ORGANIZATION

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ORGANIZATION AND METHODS SERVICE SURVEY REPORT
DATED 22 JULY 1953

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STATISTICS

H

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
 CPB History

FROM: Review Staff/OP 626 C of C	EXTENSION 3465	NO. DATE 7 Jan 74
--	-----------------------	-----------------------------

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

TO: (Officer designation, room number, and building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/BSD 5 E 61, Hqs	✓	11 JAN 1974	jr	<p>The CPB history is attached per our telecon this morning. This was not a published history but was incorporated into the overview, I believe.</p> <p>May I please have it back when you have finished with it? Thank you --</p> <p style="text-align: right;">25X1A [REDACTED]</p>
2.				
3.				
4.				
5.				
6.				
7. 25X1A [REDACTED] 626 C of C		14 JAN 1974		
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Central Processing Branch History Project

FROM:		EXTENSION	NO.
	25X1A		
			DATE
			29 April 1971

TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED FORWARDED		

1.	25X1A				
		312 Magazine B1.			
2.					
3.					
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7.					
8.					
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14.					
15.					

Jim,

25X1A

Per

attached note, this paper should also be treated as a "highlight" referenced in your overview.

25X1A

TRANSMITTAL SLIP		DATE
25X1A		28 April 71
TO:	[REDACTED]	
ROOM/NO	[REDACTED]	
REMARKS:		
John - [REDACTED] on Central [REDACTED] Proving Branch won't go it alone, so am passing it to you as another for [REDACTED] use. [REDACTED]		
25X1A		
FR	[REDACTED]	
ROOM	[REDACTED]	
	EXTENSION	2621

25X1A

25X1A

FORM NO. 241
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REPLACES FORM 36-8
WHICH MAY BE USED.

(47)