

SECRET

FOREIGN DOCUMENTS DIVISION FUNCTIONS

*As received from
FDD in Oct 1950.
Basis for OOdraft
of March 195*

- A. Exploit for intelligence purposes all types of foreign language documents, including captured documents, foreign press, periodicals and books.
- B. Receive collection directives, expressive of information requirements, and requests for other supporting action; assign responsibility for action; ensure proper action on such requests; and maintain records of such requests and action taken on each.
- C. Review all available foreign language documents to determine applicability to existing intelligence requirements.
- D. Analyze, select, index and compile intelligence information in the exploitation of such documents in order to fulfill requirements.
- E. Maintain appropriate cross-index files of foreign language source materials and information.
- F. Develop new methods of exploitation for foreign language documents in order to assure best possible coverage of these materials to meet the needs of intelligence agencies for information.
- G. Prepare intelligence information reports and analyses of foreign language source materials in response to collection directives or other authorized requests for supporting action.
- H. Review all Division reports for publication from a substantive and intelligence standpoint to determine accuracy of interpretation, clarity of presentation and applicability to requirements.
- I. Edit all Division publications for editorial correctness, standardized style, and format.
- J. Prepare all Division reports for publication by typing and drafting for reproduction.
- K. Prepare required workload, progress and other statistical reports; maintain records necessary for this purpose.
- L. Survey and develop world-wide sources of foreign language documents to determine existence and availability of documents of potential intelligence interest; establish procurement channels; and maintain the flow of intelligence material into the Division.
- M. Conduct continual screening activities at the main foreign language document repositories in the Washington area.

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- N. Receive, select, and route incoming foreign language material to appropriate unit for exploitation.
- O. Index, catalog and perform other related library functions in connection with foreign language material acquired by the Division for exploitation and subsequent forwarding to appropriate repository.
- P. Provide reference service for CIA and other intelligence agencies on foreign language holdings in the Division and existence of pertinent foreign language materials in other repositories.
- Q. Coordinate CIA requests for procurement of foreign language documents.
- R. Maintain working level liaison with approved counterparts in other offices of the Agency; obtain clearance from OCD for liaison with outside agencies; maintain records of each outside CIA liaison contact.
- S. Provide specialized operational and intelligence support and information to components of CIA and when authorized to other appropriate government agencies.
- T. Provide a central translation service to support informational and operational needs of the Agency, and to fulfill, when workload permits, translation requests from other approved government agencies.
- U. Compile data for central exploitation files, provide information therefrom to authorized requestors; and prepare monthly a Consolidated Translation Survey for distribution to participating intelligence agencies.
- V. Coordinate with officials of other government agencies and representatives of foreign governments in connection with foreign language document exploitation as directed by the Assistant Director for Operations.

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FUNCTIONS OF THE ADMINISTRATIVE STAFF

1. Interviews and initiates processing of qualified applicants for existing vacancies on the Division T/O.
2. Conducts necessary liaison with CIA placement officers with reference to possible applicants, applicants in process, possibilities of intra-agency transfers, etc.
3. Maintains current records of authorized vacancies and submits recruitment request actions for such vacancies.
4. Contacts Classification Survey when situation arises to necessitate the reclassifying of positions or changing of job descriptions to meet the current needs and situation of the Division.
5. Maintains close coordination with Branch chiefs to expedite Division matters for effective placement and utilization of personnel.
6. Coordinates administrative functions within the Division to conform with CIA policies.
7. Implements indoctrination program of efficient administrative procedures within the Branches.
8. Maintains constructive good employee relations and work relationship so that working conditions and relations will enhance morale and efficiency.
9. Makes decisions or takes action concerning personal complaints, grievances, and misunderstandings that may arise.
10. Briefs all new employees concerning internal and CIA policy functions that pertain to the individual employee.
11. Provides a message center and a courier and mail service with internal routing of official correspondence.
12. Provides receptionist service by receiving official visitors, making out visitor's passes, contacting party they are to see and referring them to appropriate offices.
13. Supervises security matters for the Division in compliance with CIA security regulations.
14. Prepares budget estimates for the Division.
15. Responsible for assignment and maintenance of space, supplies, equipment, telephone, service.

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16. Promotes good relationships between other officials of the Agency and employees of FID

17. Maintains personnel and administrative files of the Division in accordance with Agency regulations.

18. Maintains Time and Attendance records for personnel of the Division in accordance with Agency and Civil Service regulations.

19. Supervises the overtime program in the Division; maintains appropriate records therefor.

20. Supervises the Group Hospitalization and Government Employees Health program in the Division.

21. Prepares travel requests and vouchers for employees of the Division.

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FAR EASTERN BRANCH FUNCTIONS

1. Reviews foreign language documents dealing with China, Korea, Japan, Indo-China, Siam, Burma, Indonesia, Tibet and the Philippines (except scientific and technical). φ ✓
2. Analyzes new serial publications received; determines whether such publications should be procured regularly; and initiates procurement requests for these. φ ✓
3. Scans foreign language documents received and selects therefrom information answering intelligence requirements. φ
4. Prepares information for publication as spot reports, compilations, translations, collated reports, or research reports and assigns correct security classification.
5. Exploits regularly all available newspapers from China, Korea, Indo-China, Siam, Burma and Indonesia for intelligence information. ○
6. Exploits specific Far Eastern periodicals for intelligence information. ○
7. Exploits books and monographs on assigned area in answer to specific requests. ○
8. Exploits captured Japanese documents dealing with the Far East to satisfy certain intelligence requirements. ○
9. Receives Collection Directives, both specific and guide type, and takes action on them. +
10. Maintains appropriate files on source materials. #
11. Conducts operational liaison with analysts of other intelligence offices to clarify existing informational requirements and specific translation requests. /
12. Reads and files for a limited period of time pertinent reports of other intelligence activities to avoid duplication and to relate the Branch effort most effectively to that of other intelligence units with similar purposes. #
13. Serves as consultant to other area Branches on matters pertaining to the Far East and to other authorized requestors on the foreign languages in its area. /
14. Evaluates the reliability and accuracy of individual foreign documents or categories of foreign documents upon request. #

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15. Provides translation service as directed by Division Chief.
16. Provides miscellaneous special services, such as interpreting, correction of language examinations for other offices, translating from English into a foreign language, etc., as directed by the Division Chief.
17. Maintains Branch area security in accordance with CIA security regulations.
18. Indoctrinates new personnel in basic intelligence procedures and trains them in document exploitation techniques.

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NEAR EAST/AFRICA BRANCH FUNCTIONS

1. Reviews foreign language documents dealing with Turkey, Greece, Iraq, Iran, India, Pakistan, Afghanistan, Syria, Lebanon, Israel, Jordan, Saudi Arabia and Africa (except scientific and technical) to determine applicability to intelligence requirements.
2. Analyzes new serial publications received; determines whether such publications should be procured regularly; and initiates procurement requests for these.
3. Scans foreign language documents received and selects therefrom information answering intelligence requirements.
4. Prepares information for publication as spot reports, compilations, translations, collated reports, or research reports and assigns correct security classification.
5. Exploits regularly all Near East/Africa newspapers received for intelligence information.
6. Exploits specific Near East/Africa periodicals for intelligence information.
7. Exploits books and monographs on assigned area in answer to specific requests.
8. Exploits captured German documents dealing with the Near East and Africa to satisfy certain intelligence requirements.
9. Exploits pertinent Western European publications containing information on Near East/Africa when time permits.
10. Receives Collection Directives, both specific and guide type, and takes action on them.
11. Maintains appropriate files on source materials.
12. Conducts operational liaison with analysts of other intelligence offices to clarify existing informational requirements and specific translation requests.
13. Reads and files for a limited period of time pertinent reports of other intelligence activities to avoid duplication and to relate the Branch effort most effectively to that of other intelligence units with similar purposes.
14. Serves as consultant to other area Branches on matters pertaining to Near East/Africa and to other authorized requestors on the foreign languages in its area.

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15. Evaluates the reliability and accuracy of individual foreign documents or categories of foreign documents upon request.

16. Provides translation service as directed by Division Chief.

17. Provides miscellaneous special services, such as interpreting, correction of language examinations for other offices, translating from English into a foreign language, etc., as directed by the Division Chief.

18. Maintains Branch area security in accordance with CIA security regulations.

19. Indoctrinates new personnel in basic intelligence procedures and trains them in document exploitation techniques.

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USSR BRANCH FUNCTIONS

1. Reviews foreign language documents dealing with the USSR (except scientific and technical) to determine applicability to intelligence requirements.
2. Analyzes new serial publications received; determines whether such publications should be procured regularly; and initiates procurement requests for these.
3. Scans foreign language documents received and selects therefrom information answering intelligence requirements.
4. Prepares information for publication as spot reports, compilations, translations, collated reports, or research reports and assigns correct security classification.
5. Exploits all available Soviet newspapers and periodicals (except scientific and technical) avoiding duplication with the Joint Press Reading Service in Moscow.
6. Exploits Soviet books of high priority upon request.
7. Exploits captured German and Japanese documents dealing with the USSR for intelligence information.
8. Exploits pertinent Western European publications containing information on the USSR when time permits.
9. Receives Collection Directives, both specific and guide type, and takes action on them.
10. Maintains appropriate files on source materials.
11. Conducts operational liaison with analysts of other intelligence offices to clarify existing informational requirements and specific translation requests.
12. Reads and files for a limited period of time pertinent reports of other intelligence activities to avoid duplication and to relate the Branch effort most effectively to that of other intelligence units with similar purposes.
13. Serves as consultant to other area Branches on matters pertaining to USSR and to other authorized requestors on the foreign languages in its area.
14. Evaluates the reliability and accuracy of individual foreign documents or categories of foreign documents upon request.
15. Provides translation service as directed by Division Chief.

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16. Provides miscellaneous special services, such as interpreting, correction of language examinations for other offices, translating from English into a foreign language, etc., as directed by the Division Chief.

17. Maintains Branch area security in accordance with CIA security regulations.

18. Indoctrinates new personnel in basic intelligence procedures and trains them in document exploitation techniques.

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EASTERN EUROPEAN BRANCH FUNCTIONS

1. Reviews foreign language documents dealing with Albania, Bulgaria, Czechoslovakia, Denmark, Finland, Hungary, Jugoslavia, Norway, Poland, Rumania, Sweden and Soviet zones of Germany and Austria, (except scientific and technical) to determine applicability to intelligence requirements.
2. Analyzes new serial publications received; determines whether such publications should be procured regularly; and initiates procurement requests for these.
3. Scans foreign language documents received and selects therefrom information answering intelligence requirements.
4. Prepares information for publication as spot reports, compilations, translations, collated reports, or research reports and assigns correct security classification.
5. Exploits regularly all Eastern European and Scandinavian newspapers received for intelligence information.
6. Exploits specific Eastern European and Scandinavian periodicals for intelligence information.
7. Exploits books and monographs on assigned area in answer to specific requests.
8. Exploits captured German documents dealing with Eastern Europe to satisfy certain intelligence requirements.
9. Exploits pertinent Western European publications containing information on Eastern European countries when time permits.
10. Receives Collection Directives, both specific and guide type, and takes action on them.
11. Maintains appropriate files on source materials.
12. Conducts operational liaison with analysts of other intelligence offices to clarify existing informational requirements and specific translation requests.
13. Reads and files for a limited period of time pertinent reports of other intelligence activities to avoid duplication and to relate the Branch effort most effectively to that of other intelligence units with similar purposes.
14. Serves as consultant to other area Branches on matters pertaining to Eastern Europe and the Scandinavian countries and to other authorized requestors on the foreign languages in its area.

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15. Evaluates the reliability and accuracy of individual foreign documents or categories of foreign documents upon request.

16. Provides translation service as directed by Division Chief.

17. Provides miscellaneous special services, such as interpreting, correction of language examinations for other offices, translating from English into a foreign language, etc., as directed by the Division Chief.

18. Maintains branch area security in accordance with CIA security regulations.

19. Indoctrinates new personnel in basic intelligence procedures and trains them in document exploitation techniques.

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DOCUMENTS CONTROL BRANCH FUNCTIONS

1. Surveys worldwide sources of foreign language documents, including government agencies, academic institutions, publishers, bookstores, libraries, commercial firms and research organizations, to determine the existence and availability of documents of potential intelligence interest; conducts the surveys by means of personal contact or by request to appropriate collecting activity and by examination of domestic and foreign publications.

2. Arranges for procurement of documents of interest either directly or through appropriate channels.

3. Prepares reports and studies from surveys with reference to location, type, intelligence potential and availability of documents.

4. When publications of a country become or are believed about to become unavailable for overt acquisition, undertakes special surveys to determine the existence and availability of these publications in other countries. Plans and implements the procurement of sensitive publications by means of special sources.

5. Conducts surveys on foreign documents pertaining to special subjects or geographical areas in response to collection directives or other informational requests.

6. Maintains a central locator file containing information obtained in surveys as to location, description, intelligence value, extent of exploitation, etc., of foreign document collections, current listings of foreign language serials and their availability, reference materials and other information of source value; collects and collates information for this file by conducting continuous examination of foreign publications lists, periodicals both foreign and domestic, reports, etc., in order to ascertain the existence and availability of publications of interest.

7. Advises authorized requestors on captured German and Japanese documents as to location, type, intelligence value, amount of exploitation, etc. Upon request conducts surveys involving screening, assessing, reporting and procuring of captured documents on special subjects or geographical areas.

8. Conducts continual external screening activities at the main document repositories in the Washington area, informs appropriate parties of current findings and arranges for procurement of such material when necessary.

9. Maintains constant liaison with document exploiting branches of the Division as to document requirements, informs on availability of new material and suggests material for subscription.

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10. Briefs publications procurement officers who are going abroad as to foreign document requirements; confers with returning intelligence personnel as to availability of foreign language publications.

11. Coordinates the ordering of publications for the Office of Operations; prepares selected requirements listings for the Agency of foreign language documents for procurement by specified publications procurement officers abroad. Prepares estimates of funds required to procure publications needed by the Office of Operations.

12. Screens documents received for intelligence value based on requirements of the Division and the Agency; routes documents to appropriate branches for exploitation and/or information. Maintains proper accountability records for all documents received by the Division; keeps visible card files showing by area and language the title, publishing authority, periodicity, issue receipt and dissemination of all serial (newspapers and periodicals) publications; indexes by number non-serial publications (books, monographs, brochures, etc.) of intelligence value and abstracts their subject matter content on IBM cards for incorporation into the Branch's non-serial index file and the CIA Library Weekly Accessions List.

13. Retains foreign language documents of intelligence value for a period commensurate with their value and interest to intelligence activities; provides a reference service on these documents to authorized requestors; forwards subsequently all documents to OCD with recommendations as to permanent repository.

14. Maintains central files of all Division products.

15. Screens and routes all intelligence reports, cables and reference materials received by the Division to the appropriate branch or branches; determines the order of routing within the Division on a priority basis.

16. Prepares bibliographies of foreign language documents held by the Division in accordance with Collection Directives.

17. Initiates requests for loan and/or purchase of serial and non-serial publications for the Division, maintaining tracer functions on all such requests.

18. Coordinates the requests from branches of the Division for microfilming and/or photostating of material; supervises the operation of thermo-faxing for the Division.

19. Maintains a central file on all documents sent to Graphics Register for photographing and on the caption reports which accompany such documents.

20. Coordinates CIA requests for procurement of foreign language materials.

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REPORTS BRANCH FUNCTIONS

1. Reviews all Division reports from substantive and intelligence standpoint to determine accuracy of interpretation, clarity of presentation and applicability to requirements; cooperates with appropriate Branch in the revision, correction and/or reconstruction of reports when necessary; reviews such reports for value in relation to dissemination and, for use by intelligence analysts, for security classification, and for possible assignment of "US Officials Only" or "Internal CIA Use Only" restrictions; determines method of handling as an information report or other form of publication; exercises discretion in withholding from publication material of exclusive interest to the covert operations offices; and forwards the latter through the Division Chief and AD/CO for their attention.

2. Receives Collection Directives and other informational requests directed to the Division; assigns such requests to appropriate Branch or Branches for action; conducts liaison and prepares correspondence relating to such requests; maintains files of all Collection Directives and requests and keeps suspense files to assure compliance by appropriate Branch and determines in cooperation with appropriate Branch possibility of meeting requirement target dates and carries out necessary liaison and correspondence in this connection.

3. Edits all Division reports for editorial correctness, standardize style and format.

4. Prepares for printing and dissemination by typing on dupli-mat plates, mimeograph stencils, or for direct photolithographic reproduction, all of the publishable production of the Division; by expert drafting, copies or provides illustrations, diagrams, sketches and maps for products of Division exploitation; arranges for sufficient copies and adequate dissemination for both published and unpublished reports of the Division.

5. Obtains liaison clearance for personnel of the Division with outside agencies and maintains records of all such liaison.

6. Maintains a cross-indexed document exploitation file of work completed or in process in the Division or other intelligence agencies by subject, area, author, document and publication numbers in order to prevent duplication of translation and exploitation among the intelligence agencies; provides information therefrom and edits, prepares and publishes monthly a Consolidated Translation Survey in cooperation with the participating intelligence agencies, thereby informing them of translation and exploitation completed and initiated during each month.

7. Plans with the cooperation of appropriate Branches a preparation of Division products for content, illustration, method of

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preparation, time preparation and possible date of publication.

8. Maintains statistical records for the Division on types of exploitation, numbers of pages prepared, languages exploited and types of documents exploited and quantity of special translation service; prepares from such records monthly statistical reports, status reports and other special reports as required by Management, Budget, OCD or OO.

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Foreign Documents Division

(1)

OFFICE OF THE CHIEF

- A. ~~Direct~~ the exploitation for intelligence purposes of all types of foreign language documents, including captured documents, foreign press, periodicals, and books. ✓
- B. ~~Provides~~ a central translation service to support informational and operational needs of the agency and to fulfill, when Agency workload permits, translation requests from other approved government agencies. ✓
- C. ~~Develops~~ new sources and methods of exploitation for foreign language documents in order to assure best possible coverage of these materials to meet the needs of intelligence agencies for information. ✓

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Foreign Documents Division

(2)

ADMINISTRATIVE STAFF

Provides administrative support for the Division, including all matters pertaining to personnel, security, supply, property, space, budget, finance, and maintenance of a message center. Develops and supervises implementation of divisional administrative procedures.

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Foreign Documents Division

(3)

DOCUMENT CONTROL BRANCH

Surveys world-wide sources of foreign language documents, establishes procurement channels, and maintains the flow of foreign language intelligence material into the Division. ✓

Receives, selects, and routes incoming foreign language material to appropriate unit for exploitation. ✓

Indexes, catalogues, and performs other related library functions in connection with foreign language documentary material acquired by the Division for exploitation and subsequent forwarding to appropriate repository. ✓

Provides reference service for CIA and other intelligence agencies on foreign language holdings in the Division. ✓

Coordinates CIA requests for procurement of foreign language documents.

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Foreign Documents Division

(4)

REPORTS BRANCH

Reviews all Division publications from a substantive and intelligence standpoint to determine accuracy of interpretation, clarity of presentation, and applicability to requirements.

Edits all Division publications for editorial correctness, standardized style, and format.

Receives and processes incoming requests from OCD and other CIA offices, assigns action to appropriate branch, and maintains follow-up controls.

Compiles data for central exploitation files, providing information therefrom to authorized requestors and preparing monthly Consolidated Translation Survey for distribution to participating intelligence agencies.

Prepares required workload, progress, and other statistical reports, maintaining records necessary for this purpose.

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Foreign Documents Division

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SCIENTIFIC AND TECHNICAL BRANCH

Reviews all available scientific and technical foreign language documents to determine applicability to existing intelligence requirements.

Analyzes, selects, indexes, and compiles intelligence information of a scientific and technical nature in the exploitation of such documents to fulfill requirements.

Maintains appropriate cross-index files of foreign scientific and technical source materials and information.

Prepares intelligence information reports and analyses of foreign language source materials in response to collection directives.

Maintains working-level liaison with OSI counterparts and authorized requesters.

Provides translation service for scientific and technical documents as directed by the Division Chief.

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Foreign Documents Division

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REGIONAL BRANCHES

Each regional branch, for its assigned foreign geographical area, will:
Review all available foreign language documents (except scientific and technical) to determine applicability to existing intelligence requirements.

Analyze, select, index, and compile intelligence information in the exploitation of such documents to fulfill requirements.

Maintain appropriate cross-index files of foreign language source materials and information.

Prepare intelligence information reports and analyses of foreign language source materials in response to collection directives.

Maintain working-level liaison with ORE counterparts and authorized requestors.

Provide translation service as directed by the Division Chief.

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