

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

OGC Has Reviewed

TO : Executive

25X1A

FROM : Management Officer

949

SUBJECT: Draft of Proposed Administrative Instruction, subject: Liaison with the FBI.

1. Attached hereto are the signed concurrences of the Assistant Directors for Special Operations, and Collection and Dissemination, and the Chief of Inspection and Security. OPC has dissented, stating that the Assistant Director for Policy Coordination feels that the attached draft is premature.

2. The concurrences received are on the revised draft, which revision incorporated the suggestion of the Assistant Director for Collection and Dissemination.

25X1A

Attachments:

Drafts 1 Sept 49, 25 Aug 49
and comments of OSO

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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- CONCURRENCE
- INFORMATION
- DIRECT REPLY
- PREPARATION OF REPLY
- RECOMMENDATION
- SIGNATURE
- RETURN
- DISPATCH
- FILE

REMARKS:

Confirming our conversation
of to-day ADPC feels that
attached draft is premature

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STAT

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020040-8

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020040-8

UNCLASSIFIED * RESTRICTED * CONFIDENTIAL * SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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1	Executive as		
2			26 Aug 48
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- APPROVAL
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- COMMENT
- CONCURRENCE
- INFORMATION
- DIRECT REPLY
- PREPARATION OF REPLY
- RECOMMENDATION
- SIGNATURE
- RETURN
- DISPATCH
- FILE

REMARKS: Please obtain ^{written} concurrences from OSO, OPC, I & S & OGD on the basis that changes in office designations will be made prior to publication & after review has been announced. Inform Eled when coordination is completed.

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FORM NO. 30-4
SEP 1947

Next 5 Page(s) In Document Exempt

MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE

VIA : The Executive Officer

SUBJECT: Liaison with the Federal Bureau of Investigation

1. At a conference on 4 August 1949 attended by the Assistant Directors of all of the offices of CIA, by the Chief, ICAPS; the Chief, I&S and by the Executive, the problem of current liaison with the Federal Bureau of Investigation was discussed in detail. As a result of this discussion, in order to facilitate the exchange of information with the Federal Bureau of Investigation, to eliminate duplication and confusion concerning requests of and from the FBI and in order to establish efficient, clear-cut and controllable liaison channels, it is unanimously recommended by the officials attending the above-mentioned conference that liaison with the FBI Liaison Representatives, after the impending merger of OSO, OPC and Contacts Branch, OO, be confined exclusively to two channels - the Chief of Inspection and Security and the Assistant Director, OSO, depending upon the substance of the information involved in the particular liaison contact.

2. It is specifically recommended that you approve in this regard, the following instructions to be issued to all offices and staff sections of CIA:

In order to facilitate the exchange of information with the Federal Bureau of Investigation, to eliminate duplication in requests to and from the FBI and insure the establishment and maintenance of efficient, orderly and controllable liaison channels, it is ordered that all liaison between the Central Intelligence Agency and the Federal Bureau of Investigation will be channelled through the two channels set out below.

- (a) The Chief of Inspection and Security - for all matters pertaining to the security of the personnel and installations of CIA, including information concerning investigations of all personnel, physical security investigative information, information of a necessary operational support nature and any additional special information falling within the scope of functions and jurisdictions of the Chief, I & S.
- (b) The Assistant Director, OSO - for all matters pertaining to counter-espionage, counter-intelligence and related information, for all matters pertaining to the internal security of the United States which may be of value to CIA in producing national foreign

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intelligence, for all matters pertaining to the special operational problems involving the OPC function and for all matters pertaining to the functions and operations of the Contacts Branch.

3. Inasmuch as the intelligence product of the Federal Bureau of Investigation under its internal security mission is largely in the counter-espionage and related fields and inasmuch as the Assistant Director, OSO, has primary operational cognizance of CE matters, all collection requests made by the Central Intelligence Agency of the Federal Bureau of Investigation will be routed through the Assistant Director, OSO.

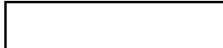
4. No request is to be made of the FBI for any information by CIA personnel except as authorized through the two channels described above.

5. Nothing in this order is intended to interfere with the working relationship between co-members of the IAC or other committees upon which both CIA and FBI are represented. In the event, however, that such working relationships involve requests for information or operational assistance, they must in all cases be coordinated in advance with the Chief, I&S or the Assistant Director, OSO, depending on the nature of the request involved.

6. Any discussions or relationships with the FBI at the working level which are considered necessary or advisable must be arranged through the authorized channels delineated above.

ACTION: It is recommended that you approve the above order.

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Assistant Director
Special Operations

-2-

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Next 2 Page(s) In Document Exempt

S E C R E T

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

SUBJECT: Liaison with the Federal Bureau of Investigation

1. In order to facilitate the exchange of information with the Federal Bureau of Investigation, to eliminate duplication in requests to and from the FBI, and to insure the establishment and maintenance of efficient, orderly and controllable liaison channels, all liaison between the Central Intelligence Agency and the Federal Bureau of Investigation will be governed by the following policy:

a. The Chief of the Inspection and Security Staff is designated as the sole liaison channel for all matters pertaining to the security of the personnel and installations of CIA, including:

- (1) Information concerning investigations of all personnel;
- (2) Physical security investigative information;
- (3) Information of a necessary operational support nature;
- (4) Any additional special information falling within the scope of the functions and jurisdiction of the Chief, I&S.

b. The Assistant Director for Special Operations is designated as the sole liaison channel between CIA and FBI for all other matters except those covered by paragraph 4 hereunder. The Assistant Director for Special Operations is responsible for:

- (1) Servicing the needs of all other Offices and Staffs;
- (2) Transmitting to the Office of Collection and Dissemination for appropriate dissemination information received from the FBI which is of value to the overt Offices;
- (3) Transmitting to the Office of Collection and Dissemination all requests from the FBI for intelligence produced or to be produced by the overt Offices;
- (4) Transmitting to the FBI all requests from the overt Offices for information to be supplied by the FBI.

2. Inasmuch as the intelligence product of the Federal Bureau of Investigation under its internal security mission is largely in the

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counter-espionage and related fields, and inasmuch as the Assistant Director for Special Operations has primary operational responsibilities in counter-espionage matters, all collection requests made by the Central Intelligence Agency of the Federal Bureau of Investigation will be routed through the Assistant Director for Special Operations.

2. No request will be made to the FBI by CIA personnel for any information except through the two channels prescribed above.

4. Nothing in this instruction is intended to interfere with the working relationship between co-members of the Intelligence Advisory Committee or other committees upon which both CIA and FBI are represented. In the event, however, that such working relationships involve requests for information or operational assistance, such requests must, in all cases, be coordinated in advance with the Chief, I&S, or the Assistant Director for Special Operations, depending upon the nature of the request.

5. Any discussions or relationships with the FBI at the working level which are considered necessary or advisable must be arranged through the channels prescribed above.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

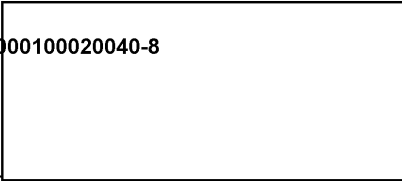
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- 2 -

S E C R E T

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Executive

12 September 1949

Management Officer

Draft of Proposed Administrative Instruction, subject: Liaison with the FBI.

File

1. Attached hereto are the signed concurrences of the Assistant Directors for Special Operations, and Collection and Dissemination, and the Chief of Inspection and Security. OPC has dissented, stating that the Assistant Director for Policy Coordination feels that the attached draft is premature.

2. The concurrences received are on the revised draft, which revision incorporated the suggestion of the Assistant Director for Collection and Dissemination.

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Attachments:

Drafts 1 Sept 49, 25 Aug 49 and comments of OSO

Col Edward requests action be taken now. (30 Sept 49)

DL

Action should come from Ex or this in a day or two - ~~used~~ JCH

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✓
 → Return to me
 [redacted]
 This looks good
 to me.
 Badge content should
 go with the order.

MS

No signature & date? I don't know how this arrived.

Margaret.

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CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Executive <i>12/7</i>	<i>Clu</i>	<i>2/20/49</i>
2	Director of Central Intelligence	<i>PM 1/13</i>	<i>12/16/49</i>
3	<i>Executive</i>		
4			
5			

FROM		INITIALS	DATE
1	Management Officer		
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3			

APPROVAL INFORMATION SIGNATURE
 ACTION DIRECT REPLY RETURN
 COMMENT PREPARATION OF REPLY DISPATCH
 CONCURRENCE RECOMMENDATION FILE

REMARKS: *Please note OSI*
Does NOT concern gch

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FORM NO. 30-4
 SEP 1947

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Executive Registry
50-7872

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Central Intelligence

DATE: 2 December 1949

25X1A FROM : Executive

25X1A SUBJECT: Administrative Instruction

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1. Attached is a revision of Administrative Instruction which includes a separate liaison channel for OPC.

2. The signed concurrences of all concerned are attached with the exception of OSI. OSI concurs in all but the requirement for OSO to transmit to OCD for appropriate dissemination FBI information of value to overt offices. OSI would prefer to receive such material pertinent to its needs directly from OSO. Such action is contrary to current policy of insuring that OCD is the vehicle for receipt and dissemination of all intelligence information coming into CIA. In my opinion it is necessary to maintain this policy to insure:

a. That information received is properly recorded and identified before it gets lost in the files of some researcher.

b. That all offices and other intelligence agencies receive dissemination of intelligence information of interest or value to them without undue delay.

3. Recommend signature of the Administrative Instruction without further change.

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Captain, USN //

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Encls.

Stencil- A.I.
Concurrences

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A ADMINISTRATIVE INSTRUCTION
NO. []

SUBJECT: Liaison with the Federal Bureau of Investigation.

25X1A RESCISSION: Administrative Instruction [] dated 5 October 1949.

1. All liaison relationships between the Central Intelligence Agency and the Federal Bureau of Investigation will be confined to the following channels:

a. The Chief of Inspection and Security Staff for all matters pertaining to the security of the personnel and installations of the Central Intelligence Agency and all problems involving personnel security investigations.

b. The Office of Special Operations for all other matters except those pertaining to the special needs of the Office of Policy Coordination. The Assistant Director for Special Operations is responsible for:

(1) Transmitting to the Office of Collection and Dissemination for appropriate dissemination information received from the FBI which is of value to the overt offices;

(2) Transmitting to the Office of Collection and Dissemination all requests from the FBI for intelligence produced or to be produced by the overt offices;

(3) Transmitting to the FBI all requests from the overt offices for information to be supplied by the FBI.

c. The Office of Policy Coordination for all matters relating to that Office except as provided in paragraph 1a above.

2. Nothing in this Instruction is intended to interfere with the working relationship between co-members of the Intelligence Advisory Committee or other committees upon which both CIA and FBI are represented. In the event, however, that such working relationships involve requests for information or operational assistance, such requests must, in all cases, be coordinated in advance with either the Chief, Inspection and Security Staff, Assistant Director for Policy Coordination, or the Assistant Director for Special Operations, depending upon the nature of the request.

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3. Any discussions or relationships with the Federal Bureau of Investigation at the working level which are considered necessary or advisable must be arranged through the channels prescribed above.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A.

-2-

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Reference:



25X1

16 November 1961

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington 25, D. C.

74c

Dear Mr. Hoover:

In order to facilitate the efficient exchange of information and settlement of mutual problems between this Agency and your Bureau and for the purpose of eliminating duplication, I have instructed all offices of the Central Intelligence Agency that in the future all liaison relationships with your Bureau should be confined to the following three channels:

1. The Chief of the Inspection and Security Staff for all matters pertaining to the security of the personnel and installations of the Central Intelligence Agency, and all problems involving Agency personnel investigations.
2. The Office of Special Operations for all other matters except those pertaining to the operational needs of the Office of Policy Coordination.
3. The Office of Policy Coordination for all matters relating to the operational support of that Office.

It is my hope that this centralization of liaison will result in a more efficient handling of our relationships within this Agency and will enable us to cooperate to the fullest possible extent on all matters of mutual interest.


With best wishes.

Sincerely,

Signed
R. H. Hillenkoetter
Rear Admiral, USN
Director of Central
Intelligence

By RHH/gc
Distribution:

- Orig & 1cc - FBI
- 1 cc - DCI
- 1 cc - AD/OPS
- 1 cc - AD/DO
- 1 cc - STD
- 1 cc - ICS
- 1 cc - Executive
- 1 cc - C/I&S
- 1 cc - Central Records

Note for Records: See Administrative Instruction  10/5/49.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 30 November 1949

FROM : Deputy Assistant Director

SUBJECT: Revision of Administrative Instruction

STATINTL

1. OSI concurs with the proposed revision with the following exception:

Certain restricted projects at present and in the future make it necessary that there be provision for direct exchange of information between OSO and OSI. It is requested that provision be made for this exception in the instruction so that direct dissemination is possible when necessary as determined by the AD/OSO and AD/OSI.

STATINTL



DEC 8 1949

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Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

9 December 1949

25X1A

SUBJECT: Liaison with the Federal Bureau of Investigation.

25X1A

RESCISSION: Administrative Instruction [REDACTED], dated 5 October 1949.

1. All liaison relationships between the Central Intelligence Agency and the Federal Bureau of Investigation will be confined to the following channels:

a. The Chief of Inspection and Security Staff for all matters pertaining to the security of the personnel and installations of the Central Intelligence Agency and all problems involving personnel security investigations.

b. The Office of Special Operations for all other matters except those pertaining to the special needs of the Office of Policy Coordination. The Assistant Director for Special Operations is responsible for:

(1) Transmitting to the Office of Collection and Dissemination for appropriate dissemination information received from the FBI which is of value to the overt offices;

(2) Transmitting to the Office of Collection and Dissemination all requests from the FBI for intelligence produced or to be produced by the overt offices;

(3) Transmitting to the FBI all requests from the overt offices for information to be supplied by the FBI.

c. The Office of Policy Coordination for all matters relating to that Office except as provided in paragraph 1a above.

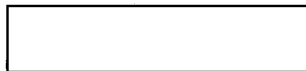
2. Nothing in this Instruction is intended to interfere with the working relationship between co-members of the Intelligence Advisory Committee or other committees upon which both CIA and FBI are represented. In the event, however, that such working relationships involve requests for information or operational assistance, such requests must, in all cases, be coordinated in advance with either the Chief, Inspection and Security Staff, Assistant Director for Policy Coordination, or the Assistant Director for Special Operations, depending upon the nature of the request.

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CONFIDENTIAL

3. Any discussions or relationships with the Federal Bureau of Investigation at the working level which are considered necessary or advisable must be arranged through the channels proscribed above.

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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.*presented*

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ADMINISTRATIVE INSTRUCTION
NO.

5 October 1949

SUBJECT: Liaison with the Federal Bureau of Investigation

1. In order to facilitate the exchange of information with the Federal Bureau of Investigation, to eliminate duplication in requests to and from the FBI, and to insure the establishment and maintenance of efficient, orderly and controllable liaison channels, all liaison between the Central Intelligence Agency and the Federal Bureau of Investigation will be governed by the following policy:

a. The Chief of the Inspection and Security Staff is designated as the sole liaison channel for all matters pertaining to the security of the personnel and installations of CIA, including:

- (1) Information concerning investigations of all personnel;
- (2) Physical security investigative information;
- (3) Information of a necessary operational support nature;
- (4) Any additional special information falling within the scope of the functions and jurisdiction of the Chief, I&S.

b. The Assistant Director for Special Operations is designated as the sole liaison channel between CIA and FBI for all other matters except those covered by paragraph 4 hereunder. The Assistant Director for Special Operations is responsible for:

- (1) Servicing the needs of all other Offices and Staffs;
- (2) Transmitting to the Office of Collection and Dissemination for appropriate dissemination information received from the FBI which is of value to the overt Offices;
- (3) Transmitting to the Office of Collection and Dissemination all requests from the FBI for intelligence produced or to be produced by the overt Offices;
- (4) Transmitting to the FBI all requests from the overt Offices for information to be supplied by the FBI.

2. Inasmuch as the intelligence product of the Federal Bureau of Investigation under its internal security mission is largely in the

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO. []

9 December 1949

SUBJECT: Liaison with the Federal Bureau of Investigation.

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RESCISSION: Administrative Instruction [] dated 5 October 1949.

1. All liaison relationships between the Central Intelligence Agency and the Federal Bureau of Investigation will be confined to the following channels;

a. The Chief of Inspection and Security Staff for all matters pertaining to the security of the personnel and installations of the Central Intelligence Agency and all problems involving personnel security investigations.

b. The Office of Special Operations for all other matters except those pertaining to the special needs of the Office of Policy Coordination. The Assistant Director for Special Operations is responsible for;

(1) Transmitting to the Office of Collection and Dissemination for appropriate dissemination information received from the FBI which is of value to the overt offices;

(2) Transmitting to the Office of Collection and Dissemination all requests from the FBI for intelligence produced or to be produced by the overt offices;

(3) Transmitting to the FBI all requests from the overt offices for information to be supplied by the FBI.

c. The Office of Policy Coordination for all matters relating to that Office except as provided in paragraph 1a above.

2. Nothing in this Instruction is intended to interfere with the working relationship between co-members of the Intelligence Advisory Committee or other committees upon which both CIA and FBI are represented. In the event, however, that such working relationships involve requests for information or operational assistance, such requests must, in all cases, be coordinated in advance with either the Chief, Inspection and Security Staff, Assistant Director for Policy Coordination, or the Assistant Director for Special Operations, depending upon the nature of the request.

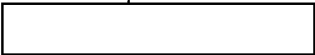
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3. Any discussions or relationships with the Federal Bureau of Investigation at the working level which are considered necessary or advisable must be arranged through the channels prescribed above.

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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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