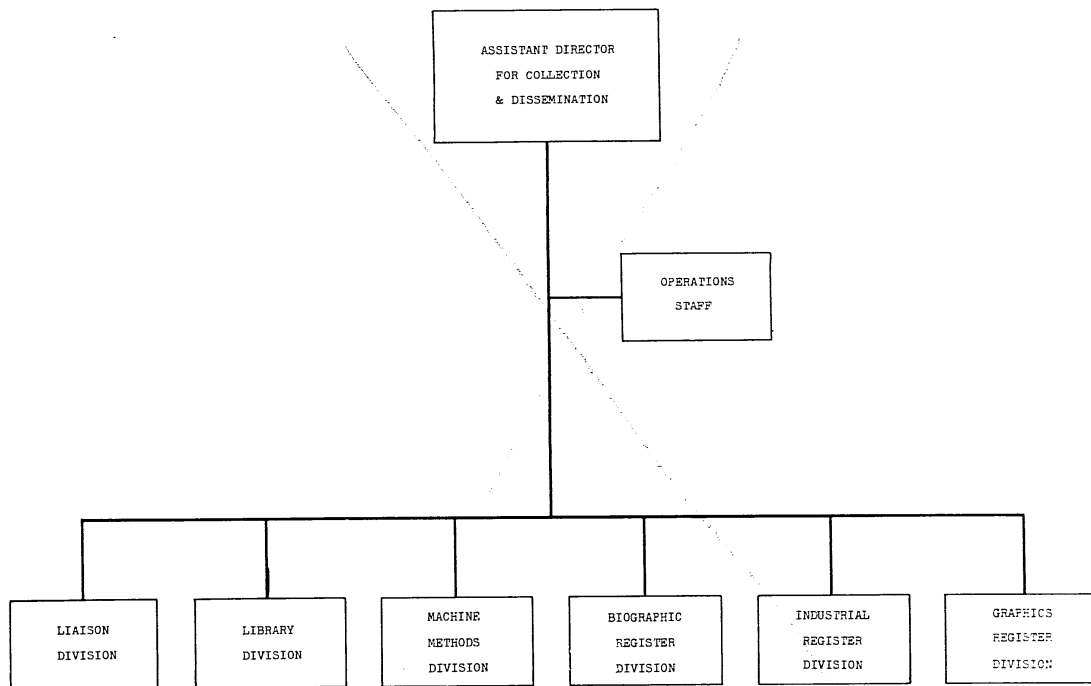


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SECRET

OFFICE OF COLLECTION & DISSEMINATION



25X1A

CIA REGULATION NO. [REDACTED]

SECRET

19 January 1951

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OFFICE OF COLLECTION AND DISSEMINATION

I. MISSION

The Assistant Director for Collection and Dissemination is charged with providing a central Agency service for the coordination of specific foreign information requirements with those of other government intelligence activities, for the transmission of collection requests, for the receipt of foreign intelligence information, for the control and maintenance of reference facilities and for the dissemination of intelligence materials.

II. FUNCTIONS

The Assistant Director for Collection and Dissemination shall:

- A. Provide a central service for the coordination of specific foreign intelligence requirements with those of other government intelligence activities, based on the needs of all components of the Agency.
- B. Determine, in collaboration with the activities and agencies concerned, which government facilities are best able to satisfy specific requirements and, based on this determination, assign collection missions.
- C. Conduct working-level operational liaison with other agencies to provide service as required by other Central Intelligence activities and as necessary to collect pertinent data for OCD collateral materials.
- D. Provide newspapers, periodicals, documents and other reference materials required for use within the Agency.
- E. Maintain the central Agency intelligence reference library which will serve all offices of the Agency in accordance with their needs and other government agencies to the extent possible without jeopardy to service to the Agency.
- F. Maintain files and indexes of foreign bibliographic, biographic, industrial and graphic intelligence data and prepare upon specific requests necessary reports in connection therewith; such service being primarily to serve Agency activities and secondarily other government agencies, except that all government agencies will be served as a central service responsibility in the field of scientific biography.
- G. Recommend and develop dissemination policies and procedures in coordination with other offices of CIA and other interested agencies.
- H. Receive all foreign intelligence information and implement the approved coordinated dissemination policies and procedures.
- I. Present recommendations to the Assistant Director for Intelligence Coordination on coordination matters relating to the production of national estimates.

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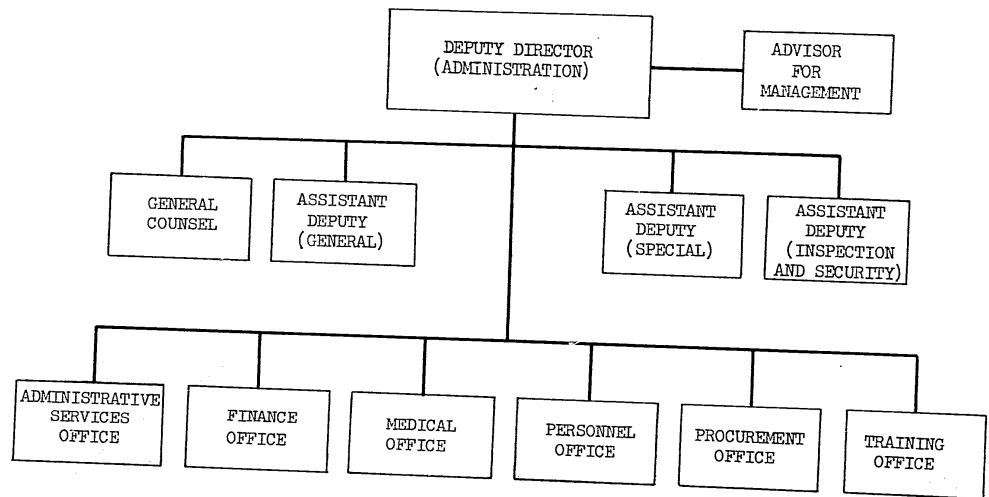
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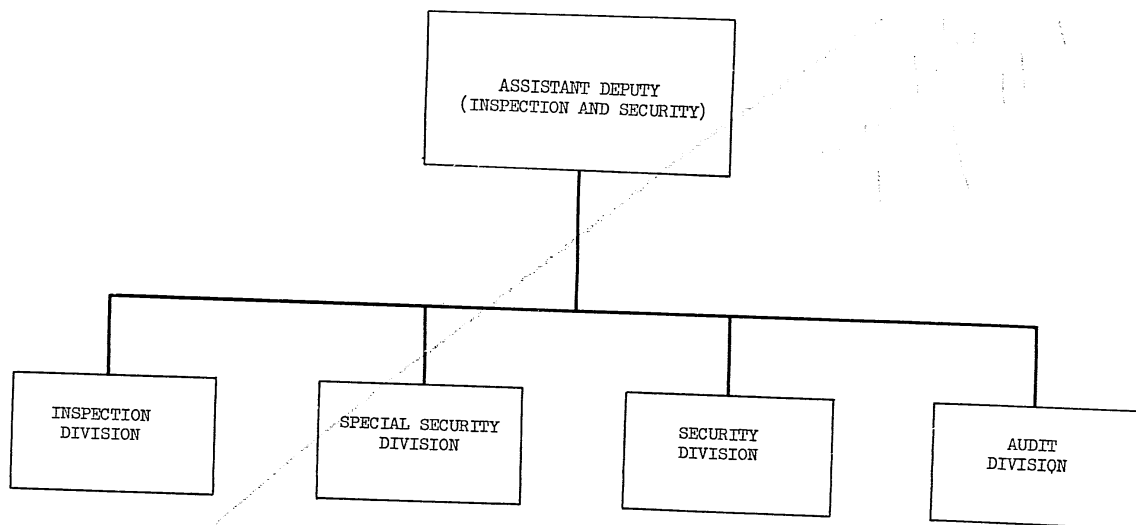
DEPUTY DIRECTOR (ADMINISTRATION)



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ASSISTANT DEPUTY (INSPECTION AND SECURITY)



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19 January 1951

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ASSISTANT DEPUTY (INSPECTION AND SECURITY)

I. MISSION

The Assistant Deputy (Inspection and Security) is charged with the preparation and execution of the Agency's security program, and with the performance of certain special security, audit and inspection functions.

II. FUNCTIONS

The Assistant Deputy (Inspection and Security) shall:

- A. Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- B. Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counter-intelligence programs for the Agency.

- C. Obtain and evaluate through investigations and liaison contact pertinent information regarding personnel for employment, assignment or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
- D. Determine the effectiveness with which security programs and policies are being accomplished.
- E. Coordinate and engage in policy and program planning of emergency measures.
- F. Prescribe security policies relating to the liaison and contact relations of Agency officials with others; establish and maintain necessary liaison with officials of other government agencies on security matters.

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Page 30

ASSISTANT DEPUTY (INSPECTION AND SECURITY) (CONT.)

- G. Investigate reports of violation or non-compliance with security policies or regulations and recommend or initiate appropriate action as may be required.
- H. Perform audits of unvouchered funds and all property.
- I. Make inspections, investigations and reports as directed.
- J. Conduct certain activities pertaining to the over-all ██████ program. 25X1A
- K. Conduct research in security fields.

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PROCUREMENT OFFICE

I. MISSION

The Chief of Procurement is in charge of all Agency procurement of equipment and supplies.

II. FUNCTIONS

The Chief of Procurement shall:

- A. Effect, in coordination with operating officials, final determination of Agency requirements and priorities for equipment and supplies.
- B. Negotiate on a policy basis, with officials of appropriate Government organizations, agreements to ensure that CIA requirements are met on a timely basis.

- C. Procure materials and supplies required for all Agency activities, directly or by contract, from civilian or military, and other Government sources.
- D. Receive, inspect, warehouse, pack and issue all supplies and equipment.
- E. Determine and supervise all necessary procurement and requirement liaison.
- F. Maintain and control all supplies and equipment of the Agency, and be responsible for the accountability and utilization of all such property.

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CIA REGULATION NO. ■■■

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19 January 1951

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TRAINING OFFICE

I. MISSION

The Director of Training is in charge of developing and directing all Agency training programs.

II. FUNCTIONS

The Director of Training shall:

- A. Arrange, in coordination with the Director of Personnel, for the procurement, on a selective basis from all sources, of qualified employees for career development.

- B. Develop the programs for both the orientation and in-service training of Agency personnel for all phases of Agency operations.
- C. Supervise and/or conduct all Agency training programs, initiating specialized Agency training operations as need arises.

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CENTRAL INTELLIGENCE AGENCY
ORGANIZATION AND FUNCTIONS

25X1A

CIA REGULATION NO. [REDACTED]

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19 January 1951

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Page 1

ORGANIZATION AND FUNCTIONS

1. The organization and functions of the Central Intelligence Agency and its components as presented herewith are established as a governing directive for the Agency, effective 19 January 1951.

2. Each Office Head:

a. Is responsible for, and has authority to carry out, the functions specified for him in this publication. Except when prohibited from so doing, he may delegate to members of his staff appropriate portions of his responsibilities together with proportionate authority for their fulfillment, but such action will not relieve him of direct overall responsibility for results.

b. Shall coordinate his activities with other Office Heads to the extent necessary for fulfillment of the overall Agency mission but will in no instance assume responsibilities and functions assigned elsewhere.

c. Will establish internal policies and procedures for the operation of his Office in consonance with this and other Agency Regulations.

d. Will prepare, in conjunction with the Deputy Director (Administration), detailed statements of functions for his principal subordinates to include branch or similar organizational level chiefs.

3. This Regulation supersedes and cancels CIA Regulation [redacted] dated 1 December 1950. 25X1A

4. No portion of this document may be reproduced or distributed outside of CIA without prior approval of the Deputy Director or the Director.

5. The Deputy Director (Administration) is designated to exercise those Agency powers specifically delegated by law to The Executive.

[redacted]
WALTER B. SMITH
Director of Central Intelligence

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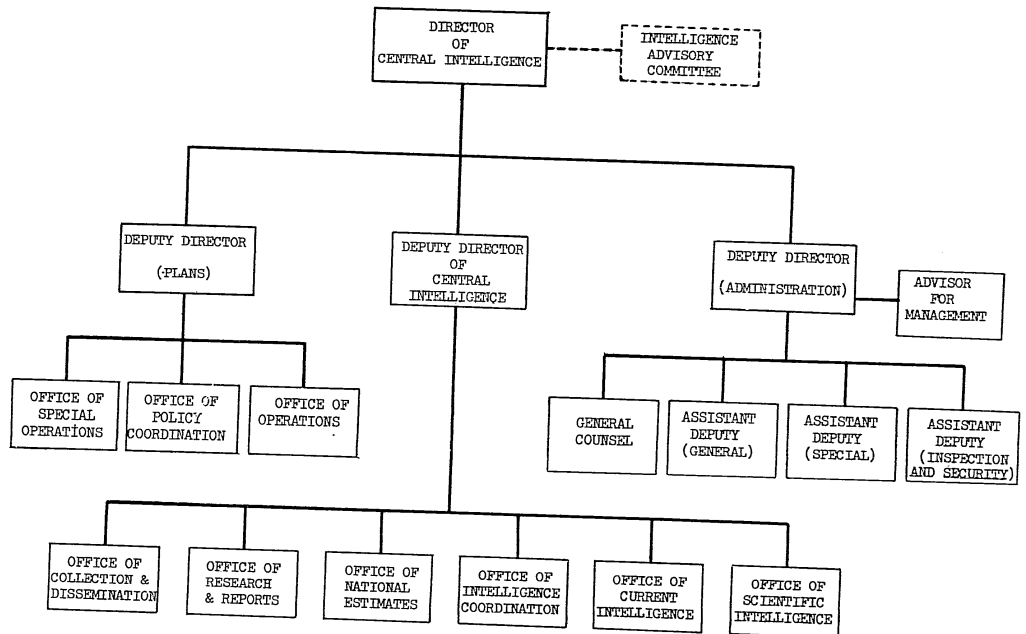
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19 January 1951

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CENTRAL INTELLIGENCE AGENCY



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Page 3

CENTRAL INTELLIGENCE AGENCY

I. MISSION

Under the direction of the National Security Council, it is the duty of the Central Intelligence Agency to advise on, and to make recommendations for the coordination of, intelligence activities relating to the national security, to correlate, evaluate and disseminate intelligence relating to the national security, to perform services of common concern to the intelligence agencies and to perform such other functions as may be directed.

the National Security Act of 1947 (Sec. 102), together with such other duties and functions as may appropriately be assigned to it by competent authority. The Director of Central Intelligence is the head of the Central Intelligence Agency and is responsible for proper performance of the Agency's functions. In the performance of his duties, the Director shall exercise all powers inherent in the head of a department or Agency of the Government.

II. FUNCTIONS

The Central Intelligence Agency shall perform the duties and functions prescribed by

In addition to his normal authorities as Director of Central Intelligence, the Director is charged with the carrying out of such specific statutory functions as are set forth in appropriate legislation.

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CIA REGULATION NO. ■

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19 January 1951

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Page 3A

OFFICE OF THE DIRECTOR OF CENTRAL INTELLIGENCE
TRAINING OFFICE

I. MISSION

The Director of Training is in charge of developing and directing all Agency training programs.

curement, on a selective basis from all sources, of qualified employees for career development.

II. FUNCTIONS

The Director of Training shall:

A. Arrange, in coordination with the Director of Personnel, for the pro-

B. Develop the programs for both the orientation and in-service training of Agency personnel for all phases of Agency operations.

C. Supervise all Agency training programs and conduct such general training programs as may be required to meet Agency needs.

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Director of Central Intelligence 18 April 1951

Rescinds: Page 42

Dated: 19 January 1951

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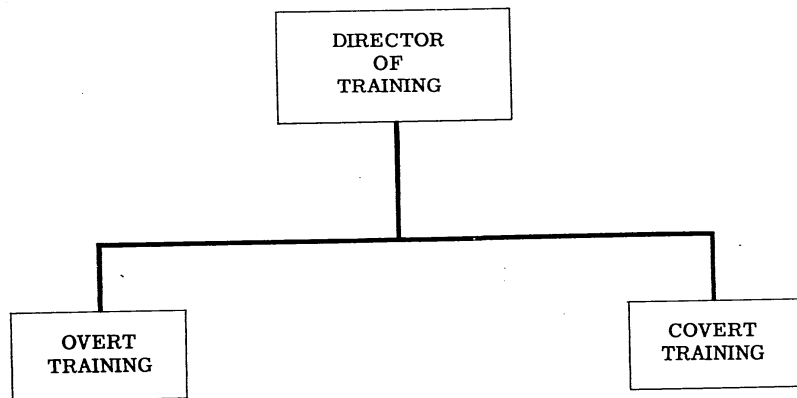
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Page 3B

TRAINING OFFICE




Director of Central Intelligence

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CIA REGULATION NO. 

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1 July 1951

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DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

The Deputy Director of Central Intelligence is in charge of the production of intelligence by CIA and the coordination of the intelligence activities of the government, as prescribed by NSC Directives.

He will act as the Director of Central Intelligence in the absence of that official.

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CIA REGULATION NO. ■

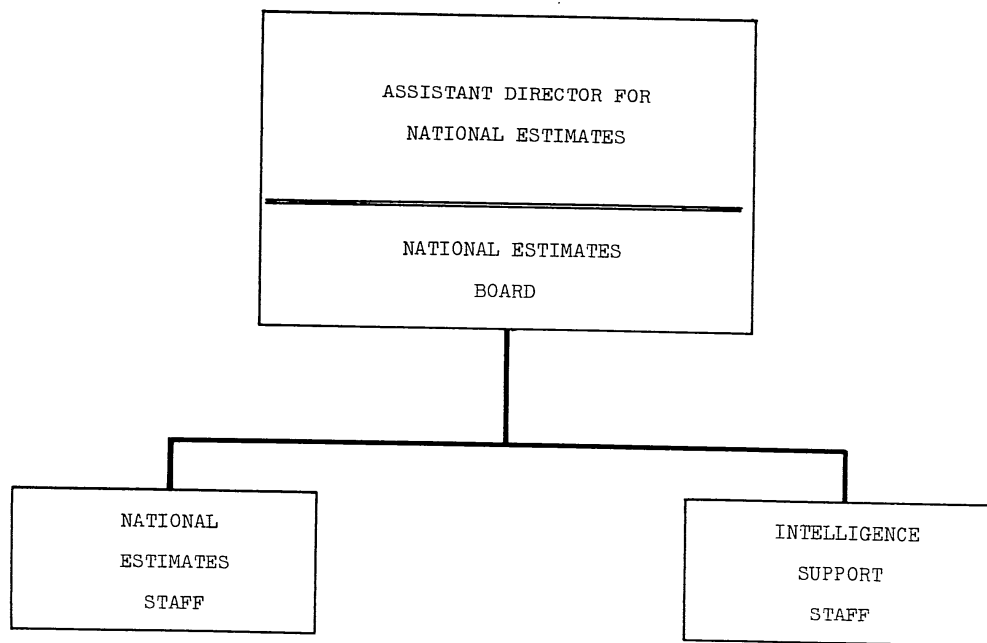
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19 January 1951

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Page 5

OFFICE OF NATIONAL ESTIMATES



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CIA REGULATION NO. [REDACTED]

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OFFICE OF NATIONAL ESTIMATES

I. MISSION

The Assistant Director for National Estimates is charged with the production of national intelligence estimates and with assisting the Director of Central Intelligence in the coordination of intelligence production activities relating to the national security.

II. FUNCTIONS

The Assistant Director for National Estimates shall:

- A. Direct the production of national intelligence estimates in accordance with the policies of the Director of Central Intelligence. This includes the setting of priorities and the assignment of production responsibilities among the components of the Central Intelligence Agency, and among the intelligence agencies of the Federal Government.
- B. Prepare national intelligence estimates for issuance by the Director of Central Intelligence.
- C. Provide CIA representation and intelligence support at the Staff Assistants level of the National Security Council Staff.
- D. Give appropriate guidance to the intelligence research agencies.
- E. Give appropriate guidance to the intelligence collection agencies.
- F. Make recommendations to the Director of Central Intelligence on matters affecting the production of national intelligence estimates.

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CIA REGULATION NO. [REDACTED]

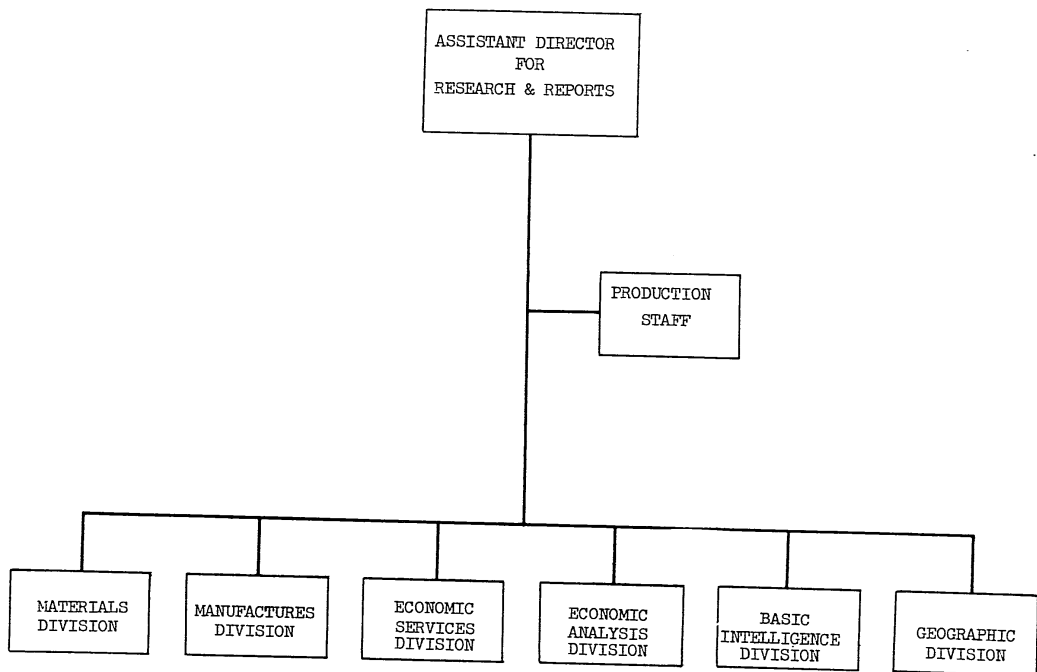
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Page 7

OFFICE OF RESEARCH & REPORTS



25X1A

CIA REGULATION NO. [REDACTED]

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OFFICE OF RESEARCH AND REPORTS

I. MISSION

The Assistant Director for Research and Reports is charged with conducting intelligence research and producing intelligence reports (excluding scientific intelligence) under the approved Agency intelligence production program.

II. FUNCTIONS

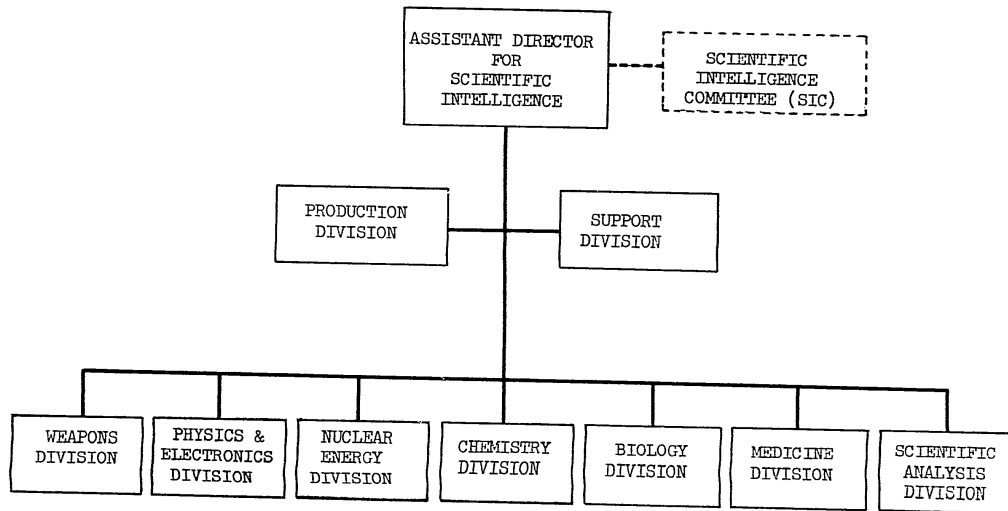
The Assistant Director for Research and Reports shall:

- A. Formulate and recommend the intelligence research program for his Office.
- B. Conduct intelligence research and produce intelligence reports in specified fields of common concern, and in other fields as directed.
- C. Coordinate the research and reporting activities of Governmental and other agencies in specified fields of common concern and in other intelligence fields as directed.
- D. Provide for centralized allocations and coordination of the National Intelligence Surveys program.
- E. Provide centrally for the production and coordination of foreign geographic and map intelligence, and for the procurement and preparation of intelligence maps.
- F. Formulate and establish the necessary requirements for intelligence information for his Office for transmittal through appropriate channels for collection action.
- G. Provide CIA collection offices and other governmental collection agencies with evaluations on their reports which fall within fields of intelligence research and reporting responsibilities of his office.
- H. Provide graphic support for the Director of Central Intelligence, the Assistant Director for Scientific Intelligence, the Director of Training and other Agency officials, as necessary.
- I. Perform such other functions related to intelligence research or reporting as may be directed.

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OFFICE OF SCIENTIFIC INTELLIGENCE



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CIA REGULATION NO. [REDACTED]

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OFFICE OF SCIENTIFIC INTELLIGENCE

I. MISSION

The Assistant Director for Scientific Intelligence is charged with provision of that scientific and technical foreign intelligence required for the formulation of national intelligence estimates and for other purposes directly relating to the security of the United States and with the coordination of directly pertinent scientific and technical intelligence activities of governmental departments and agencies.

II. FUNCTIONS

The Assistant Director for Scientific Intelligence shall:

- A. Provide advice and assistance to the Assistant Director for National Estimates in drafting the terms of reference of national estimates to insure proper consideration of scientific factors.
- B. Provide the Assistant Director for National Estimates with coordinated scientific intelligence that is required for national estimates.

- C. Provide the scientific and technical estimates, reports, information, guidance and support needed by other Offices of CIA, other governmental intelligence organizations, and such non-intelligence organizations as RDB, WSEG, and NSRB.
- D. Within the framework of the national intelligence objectives, recommend establishment of the national scientific and technical foreign intelligence objectives and their priorities in collaboration with the Assistant Director for National Estimates and appropriate governmental departments and agencies.
- E. Prepare on the basis of national intelligence objectives, programs for the production of the foreign scientific and technical intelligence required to meet the national objectives.
- F. Determine the foreign scientific and technical intelligence information required to meet the national scientific and technical objectives as well as pertinent needs of governmental departments and agencies and establish coordinated collection requirements and priorities for all sources of foreign scientific information.

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19 January 1951

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OFFICE OF SCIENTIFIC INTELLIGENCE (CONT.)

- G. In cooperation with the Assistant Director for Intelligence Coordination, formulate and implement plans and policies for coordination of scientific and technical intelligence activities within the framework of CIA's authority and over-all Agency coordination policies.
- H. Conduct working level liaison with all appropriate government departments and agencies on substantive matters pertaining to scientific and technical intelligence.
- I. Support the collection activities of all agencies through technical assistance and guidance.
- J. Determine the adequacy of collection activities for meeting foreign scientific information requirements and recommend means for their improvement or employment.
- K. Review and coordinate the substantive aspects of all requests upon CIA for scientific intelligence and foreign scientific information.
- L. Study and develop scientific techniques and methods relating to the intelligence process and recommend employment where appropriate.
- M. Provide chairmanship and support for the Scientific Intelligence Committee and its working committees.

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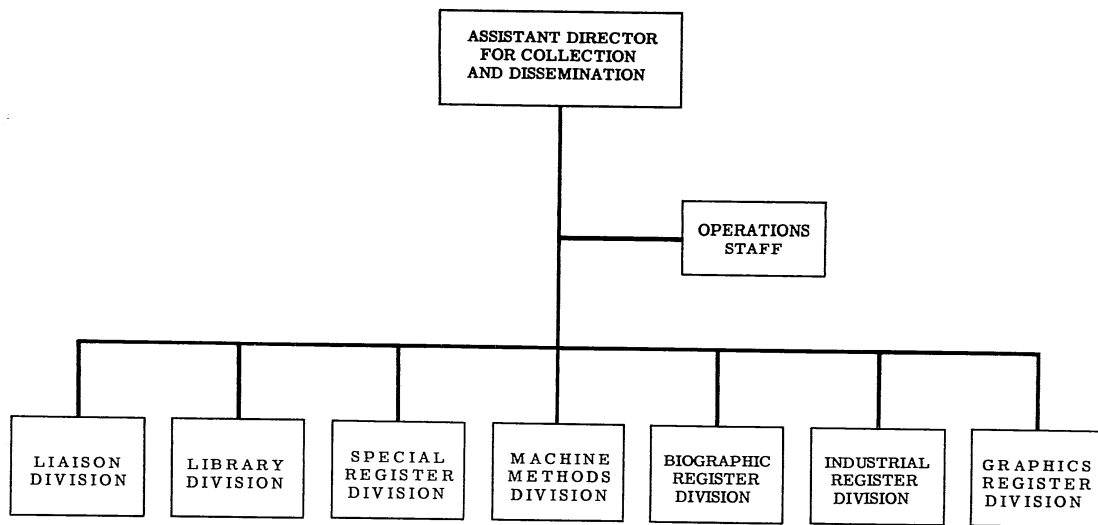
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OFFICE OF COLLECTION AND DISSEMINATION



25X1A

Acting Director of Central Intelligence

27 May 1951

Rescinds: Page 12

Dated : 19 January, 1951

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Page 13

OFFICE OF COLLECTION AND DISSEMINATION

I. MISSION

The Assistant Director for Collection and Dissemination is charged with providing a central Agency service for the coordination of specific foreign information requirements with those of other government intelligence activities, for the transmission of collection requests, for the receipt of foreign intelligence information, for the control and maintenance of reference facilities and for the dissemination of intelligence materials.

C. Conduct working-level operational liaison with other agencies to provide service as required by other Central Intelligence activities and as necessary to collect pertinent data for OCD collateral materials.

D. Provide newspapers, periodicals, documents and other reference materials required for use within the Agency.

II. FUNCTIONS

The Assistant Director for Collection and Dissemination shall:

A. Provide a central service for the coordination of specific foreign intelligence requirements with those of other government intelligence activities, based on the needs of all components of the Agency.

B. Determine, in collaboration with the activities and agencies concerned, which government facilities are best able to satisfy specific requirements and, based on this determination, assign collection missions.

E. Maintain the central Agency intelligence reference library which will serve all offices of the Agency in accordance with their needs and other government agencies to the extent possible without jeopardy to service to the Agency.

F. Maintain files and indexes of foreign bibliographic, biographic, industrial and graphic intelligence data and prepare upon specific requests necessary reports in connection therewith; such service being primarily to serve Agency activities and secondarily other government agencies, except that all government agencies will be served as a central service responsibility in the field of scientific biography.

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27 May 1951

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Page 13A

OFFICE OF COLLECTION AND DISSEMINATION

- G. Recommend and develop dissemination policies and procedures in coordination with other offices of CIA and other interested agencies.
- H. Receive all foreign intelligence information and implement the approved coordinated dissemination policies and procedures.
- I. Present recommendations to the Assistant Director for Intelligence Coordination on coordination matters relating to the production of national estimates.
- J. Perform special services for Agency components as required.

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Acting Director of Central Intelligence

27 May 1951
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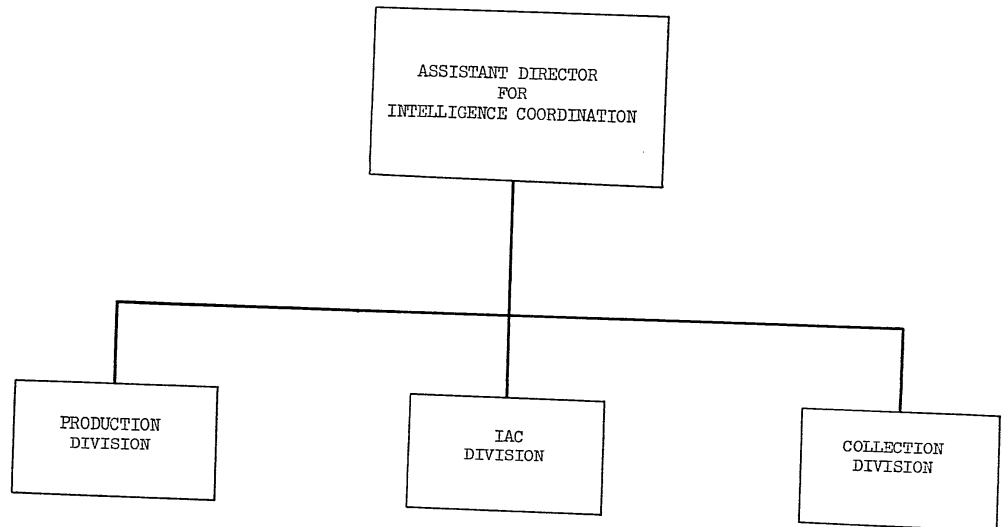
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OFFICE OF INTELLIGENCE COORDINATION



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OFFICE OF INTELLIGENCE COORDINATION

I. MISSION

The Assistant Director for Intelligence Coordination is charged with assisting the Director in discharging his responsibilities for coordination of intelligence activities in the Government which relate to the national security and with assisting the Director as required in dealing with coordination problems within the Agency.

II. FUNCTIONS

The Assistant Director for Intelligence Coordination shall:

A. Serve as Secretary of the IAC.

- B. Develop and recommend policies for the coordination of intelligence activities relating to the national security.
- C. Advise and assist in order to achieve effective collaboration in the Federal Intelligence System on matters relating to national security.
- D. Review and evaluate the effectiveness of the coordinating efforts and arrangements in the Federal Intelligence System.

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OFFICE OF CURRENT INTELLIGENCE

I. MISSION

The Assistant Director for Current Intelligence is charged with producing an evaluated Daily Summary of current intelligence and with providing special intelligence services of an all-source character.

- B. Provide an all-source situation room for the Director of Central Intelligence and other authorized officials.
- C. Maintain the Agency continuous duty officer watch.
- D. Perform special functions as specified by the Director of Central Intelligence.

II. FUNCTIONS

The Assistant Director for Current Intelligence shall:

- A. Produce a Daily Summary of current intelligence, which is based upon current information received from all sources and which includes evaluated CIA comment.

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DEPUTY DIRECTOR (PLANS)

The Deputy Director (Plans) is responsible for the fulfillment of special functions as directed by the Director.

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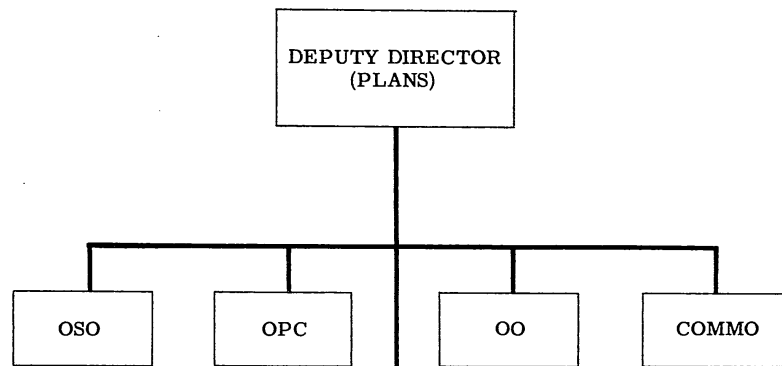
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DEPUTY DIRECTOR (PLANS)



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Director of Central Intelligence

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OFFICE OF SPECIAL OPERATIONS

1. Performs special functions as directed by the Director.
2. Provides certain other general Agency support services as directed by the Director.

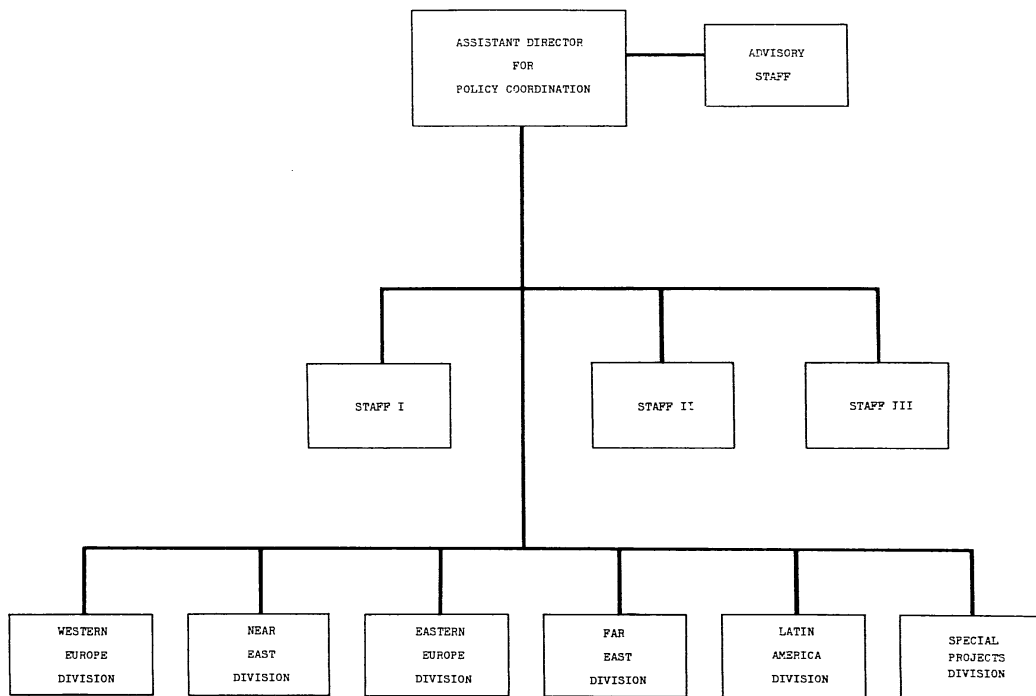
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OFFICE OF POLICY COORDINATION



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OFFICE OF POLICY COORDINATION

Serves as an activity for specialized projects as directed by the Director.

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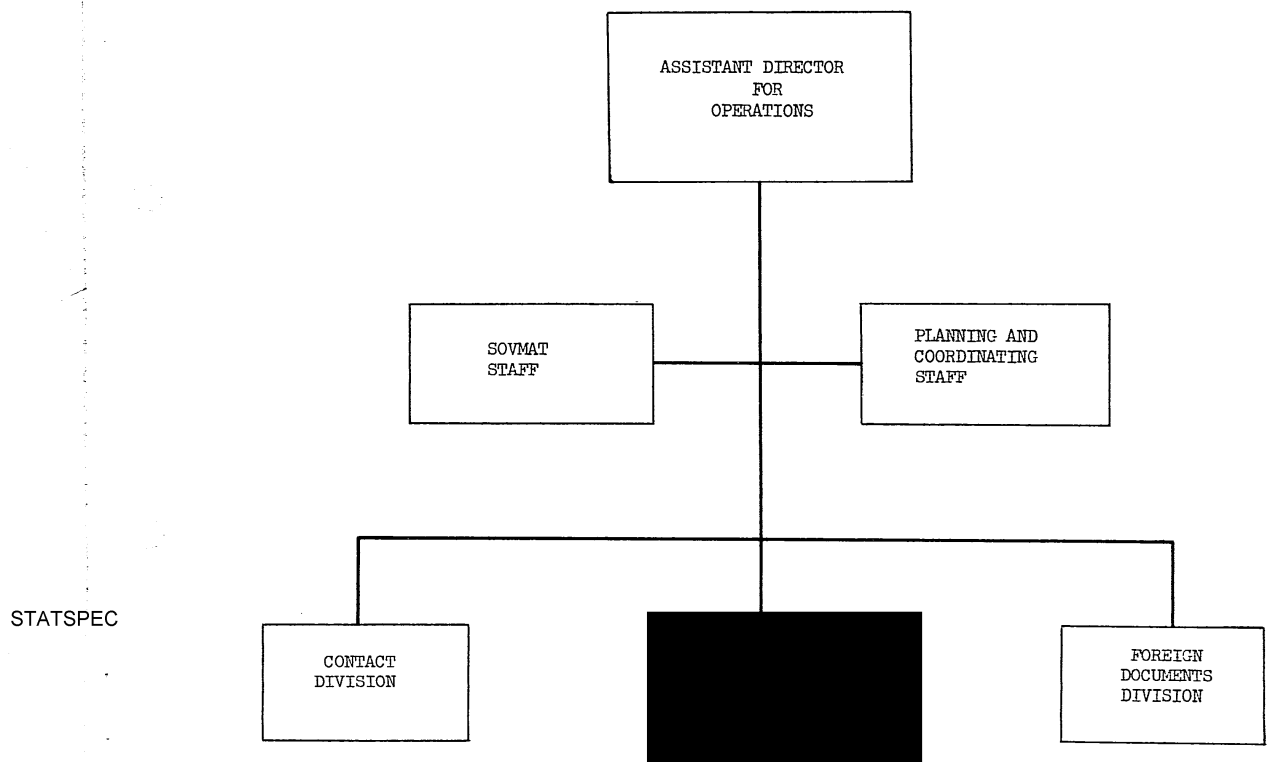
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OFFICE OF OPERATIONS



STATSPEC

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OFFICE OF OPERATIONS

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I. MISSION

The Assistant Director for Operations is charged with the direct collection of intelligence information from primary overt non-governmental sources.

D. Administer, as a service of common concern, a field organization for the collection of foreign intelligence information

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II. FUNCTIONS

The Assistant Director for Operations shall:

E. Analyze, select and edit intelligence information resulting from collection action and prepare information for publication.

A. Develop and recommend policies and programs for the overt collection of foreign intelligence information within the United States and specified foreign areas.

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25X1C

B. Conduct operational programs for the collection of intelligence information from: (1) foreign language documents; (2) research analysis of Soviet and Satellite materials

25X1C

G. Provide translation support to Agency components.

H. Provide and arrange for intelligence presentations, interrogations and briefings in the Agency for authorized individuals.

C. STATSPEC

I. Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of his Office.

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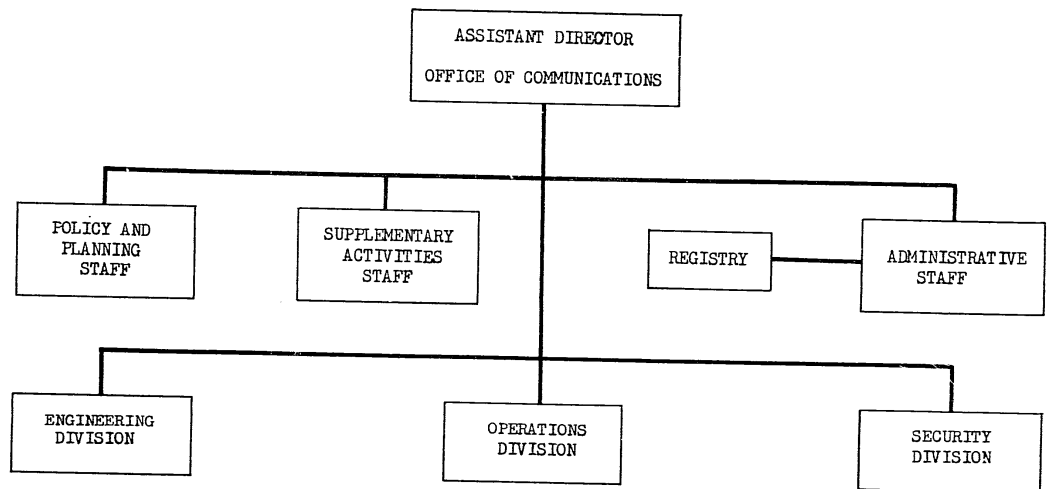
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Security Information
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ASSISTANT DIRECTOR
OFFICE OF COMMUNICATIONS



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CIA REGULATION NO. [REDACTED]

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Director of Central Intelligence 1 July 1951

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Security Information

Security Information

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ASSISTANT DIRECTOR FOR COMMUNICATIONS

I. MISSION

The Assistant Director for Communications is charged with advising the Director of Central Intelligence, through the Deputy Director (Plans), on matters of communications and electronics policy; intelligence matters related to foreign communications and electronics systems; all other communications and electronics matters which have a bearing upon the security of the United States under the responsibilities of the Central Intelligence Agency as set forth under its various charters; and providing the communications support necessary to the accomplishment of the various missions of the Central Intelligence Agency.

II. FUNCTIONS

In order to properly advise the Director and to provide the Central Intelligence Agency with reliable, secure and rapid electrical communications facilities for the transmission and reception of intelligence and for the control of its activities throughout the world, the Assistant Director for Communications shall be responsible for:

A. Continuing exploration and evaluation of facts from all known sources, including liaison, relative to the consummation of his mission.

- B. Formulation and implementation of policies and programs which will make available to the Agency adequate telecommunications facilities conceived and operated under the most modern and efficient techniques available.
- C. Supervision and regulation of communications practices of the Agency under concepts and policies designed to safeguard these practices with adequate security standards.
- D. Formulation and implementation of policies and programs embracing research into and development of communications techniques, facilities, and specialized electronic equipment especially adapted to the needs of the Agency.
- E. Liaison with other Government agencies on communications and electronics matters, and for participation in and provision of technical support for Agency negotiations with officials of foreign governments concerning communications matters.
- F. Degree of intra-Agency liaison essential to the proper coordination and planning for communications support of Agency projects.
- G. Formulation and continual review of Communications War Mobilization Plans for the Agency and the preparation of Communications Annexes to overall Agency mobilization as required.

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CIA Regulation No. [REDACTED]

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Security Information

1 July 1951

Security Information


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ASSISTANT DIRECTOR FOR COMMUNICATIONS

- H. Determination of requirements for equipment and personnel and other logistic support for communications activities of the Agency.
- I. Conduct of highly specialized technical training, both elementary and advanced, for all communications personnel of the Agency, and the constant revision of communications training methods to keep pace with the rapid advance in the art.

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Director of Central Intelligence

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Security Information

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DEPUTY DIRECTOR (ADMINISTRATION)

The Deputy Director (Administration) is in charge of all administrative support for the Agency.

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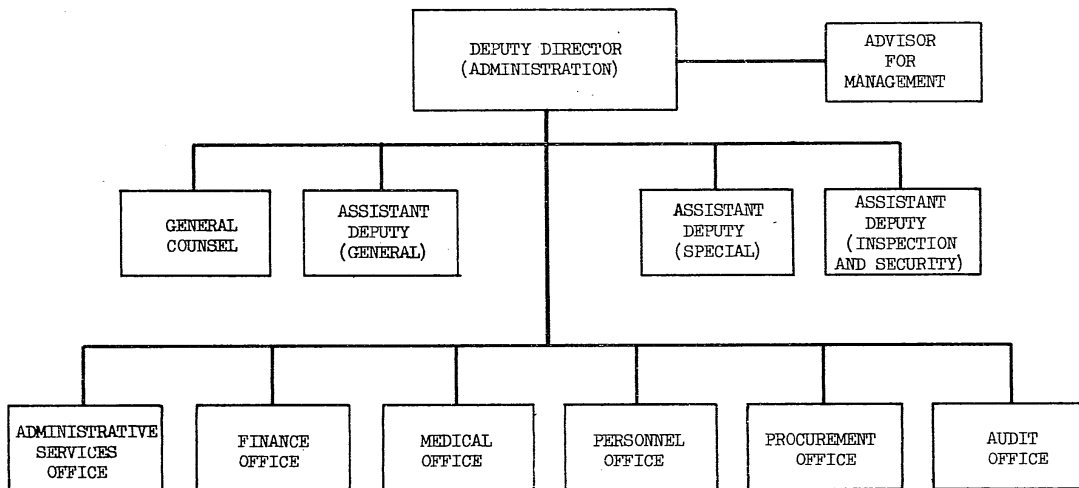
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DEPUTY DIRECTOR (ADMINISTRATION)



25X1A



Director of Central Intelligence

18 April 1951
Rescinds: Page 25
Dated: 19 January 1951

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MANAGEMENT ANALYSIS OFFICE

I. MISSION

The Advisor for Management will advise the Deputy Director (Administration) on general Agency efficiency, organization structure, functions, manpower requirements and administrative procedures of all components of the Agency.

II. FUNCTIONS

The Advisor for Management shall:

A. Review Agency activities as directed, and recommend to the Deputy Director (Administration):

1. The establishment or improvement of organizational structure and functional responsibilities.
2. Manpower requirements.

3. Tables of organization and changes thereto.

4. Adoption of improved techniques and utilization of equipment.

5. Agency-wide forms and administrative publications control.

6. Uniform reporting systems and statistical support as required.

7. Improved programs, methods and procedures to increase efficiency and to effect economy.

B. Assist in preparation of Agency budget estimates and the preparation and implementation of the annual plan for the Agency Management Improvement Program.

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GENERAL COUNSEL

I. MISSION

The General Counsel is in charge of all legal and legislative affairs of the Agency.

II. FUNCTIONS

The General Counsel shall:

- A. Advise all officials and employees of the Agency on all legal matters arising in connection with the official business of the Agency.
- B. Be responsible for and control liaison outside the Agency relating to legal matters.
- C. Review all regulatory material of the Agency for legality prior to publication.
- D. Establish, maintain and control all Agency liaison with the Congress of the United States.
- E. Review all proposed congressional legislation and make recommendations for appropriate action in those instances wherein Agency activities are affected.
- F. Make appropriate recommendations for additions, revisions or deletions to existing legislation covering all phases of Agency activities.

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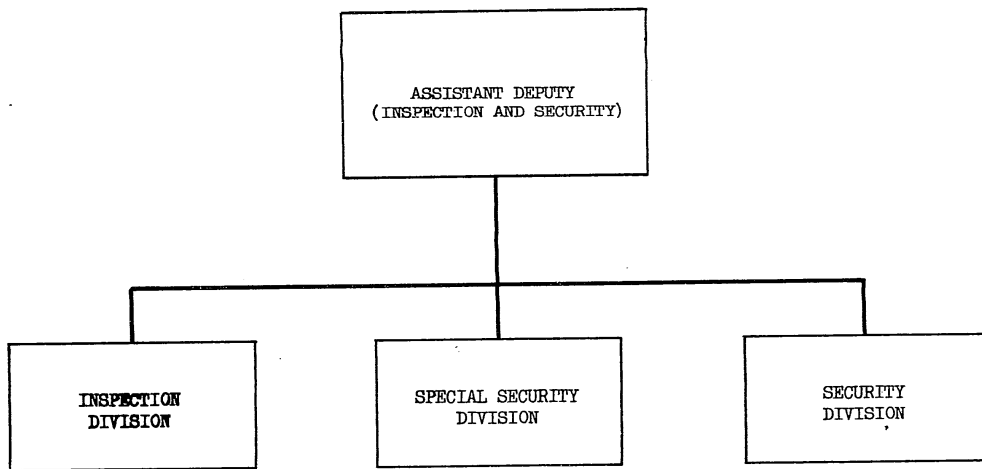
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ASSISTANT DEPUTY (INSPECTION AND SECURITY)



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ASSISTANT DEPUTY (INSPECTION AND SECURITY)

I. MISSION

The Assistant Deputy (Inspection and Security) is charged with the preparation and execution of the Agency's security program, and with the performance of certain special security inspection functions.


II. FUNCTIONS

The Assistant Deputy (Inspection and Security) shall:

- A. Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- B. Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counter-intelligence programs for the Agency.

- C. Obtain and evaluate through investigations and liaison contact pertinent information regarding personnel for employment, assignment or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
- D. Determine the effectiveness with which security programs and policies are being accomplished.
- E. Coordinate and engage in policy and program planning of emergency measures.
- F. Prescribe security policies relating to the liaison and contact relations of Agency officials with others; establish and maintain necessary liaison with officials of other government agencies on security matters.

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ASSISTANT DEPUTY (INSPECTION AND SECURITY) (CONT.)

G. Investigate reports of violation or non-compliance with security policies or regulations and recommend or initiate appropriate action as may be required.

reports as directed.

I. Conduct certain activities pertaining to the over-all [redacted] program.

H. Make inspections, investigations and

J. Conduct research in security fields.

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ASSISTANT DEPUTIES (ADMINISTRATION)

The Assistant Deputy (General Administration) is directly responsible to the Deputy Director (Administration) for all general administrative support matters of the Agency except Inspection and Security and the function of the General Counsel.

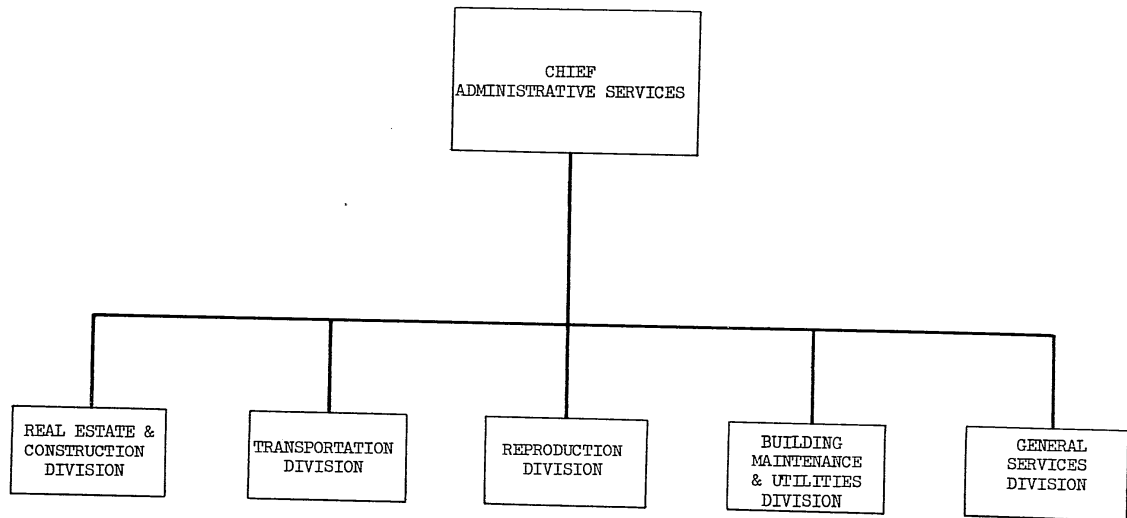
He will act as Deputy Director (Administration) in the absence of that official.

The Assistant Deputy (Special Administration) is directly responsible to the Deputy Director (Administration) for administration of all special administrative matters, except Inspection and Security and the function of the General Counsel.

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ADMINISTRATIVE SERVICES OFFICE



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ADMINISTRATIVE SERVICES OFFICE

I. MISSION

The Chief of Administrative Services is in charge of providing services and facilities for CIA domestic and foreign activities.

II. FUNCTIONS

The Chief of Administrative Services shall:

- A. Provide reproduction and printing services.
- B. Acquire real estate and utilities by purchase or otherwise.
- C. Determine space requirements; effect space planning and allocation.
- D. Provide travel, shipping and motor vehicle services.
- E. Provide machine records control and reporting services for administrative requirements.
- F. Provide building maintenance, moving and telephone service.
- G. Maintain central administrative files, mail and courier service, records control and retirement.

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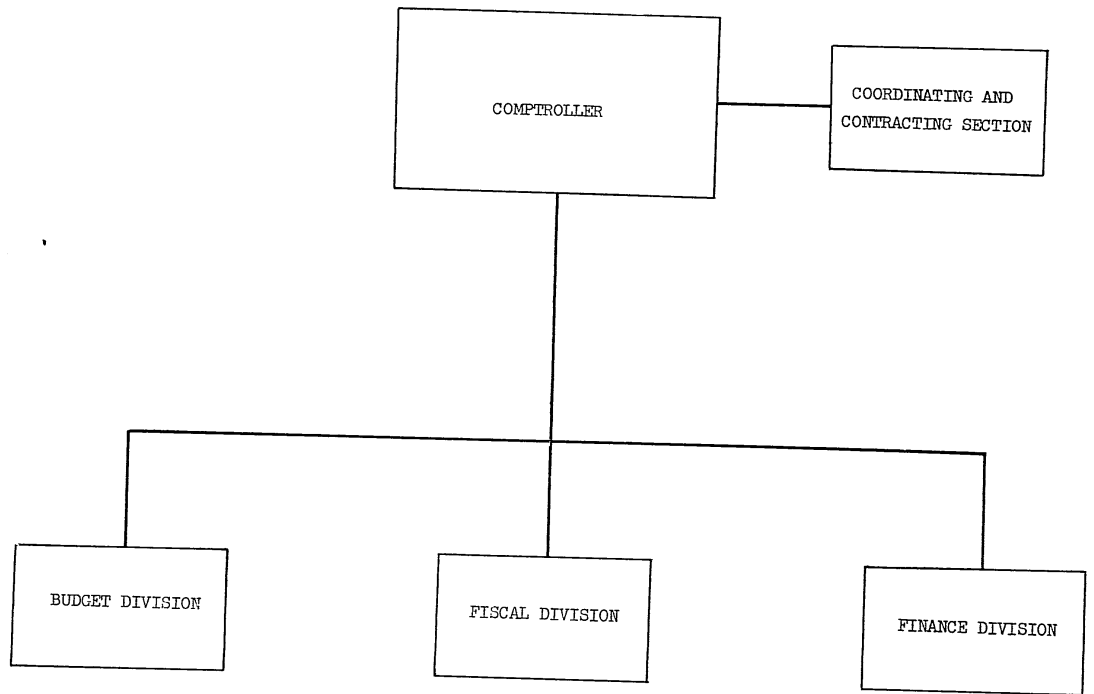
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FINANCE OFFICE



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FINANCE OFFICE

I. MISSION

The Comptroller is in charge of all financial operations of the Agency.

II. FUNCTIONS

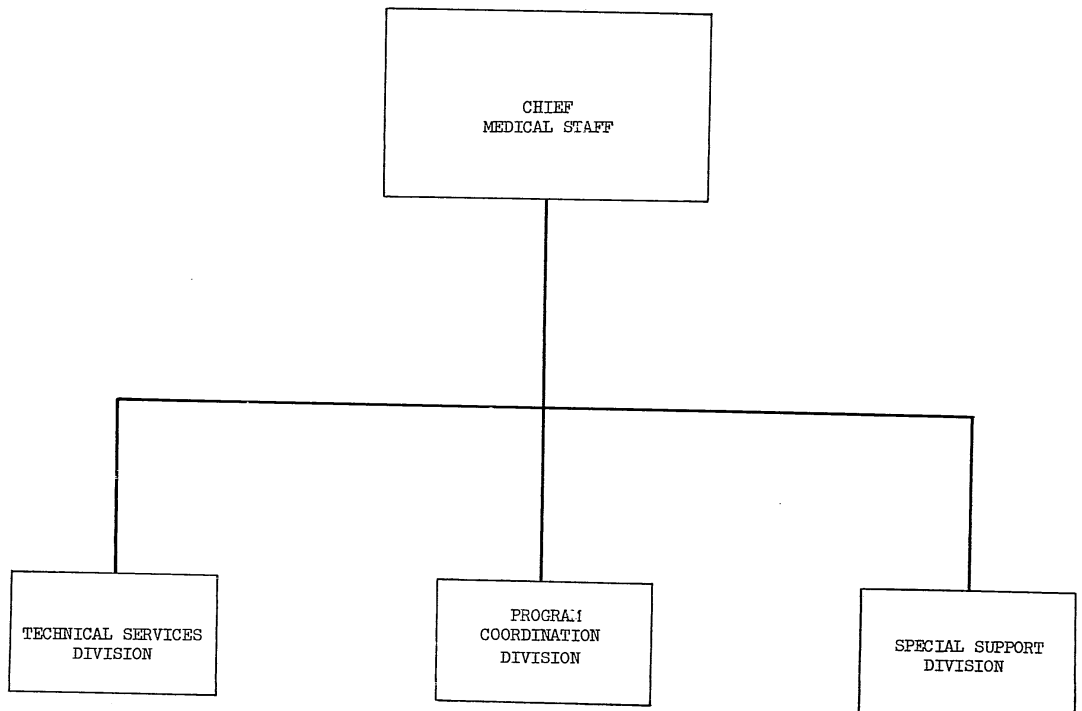
The Comptroller shall:

- A. Develop, prepare and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
- B. Assist in the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- C. Supervise the operation of all budget and all financial programs of the Agency.
- D. Supervise all liaison with other agencies in connection with budget and finance matters.
- E. Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
- F. Provide budget and fiscal services for the National Security Council.
- G. Establish necessary fiscal accounting for property and equipment.

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MEDICAL OFFICE



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MEDICAL OFFICE

I. MISSION

The Chief, Medical Staff, is in charge of the development, preparation and execution of the Agency medical program and with providing required medical service and support to Agency activities.

II. FUNCTIONS

The Chief, Medical Staff, shall:

- A. Recommend the establishment of Agency medical policies and establish procedures for their implementation.
- B. Conduct a preventive medicine program for the Agency.
 - 1. Provide emergency medical care for illness and injuries suffered by employees while on duty.
 - 2. Provide medical care for Army and Air Force personnel assigned to duty with the Agency, and their dependents.

C. Establish, maintain, control and technically supervise any overseas medical program.

D. Furnish medical supply service for all Agency [REDACTED] and activities.

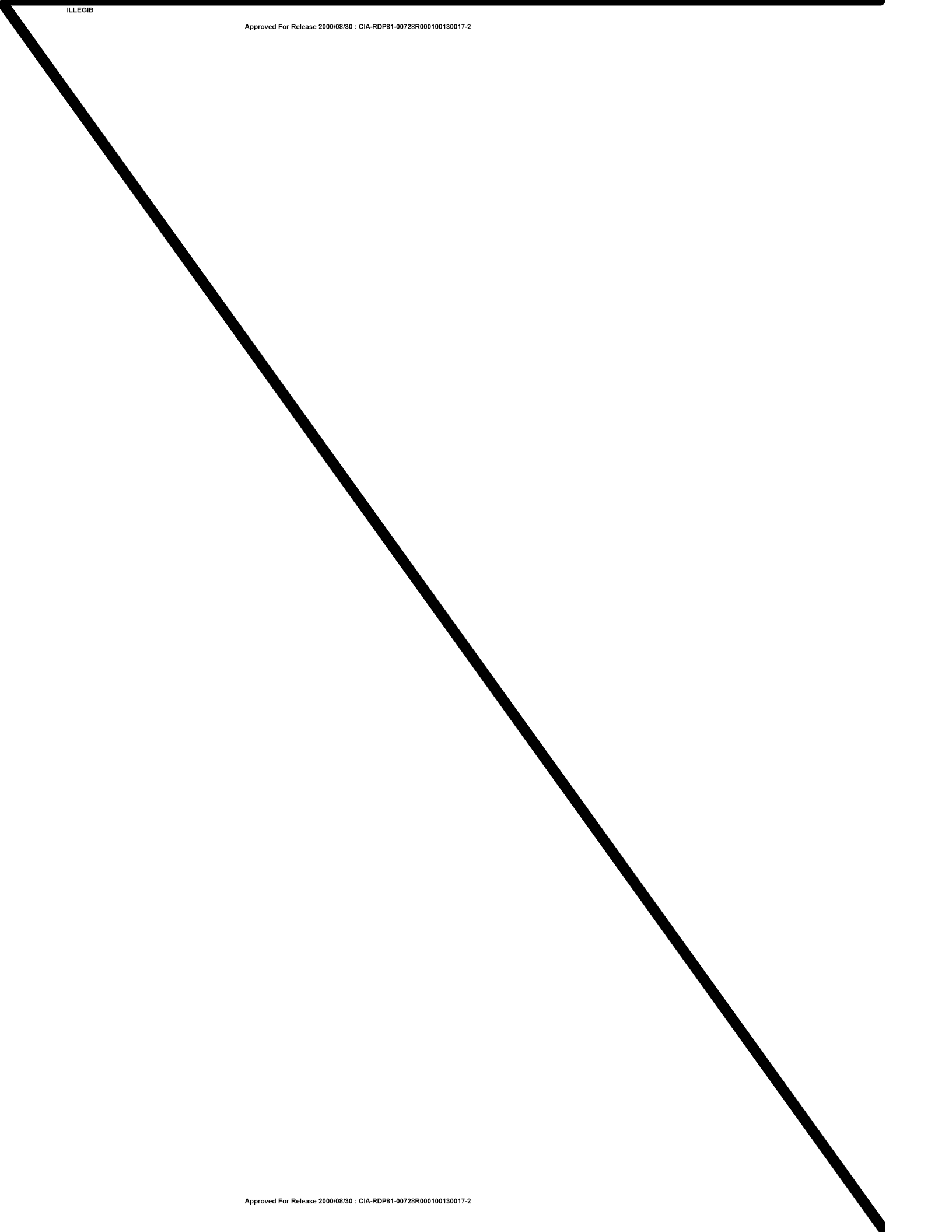
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E. Establish and maintain physical requirements standards for the various Agency positions.

F. Provide necessary physical examinations and immunizations for Agency personnel.

G. Represent the Employees Compensation Commission on medical matters within the limits of available facilities.

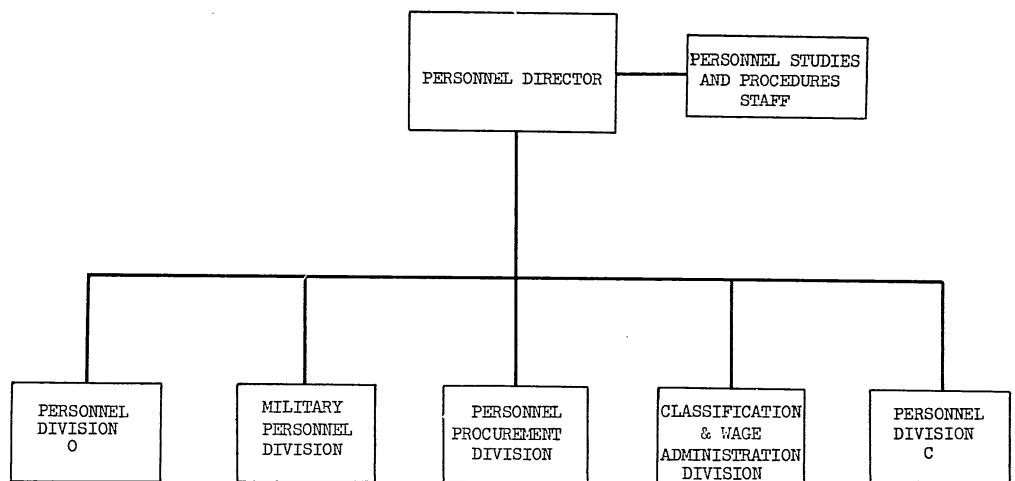
H. Establish and maintain a medical consultant program.



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PERSONNEL OFFICE



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PERSONNEL OFFICE

I. MISSION

The Personnel Director is in charge of the development, preparation and execution of all Agency personnel programs (except training) and with advising Agency officials on all matters of personnel policy.

II. FUNCTIONS

The Personnel Director shall:

- A. Recommend the establishment of Agency personnel policies and establish procedures for their implementation.
- B. Provide personnel service for the Agency to include:
 - 1. Recruitment, selection and placement of employees for all components of the Agency.
 - 2. Testing of applicants and employees for suitability for positions.
 - 3. Procurement, assignment, administration and disposition of Armed Services personnel detailed to the Agency.

- 4. Salary administration for all classes of departmental and field employees.
- 5. An internal promotion program.
- 6. An overseas rotation program.
- 7. A personnel relations and welfare program.
- 8. The recording of all personnel transactions, maintenance of personnel files and a position control system.
- C. Establish and control all Agency liaison with the Civil Service Commission and with other agencies in connection with personnel matters and with private industries and academic institutions in matters of personnel procurement.
- D. Conduct research in the field of personnel management as required in support of operational programs.
- E. Collaborate with the Director of Training in the procurement of qualified employees for career development.

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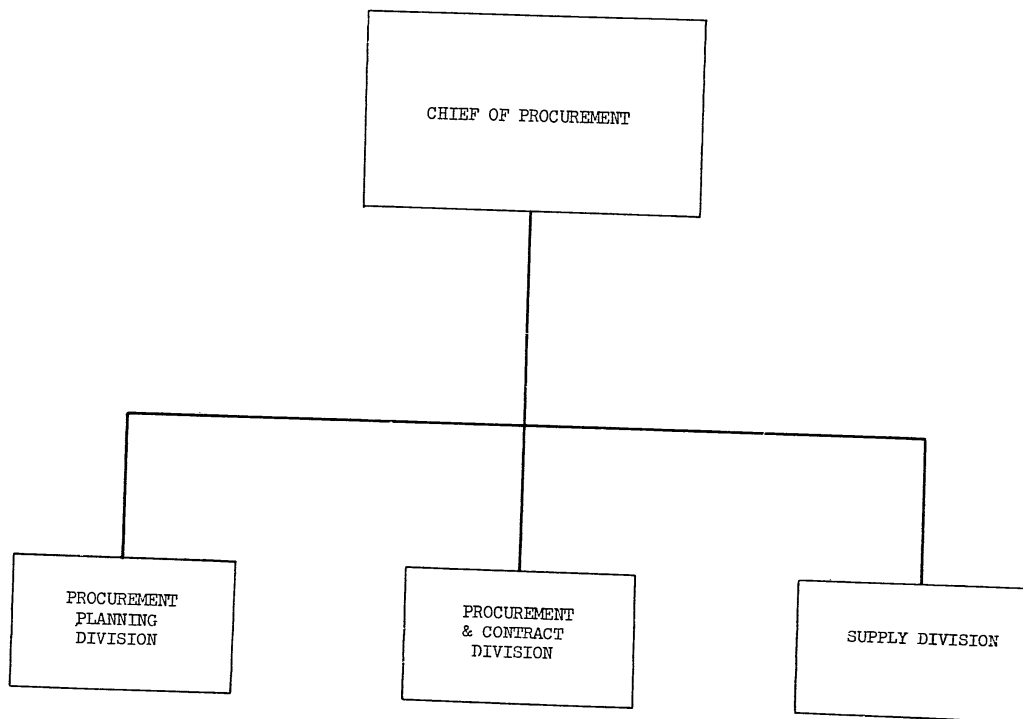
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PROCUREMENT OFFICE



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OFFICE OF PROCUREMENT AND SUPPLY

I. MISSION

The Chief of Procurement and Supply is responsible for the procurement, storage, issue and Agency accountability of all Agency equipment and supplies, except as departure therefrom is properly authorized, and for coordination and compilation of requirements of materials required for logistical support.

plans, stock levels, production capacity requirements and controlled materials program requirements.

D. Provides domestic facilities, and technical guidance for overseas facilities, for the receiving, inspecting, warehousing, packing, issuing and disposing of all supplies and equipment.

II. FUNCTIONS

A. Procures or provides technical guidance as necessary for the procurement of all materials and supplies determined necessary for Agency activities, directly or by contract, from civilian or military and other Government sources.

E. In collaboration with operating offices concerned, provides for selection, indoctrination, training and rotation of Procurement and Supply personnel over which technical guidance is maintained.


B. Negotiates on a policy basis, with officials of appropriate Government organizations, agreements to ensure that CIA logistical requirements are met on a timely basis.

F. Assumes on behalf of the Director of Central Intelligence, Agency accountability of all Agency supplies and equipment.

C. Provides necessary coordination to compile requirements for equipment and supplies essential for Agency operations including development of supply

G. Is responsible for all Agency supplies and equipment until relieved therefrom by delivery to the proper operating Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Director (Administration) 21 February 1952

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A U D I T O F F I C E

Performs audits of unvouchered funds and all property.

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