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Secret



Directorate of Intelligence
Organizational Structure and Functions

Secret

DDI Plans and
Programs Staff
February 1977

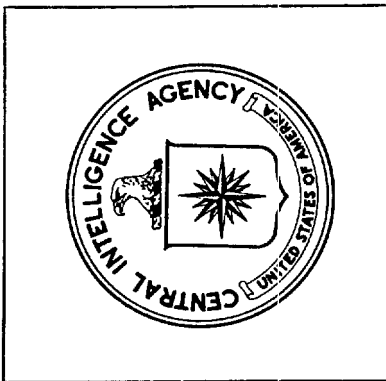
NATIONAL SECURITY INFORMATION
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SECRET

CONTENTS

	Page
Directorate of Intelligence	Overleaf
Office of the DDI (ODDI)	1
Center for Policy Support (CPS)	3
Office of Central Reference (OCR)	5
Office of Economic Research (OER)	7
Office of Geographic and Cartographic Research (OGCR)	9
Office of Imagery Analysis (OIA)	11
Office of Regional and Political Analysis (ORPA)	13
Office of Scientific Intelligence (OSI)	15
Office of Strategic Research (OSR)	17
Office of Weapons Intelligence (OWI)	19
CIA Operations Center (OPSC)	21
Current Reporting Group (CRG)	23
Publications and Presentations Group (PPG)	25



SECRET



DIRECTORATE OF INTELLIGENCE

DEPUTY DIRECTOR FOR INTELLIGENCE
ASSOCIATE DEPUTY DIRECTOR

EXECUTIVE OFFICER

Center
for
Policy Support

Administrative,
Planning, and
Coordination
Staffs

CIA
Operations
Center

Current
Reporting
Group

Publications &
Presentations
Group

Office of
Central
Reference

Office of
Imagery
Analysis

Office of
Scientific
Intelligence

Office of
Weapons
Intelligence

Office of
Economic
Research

Office of
Geographic &
Cartographic
Research

Office of
Regional &
Political
Analysis

Office of
Strategic
Research

CONFIDENTIAL

**Office of The Deputy Director
For Intelligence (ODDI)**

Overall Functions

Provides executive management, direction, and coordination for Intelligence Directorate activities:

Researches, analyzes, and produces all-source foreign economic, political, geographic, strategic-military, weapons, scientific, [REDACTED] intelligence. 25X1B 25X1B

Analyzes imagery in direct response to special requirements of the intelligence production offices and other components of CIA.

Produces regular current intelligence publications—including the President's Daily Brief, the National Intelligence Daily, and the Weekly Review—as well as intelligence reports and briefings for US policymakers and other leading officials.

Provides central library and reference services; publications, film, and map procurement; document dissemination and cartographic services.

Administrative Staff

Develops and implements administrative policies and procedures; provides staff support to the DDI and the ADDI; develops and implements specific policies with respect to personnel planning, training, logistics, travel, security, and equal employment opportunity.

Plans and Programs Staff

Prepares all Intelligence Directorate resource management submissions and other support to the Office of the Comptroller and DDA offices (Program Plans, OMB and Congressional Budgets, Staffing Complements, Procurement Plans, MBO, and Annual Reports); conducts ad hoc management studies and provides special staff

support for the DDI and ADDI; provides central records management control.

Coordination Staff

Serves as focal point for liaison with foreign intelligence representatives; for exchange of intelligence information; and for preparation of Daily Overseas Substantive Support Cable. Arranges domestic visitor briefings. Advises DDI on security controls and compartmentation.

Foreign Field Representatives

Provides DDI representation at selected foreign field posts for the exchange of intelligence information and analyses and for support of CIA activities abroad.



*Directorate
of
Intelligence*

CENTER FOR POLICY SUPPORT

DIRECTOR, CENTER FOR POLICY SUPPORT

Administrative
Officer

Production
Control
Staff

Intelligence
Issues
Staff

SALT Support
Staff

Congressional
Support
Staff

571278 1 77 CIA

CONFIDENTIAL

CONFIDENTIAL

Center for Policy Support (CPS)

Overall Functions

Assists the Deputy Director for Intelligence in improving the quality, relevance, and timeliness of the intelligence product. Gives special attention to the analysis of intelligence issues critical to the formulation of US policy and the needs of the policymaker.

Maintains regular contact with the policy-oriented consumers of the directorate's intelligence products.

Monitors the research and production activities of the directorate and advises on their timeliness and relevance to the policy process.

Provides general supervision of the production of critical intelligence on issues that require resources from more than one component of the directorate.

Performs interdisciplinary analysis of selected critical intelligence issues.

Assigns responsibility within the directorate for special support to the NSC, the NFIB, the NIOs, and other interagency activities.

Evaluates intelligence collection activities related to selected intelligence issues with significant policy implications.

Exercises general supervision of special intelligence support or liaison activities with significant policy implications.

Maintains regular contact with the academic community and policy analysis centers and coordinates relations for the directorate.

Administrative Officer

Provides support for personnel, security, logistics, travel, training, and other ad hoc administrative functions.

Production Control Staff

Monitors the records on the research and production activities of the directorate and assigns responsibility for special support to the NSC, the NFIB, the NIOs, and other interagency activities. Also serves as recorder for the DDI Production Conference and similar production management and review meetings.

Intelligence Issues Staff

Seeks to improve the relevance of intelligence production to the policy process by maintaining regular contact with selected consumers, advise the DDI on the management of production on

selected critical intelligence issues, and provides substantive judgments on selected intelligence issues. The staff may produce intelligence analysis in independent papers or in conjunction with other analysts detailed to the CPS.

SALT Support Staff

Coordinates SALT-related activities among the production offices of the DDI, other members of the intelligence community, the National Security Council Staff, the governmental agencies comprising the SALT community, and the US SALT and SCC delegations.

Congressional Support Staff

Coordinates the directorate's substantive intelligence support for Congress. The Congressional Support Officer is the directorate's focal point for all official contacts with the Office of Legislative Counsel and the Legislative Branch.



*Directorate
of
Intelligence*

OFFICE OF CENTRAL REFERENCE

DIRECTOR, CENTRAL REFERENCE

Administrative
Staff

Systems
Analysis Staff

Information
Services
Group

Document
Services
Group

USSR
Division

Far East/
Pacific
Division

Europe
Division

Near East/
Africa
Division

Western
Hemisphere
Division

Acquisition &
Dissemination
Division

Central
Libraries
Division

Support
Services
Division

CONFIDENTIAL

Office of Central Reference (OCR)

Overall Functions

Designs, develops, and operates central reference facilities.

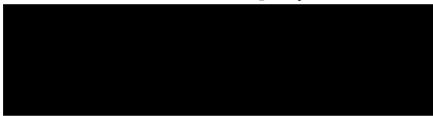
Receives and disseminates incoming intelligence reports and publications.

Provides remote terminal access to other classified and unclassified information systems within the intelligence community, US Government, and private industry.

Operates libraries of open-source, classified, and graphic materials.

Coordinates intelligence community programs for the procurement of foreign publications.

Acquires foreign and domestic books, periodicals, newspapers, and other published material for all components of the Agency.



Acquires motion picture films, photography, and videotapes in support of the Agency's mission and functions.

Administrative Staff

Provides support for personnel, security, logistics, travel, training, and other ad hoc administrative functions.

Systems Analysis Staff

Develops improved methods and systems of operation for OCR activities, manages Task Team efforts, and administers the office's management information program.

Information Services Group

Provides through five all-source area divisions comprehensive information and reference ser-

vices, and produces biographic intelligence for the community and the US Government.

Document Services Group

Provides centralized support in microform processing; central library services, including all-source classified and unclassified reference materials; open literature, film and videotape acquisitions; document and photo dissemination; storage and retrieval of such materials; and some computer programming.

Maintains a Historical Intelligence Collection of open literature on the subject of intelligence and provides both reference service and lending facilities for its materials.

25X1B



*Directorate
of
Intelligence*

OFFICE OF ECONOMIC RESEARCH

DIRECTOR, ECONOMIC RESEARCH

Executive Officer

Administrative Staff
Special Assistants

Production Staff

● Registry

Development
and
Analysis Center

China Division
Developing Nations
Division

Industrial Nations
Division

USSR/EE
Division

CONFIDENTIAL

CONFIDENTIAL

Office of Economic Research (OER)

Overall Functions

Produces all-source worldwide economic intelligence including preparation of reports and memoranda in support of policymakers in the White House, Executive Office of the President, and in other federal departments and agencies.

Provides economic intelligence support to other CIA offices, NFIB, and various intra-government committees and groups.

Contributes to National Intelligence Estimates and current intelligence publications.

Provides representatives and support to inter-agency committees:

Chairman, DCI's Economic Intelligence Committee (EIC);

CIA representative on Economic Defense Advisory Committee, and Advisory Committee on Export Policy.

Executive Officer

Directs the work of the Administrative Staff which provides support for personnel, security, logistics, travel, training, and other ad hoc administrative functions.

Directs the work of the Special Assistants who are responsible for collection, requirements, planning and liaison activities.

Directs the work of the Production Staff which assists in technical preparation of the products of the Office for publication.

Coordinates recruiting activities and development of special personnel development programs.

Development and Analysis Center

Develops and applies advanced analytical methodologies to economic intelligence problems, and trains OER analysts in their use in ADP applications.

Area Divisions

- China
- Industrial Nations
- Developing Nations
- USSR/EE

Produce all-source economic intelligence on assigned areas of the world and on international developments in trade, finance, energy, resources, and aid.

CONFIDENTIAL



*Directorate
of
Intelligence*

OFFICE OF GEOGRAPHIC AND CARTOGRAPHIC RESEARCH

DIRECTOR, GEOGRAPHIC AND CARTOGRAPHIC RESEARCH

Administrative
Staff

Resources and
Systems
Staff

Environment
and Resources
Analysis Center

- USSR/China
Agricultural Team
- Population/Food
Team*
- Water Resources
Team*
- New Programs
Development Team*

*Planned

Cartography
Division

- Research Branch
- Technical Branch
- Visual Information
and Design Branch

Geography
Division

- East Asia Branch
- Middle East-Africa,
Western Hemisphere
Branch
- Special Research
Branch
- USSR-Europe Branch

Map Library
Division

- Processing Branch
- Procurement Branch
- Reference Branch

CONFIDENTIAL

**Office of Geographic and
Cartographic Research (OGCR)**

Overall Functions

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Produces all-source worldwide geographic intelligence in support of policy and operating officials.

Manages project [REDACTED] and similar multi-disciplinary analysis and reporting.

Coordinates and produces the National Basic Intelligence Factbook.

Provides CIA representation on the interdepartmental US Board of Geographic Names.

Produces maps, charts, and graphics for CIA and the Department of State.

Provides specialized map reference services and coordinates interagency foreign map procurement program.

Administrative Staff

Provides support for personnel, security, logistics, travel, training, and other ad hoc administrative functions.

Resources and Systems Staff

Provides the reference assistance and all graphic support for a centralized collection of maps, books, and imagery to OGCR employees. Produces the National Intelligence Factbook. Serves OGCR's needs in the areas of technical development and support, methodologies and technical training in systems.

**Environment and Resources
Analysis Center**

Provides problem-oriented and integrated intelligence analyses in the fields of agriculture, food,* population,* energy,* water,* and minerals.* Provides reports and in-depth intelligence studies that incorporate treatment of basic political, economic, and social implications of the

* Planned.

resource and environmental questions examined. Develops and applies innovative methodologies and research tools.

Cartography Division

Provides cartographic and graphic services for all intelligence production offices, the DCI, DDO, COMIREX, various other Agency components, and the Department of State.

Geography Division

Produces all-source geographic intelligence reports on subjects and issues of priority significance, such as territorial conflict, population, food, water, energy, ocean resources, industry, and narcotics.

Map Library Division

Provides map reference services for Agency components and the Department of State; provides the leadership for and participates in the interagency foreign map procurement program.



*Directorate
of
Intelligence*

OFFICE OF IMAGERY ANALYSIS

DIRECTOR, IMAGERY ANALYSIS

Administrative
Staff

Production
Support
Staff

Economic
Resources
Division

- Basic Industries Branch
- Chemical Industries Branch
- Regional Studies Branch

Land Forces
Division

- East Asian Branch
- Special Activities Branch
- Third World Branch
- Warsaw Pact Branch

Missile
Systems
Division

- China Systems Branch
- Deployed Systems Branch
- Production and Test Branch

Technical
Systems
Division

- Air Branch
- Naval Branch
- Nuclear and Scientific Branch

CONFIDENTIAL

Office of Imagery Analysis (OIA)

Overall Functions 25X1B



Prepares in-depth imagery analysis in support of the production offices of CIA.

Prepares basic imagery analysis reports on nonmilitary industries in answer to National Tasking Plan requirements of the intelligence community.

25X1B



Provides imagery analysis support to the production offices with respect to current intelligence publications, crisis situations, and Preliminary Mission Assessments.

Administrative Staff

Provides support for personnel, security, logistics, travel, training, and other ad hoc administrative functions.

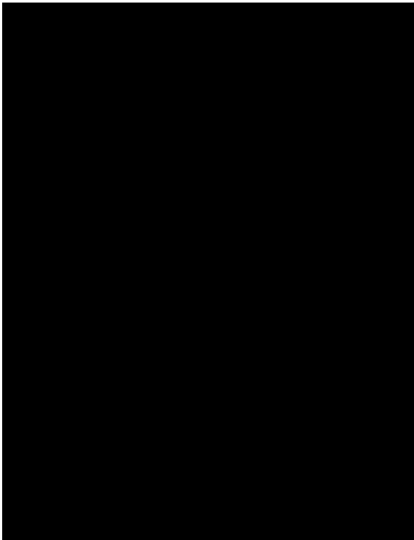
Production Support Staff

Coordinates substantive requirements, maintains management information data, and provides editorial and graphic support for OIA publications and briefings. Provides information control functions, registry, film storage and reference service, equipment maintenance, photographic reproduction, and ADP support.



25X1B

25X1B





*Directorate
of
Intelligence*

OFFICE OF REGIONAL AND POLITICAL ANALYSIS

DIRECTOR, REGIONAL AND POLITICAL ANALYSIS

Editorial Consultant
and Production
Liaison Staff

Senior Review
Panel

Strategic Warning
Staff

Administrative
Staff

USSR East Asia/
Pacific East
Europe Latin
America West Europe/
Canada Middle
East South
Asia Africa International
Issues Methods and
Forecasting

CONFIDENTIAL

Office of Regional and Political Analysis (ORPA)

Overall Functions

Produces analytical reports on present and emerging problems in foreign affairs of importance to policymakers and to the intelligence community.

Incorporates insights from other disciplines (sociological, anthropological, etc.) into political analysis whenever appropriate.

Conducts analyses on individual countries, on related groups of states, and on issues that transcend boundaries.

Editorial Consultant and Production Liaison Staff

Provides editorial assistance in the preparation of drafts of reports.

Facilitates the publication of reports and coordinates style and format with the Publications and Presentations Group.

Assures technical quality control of the products of the office.

Senior Review Panel

Assures substantive quality of the office's production.

Provides detached judgments on drafts submitted by the divisions.

Serves as sounding board for proposed new analytical projects.

Strategic Warning Staff

Represents the Agency in the intelligence community's Strategic Warning Staff located in the Department of Defense.

Assists in a continuing analysis of information and intelligence from all sources which might provide strategic warning.

Assists in issuing strategic notices and reports as appropriate.

Administrative Staff

Provides support for personnel, security, logistics, travel, training, and other ad hoc administrative functions.

Production Divisions

USSR	Africa
Eastern Europe	East Asia/Pacific
Western Europe/Canada	Latin America
Middle East	International Issues
South Asia	

Produces political intelligence based on all-source information.

Responds to requests from the policy community for analyses and briefings on priority intelligence subjects.

Contributes to National Intelligence Estimates.

Provides political intelligence support to the Current Reporting Group, to the Center for Policy Support, and to the NIOs.

Methods and Forecasting Division

Conducts experiments in a broad variety of analytical methods to expand and enhance the Agency's analytical capabilities.

Produces speculative scenarios of possible future events, especially developments that could have a dramatic impact on US interests.

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Directorate
of
Intelligence

OFFICE OF SCIENTIFIC INTELLIGENCE

DIRECTOR, SCIENTIFIC INTELLIGENCE

Executive
Staff

- Support Branch

Intelligence
Production
Staff

- Editorial Branch
- Publications Branch

Physical Sciences
and Technology
Division

- Science and Applications Branch
- Technological Resources and Transfer Branch
- Civil Systems
- STIC Secretariat

Military Technology
Division

- Advanced Technology Branch
- Electronics Branch
- Future Military Systems Branch

Life Sciences
Division

- Agricultural, Biological and Chemical Branch

25X1B□

Nuclear Energy
Division

- Nuclear Weapons Branch
- Sino-Soviet Branch
- Nuclear Programs Branch
- JAEIC Secretariat

SECRET

Office of Scientific Intelligence (OSI)

Overall Functions 25X1B

Produces scientific and technical intelligence on foreign countries in nuclear energy, biological and chemical warfare, [redacted] life sciences, physical sciences, military and civil technologies, and future military systems.

Recommends collection priorities and improved collection techniques, initiates collection requirements, and provides evaluations and other guidance in support of collection activities.

Provides administrative and substantive support to the Joint Atomic Energy Intelligence Committee (JAEIC), the Scientific and Technical Intelligence Committee (STIC), and other NFIB organizations as required.

Executive Staff

Provides support services to office personnel in matters concerning personnel, training, finance, travel, logistics, security, document control, records management, and provides staff support to the D/SI on actions concerning collection requirements and evaluations, external contracting, and other matters concerning S&T intelligence.

Intelligence Production Staff

Monitors the office production program; reviews, edits, integrates, and disseminates office intelligence production; arranges for office intelligence support to other offices and agencies; coordinates office intelligence research and production with other offices and agencies; and prepares intelligence reports for publication.

Physical Sciences and Technology Division

Conducts all-source research, analysis, and finished intelligence production on foreign developments in the physical sciences and their applications, technological resources and technology transfer activities, advanced civil technologies, and the qualitative effects of the introduction of technological advances on selected foreign industrial processes and products, and provides the chairman and secretariat for the STIC.

Life Sciences Division

Conducts all-source research, analysis, and finished intelligence production on foreign biological and chemical warfare, developments in the life sciences in foreign countries, including the biomedical aspects of spaceflight systems and the behavioral sciences, [redacted]

Military Technology Division

Conducts all-source research, analysis, and finished intelligence production on foreign developments in advanced military technologies, electronics, the altered performance achievable in selected significant foreign weapon systems through the introduction of state-of-the-art technology, and projected future military systems of foreign countries based on scientific and engineering advances, and provides the Agency representative for the STIC.

Nuclear Energy Division

Conducts all-source research, analysis, and finished intelligence production on nuclear energy activities in foreign countries except costing and nuclear warhead order of battle, and provides the chairman, secretariat, and Agency representative for the JAEIC.

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15

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Directorate
of
Intelligence

OFFICE OF STRATEGIC RESEARCH

DIRECTOR, STRATEGIC RESEARCH

Administrative Staff
Resources and Requirements Staff

Publications Staff

Soviet Strategic Forces Division

Theatre Forces Division

Eastern Forces Division

Programs Analysis Division

Regional Analysis Division

Strategic Evaluation Center

CONFIDENTIAL

CONFIDENTIAL

Office of Strategic Research (OSR)

Overall Functions

Produces strategic military and military-economic intelligence in support of national policy demands and current intelligence requirements.

Drafts, reviews, and coordinates national estimates on military and military-related subjects.

Provides intelligence analysis on and support to SALT and MBFR negotiations.

Provides intelligence support to the President and NSC principals on significant foreign military developments.

Provides support to the DCI for briefings on foreign military subjects to the NSC, congressional committees, and other appropriate officials.

Provides special support to the Office of the Secretary of Defense.

Participates in net force assessments.

Administrative Staff

Provides support for personnel, security, budget, logistics, travel, training, and other ad hoc administrative functions.

Resources and Requirements Staff

Develops and maintains an overall planning system for OSR, monitors office programs, and evaluates the effectiveness with which office resources are used in meeting substantive requirements. In conjunction with divisions, formulates collection plans and strategies and serves as the channel for levying substantive requirements on collection facilities.

Publications Staff

Reviews, edits, and prepares for publication finished intelligence issuances produced by OSR. Advises the Director OSR on regulations and procedures concerning intelligence publications and ensures conformance with pertinent security and special handling directives.

Soviet Strategic Forces Division

Produces all-source military intelligence on Soviet strategic missile, naval, and air forces, and command and control.

Theater Forces Division

Produces all-source military intelligence on ground, tactical, air, and air defense forces of the

USSR, Mongolia, and East European Communist countries, and of all military forces of the West European countries.

Eastern Forces Division

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Produces all-source intelligence on the size, capabilities, deployments, and costs of the armed forces of the Asiatic countries with particular emphasis on the national security policies of the People's Republic of China, the [REDACTED] Investigates the capabilities and posture of military forces in potential crisis areas, such as the Middle East, the Persian Gulf area, and South Asia.

Programs Analysis Division

Produces all-source military-economic intelligence on Soviet defense programs, including cost analysis, expenditure implications, and military-economic planning studies.

Regional Analysis Division

Produces current intelligence on the armed forces of all countries whose military activities and capabilities are of significant interest to US policy planners.

Strategic Evaluation Center

Provides integrated analyses in the areas of net force assessments and foreign national security policy.

17

CONFIDENTIAL

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*Directorate
of
Intelligence*

OFFICE OF WEAPONS INTELLIGENCE

DIRECTOR, WEAPONS INTELLIGENCE

Action Staff

Executive Staff

WSSIC Secretariat

Defensive
Systems
Division

Naval
Systems
Division

Signal
Analysis
Division

Programs
Analysis
Division

Offensive and
Space Systems
Division

Technical
Analysis
Division

CONFIDENTIAL

Office of Weapons Intelligence (OWI)

Overall Functions

Manages and integrates all-source analysis and evaluation of the technical characteristics, capabilities, and vulnerabilities of foreign weapon and space systems.

Advises the DCI on the effectiveness of overall collection programs directed toward foreign weapon and space systems. Briefs appropriate policy and planning levels of government on significant weapons and space activities.

Provides administrative and substantive support to the Weapon and Space Systems Intelligence Committee (WSSIC).

Action Staff

Provides focal point for contact on matters that involve or require the participation of more than one OWI component. Initiates, consolidates, and coordinates all OWI inputs to national intelligence products. Responds to requests for studies relating to Strategic Arms Limitation Talks (SALT). Prepares collection guidance requirements and evaluation studies. Coordinates ADP matters.

Executive Staff

Performs personnel and fiscal management support as well as editorial services related to production of finished intelligence. Advises Director, OWI, regarding resource allocation. Administers external analysis program.

Defensive Systems Division

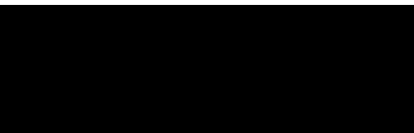
Assesses the performance of foreign, primarily Soviet, strategic air defenses, antiballistic missile and nonorbital antisatellite systems, tactical air defense and air delivery systems, and Soviet long-range bomber systems.

Naval Systems Division

Assesses the performance of foreign naval weapon systems, primarily in the areas of

submarine-launched ballistic missiles, antiship missiles, and antisubmarine warfare.

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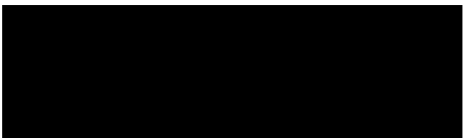
Programs Analysis Division

Analyzes organizations and facilities where development of foreign weapons and space systems is conducted to keep abreast of new and ongoing programs; also reports on all foreign current missile and space events.

Offensive and Space Systems Division

Provides all-source analysis and evaluation of all foreign, land-based offensive ballistic missile systems and all military and manned space systems.

Technical Analysis Division



25X1B



Directorate
of
Intelligence

CIA OPERATIONS CENTER

DIRECTOR, CIA OPERATIONS CENTER

Support
Staff

- Commo Center

CHIEF OF OPERATIONS
(SDO IN OFF-DUTY HOURS)

Technical
Resources
Division

- DDS&T Duty Office



25X1A

Alert and
Intelligence
Support
Division

- SDO and Watch Teams
- News Analysis
- DOD Units
JCS/DIA Liaison Office
NMCC Watch Team
- White House Situation Room
Watch Officers

Human
Resources
Division

- DDO Duty Office

CONFIDENTIAL

CIA Operations Center

Overall Functions

On 24-hour basis:

Scans all intelligence community incoming substantive electrical traffic.

Alerts DCI, other senior Agency officials, and appropriate outside agencies to critical intelligence developments.

Selects items of unusual importance for inclusion in Agency publications or for passage to senior officials.

Publishes the *Director's Cable Summary*, *VIP Movements List*, and *Morning Newspaper Highlights*.

Responds to queries from within CIA and from other agencies.

Supports Task Force activities in crisis situations.

Participates in Crisis Management Planning and activities.

Monitors Agency activities during off-duty hours.

Support Staff

Provides executive, administrative, and clerical support and manages the Communications Center facility in the CIA Operations Center.

Communications Center

Receives incoming electrical traffic and disseminates to appropriate Watch Officers.

Senior Duty Officer

Monitors incoming intelligence information, selects items for use in Director's Cable Summary and other special reports, alerts appropriate Agency and Directorate officials on significant developments.

Technical Resources Division

—DDS&T Duty Office/S&T Watch

Reviews, selects, briefs, or takes other action on information from all-source cable traffic, intelligence publications, and the press that is of immediate or critical importance to the O/DD/S&T, S&T substantive offices, the Senior Duty Officer, or elements of the IC Staff.



25X1A

Selects critical and substantive items for the Senior Duty Officer.

Alert and Intelligence Support Division

—Watch Teams

Scan incoming substantive electrical traffic and processes it under the direction of the Senior Duty Officer.

—News Analysis Officer

Reviews incoming news services and selects items for attention of the DCI and other Agency officials.

—National Military Command Center

The CIA representative at the NMCC maintains liaison between CIA and the NMCC and acts as a conduit through which information is passed to the Agency from military channels.

—White House Situation Room

The Situation Room is the 24-hour intelligence watch for the President and his staff and is under direct operational control of the President's Assistant for National Military Affairs. Watch teams are staffed by the CIA Operations Center personnel who maintain close substantive liaison with the center and with other operations centers in the Intelligence Community.

Human Resources Division

—DDO Duty Office

Monitors incoming traffic and selects critical items for the Directorate of Operations and for the use of the Senior Duty Officer.

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*Directorate
of
Intelligence*

CURRENT REPORTING GROUP

CHIEF, CURRENT REPORTING GROUP

Administrative
Officer

PDB
Staff

NID
Staff

Weeklies
Staff

Editorial
Staff

CONFIDENTIAL

Current Reporting Group (CRG)

Overall Functions

Provides timely reporting and analysis of national current intelligence on a 24-hour basis. Publishes the *President's Daily Brief*, the *National Intelligence Daily*, the *Weekly Review and Summary*, and—around the clock—White House Spot Reports on important foreign developments. Prepares the publications with the support of the DDI production offices—ORPA, OER, OSR, OSI, OWI, OIA, and OGCR.

Administrative Officer

Provides support for personnel, security, logistics, travel, training, and other ad hoc administrative functions.

PDB Staff

Monitors all traffic and prepares articles for the President's Daily Brief.

NID Staff

Monitors all traffic, makes recommendations for stories, and writes articles for the NID.

Weeklies Staff

Prepares the news section of the Weekly Review and Summary. Assumes responsibility for content of Weekly Review and Summary.

Editorial Staff

Edits on basis of substance and style all copy for the NID during the day, oversees the NID and PDB through to publication during the night. Senior editor assumes overnight responsibility for content of NID and PDB.



*Directorate
of
Intelligence*

PUBLICATIONS AND PRESENTATIONS GROUP

CHIEF, PUBLICATIONS AND PRESENTATIONS GROUP

**Special Assistant/
Production Monitoring
and Coordination**

**Administrative
Officer**

**Product Design
Branch**

**Text Preparation
Branch**

**Presentational
Means
Branch**

**Registry and
Dissemination
Branch**

CONFIDENTIAL

Publications and Presentations Group (PPG)

Overall Functions

Processes publications of Directorate components located in the headquarters building.

Develops design standards for DDI publications and reviews manuscripts for style and accuracy.

Monitors and records all DDI production activities and disseminates Directorate publications.

Coordinates production and graphic requirements and priorities with the Printing and Cartography Division of the DDA and the Cartography Division of OGCR.

Assists the DDI in selecting and locating word-processing equipment used in Directorate components.

Develops and promotes use of new presentational means for Directorate products.

Special Assistant for Production Monitoring and Coordination

Monitors status of DDI production activities, determines PPG production priorities, and acts as the focal point for coordinating work with the Printing and Cartography Division of the DDA.

Administrative Officer

Provides support for personnel, security, logistics, travel, training, and other ad hoc administrative functions.

Text Preparation

Prepares publications for printing, including the composition and proofreading of type and the preparation of page layouts prior to printing by the Printing and Cartography Division, DDA.

Presentational Means

Investigates and develops new presentational means and assists the DDI in selecting and locating advanced word-processing equipment.

Registry and Dissemination

Disseminates Directorate publications, maintains official production records, provides guidance to other components on questions of classification and sanitization and downgrading procedures, and serves as a registry for ORPA, CRG, CPS, and PPG.

Product Design

Establishes Directorate standards for the design of publications, reviews manuscripts for style and accuracy, and, in consultation with production offices and the Cartography Division of OGCR, plans appropriate graphics for use in individual publications.

CONFIDENTIAL

Secret

Secret