

~~CONFIDENTIAL~~  
8 APRIL 1946

CENTRAL REPORTS STAFF  
C.R.S. ADMINISTRATIVE ORDER NO. 1

1. The Chief, Central Reports Staff, is responsible to the Director of Central Intelligence for the preparation, substantive content, and appropriate dissemination of all intelligence reports produced by the Central Intelligence Group pursuant to paragraph 3-a of the President's directive of 22 January 1946 and to N.I.A. directives.

2. The Deputy Chief, C.R.S., shall serve as principal assistant to and alternate for the Chief, C.R.S., in the discharge of his responsibilities. During the present stage of the activation of the Staff he shall, under the general supervision of the Chief, assume direct charge of its day to day operations and administration.

3. The Secretary, C.R.S., under the supervision of the Chief and Deputy Chief, shall perform, in relation to the C.R.S., general secretarial and administrative functions analogous to those of the Secretary, N.I.A., including, at the present stage of the activation of the Staff:

a. The general function of executive officer in the internal administration of the Staff.

b. Maintenance of liaison with the N.I.A. Secretariat and the Administrative Division, C.I.G., for secretarial and administrative coordination.

c. The establishment of systematic procedures for the receipt, recording, appropriate internal distribution, safe custody, and eventual disposition of all incoming papers, especially those of a classified nature, including the functions of Top Secret Control Officer.

d. The promulgation and enforcement of internal security regulations.

e. Direct charge of the operation of teletype communications.

f. Provision for and supervision of the reproduction and dissemination of reports prepared by the Staff, and the maintenance of files.

4. The Editor, C.R.S., under the supervision of the Chief and Deputy Chief, shall direct and supervise the preparation of copy for the periodical summaries produced by the Staff, edit the material prepared, and deliver the final text to the Secretary for reproduction and dissemination.

5. The remaining members of the Staff shall for the time being constitute a single body, to the individual members of which specific responsibilities will be assigned by informal memorandum. Formal subdivision of the Staff will be made by Administrative Order when the number present warrants it.

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6. The initial task of the Staff is the production of a daily Top Secret summary "containing factual statements of significant developments in the field of intelligence and operations related to the national security." Preparations will be made for the production of a similar Secret daily summary and of a weekly Top Secret intelligence review designed to place current developments in proper perspective and to discern emergent trends.

LUDWELL L. MONTAGUE  
Acting Chief, C.R.S.

Distribution:

Director of Central Intelligence  
Deputy Director of Central Intelligence  
Secretary, N.I.A. ✓  
Administrative Officer, C.I.G.  
Central Records Section, C.I.G. (2)  
All C.R.S. Personnel

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