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Reference Branch -ORE

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(10)

28 March 1947

MEMORANDUM TO: Chief, ICAPS

SUBJECT: Proposed Statement of Mission, and Table of Organization, Reference Branch, ORE

Attached hereto is a copy of the proposed Statement of Mission and Table of Organization as approved by Mr. J. Klahr Huddle, Assistant Director, ORE, [redacted] STAT Executive Officer, ORE and Colonel Perry, Chief, Planning Staff, ORE. It is anticipated that formal presentation of the Statement of Mission and Table of Organization will be edited, approved and issued by the Advisor for Management in the near future.

[redacted] STAT

Acting Chief
Reference Branch, ORE

Attachment

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CENTRAL INTELLIGENCE GROUP

REFERENCE BRANCH, OR&E

Statement of Mission

The Reference Branch has been established in order to centralize various reference functions related to the intelligence activities of the United States Government, and to provide a reference library for CIG. Records will be maintained of all available intelligence information sources, intelligence information, and intelligence in order to provide ready accessibility thereto. This Branch serves as Reference Center for CIG and the member agencies.

OFFICE OF THE CHIEF

The Office of the Chief is given the responsibility to establish the central reference activities for CIG and the member agencies, and is charged with maintaining all appropriate liaison, administration and policy making activities.

The Office of the Chief will:

1. Establish a machine operations center for appropriately and efficiently recording and filing intelligence information and intelligence in a readily accessible state for later listings, tabulations and statistical reporting by machine research techniques for CIG and the member agencies.

2. Establish a central reference repository for intelligence documents and materials for the primary use of CIG offices, and particularly for the use of the Office of Reports and Estimates.

3. Establish central record files of the actual location of all potential intelligence sources and existing intelligence documentary materials pertaining to the national security (whether immediately accessible within CIG or available elsewhere).

4. Represent the Reference Branch in all major inter-office and inter-agency coordination, correlation and functional activities.

5. Establish an Executive Staff, Coordinating Staff and functional offices for carrying out those aspects of the mission of the Reference Branch outlined below:

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EXECUTIVE STAFF

The Executive Staff will:

1. Coordinate administrative procedures of the Reference Branch, including the establishment of tables of organization; personnel administration; budgetary, space and property and equipment allocations; and security and other regulations.

2. Prepare administrative reports for the signature of the Chief as required.

COORDINATING STAFF

The Coordinating Staff will:

1. Coordinate the employment of machine facilities and services to satisfy administrative requirements as they develop within CIG, and to satisfy intelligence requirements calling for special machine techniques and methods in CIG and its member agencies.

2. Coordinate the establishment of appropriate record files to enable prompt and efficient location of any documentary material when and as requested. These records are to include information relative to the accessibility, quantity and nature of information existing in libraries and documentary material centers in the Washington area and elsewhere.

3. Initiate and secure inter-office and inter-departmental coordination in the fields of foreign intelligence of interest to the Reference Branch.

4. Coordinate activities between machine operations and library functions within the Reference Branch.

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BIOGRAPHICAL INTELLIGENCE REGISTER

Statement of Mission

In implementing the policies established by CIG Directive No. 16, the mission of the Biographical Intelligence Register is hereby established as follows:

The Biographical Intelligence Register will:

1. Maintain, by machine techniques, a detailed and current file of biographical intelligence data concerning important foreign personalities in all fields of human endeavor.

2. Record the membership, nature and type of the business, professional, social or fraternal organizations.

3. Maintain a Master File on all foreign personalities and organizations and such other biographic files deemed necessary to augment the information contained in the machine records.

4. Provide and/or locate upon request detailed biographical information regarding any important foreigner.

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7. Survey the Register at regular intervals to ascertain the scope, intent and timeliness of available foreign biographical intelligence.

8. Prepare statistical reports and calculations on the points of strength and the gaps in available biographical information and bring all inadequacies to the attention of the appropriate authorities for remedial action.

9. Apprise interested offices and agencies of the general content and capabilities of the Register.

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CENTRAL INDEX

The Central Index will:

1. Index, by business machine procedures the subject matter of all available reports, and other documents, of a foreign intelligence nature.

2. Locate and identify upon request all available intelligence materials pertaining to any specific foreign subject or area.

3. Analyze the Index at regular intervals to determine superabundance or dearth of available documentary foreign intelligence on any subject of interest to the national security.

4. Apprise the pertinent offices of the results of such analyses for appropriate action.

5. Prepare and distribute accession lists of all newly acquired, important foreign intelligence documents.

6. Provide, upon request, complete bibliographies of available intelligence material on any specific foreign subject or area.

7. Maintain and analyze the IBM card files of Foreign Funds Control and similar special IBM files for listings and statistical intelligence information, within the capabilities and physical limitations of the Reference Branch.

8. Acquire, code and process the special U.S. Bombing Survey Reports and similar special documentary files within the limits set down by responsible intelligence and research offices, and limited only by the capabilities and physical limitations of the Reference Branch.

FOREIGN INDUSTRIAL REGISTER

The Foreign Industrial Register will:

1. Maintain an up-to-date general file, by machine methods, of pertinent industrial installations, developments and resources, and their international or functional relationships.

2. Correlate these data by machine techniques, upon request, for the purpose of economic analysis on country or world-wide scale or for statistical computations.

3. Provide, by machine techniques, appropriate economic or operational details of any particular foreign industrial installation.

4. Survey the Register at regular intervals to determine the nature and extent of available intelligence regarding all foreign industry.

5. Apprise interested offices of the content of the Register and its general capabilities through appropriate file analyses.

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INTELLIGENCE DOCUMENTS

Intelligence Documents will:

1. Classify and catalogue all intelligence documents of a foreign intelligence nature available to CIG.

2. Maintain one copy each of such documents for permanent reference file and a second copy (when available) for limited loan purposes.

3. Establish efficient procedures for the prompt documentation of single copy items, received by OC&D, upon arrival in the Reference Branch.

4. Initiate the procurement of reference material for use of the research branches, in ORE.

5. Provide the Central Index with the cataloguing information required for the preparation of accession list IBM cards.

6. Provide the Central Index with classification information and a BID breakdown on every document processed by OC&D.

GRAPHIC MATERIALS

Graphic Materials will:

1. Operate a central reference and loan file of charts, maps and blueprints required for intelligence purposes and a complete index of all graphic materials, their location and availability to the Reference Branch for CIG and member agencies.

2. Establish and maintain a central reference and loan file and a single index of available intelligence films throughout the government agencies and elsewhere.

3. Set up a central pictorial records reference and loan file and produce the required classification information for maintaining the Central Index machine records on available photographs.

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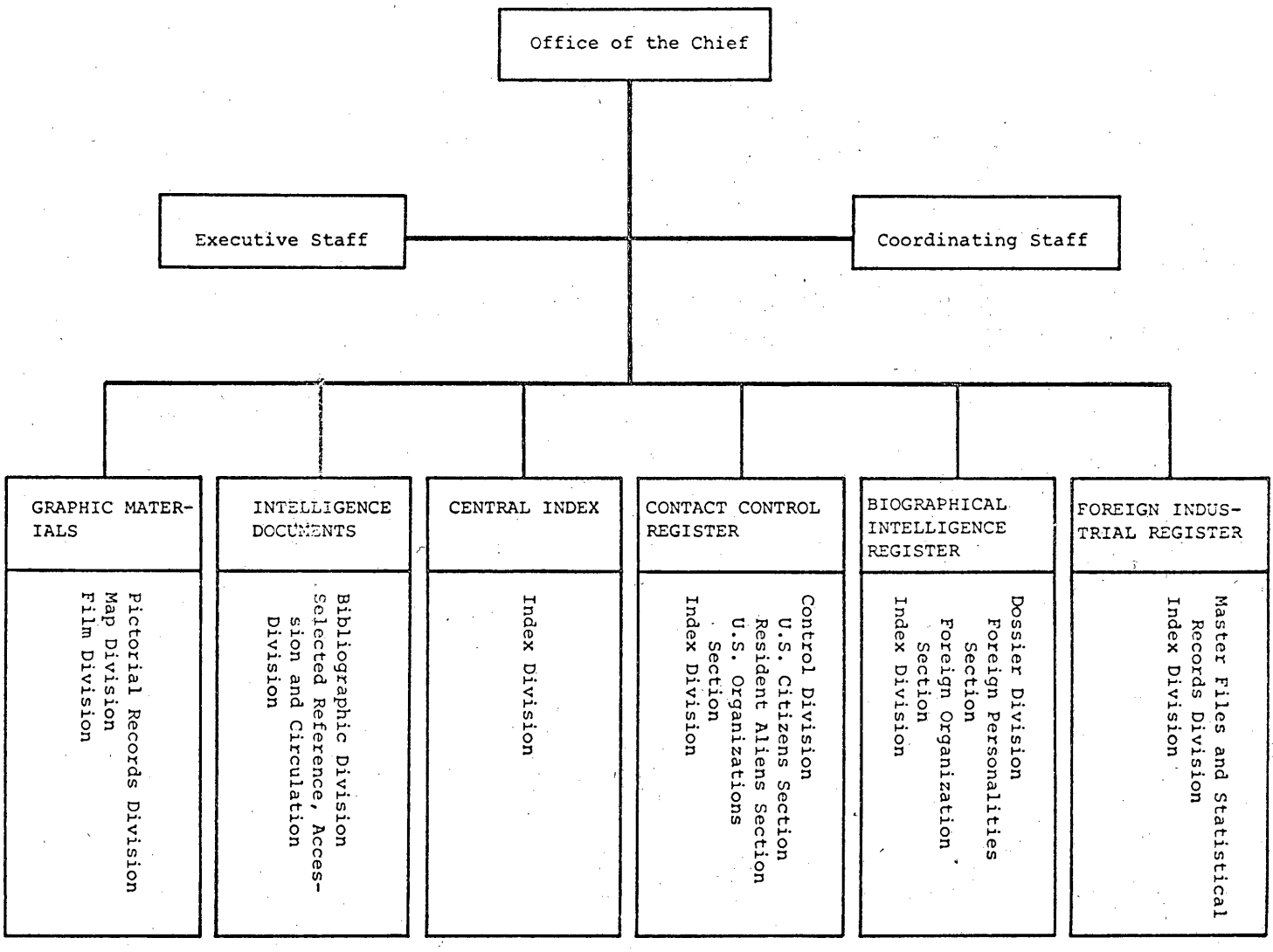

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REFERENCE BRANCH, OR&E

Office of the Chief

Coordinating Staff

Executive Staff

FOREIGN INDUSTRIAL REGISTER	Master Files and Statistical Records Division Index Division
BIOGRAPHICAL INTELLIGENCE REGISTER	Dossier Division Foreign Personalities Section Foreign Organization Section Index Division
CONTACT CONTROL REGISTER	Control Division U.S. Citizens Section Resident Aliens Section U.S. Organizations Section Index Division
CENTRAL INDEX	Index Division
INTELLIGENCE DOCUMENTS	Bibliographic Division Selected Reference, Accession and Circulation Division
GRAPHIC MATERIALS	Pictorial Records Division Map Division Film Division

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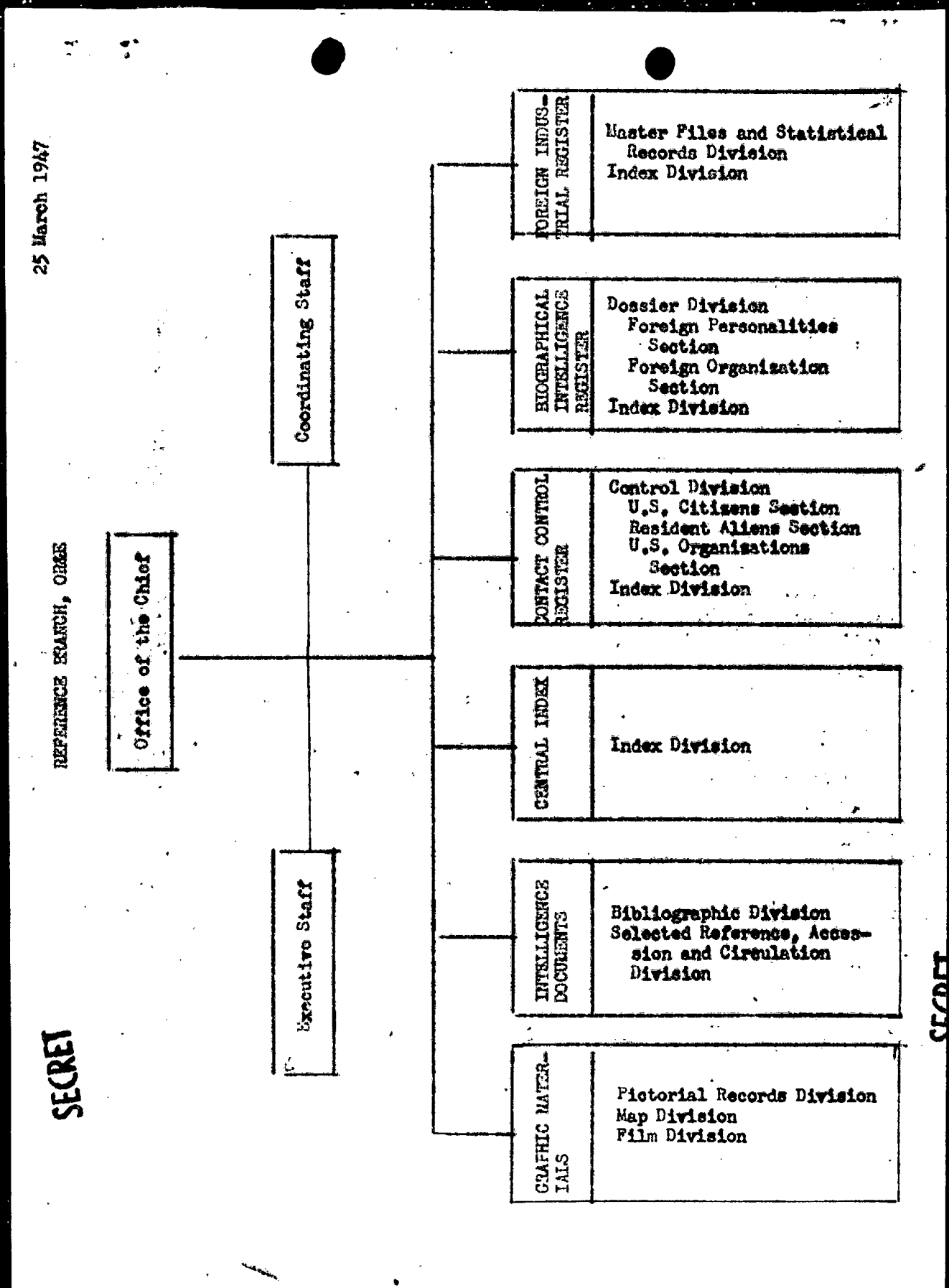

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CONFIDENTIAL

	Reference Branch	Executive Staff	Coordinating Staff	Contact Control Register	Biographical Intell. Register	Foreign Indust. Register	Central Index	Intelligence Documents	Graphic Materials	Total
Chief, P-8	(1) 1								1	
D/Chief, P-8,7	(2) 1								1	
P-7			(2) 1						1	
P-6			(3) 1	(12) 1	(12) 1	(12) 1		(25) 1		5
P-5				(13) 1	(13) 1	(13) 1	(13) 1	(26) 2	(26) 1	7
P-4			(4) 2	(14) 2	(14) 1		(14) 1	(27) 3	(27) 4	13
P-3								(28) 11	(28) 9	20
P-2				(15) 3	(15) 2	(15) 1		(29) 10	(29) 2	18
P-1				(16) 1	(16) 2	(16) 1		(30) 5		12
CAF-13										
CAF-12				(17) 1	(17) 1					2
CAF-11				(5) 1			(18) 1			2
CAF-10										
CAF-9		(6) 1		(19) 2	(19) 2	(19) 1	(19) 2			8
CAF-8										
CAF-7	(7) 1			(20) 1	(20) 1		(20) 1			4
CAF-6							(21) 1			1
CAF-5	(8) 1	(8) 1	(8) 1	(22) 3	(22) 3	(22) 2	(22) 2	(31) 2	(31) 1	16
CAF-4		(9) 1	(9) 1	(23) 4	(23) 5	(23) 1	(23) 9	(32) 2	(32) 3	26
CAF-3		(10) 2	(10) 1	(24) 7	(24) 4	(24) 1	(24) 5			20
CAF-2		(11) 1								1
SP-6								(33) 1		1
SP-5								(34) 3	(34) 2	5
SP-4								(35) 3	(35) 1	4
SP-3								(36) 4		4
Totals	4	7	7	29	23	9	23	47	23	172

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REFERENCE BRANCH, ORE

(1) Chief of Reference Branch
(2) Deputy Chief of Branch, Chief of Coordinating Staff
(3) Deputy Chief of Coordinating Staff
(4) Intelligence Officers (2)
(5) Chief of Executive Staff
(6) Administrative Assistant
(7) Secretary and Administrative Assistant to Chief of Branch
(8) Secretary to Deputy Chief of Branch, Property Equipment and Security Officer, Secretary to Chief of Coordinating Staff
(9) Clerk-Stenographers (2)
(10) Clerks (2), Clerk-Typist
(11) Clerk
(12) Chief of Contact Control Register, Chief of Biographical Intelligence Register, Chief of Foreign Industrial Register
(13) Chief of Records and Control; Chief, Biographical & Intelligence Specialist; Chief, Foreign Industrial Specialist; Chief, Intelligence Documents & Materials Specialist
(14) Intelligence & Control Officers (4)
(15) Assistant Intelligence & Control Officer, Report Editors (5)
(16) Report Analysts (7)
(17) Chief Tabulation Operations Supervisors (2)
(18) Chief Tabulation Operations Supervisor
(19) Tabulation Operations Planners (7)
(20) Tabulation Operations Planners (3)
(21) Code Supervisor
(22) Code Supervisors (2); Tabulation Supervisors (4); Secretary & Administrative Assistant to Chief of Contact Control Register; Secretary & Administrative Assistant to Chief of Biographical Intelligence Register; Secretary & Administrative Assistant to Chief of Foreign Intelligence Register; Code Reviewer
(23) Clerk Stenographers (4), Code Clerks (13), Secretary & Administrative Assistant to Chief of Central Index, Key Punch Supervisor
(24) Clerks (2), Clerk-typist, Key Punch Operators (6), Tabulation Machine Operators (5), Key Punch Verifiers (3)
(25) Chief Librarian
(26) Librarian (2), Chief of Graphic Materials
(27) Head Classifier, Head Cataloguer, Assistant Librarian, Chief of Pictorial Records Division, Chief of Map Division, Chief of Film Division, Geographer
(28) Classification Analysts (4), Cataloguers (10), Head Accessioner, Head Reference Librarian, Interpreter-Classifiers (2), Classifiers (2)
(29) Assistant Cataloguers (3), Assistant Classifiers (5), Research Analysts (2), Intelligence Cartographer, Film Editor
(30) Library Assistants (4), Accessioner
(31) Secretary, Administrative Clerk, Secretary & Administrative Assistant to Chief, Graphic Material
(32) Clerk-Stenographers (6)
(33) Stack Supervisor
(34) Senior Accessions Clerk, Circulation Desk Clerk, Circulation Clerk, Accession & File Clerks (2)
(35) Clerks (3), File Clerk
(36) Clerks (3), File Clerk

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REFERENCE BRANCH, ORE
(Table of Organization)

	Rating	Number	Total
OFFICE OF THE CHIEF			
Chief	P-8	1	
Deputy Chief	P-7	1	
Secretary and Administrative Assistant to Chief	CAF-7	1	
Secretary to Deputy Chief	CAF-5	1	4
EXECUTIVE STAFF			
Chief	CAF-11	1	
Administrative Assistant	CAF-9	1	
Property, Equipment & Security Officer	CAF-5	1	
Clerk-Stenographer	CAF-4	1	
Clerks	CAF-3	3	
Clerk	CAF-2	1	7
COORDINATING STAFF			
Chief	P-7	1	
Deputy Chief	P-6	1	
Intelligence Officers	P-4	2	
Secretary	CAF-5	1	
Clerk-Stenographer	CAF-4	1	
Clerk-Typists	CAF-2	1	7
CONTACT CONTROL REGISTER			
Office of Chief of Register			
Chief	P-6	1	
Secretary & Administrative Assistant	CAF-5	1	
Control Division			
Chief of Records & Control	P-5	1	
Intelligence & Control Officers	P-4	2	
Assistant Intelligence & Control Officer	P-2	1	
Report Editors	P-2	2	
Report Analysts	P-1	4	
Clerk-Stenographer	CAF-4	1	
Clerks	CAF-3	1	

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CONTRACT CONTROL REGISTER (Continued)

Index Division	Rating	Number	Total
Chief Tabulation Operations Supervisor	CAF-12	1	
Tabulation Operations Planners	CAF-9	2	
Tabulation Operations Planner	CAF-7	1	
Clerk-Typist	CAF-3	1	
Code Supervisor	CAF-5	1	
Code Clerks	CAF-4	3	
Key Punch Operators	CAF-3	2	
Key Punch Verifiers	CAF-3	1	
Tabulation Supervisor	CAF-5	1	
Tabulation Machine Operators	CAF-3	2	29

BIOGRAPHICAL INTELLIGENCE REGISTER

Office of Chief of Register

Chief	P-6	1	
Secretary & Administrative Assistant	CAF-5	1	

Dossier Division

Chief, Biographical Intelligence Specialist	P-5	1	
Intelligence & Control Officer	P-4	1	
Report Editors	P-2	3	
Report Analysts	P-1	3	
Clerk-Stenographer	CAF-4	1	
Clerks	CAF-3	1	

Index Division

Chief Tabulation Operations Supervisor	CAF-12	1	
Tabulation Operations Planner	CAF-9	2	
Tabulation Operations Planner	CAF-7	1	
Clerk-Stenographer	CAF-4	1	
Code Supervisor	CAF-5	1	
Code Clerks	CAF-4	3	
Key Punch Operators	CAF-3	1	
Key Punch Verifiers	CAF-3	1	
Tabulation Supervisor	CAF-5	1	
Tabulation Machine Operators	CAF-3	1	33

FOREIGN INDUSTRIAL REGISTER

Office of Chief of Register

Chief	P-6	1	
Secretary & Administrative Assistant	CAF-5	1	

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FOREIGN INDUSTRIAL REGISTER (Continued)	Rating	Number	Total
Master File and Statistical Records Division			
Chief, Foreign Industrial Specialist	P-5	1	
Intelligence & Control Officer	P-4		
Report Editors	P-2	1	
Report Analysts	P-1	1	
Clerk-Stenographer	CAF-4		
Clerks	CAF-3		
Index Division			
Chief Tabulation Operations Supervisor	CAF-12		
Tabulation Operations Planner	CAF-9	1	
Tabulation Operations Planner	CAF-7		
Clerk-Stenographer	CAF-4		
Code Supervisor	CAF-5		
Code Clerks	CAF-4	1	
Key Punch Operators	CAF-3	1	
Key Punch Verifiers	CAF-3		
Tabulation Supervisor	CAF-5	1	
Tabulation Machine Operators	CAF-3		9
CENTRAL INDEX			
Office of Chief of Index			
Chief, Intelligence Documents & Materials Specialist	P-5	1	
Intelligence & Control Officer	P-4	1	
Clerks	CAF-3		
Secretary & Administrative Assistant	CAF-4	1	
Index Division			
Chief, Tabulation Operations Supervisor	CAF-11	1	
Tabulation Operations Planners	CAF-9	2	
Tabulation Operations Planner	CAF-7	1	
Clerk-Stenographer	CAF-4	1	
Code Supervisor	CAF-6	1	
Code Reviewers	CAF-5	1	
Code Clerks	CAF-4	6	
Key Punch Supervisor	CAF-4	1	
Key Punch Operators	CAF-3	2	
Key Punch Verifiers	CAF-3	1	
Tabulation Supervisor	CAF-5	1	
Tabulation Machine Operators	CAF-3	2	28

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INTELLIGENCE DOCUMENTS	Rating	Number	Total
Office of Chief			
Chief Librarian	P-6	1	
Secretary	CAF-5	1	
Administrative Clerk	CAF-5	1	
Bibliographic Division			
Librarian	P-5	1	
Clerk-Stenographer	CAF-4	1	
Classification Section			
Head Classifier	P-4	1	
Classification Analysts	P-3	4	
Assistant Classifiers	P-2	5	
Library Assistants	P-1	2	
Clerks	SP-4	1	
Clerks	SP-3	1	
Cataloguing Section			
Head Cataloguer	P-4	1	
Cataloguers	P-3	5	
Assistant Cataloguers	P-2	3	
Library Assistants	P-1	2	
Clerks	SP-4	1	
Clerk	SP-3	1	
Accession, Reference & Circulation Division			
Librarian	P-5	1	
Clerk-Stenographer	CAF-4		
Assistant Librarian	P-4	1	
Accession & Circulation Section			
Head Accessioner	P-3	1	
Accessioners	P-1	1	
Senior Accessions Clerk	SP-5	1	
Circulation Clerk	SP-5	1	
Circulation Desk Clerk	SP-5	1	
Stack Supervisor	SP-5	1	
Clerks	SP-4	1	
File Clerks	SP-3	1	
Reference Section			
Head Reference Librarian	P-5	1	
Clerk-Stenographer	CAF-4	1	
Research Analysts	P-2	2	
Assistant Research Analysts	P-1		
Clerks	SP-3	1	47

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GRAPHIC MATERIALS	Rating	Number	Total
Office of the Chief			
Chief	P-5	1	
Secretary & Administrative Assistant	CAF-5	1	
Pictorial Records Division			
Chief	P-4	1	
Clerk-Stenographer	CAF-4	1	
Cataloguers	P-3	2	
Interpreter-Classifiers	P-3	2	
Accessions & File Clerks	SP-5	1	
File Clerks	SP-4		
Photo Interpretation Section*			
Map Division			
Chief	P-4	1	
Clerk-Stenographer	CAF-4	1	
Geographer	P-4	1	
Cataloguers	P-3	2	
Classifiers	P-3	2	
Intelligence Cartographers	P-2	1	
Clerk-Stenographer	CAF-4	1	
Clerks	CAF-3		
Accessions & File Clerks	SP-5	1	
File Clerks	SP-4	1	
Map Intelligence Section*			
Cartographic Section*			
Film Division			
Chief	P-4	1	
Clerk-Stenographer	CAF-4		
Cataloguer	P-3	1	
Film Editor	P-2	1	
Editorial Assistants	SP-6		
Clerks	SP-5	—	23
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