25X1A

25X1A

<u>Notes on Organization of OCD</u> from a conversation with ▊▊▊▊▊

▊▊▊▊ 15 January 1952.

25X1A

25X1A

25X1A

Following the ideas and suggestions of ▊▊▊▊▊▊▊ and

25X1A

▊▊▊▊▊▊▊ then in CIG, and others, the decision was made

to establish a Reference Center. This grew out of the necessity of

establishing contact with industrial leaders and other people in the

U.S. who had or could obtain information of value to intelligence, and

from the need for reference to the massive flow of incoming intelligence

requiring extensive classification and indexing programs.

The result of these ideas and plans was the <u>Reference Center</u>, es-

tablished in the fall of 1946. Its basic concept was to set up and main-

tain files of useful information, keeping always in mind these two guides:

    1. No unessential duplication of the holdings of other agencies.

    2. Knowledge and registration of what material other agencies

and non-government sources held which was of interest.

Thus the <u>Reference Center</u> had three basic functions:

    1. Build a collection of material and information not readily

available elsewhere.

    2. Index the availability of other material, no matter where

it might be found.

    3. Develop mechanical techniques to rapidly search for and

process intelligence information.

In brief, either have it or know where to get it. The <u>Reference Center</u>

was organized with four branches (in the Agency's switch of branch and

division designations in 1948, these became divisions) as follows:

REFERENCE CENTER

Biographical Intel-ligence Register	Foreign Industrial Register	Contact Control Register	Central Index
(Biographic Register)	(Industrial Register)	(Now in OO/C as Contact Register)	(Machine Division)

(Present names are in parentheses)

The Reference Center, as a new concept of information organization,
was temporarily placed in ORE for administrative support during 1947. In
that year two more divisions evolved within the Reference Center. The
first of these was the Library, set up in January, 1947, as a service for
CIG. For a year there had been no such service; books were ordered and
then sent directly to individual requestors in various offices. The
Central Index of the Reference Center had been conceived to perform machine
searching and tabulating and some of the functions of a library by a general
classifying and indexing of incoming intelligence material. The Library
(now CIA Library) finally centralized all ordering, storing and distri-
bution of books and documents.

The second new division was the Graphics Register, set up in the
spring of 1947 to register outside holdings and store CIA acquisitions
of photos, films and maps. The old photographic collection of R&A
Branch of OSS was then in the possession of the State Department, but
inoperative due to lack of personnel. It was mutually decided that the
CIA Reference Center should absorb this valuable file. In return, CIA
undertook to supply the State Department with all the photographic support

it needed. This includes today not only reference and print services but even camera and film loans to ████████████ employees, who are briefed as to pictures needed and whose prints are later developed by CIA and filed in the Graphics Register.

Also in the spring of 1947, the State Department, fearing that the budget allotment would not be sufficient, asked if CIG would take over its Biographic and Map Divisions. The Reference Center at the request of the Executive, A&M, began to make arrangements with the Acting Chief, Biographic Intelligence Division, Dept. of State, for the transfer of the Biographic Division (even down to the selection of personnel). There was at this time, of course, a Biographic Register in the Reference Center, CIA and a Map Branch was included in the Graphics Register. However, State finally received a sufficient amount of the budget requested for one of these two State Department functions and decided to keep the Biographic Division while transferring the Map Division in toto to ORE in July, 1947. It remains a separate division in ORR and the personnel and holdings of the Map Branch of the Graphics Register were transferred to it in 1947. The Map Division now supports State Department in map services as the Graphics Register does in photograph services.

25X1A

January 26, 1948, ████████████ entered the Agency as Chief of the Reference Center when it was separated in 1947 from the administrative support of ORE and set up as a separate office under the Executive, Administration and Management; thus allowing the Reference Center to operate as originally intended as a general service for the Agency.

In May, 1948, a general reorganization and combining of offices took place involving the old OCD, Reference Center and certain Administrative Services. (There had been in CIG an office entitled OCD - not to be confused with the present office of that name but a titular ancestor of it.) The original OCD had three branches (divisions); Requirements, Collection and Dissemination.

Old OCD operations were analyzed, Requirements Branch was ordered eliminated and the total OCD T/O was ordered cut. The old OCD was then blended with the Reference Center and was named the Liaison Division - with a T/O one third of its original size, while the new combined office was reorganized and took the name of OCD - Office of Collection and Dis- semination. The Liaison Division was reorganized into desks (branches) which coordinated Requirements, Collection and Dissemination for the separate producer-consumer agencies; i.e., State Desk (now State Branch) handles all requests from, dissemination to, and collection from that department and its direct contacts are limited to certain specified liaison officers. There are now five Branches: State, Defense, Non- IAC, CIA and Cable. The Cable Branch, formerly housed in ONE (and in ORE before December 1950), was assigned to OCD as the logical place for its operation in the spring of 1951. In the fall of that year, the "Director's File" of cables was transferred from the CIA Library to the Cable Branch thus centralizing the intelligence cable operations of the Agency.

In 1946, OO had been started including the Contact Branch (later Contact Division) and eventually taking in the Foreign Documents Division

and FBID which were brought into CIG in the fall of 1946. In the OCD-Reference Center-Administrative Services reorganization of May, 1948, the Contact Control Register was moved to OO/C under the title of Contact Register, where it could be of more direct service to the Contact Division.

Also in the reorganization of May, 1948, certain administrative services were given to OCD. These included Courier and Messenger Service, Administrative Files and Records Management. These were all returned to Administrative Services in 1951, along with the CIA Archives, now the Vital Documents Center, which had been in the CIA Library. A last addition to OCD was made in 1951, in the form of the Special Register which does special register work in connection with OCI.

OCD also contains a noteworthy feature in the Operations Staff, which advises and assists the Division Chiefs in various aspects of their operations and handles procedural and report services. Of its normal complement of thirteen, generally at least two-thirds are working in the divisions. These people are shifted around as needed, or as a proper slot is found for a particular person. Operations Staff serves the dual function of getting personnel properly placed and of familiarizing a corps of people with several of the operations of the various divisions, thus developing a nucleus of personnel qualified through experience to take over other positions in OCD should the necessity arise.