

Central Intelligence Group
Executive Office
Operations Branch
Advisory Council
22 August 1946

PERSONNEL REQUIREMENTS AND DESCRIPTION OF DUTIES

1. The Advisory Council is designed to provide an Office of Record responsible for distribution and file of all papers and documents received from Government Boards, Interdepartmental Committees, Joint Chiefs of Staff and its constituent agencies which require personal attention and action of the Director of Central Intelligence. Maintains liaison with accredited representatives of foreign governments, and coordinates public relations.

25X1A

2. The following minimum staff [redacted] is required:

25X9

a. [redacted]
b. [redacted]
c. [redacted]
d. [redacted]
e. [redacted]

25X9

3. The Chief will:

- a. Develop work methods for the Advisory Council and assign work to his subordinates.
- b. Develop criteria by which documents can be evaluated and briefs prepared. He must have a keen mind, mature judgment, and sufficient familiarity with all substantive policy to comprehend and accurately reflect the full implication of the Director's decisions to all offices and officials concerned.

4. It is believed that the volume, nature and complexity of the documents received by the Advisory Council will warrant the services of [redacted] These assistants will:

25X9

- a. Carry on liaison with the Secretaries of constituted Government Boards, Committees, Agencies, to ensure that the best interests of the Director of Central Intelligence may be served.
- b. Keep all Offices, Branches and Divisions of CIG fully informed of the Director's participation in the activities of the above agencies.
- c. Prepare such briefs, summaries and reviews as required for the information of the Director of Central Intelligence.
- d. Maintains liaison with accredited representatives of foreign governments.
- e. Coordinates public relations.

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f. Perform such other duties as may be required.

5. The [REDACTED] will:

25X9

- a. Receive for the Director of CIG highest level documents (intelligence, future operational, government policy, etc.) from Governmental Boards, Inter-Departmental Committees, agencies of the Joint Chiefs of Staff, etc.
- b. Maintain liaison with secretariats of these agencies.
- c. Prepare for the Director of CIG briefs and summaries relative to the above matters.
- d. Where appropriate, inform Offices, Branches and Divisions of CIG of the Director's participation in the activities of the aforementioned groups.

25X9

6. The [REDACTED] will:

- a. Review and analyze incoming material.
- b. Summarize supplementary material and reports.
- c. Serve in a liaison capacity with officials in various intelligence agencies and the Federal Bureau of Investigation.
- d. Dictate memoranda and correspondence requiring a full knowledge of operations, methods, etc. and carries out such other administrative details and functions as directed by the Chief.

25X9

7. The [REDACTED] will:

- a. Take dictation.
- b. Transcribe dictation.
- c. Perform difficult and responsible office work calling for individual judgment in carrying out established procedures or applying regulations.

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Central Intelligence Group
Proposed Table of Organization
Operations Branch
Presentation and Briefing Division (Advisory Council)
22 August 1946

PRESENTATION AND BRIEFING DIVISION

| No. | Title | Grade/Rank | Annual Civilian Salary |
|-----|-------|------------|------------------------------|
|-----|-------|------------|------------------------------|



* Four key jobs will be filled by representatives from
State, Air, Navy, War.

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25X9