



**National  
Foreign  
Assessment  
Center**

Approved For Release 2002/08/21 : CIA-RDP85-00988R000100070025-8

**Confidential**

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# **National Foreign Assessment Center: Organizational Structure and Functions**

December 1977

**Confidential**

*NFAC Plans and  
Programs Staff  
December 1977*

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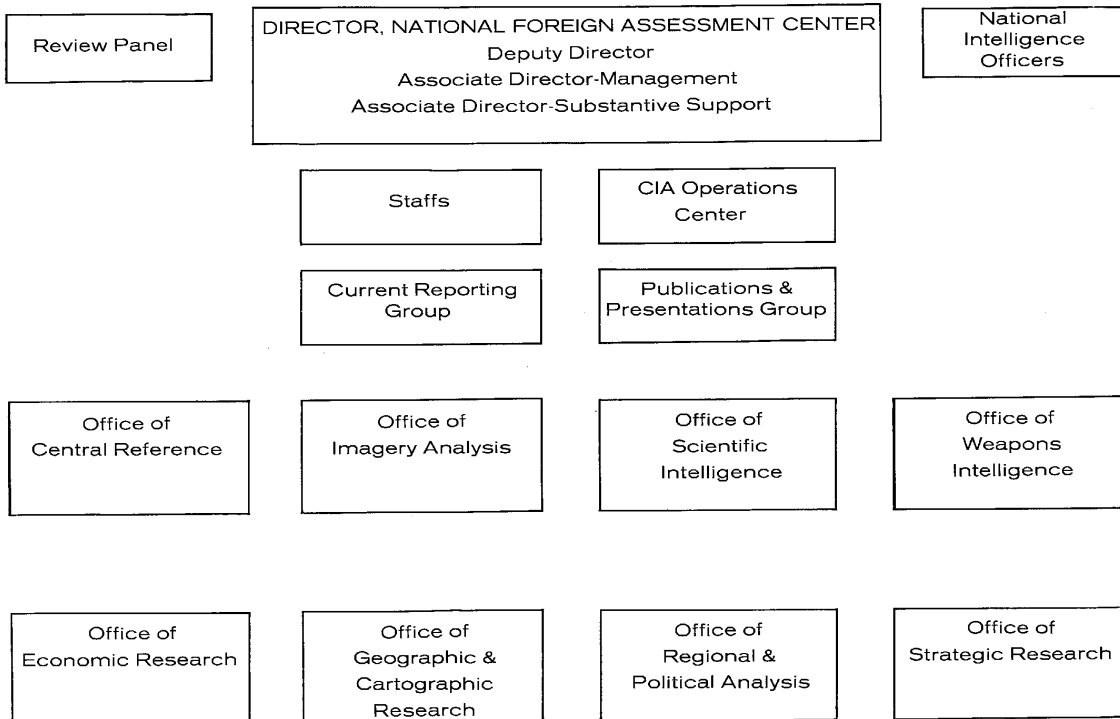
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## NATIONAL FOREIGN ASSESSMENT CENTER



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National Foreign  
Assessment Center

## 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

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**Office of the Director,  
National Foreign Assessment  
Center (NFAC)**

**Overall Functions**

Provides executive management, direction, and coordination for the Center.

Researches, analyzes, and produces all-source foreign economic, political, geographic, strategic-military, weapons, scientific, and biographic intelligence.

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

Produces regular current intelligence publications—including the *President's Daily Brief*, the *National Intelligence Daily*, and various geographical and topical weekly and biweekly reviews—as well as intelligence reports and briefings for US policymakers and other leading officials.

**National Intelligence Officers**

Maintain continuing contact with policy-level consumers of national intelligence to ensure that their intelligence support needs are known and met. In addition they help develop and maintain contacts with fellow experts in the academic and business communities; coordinate and supervise Community-wide national intelligence production programs; participate in the development and monitoring of selected interoffice or interdisciplinary production programs; and serve as senior staff officers to the DCI and D/NFAC in such capacities as they may direct.

**Review Panel**

Provides substantive review of National Intelligence Estimates and other major finished intelligence publications; advises D/NFAC on substantive matters pertaining to finished intelligence.

**Administrative Staff**

Develops and implements administrative policies and procedures; provides staff support to

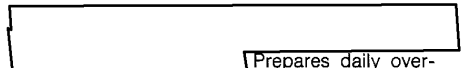
the Office of the Director, NFAC; develops and implements specific policies with respect to personnel planning, training, logistics, travel, security, and equal employment opportunity.

**Plans and Programs Staff**

Prepares all resource management submissions and other support to the Office of the Comptroller; conducts ad hoc management studies and provides special staff support to the Office of the Director, NFAC; provides central records management control and automated data processing and contract support.

**Coordination Staff**

Serves as the focal point on all matters relating



Prepares daily overseas substantive support cables; arranges domestic visitor briefings. Advises the Office of the Director, NFAC on control and use of sensitive compartmented intelligence.

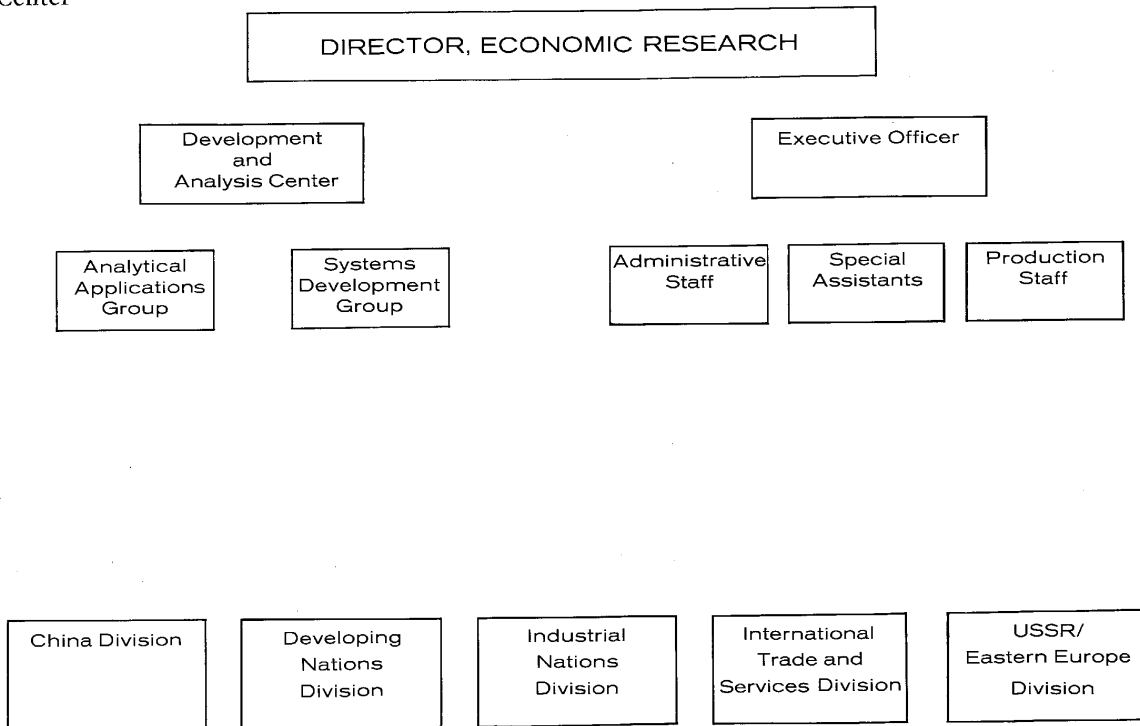
25X1C

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National Foreign  
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## OFFICE OF ECONOMIC RESEARCH



CONFIDENTIAL

**Office of Central Reference (OCR)**

**Overall Functions**

Designs, develops, and operates central reference facilities.

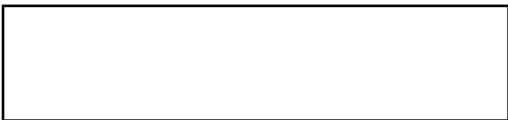
Receives and disseminates incoming intelligence reports and publications.

Provides remote terminal access to 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, photographs, and videotapes in support of the Agency's mission and functions.

25X1B

**Administrative Staff**

Provides support for personnel, security, logistics, travel, training, finance, 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.

Represents the interests of NFAC production offices in the design and implementation of Project SAFE and advises the Chairman of SAFE Steering Committee.

**Information Services Group**

Maintains files on foreign organizations and foreign nonmilitary personalities; operates com-

puterized retrieval systems for raw and finished intelligence documents; provides comprehensive information and reference services; produces [redacted] for US Government officials and in support of Intelligence Community operations and research.

**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.

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National Foreign  
Assessment Center

## OFFICE OF GEOGRAPHIC AND CARTOGRAPHIC RESEARCH

DIRECTOR, GEOGRAPHIC AND CARTOGRAPHIC RESEARCH

Administrative  
Staff

Information  
Systems  
Staff

Environment  
and Resource  
Analysis Center

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

Cartography  
Division

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

Geography  
Division

- East Asia Branch
- Middle East /Africa/  
Western Hemisphere  
Branch
- USSR-Europe Branch

Map Library  
Division

- Processing Branch
- Procurement Branch
- Reference Branch

**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 intragovernment 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, registry, 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 formulation 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 automated data processing applications.

**Divisions**

China	International Trade and Services
Developing Nations	
Industrial 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.



National Foreign  
Assessment Center

## 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

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

**Overall Functions**

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

Manages interdisciplinary analysis and reporting on key environment and resource issues.

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.

**Information Systems Staff**

Maintains a specialized collection of maps, books, and imagery and provides reference assistance to OGCR employees. Serves OGCR's need for technical support, methodological development, and systems application. Produces the *National Basic Intelligence Factbook*.

**Environment and Resource  
Analysis Center**

Provides interdisciplinary analysis in the fields of agriculture, food, population, water, energy, and minerals. Produces reports that incorporate the political, economic, and social implications of resource and environmental issues. Develops and applies innovative research methodologies.

**Cartography Division**

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

**Geography Division**

Regionally oriented branches produce all-source geographic intelligence on issues of priority policy and strategic significance including analysis of ethnic conflicts, territorial disputes and boundary problems, military geography, and the resource base. Provides operational support to and participates in agency and interagency working groups and task forces.

**Map Library Division**

Maintains an extensive foreign map collection and provides map reference services for Agency components and the Department of State. Chairs the interagency foreign map procurement program.

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## OFFICE OF REGIONAL AND POLITICAL ANALYSIS

DIRECTOR, REGIONAL AND POLITICAL ANALYSIS

Editorial Consultant  
Staff

Senior Review  
Panel

Strategic Warning  
Staff

Administrative  
Staff

USSR	Eastern Europe	Western Europe/ Canada	Africa	Middle East	South Asia	East Asia/ Pacific	Latin America	International Issues	Methods and Forecasting
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**Office of Imagery Analysis (OIA)**

**Overall Functions**

Produces intelligence reports based primarily on the analysis of imagery in support of Agency components.

Produces imagery-derived intelligence reports on nonmilitary industries in answer to the National Tasking Plan requirements of the Intelligence Community.

Develops new methodologies and techniques for extracting more intelligence from imagery.



**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 automated data processing support.

**Economic Resources Division**

Analyzes imagery of and reports on foreign nonmilitary industries, rail and port developments, and regional subjects, such as Soviet civil defense.

**Land Forces Division**

Analyzes imagery of and reports on military ground forces in the Communist and Third World areas and provides imagery analysis support to Agency operational and collection programs.

**Missile Systems Division**

Analyzes imagery of and reports on all foreign land-based offensive and defensive missile systems and associated electronics and space systems and programs.

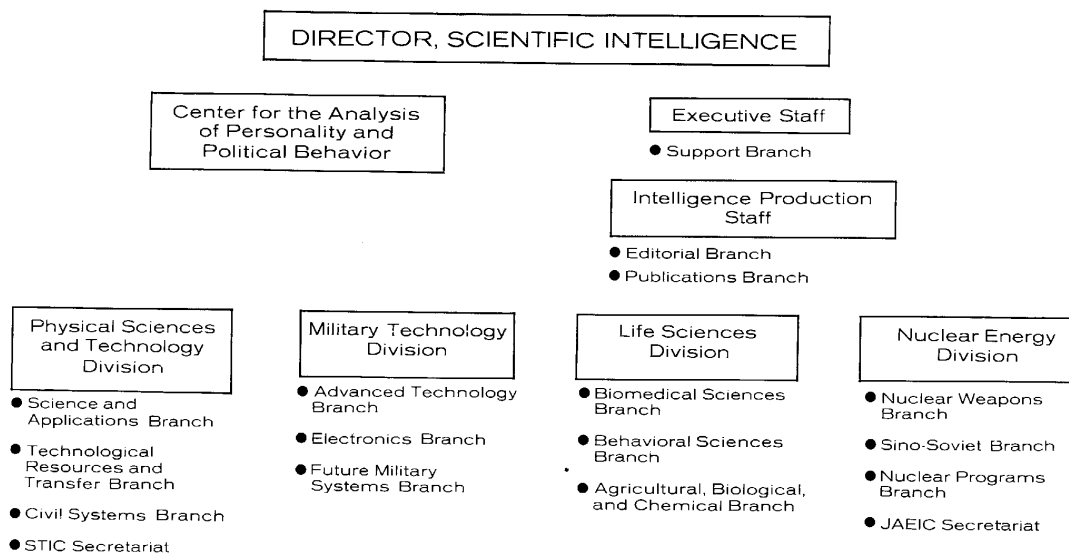
**Technical Systems Division**

Analyzes imagery of and reports on foreign air and naval forces (including related missile systems), and on nuclear programs and advanced weapons developments.



National Foreign  
Assessment Center

## OFFICE OF SCIENTIFIC INTELLIGENCE



**Regional Divisions**

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

Produce political intelligence based on all-source information from assigned regions. Respond to requests from the policy community for analyses and briefings on priority intelligence subjects.

Contribute to National Intelligence Estimates and provide a wide range of political intelligence support to the other components of NFAC, the Agency, the Intelligence Community, and US policymakers concerned with foreign affairs.

**International Issues Division**

Performs the same functions as the regional divisions on issues that transcend international boundaries.

Acts as the focal point for Office-wide analysis of key international issues through a system of referent analysts in the regional divisions.

**Methods and Forecasting Division**

Conducts experiments in a variety of analytical methods to enhance the Agency's ability to produce high-quality political intelligence.

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

**Senior Review Panel 25X6**

Assures substantive quality control of the Office's production.

Serves as a sounding board for proposed new analytical projects.

Provides detached judgments on working drafts submitted by the divisions.

**Editorial Consultant Staff**

Assures technical quality control of the products of ORPA. Provides editorial assistance to analysts in the preparation of drafts of reports.

Facilitates the publication of reports through coordination with the Publications and Presentations Group.

**Strategic Warning Staff**

Represents the Agency on 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 warning notices and reports as appropriate.

**Administrative Staff**

Provides support for personnel, security, logistics, travel and training activities, and performs special administrative functions as required.

**Office of Regional and Political Analysis (ORPA)**

**Overall Functions**

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

Produces current, midterm and in-depth reports on present and emerging foreign affairs problems of importance to policymakers and to the Intelligence Community.





National Foreign  
Assessment Center

## OFFICE OF STRATEGIC RESEARCH

DIRECTOR, STRATEGIC RESEARCH

Administrative  
Staff

Resources,  
Requirements  
and Review  
Staff

25X1B

Soviet  
Strategic  
Forces  
Division

Theater  
Forces  
Division

Eastern  
Forces  
Division

Military-Economic  
Analysis  
Center

Regional  
Analysis  
Division

Strategic  
Evaluation  
Center

## **Office of Scientific Intelligence (OSI)**

### **Overall Functions**

Produces scientific and technical intelligence on foreign countries pertaining to nuclear energy, developments in the physical and life sciences, military and civil technologies, future military systems, biological and chemical warfare, physical and psychiatric health of key foreign leaders, and personality influences on political behavior.

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, and records management; provides staff support to D/SI on actions concerning collection requirements and evaluations, external contracting, and other matters concerning S&T intelligence.

### **Intelligence Production Staff**

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

### **Nuclear Energy Division**

Conducts all-source research, analysis, and finished intelligence production on nuclear energy activities in foreign countries, including warhead characterization, materials production, peaceful applications, proliferation capabilities, and testing and treaty monitoring, but not including costing and nuclear warhead order of battle; provides the chairman, secretariat, and Agency representative for the JAEIC.

### **Physical Sciences and Technology Division**

Conducts all-source research, analysis, and finished intelligence production on foreign developments in the physical sciences and their appli-

cations, 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; provides the chairman and secretariat for the STIC.

### **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; provides the Agency representative for the STIC.

### **Life Sciences Division**

Conducts all-source research, analysis, and finished intelligence production on foreign developments in the life sciences, including the biomedical aspects of spaceflight systems, biological and chemical warfare, the behavioral sciences, food and nutrition, and physical health assessments of key foreign personalities.

### **Center for the Analysis of Personality and Political Behavior**

Conducts all-source research, analysis, and finished intelligence production on the personality and political behavior of foreign VIPs and the effects of individual and group behavior on foreign governmental decisions.



National Foreign  
Assessment Center

## OFFICE OF WEAPONS INTELLIGENCE

DIRECTOR, WEAPONS INTELLIGENCE

Action Staff

Executive Staff

WSSIC Secretariat

Defensive  
Systems  
Division

- Air Defense
- Aircraft Systems
- Antibalistic Missiles
- Special Weapons

Naval  
Systems  
Division

- Technology & Strategic Systems
- Cruise Missile
- Antisubmarine Warfare

Offensive and  
Space Systems  
Division

- Ballistic Missiles
- Space Systems

Programs  
Analysis  
Division

- Soviet Test Ranges
- Non-Soviet Test Ranges
- Current Intelligence

Aerospace Vehicle  
Analysis  
Division

- Defensive & Aerodynamic Vehicle
- Ballistic Launch Vehicles
- Spacecraft
- Computer Applications
- Reentry Vehicle

## **Office of Strategic Research (OSR)**

### **Overall Functions**

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

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 force net assessments.

### **Administrative Staff**

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

### **Resources, Requirements, and Review Staff**

Develops and maintains an overall planning system for OSR, monitors Office programs, and evaluates the effectiveness with which 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. Performs substantive editing of OSR intelligence products.

### **Soviet Strategic Forces Division**

Produces all-source military intelligence on ground and tactical air forces of the USSR, Soviet strategic missile, naval, and air forces, and civil defense.

### **Theater Forces Division**

Produces all-source military intelligence on ground and tactical air forces of the USSR, Mongolia, and East European countries, and of all military forces of the West European countries.

### **Eastern Forces Division**

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 Koreans, Japan, and Taiwan. Investigates the capabilities and posture of military forces in potential crisis areas, such as the Middle East, the Persian Gulf area, and South Asia.

### **Military-Economic Analysis Center**

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

### **Regional Analysis Division**

Provides short-term and midterm intelligence analyses 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 foreign national security policy, force effectiveness, and command and control.

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## 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
- OSO OPSCOM Watch
- Imagery Watch  
Headquarters Team  
Remote Site Team

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

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## **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 weapon 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 automated data processing matters.

### **Executive Staff**

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

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

### **Programs Analysis Division**

Analyzes organizations and facilities where development of foreign weapon 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 foreign land-based offensive ballistic missile systems and all military and manned space systems.

### **Aerospace Vehicle Analysis Division**

Determines trajectories of foreign missiles, lunar and interplanetary probes, and earth satellites; provides signature analysis, weapon systems mathematical modeling and simulations, and computer applications.

Provides all-source analysis of instrumentation data from foreign missiles, aircraft, and space vehicles.

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## CURRENT REPORTING GROUP

CHIEF, CURRENT REPORTING GROUP

Executive  
Officer

*PDB* Staff

*Weeklies*  
Editor

External  
Agency  
Reps

*NID*  
Staff

Production  
Office  
Reps

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## CIA Operations Center (OPSC)

### Overall Functions

On 24-hour basis:

Scans and evaluates all Intelligence Community incoming substantive electrical traffic from human and technical sources.

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*, *Operations Center Selects*, *VIP Movements Report*, *Morning Newspaper Highlights* and *Spot Reports* for the White House and selected Community recipients.

Responds to queries from within CIA and from other agencies.

Supports Task Force activities in crisis situations.

Participates in Agency and Community 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 facilities in the CIA Operations Center.

### Communications Center

Receives incoming electrical traffic and disseminates to appropriate Watch Analysts. Operates the Agency WASHFAX (LDX) facility.

### Senior Duty Officer

Monitors incoming intelligence and alerts appropriate Agency and other US officials; acts as the DCI's executive agent during non-duty hours; prepares the *Director's Cable Summary*; selects and prepares briefing notes on significant items for senior officials; acts as Alert and Intelligence Support Division chief during duty hours.

### 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 Senior Duty Officer, O/DD/S&T, S&T substantive offices, or elements of the Intelligence Community.

#### — OPSCOM Watch

During normal times serves as commo center between the Office of Sigint Operations and its collection sites and NSA. During crisis times supports the Operations Center's collection integration activities.

#### — Imagery Watch

Monitors status of national imagery collection and exploitation. Provides Headquarters

mechanism for after-hours collection tasking. A detachment of this watch represents the Agency at a domestic field site. Selects critical and substantive items for the Senior Duty Officer.

### Alert and Intelligence Support Division

#### — Watch Teams

Read incoming substantive electrical traffic by individual area expertise and take action required 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 Security Affairs. Watch teams are staffed by 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 DDO traffic and selects critical items for the use of the Senior Duty Officer and the Directorate of Operations.

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## 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

## **Current Reporting Group (CRG)**

### **Overall Functions**

With the support of the NFAC production offices—OER, OGCR, OIA, ORPA, OSI, OSR, and OWI—produces timely all-source current intelligence reporting and analysis on an around-the-clock basis. Provides special current intelligence support for the President, National Security Council members and staff, and the Director of Central Intelligence. Publishes the *President's Daily Brief*, the *National Intelligence Daily*, the *Current Intelligence Weekly Review*, and the *Current Intelligence Weekly Summary*.

### **Executive Officer**

Performs a variety of managerial, administrative, representational, briefing, and special project-oriented tasks for the Chief and Deputy Chief, CRG.

### **PDB Staff**

Reviews finished intelligence article drafts and raw intelligence cables and uses these materials to prepare articles for the *President's Daily Brief*.

### **NID Staff**

Performs substantive and stylistic editing of draft articles prepared by the various production offices for the *National Intelligence Daily*. Updates existing drafts and prepares new articles for the *NID* and *PDB* as necessary after regular duty hours. Senior editor has overnight responsibility for content of *PDB* and *NID*.

### **External Agency Representatives**

Includes officers from DIA, NSA, and the Department of State, who are located in CRG to facilitate the coordination of national-level current intelligence items.

### **Weeklies Staff**

Writes the news section of the *Current Intelligence Weekly Review* and *Current Intelligence Weekly Summary*. Selects *NID* feature articles to be reprinted in both weekly publications. Responsible for content and style of both weeklies.

### **Production Office Representatives**

Include analysts detailed to CRG from ORPA, OER, OSR, OSI, and OWI, who provide interface between their respective parent functional and geographic units and CRG, and who advise, guide, and assist in the preparation of draft current intelligence items for CRG publications.

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***Publications and Presentations  
Group (PPG)***

***Overall Functions***

Processes publications of NFAC components located in the headquarters building.

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

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

Monitors and records all NFAC production activities and disseminates Center publications.

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

Assists D/NFAC in selecting and locating word-processing equipment used in Center components.

***Special Assistant for Production  
Monitoring and Coordination***

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

***Administrative Officer***

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

***Product Design Branch***

Establishes NFAC 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.

***Text Preparation Branch***

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

***Presentational Means Branch***

Investigates and develops new presentational means and assists D/NFAC in selecting and locating advanced word-processing equipment.

***Registry and Dissemination Branch***

Disseminates NFAC publications, maintains official production records, provides guidance to other components on questions of classification and sanitization and downgrading procedures, and serves as the Top Secret registry for NFAC.

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