

REORGANIZATION

Effectuated by Director's Order of 3 May 1948

| <u>B E F O R E</u> | (Approx 1 May 1946) | Number of Personnel on duty | <u>A F T E R</u> | (Approx 28 July 1948) | Number of Personnel on duty |
|---|---------------------|---|--|-----------------------|-----------------------------|
| <u>OFFICE OF COLLECTION & DISSEMINATION</u> | | | <u>OFFICE OF COLLECTION & DISSEMINATION</u> | | |
| Headquarters..... | | | Headquarters..... | | |
| Requirements Branch..... | | | Administrative Services Staff..... | | |
| Collection Branch..... | | | Handles problems of personnel, pay, space, property accountability and courier services. Absorbed 24 couriers and messengers from the former Central Records of Services Branch, Office of Administration and Management. | | |
| Dissemination Branch..... | | | Substantive Services Staff..... | | |
| | | | Provides reserve manpower for use within the Office whenever backlogs build up or critically urgent problems arise. On 28 July 1 analyst was detailed to Liaison Branch, 2 to Biographic Register, and 1 was administering the Special Project which gives employment to persons awaiting security clearance to enter CIA. | | |
| | | | Graphics Register..... | | |
| | | | Includes 5 individuals preparing a machine index of all available maps, 6 handling and indexing the photograph collection, and 2 handling and indexing available moving-picture films. | | |
| | | | Biographic Register..... | | |
| | | | Compiling "Who's Who" information on important foreigners, especially scientists. 14 individuals doing analytical work, and 7 codifying data and operating IBM machines. | | |
| | | Industrial Register..... | | | |
| | | Compiling all available data on domestic potential installations. 11 individuals doing analytical work, and 5 codifying data and operating IBM machines. | | | |
| | | Contact Register..... | | | |
| | | Compiling all available data on domestic potential sources of foreign intelligence, individuals, business firms, etc., chiefly for use of Office of Operations. 18 individuals doing analytical work, and 9 codifying data and operating IBM machines. | | | |
| | | CIA Library..... | | | |
| | | Handles all library, archives and record functions including Top Secret Control for CIA. Absorbed 26 individuals from former Central Records Division of Services Branch, Office of Administration and Management. Employs 25 persons handling files and records, performing usual library services; 14 preparing intelligence abstracts and bibliographies; and 11 with archival and Top Secret Control functions. | | | |
| | | Machine Techniques Branch..... | | | |
| | | Has general surveillance of IBM and other machine operations. Performs for CIA such machine operations as do not fall within the cognizance of the several Registers. | | | |
| | | Liaison Branch..... | | | |
| | | Handles the collection and dissemination functions of the old Office of Collection & Dissemination. Performs liaison functions with State Dept., Army, Navy, Air Force, and other government departments and agencies. | | | |
| | | <u>OFFICE OF ADMINISTRATION AND MANAGEMENT</u> | | | |
| | | Headquarters..... | | | |
| | | Budget and Finance Branch..... | | | |
| | | Personnel Branch..... | | | |
| | | Management Branch..... | | | |
| | | Services Branch..... | | | |

Note: The above figures do not include personnel in the Typist Pool administered by the Office of Administration and Management, or in the "Special Project No. 1" administered by the Office of Collection and Dissemination. These are personnel destined to serve throughout the Agency, who are employed on interim work with unclassified intelligence materials pending their security clearance to handle confidential and secret material.