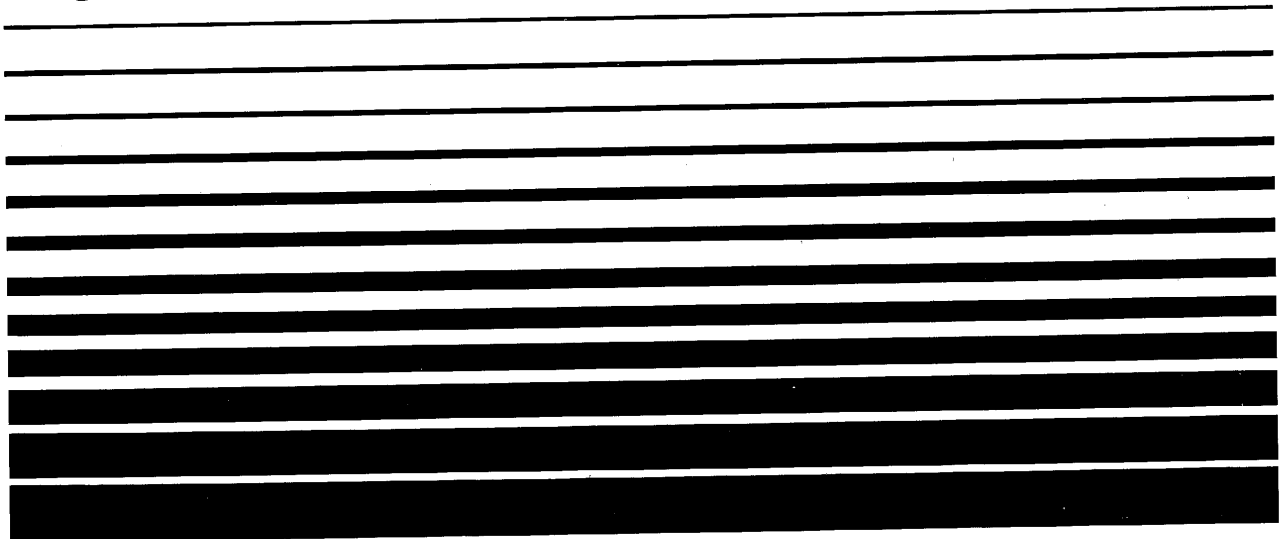


8

Directorate of
ADMINISTRATION
Organization & Functions



Management Staff, DDA June 1980



Approved For Release 2000/06/01 : CIA-RDP90-00708R000600080001-5

NATIONAL SECURITY INFORMATION
Unauthorized Disclosure Subject to Criminal Sanctions

ORIGINAL CL BY	219807
REVW ON	7 May 80
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WARNING NOTICE
Intelligence Sources and Methods Involved

All Paragraphs Are Unclassified
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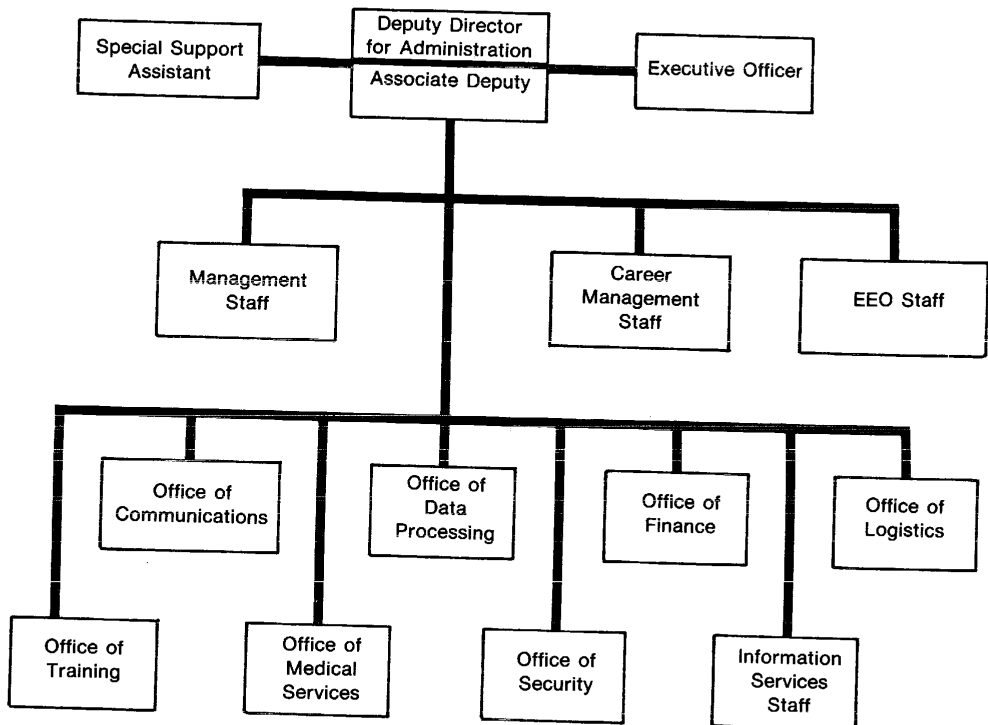
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**Office of the Deputy
Director for Administration**

Overall Functions

The Directorate is responsible for providing support to all Agency intelligence, operations, and related activities. The Deputy Director for Administration (DDA) provides guidance and counsel on administrative matters to the DCI and DDCI, the Executive Committee, and the other Deputy Directors. He provides leadership and direction to the Directorate of Administration office heads.

**DIRECTORATE OF ADMINISTRATION
OFFICES**



Executive Officer

Performs the vital function of managing the flow of paper that concerns the Office of the DDA, assigning action requirements to staff elements or the offices of the Directorate, establishing suspense dates and monitoring those dates. Acts in the capacity of Executive Officer for the Office of the DDA and the Directorate and as Executive Assistant to the DDA and ADDA.

Special Support Assistant

Ensures adequate, proper, and timely support to the Operations Directorate. Serves as the focal point for the Deputy Director for Administration and the Deputy Director for Operations for the resolution and coordination of support problems of mutual concern, such as those with other directorates involving overseas administration and travel.

Management Staff

Provides staff guidance on the preparation of Directorate programs and budgets; conducts budgetary liaison with the Office of the Comptroller and DDA offices; manages Directorate planning and program evaluation activities, including the MBO program; and edits the Directorate quarterly magazine, *DDA Exchange*.

Career Management Staff

Recommends policy, provides advice and guidance to the DDA and ADDA, and acts as focal point for all personnel matters affecting the Directorate. Serves as the Career Management Office for all MG and M careerists, making recommendations regarding training and assignments as well as providing guidance and staff support to the various evaluation/promotion panels and boards. Coordinates Directorate training matters. Coordinates all Directorate clerical functions.

Equal Employment Opportunity Staff

Develops and initiates programs and efforts that are designed to aid the career development of DDA employees, especially those who are in unfair or disadvantageous employment positions because of their race, sex, religion, national origin, language, or physical handicap.

Office of Communications (OC)

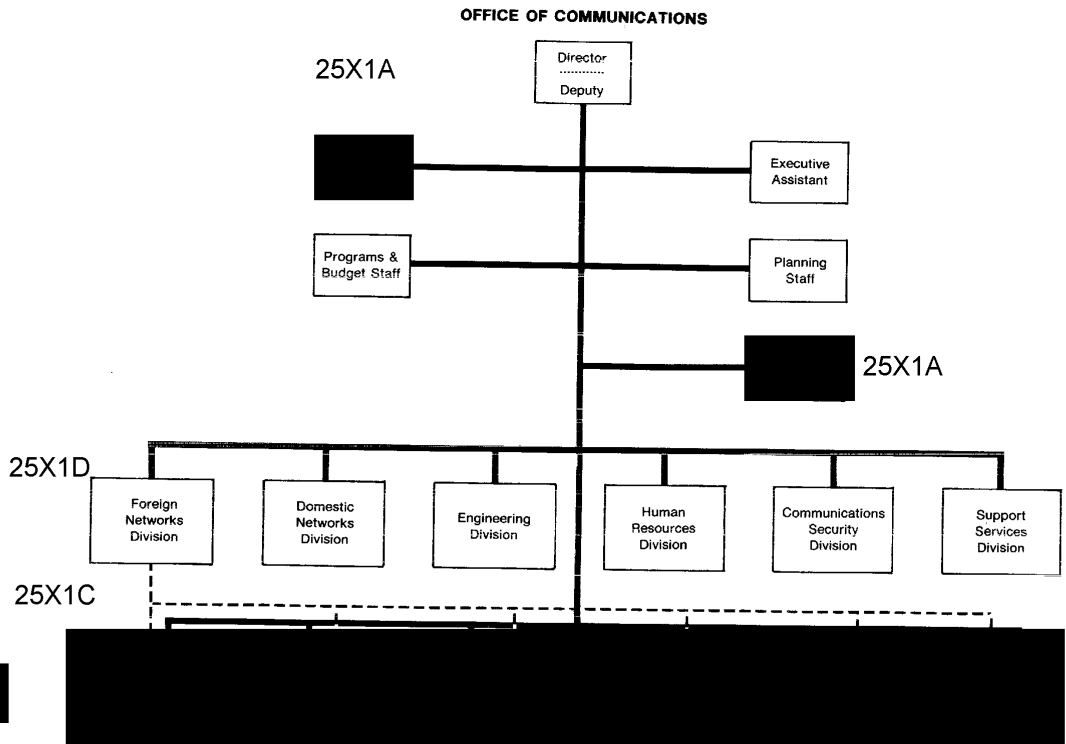
Overall Functions

Plans, manages and operates a world-wide communications network in support of the Agency's information handling requirements. As a member of the National Communications System (NCS), the Agency network provides communications support to other members of the U.S. foreign establishment. (S)

Coordinates Agency communications security requirements, conducts liaison with the National Security Agency on specialized COMSEC requirements, issues and controls cryptographic material, implements the Agency's emanations security program for all electronic and electromechanical equipment used to process classified information. (S)

Provides personnel to assist in the provision and maintenance of equipment and facilities essential to the

Operates and maintains certain facilities and provides communications security support to clandestine communications operations. Supports the Office of Technical Services (OTS) in the provision of covert communications activities. Provides communications support



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Office of Data Processing (ODP)

Overall Functions

Provides centralized computer services to all components of the Agency.

Advises the Director and staff on matters pertaining to Automatic Data Processing.

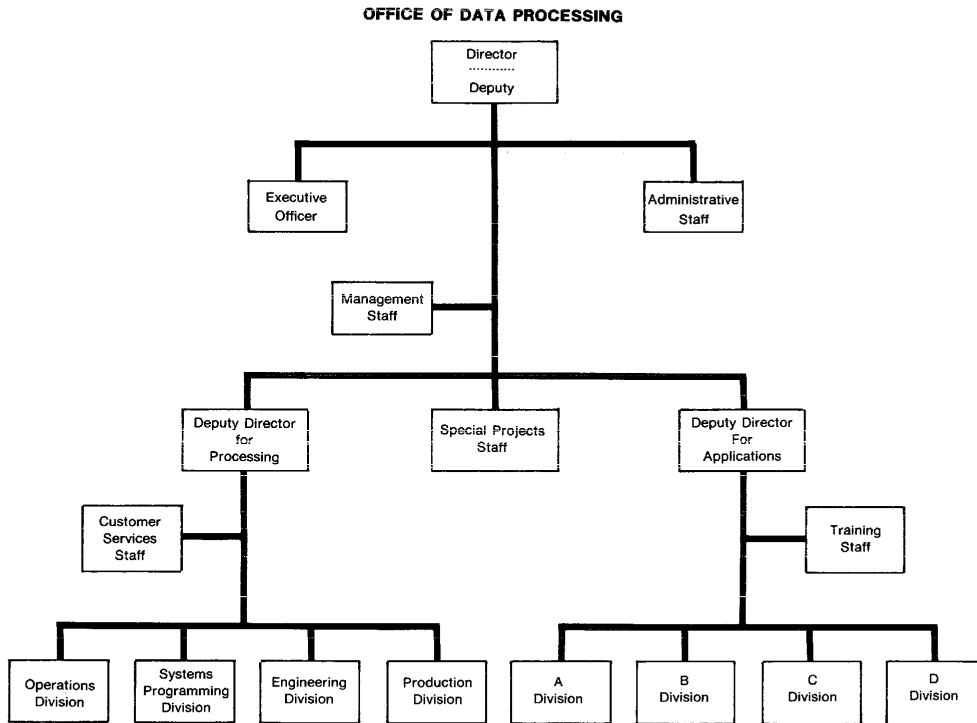
Reviews and approves Agency proposals for acquisition of computer equipment, word processing equipment, software, and services.

Performs analyses of requirements for ADP services, conducts feasibility studies, prepares project proposals for new computer applications, develops new computer application programs, and performs maintenance and production control of completed application programs.

Operates two major computer centers providing facilities and services for: large capacity batch processing; interactive computer processing through remote terminal networks; data base management; and online information storage and retrieval.

Develops, coordinates, and conducts ADP training programs to meet Agency-wide requirements.

Implements established security policies and develops security measures for ODP's ADP systems in coordination with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community.



Executive Officer

Serves as ODP office manager performing a wide range of administrative, representational, briefing, and special project-oriented tasks for the Director, ODP. Serves as ODP Equal Employment Opportunity Officer and Career Development Officer.

Administrative Staff

Provides support for personnel, logistics, training, document control, travel, records management, and other ad hoc administrative functions.

Management Staff

Provides short- and long-range planning, budgeting and programming. Develops, coordinates, recommends, and promulgates office policy. Acts as ODP comptroller and provides financial management and services. Provides technical and area security assistance and guidance. Exercises staff supervision over ODP activities. Reviews Agency proposals for acquisition of computer equipment, software and services.

Deputy Director for Processing

Ensures the availability, reliability, and stability of ODP computer and terminal hardware. Operates the Ruffing Computer Center, the Special Computer Center and remote Data Access Centers (DAC's). Manages the acquisition, configuration, and maintenance of ODP computer systems and related communications terminal equipment. Provides consultation and assistance to users of ODP computer systems. Provides data conversion, production control, and reports distribution services.

Customer Services Staff

Provides users with a central point within Processing for information, problem resolution, and consulting. Services include problem determination, language assistance, performance improvement, conversion aids, advice on available facilities and techniques, and assistance in obtaining other ODP services.

Operations Division

Responsible for operation of the Ruffing Computer Center, the Special Computer Center and remote job-entry centers.

Systems Programming Division

Ensures stability and reliability of ODP operating systems and other systems related software.

Engineering Division

Ensures the reliability and stability of ODP computer and terminal hardware. Responsible for acquisition, configuration, and maintenance of computer systems.

Production Division

Ensures that production applications are processed accurately and on schedule. Provides data conversion services.

Special Projects Staff

Responsible for the analysis of requirements for the development of unique or dedicated computer processing systems, including management and technical support required for implementation. Provides CIA staffing for the joint CIA/DIA Consolidated SAFE Project Office (CSPO).

Deputy Director for Applications

Responsible for the development, implementation and maintenance of applications software on ODP central computers and stand alone minicomputers to support missions of Agency components. Areas of expertise cover a wide variety of intelligence collection, intelligence analysis and production and administrative management applications, including analytical models, signal analysis, medical technology, integrated data base management, and office automation.

Training Staff

Develops, coordinates and conducts ADP training programs to meet Agency-wide requirements.

Presents ADP courses to introduce Agency users to ODP computer facilities and to enable users to work with these facilities. Designs and presents courses to maintain the proficiency and knowledge of computer professionals.

A, B, C and D Divisions

Develop, implement, and maintain applications software to support missions of Agency components.

CONFIDENTIAL

Office of Finance (OF)

Overall Functions

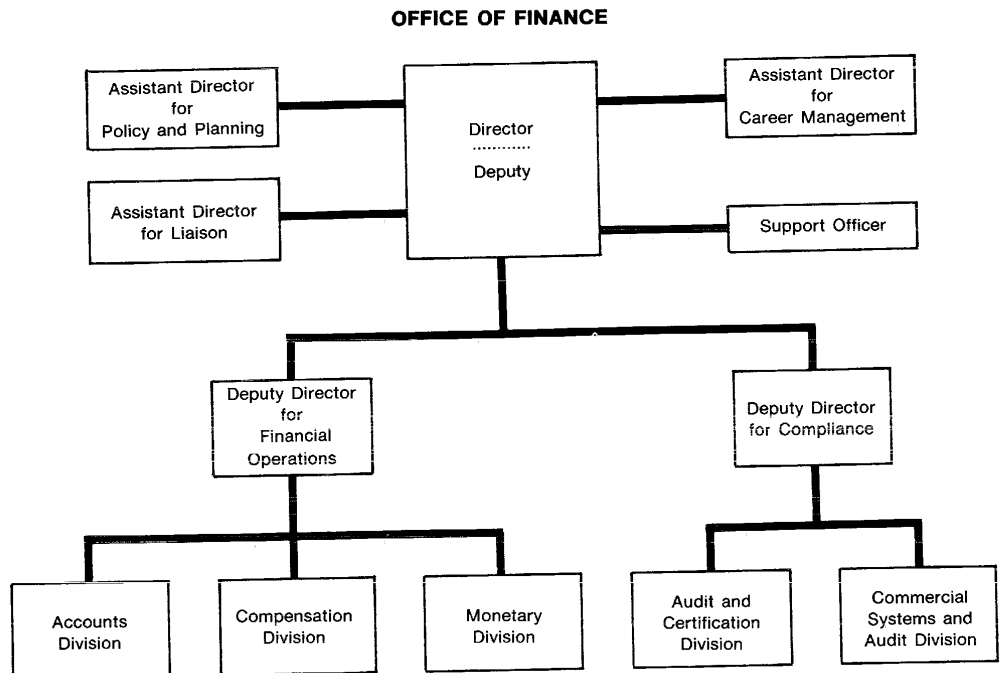
Satisfies the statutory responsibilities of the DCI for Agency financial activities other than for budgetary responsibilities of the Comptroller.

Develops, maintains, and operates an Agency financial system to reflect and report on the status, use and accountability for all funds, property, and other assets for which the DCI is responsible.

Recommends fiscal policies and establishes procedures for their implementation.

Furnishes technical guidance and assistance to Agency officials in all matters of finance and accounting policy.

Provides professional finance personnel for Agency components.



CONFIDENTIAL

Assistant Director for Policy and Planning

Assists and advises the Director of Finance in the day to day management of the Office of Finance as it relates to policy, planning, systems, and evaluations; develops and recommends Agency fiscal policies and procedures; furnishes technical guidance and assistance to Agency officials in all matters of finance and accounting policy; conducts reviews and evaluations of current and proposed accounting systems to assure the integrity and currency of Agency fiscal policies and procedures.

Chairman, Travel Policy Committee and provides staffing of a secretariat and technical advisory function.

Assistant Director for Liaison

Establishes and maintains liaison with other Federal agencies to facilitate interagency financial negotiations; exercises control over transfers of funds to and from other agencies; and issues allotments for use of such funds. (C)

Assistant Director for Career Management

Overall management of the finance subgroup (MF). Responsible for the application and functioning of the Agency's personnel program within OF; hires new personnel, plans utilization and development of MF employees; career counsels employees, technical advisor and administrator of the MF subgroup performance appraisal panel system; staff advisor on all personnel matters.

Support Officer

Implements and performs administrative support activities in the fields of budget and finance, security, and logistics.

Deputy Director for Financial Operations

Responsible for administering and maintaining the centralized financial and property accounts and reporting for the Agency; develops and establishes requirements for the protection and safekeeping of Agency funds, commodity assets, negotiable instruments, and protective documents; conducting overt and covert payroll activities for Agency personnel. (C)

Accounts Division

Operates the central accounting system; monitors accounting operations of field installations; analyzes and evaluates financial data; issues financial management reports; operates Agency's financial registry.

Compensation Division

Conducts overt and covert payroll activities for Agency personnel; issues W-2 forms and year end reports to other Governmental organizations consistent with unique Agency cover arrangements; maintains individual retirement records and accounting controls over disposition of retirement funds (CSC and CIARDS); investment of CIARDS funds; and computes and pays CIARDS annuities. (C)

Monetary Division

Provides for custody, receipt and disbursement of Agency funds; provides covert funding for operational activities through foreign and domestic banks; covertly procures foreign currencies; operates U.S. Treasury Branch for payment of overt Agency obligations. (C)

Deputy Director for Compliance

Overall responsibility for the audit and certification of claims, vouchers, and accountings and audit of procurement contracts; serves as Chairman, Overpayment Review Committee and Board of Review for Shortages and Losses; supervises operations of A & CD and CSAD.

Audit and Certification Division

Audits and certifies claims, accountings and requests for advances not processed by decentralized certifying officers; provides technical guidance for decentralized certifying officers; reviews and approves administrative plans or fiscal annexes for subsidy projects; serves as central clearance point for separating personnel. (C)

Commercial Systems and Audit Division

Conducts surveys of contractor accounting systems and financial conditions; makes cost analyses of contractor proposals; audits industrial contracts; certifies advances to proprietaries and maintains financial control records; develops and/or approves accounting systems for proprietary and other commercial-type projects; coordinates on proprietary administrative plans; maintains accounting records and files all tax returns for Devised Cover Facilities; and provides accounting services for Voluntary Investment Plan. (C)

CONFIDENTIAL

Office of Logistics (OL)

Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities; establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; printing, photography, mail, courier, transportation, and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

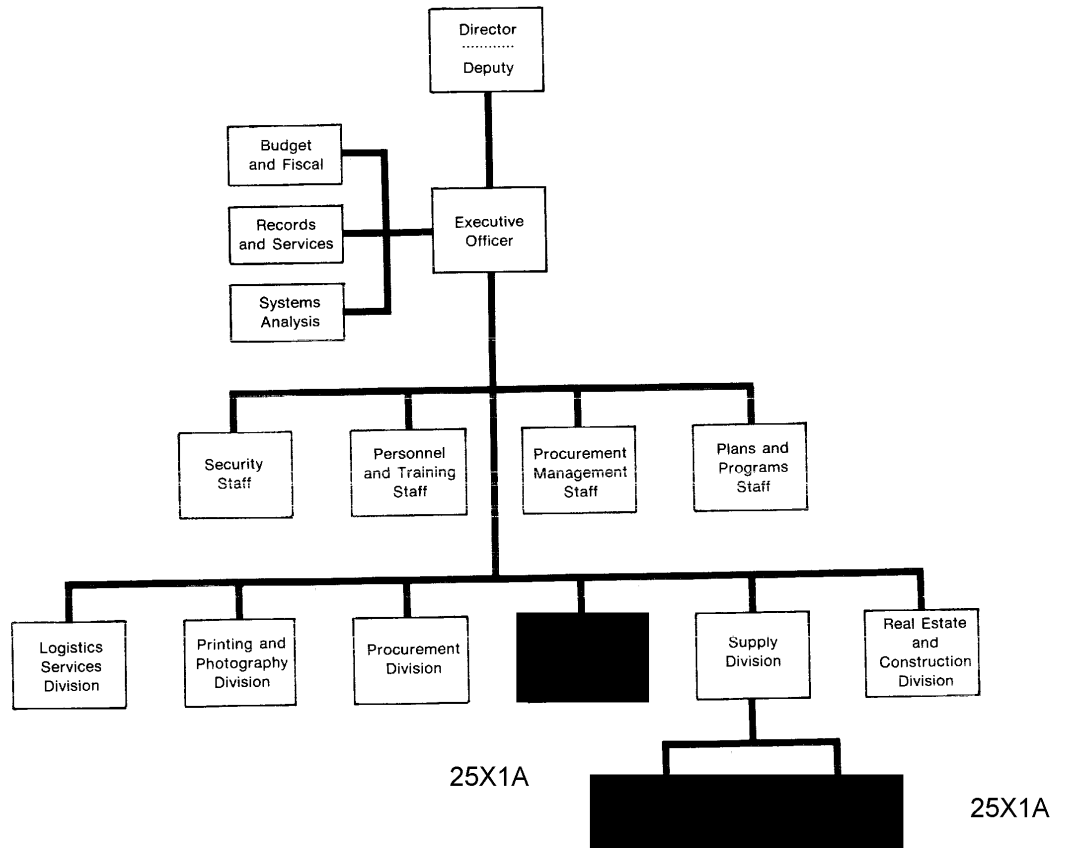
Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics assistance wherever and whenever required.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allotment (STA) which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

OFFICE OF LOGISTICS



CONFIDENTIAL

Logistics Management

Directs and supports the personnel assigned to the Logistics career service and the five operating divisions of the Office of Logistics (OL). Four staffs and the executive office: provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation, and ADP applications; and operate a contract information system, perform security inspections of contractor facilities, distribute all correspondence within OL, monitor and control the OL budget and procurement allotments, handle all claims by Agency employees, and monitor equal employee opportunity within OL.

Logistics Services Division

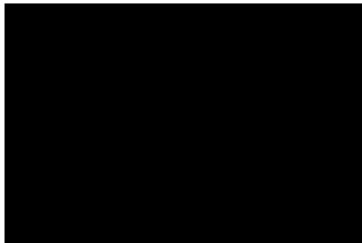
Provides administrative support to Agency facilities in the headquarters area. Functions include courier and mail services; motor pool operation; classified waste disposal; distribution of supplies; management of building space allocations, renovations and relocations; moving services; and furniture maintenance.

Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative publications are met through the operation of a central printing and photographic plant that ensures high quality, rapid delivery, and rigid security control.

Procurement Division

Effects the acquisition of all open market purchases of general supplies and services, major production items and services, ADP equipment and services, and of covert material. It operates a series of notional proprietaries and one functional proprietary to effect covert procurement. (C)



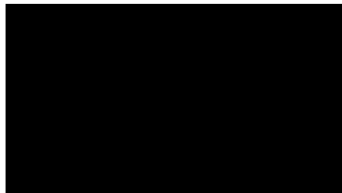
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Supply Division

Determines the appropriate source for all Agency requirements for supplies and equipment. It administers the Agency supply system, manages all stock inventories, including contingency reserves, and operates two major supply depots. (C)

Central Depot

Located on a 19.5 acre site, provides for the receipt, inspection, storage, issue disposal, packing, and shipping of material in support of domestic and foreign Agency operations. Current inventory totals 12,587 line items valued at \$33.5 million. (C)



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Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Its two engineering branches provide technical consultation, project management, utilities planning, and contract administration to support the headquarters complex and field installations. (C)

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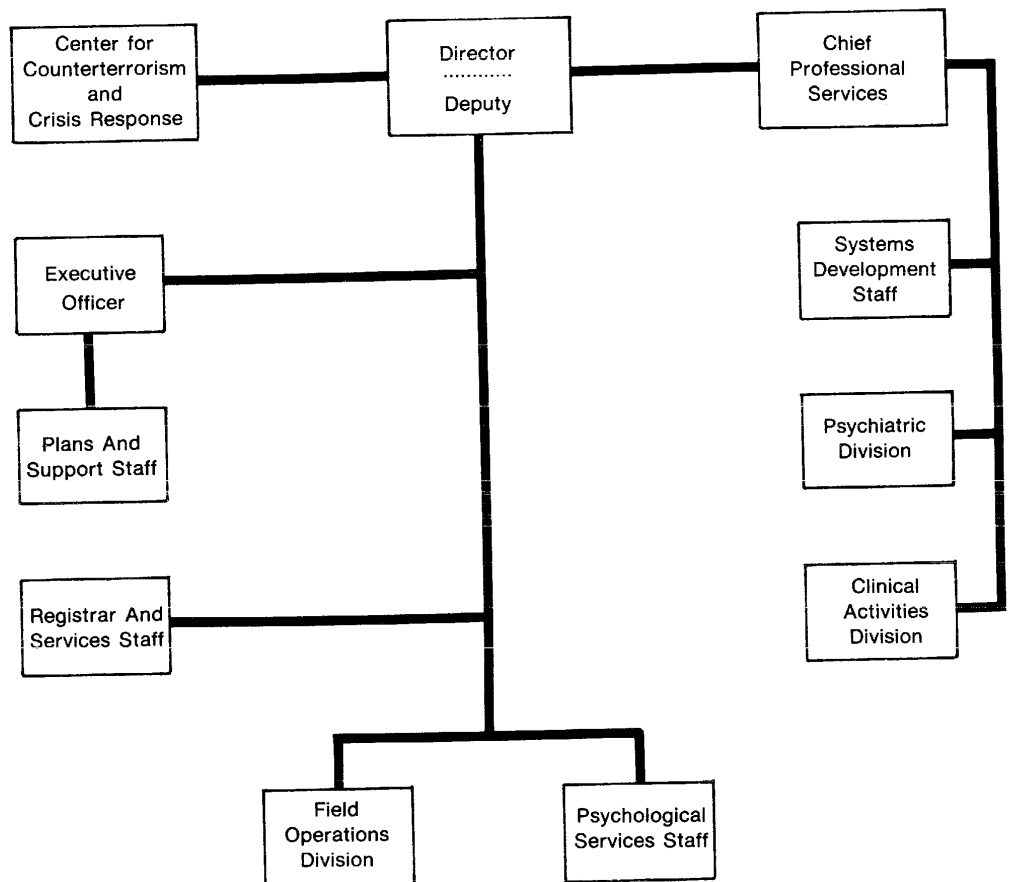
CONFIDENTIAL

Office of Medical Services (OMS)

Overall Functions

Plans, develops, implements, and directs the Agency medical support program.

OFFICE OF MEDICAL SERVICES



Office of the Director

Provides direction and control of Agency medical programs.

Directs, reviews, evaluates, and adjusts the foreign and domestic medical programs as necessary to meet the Agency's operational requirements, including furnishing medical personnel and supplies and providing medical facilities at foreign and domestic stations.

Develops and implements new medical programs and policies in support of Agency activities.

Exercises policy control over medical support programs and personnel for the Agency.

Provides an organizational, technical, and physical environment in which a high quality of comprehensive health services programs can occur in a responsible, dignified, and efficient manner.

Center for Counterterrorism and Crisis Response (C)

Provides behavioral science support and guidance to the Agency and Intelligence community in counterterrorism and limited force crises. Analyzes the psychodynamics of individual terrorists and terrorist groups. Develops guidance for use by potential victims of threats, assassinations, kidnappings, and hijackings. Develops crisis management techniques and their application to ongoing crises. Participates in counterterrorism briefings and training programs. (S)

Executive Officer

Provides executive management, direction, and coordination for OMS. Assists D/MS in implementing administrative policies and procedures. Directs the activities of the Plans and Support Staff.

Plans and Support Staff

Provides administrative, financial, personnel, logistical, registry, and records management services support to OMS. Coordinates OMS planning and management programs according to overall Agency needs. Serves as focal point for all Agency medical supply matters. Insures that fair employment practices are adopted and maintained.

Registrar and Services Staff

Provides medical administrative services for OMS. Insures that medical records remain confidential, current, and accurate. Advises, administers, and supervises work involved in the development, analysis, maintenance, and use of medical records and reports.

Serves as the focal point for requests for medical information under the FOIA.

Chief of Professional Services

Provides integration, coordination, and supervision of OMS professional elements. Directs day-to-day operation of OMS professional activities. Establishes and supervises continuing medical education for professional medical personnel. Recommends to D/MS professional policies and procedures.

Maintains professional liaison with other Federal Government medical offices and certain medical organizations in the private sector.

Systems Development Staff

Plans, develops, and implements computer-assisted medical processing systems. Provides technical assistance to production aspects of clinical and administrative computer programs. Prepares and trains OMS personnel to assume production responsibility for newly completed medical computer programs.

Psychiatric Division

Conducts psychiatric activities for the Agency through clinical diagnostic and preventive psychiatric programs. Evaluates personnel for employment and overseas assignment.

Applies psychobiographic knowledge to the production of intelligence. (C)

Directs the Agency Alcohol and Drug Abuse Programs.

Develops and evaluates new psychological testing programs to enhance Agency selection of personnel. Conducts psychiatric evaluations of agents and defectors.

Clinical Activities Division

Conducts comprehensive programs in clinical medicine, health education, and emergency health care. Provides emergency medical care for on-the-job injuries and illness, including diagnostic and treatment procedures when appropriate. Administers preventive and occupational health support to the Agency's safety program.

Conducts pre-employment, overseas, TDY, disability retirement, and fitness-for-duty examinations on employees and certain dependents.

Provides immunization services, including allergy desensitization injections, to employees and certain dependents.

Supervises the medical and administrative functions of all dispensaries/health units in Headquarters and other selected Agency buildings.

Field Operations Division

Provides support to staff medical requirements outside Washington area and overseas. Arranges advanced and special medical evaluations/care abroad or in CONUS for agents and defectors. Provides medical support to Agency operational elements on malingering, interrogation, disguise, body concealment and survival. Coordinates and manages all medical evacuations to CONUS.

Maintains files on overseas medical facilities and appropriate foreign physicians.

Acts as the cable secretariat for OMS.

Coordinates and arranges training for OMS personnel. Trains Agency personnel in first aid, including CPR.

Psychological Services Staff

Conducts a program of psychological services and research to support and enhance the Agency's utilization of its human resources.

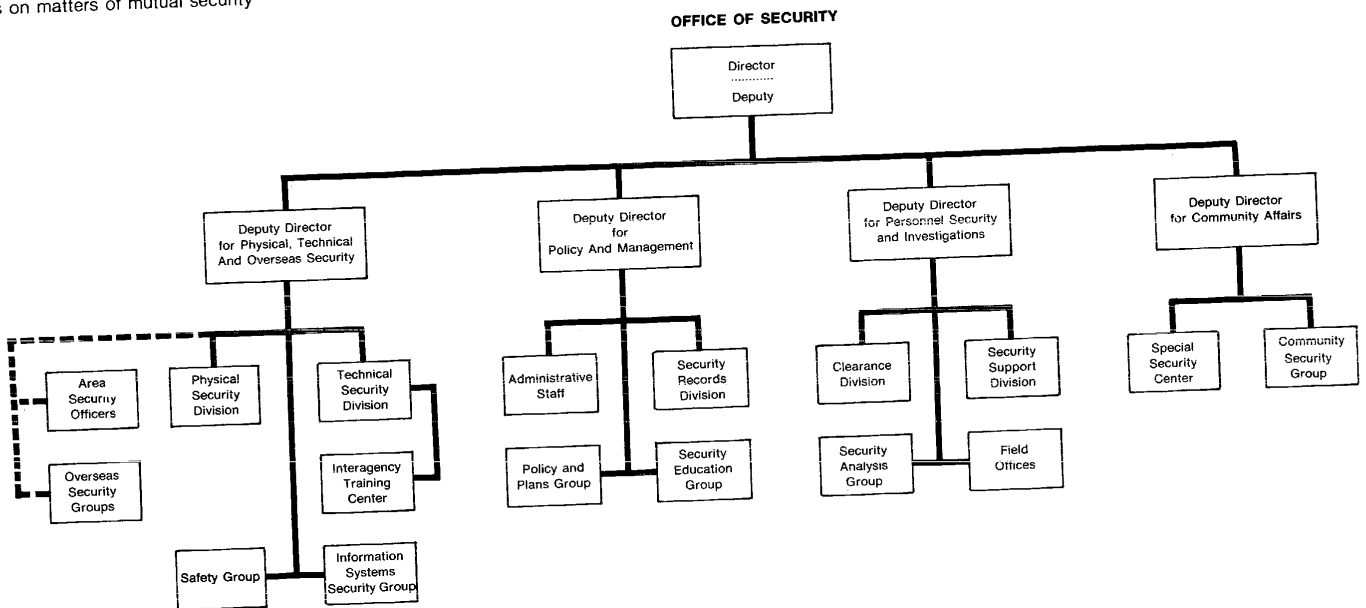
Provides a full range of psychological support through assessment and testing, counseling, organizational consulting services, job-performance research, and human factors support to code-word projects.

Office of Security (OS)

Overall Functions

Prepares and executes a comprehensive security program including personnel, physical and technical security activities.

Conducts liaison with other government agencies on matters of mutual security concern.



CONFIDENTIAL

Deputy Director for Physical, Technical and Overseas Security

Physical Security Division

Conducts a comprehensive protection and safety program for Agency personnel and facilities. Maintains the 24-hour, 7-day-a-week Security Duty Office. Conducts appropriate security inspections, surveys and/or audits of Agency facilities and of major Agency industrial contractors' facilities.

Technical Security Division

Designs, tests, evaluates and installs systems for the safekeeping of official data and for entry control of sensitive areas. Conducts a worldwide technical surveillance countermeasures inspection, detection and prevention program. (C).

Information Systems Security Group

Conducts the Agency's computer and micrographics security program.

Interagency Training Center

Operates, for the Intelligence Community, a center for training in technical surveillance countermeasures procedures. (C)

Safety Group

Conducts a comprehensive safety and health program including inspections, briefings, and safety training courses.

Area Security Officers

Security Officers assigned to selected Agency components to provide on-site guidance and assistance on security matters.

Overseas Security Groups

Provides comprehensive security support to overseas Agency installations and personnel. (C)

Deputy Director for Policy and Management

Administrative Staff

Provides general administrative and career management support to the Office of Security.

Security Records Division

Operates the central file facility for the creation, processing and maintenance of security records and for the controlled dissemination of information contained in them to Agency components and to other U.S. Government agencies.

Policy and Plans Group

Provides staff support for the coordination and formulation of security policy and plans.

Security Education Group

Conducts a comprehensive briefing and training program aimed at raising the level of security awareness of Agency personnel.

Deputy Director for Personnel Security and Investigations

Clearance Division

Performs the processing and security evaluation of applicants for Agency employment and of other individuals being considered for CIA clearance or approvals. This activity also includes the continuing review of Agency employees through a reinvestigative program.

Security Support Division

Conducts the Agency's polygraph program as applied to applicants, employees, industrial contractors, facility access cases, and operational cases. Provides an immediate response capability as well as briefing and guidance programs pertaining to a variety of security and cover-related problems incurred by Agency employees involved in both official and relevant personal activities. (C)

Security Analysis Group

Operates a counterintelligence research program to inhibit, prevent or detect any penetration or provocation from foreign intelligence organizations against Agency employees or those persons having access to Agency classified information or facilities. (C)

Deputy Director for Community Affairs

Special Security Center

Supports the Intelligence Community concerning compartmented information security matters and assures implementation of related policy standards.

Community Security Group

Serves as a policy and guidance element in support of the DCI Security Committee.

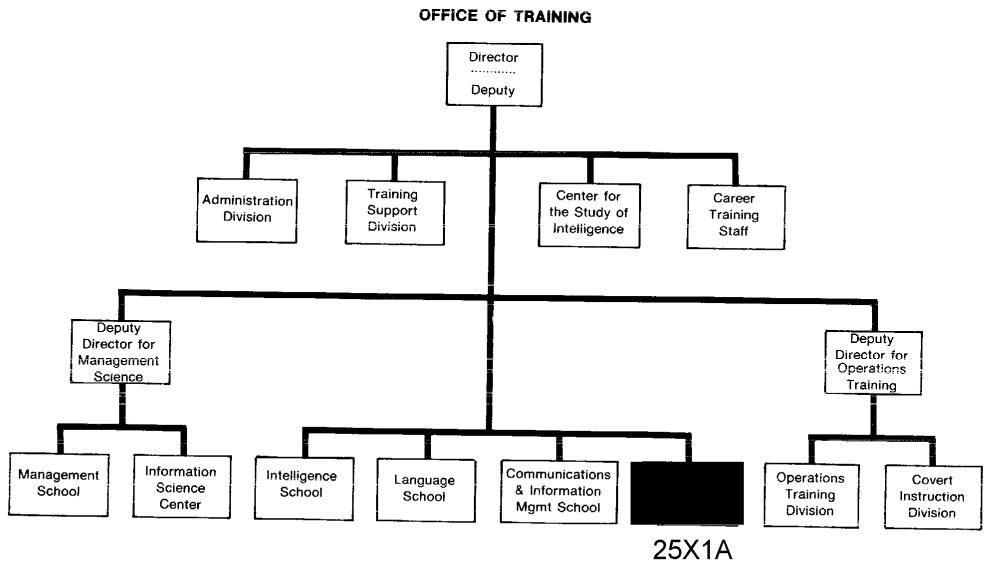


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Office of Training (OTR)

Overall Functions

Develops, coordinates, and conducts courses and programs which range from orientations to advanced skills on subjects of intelligence analysis, area studies, management, information science, operations, and foreign languages. Manages the Agency's Career Training Program and Language Development Program. The office also operates the Center for the Study of Intelligence, administers Agency-sponsored external training, and conducts visits of non-Agency groups to CIA for specialized briefings and orientations.



Administration Division

Responsible for the support functions of the Office of Training: security, personnel, logistics, and budget and finance. Provides video and multimedia resources and support to training courses. Runs OTR Library and CIA Self-Study Center.

Training Support Division

Responsible for administrative support for all CIA external training and the Agency's Off-Campus Program; maintenance of the computerized Agency Training Record System; and compiling and maintaining training statistics. Publishes training catalog and course schedules. Provides executive secretarial support to the Training Selection Board.

Center for the Study of Intelligence

Conducts a program of inquiry into the purposes and processes of intelligence. Works independently of, but in close relationship to, operating elements of the Agency. Its efforts include seminars such as the "Seminar on Ethics and Creativity in CIA" and research, the results of which are published in papers such as those on "National Estimates . . ." or "Clandestinity and Current Intelligence." Publishes "CONTRA" and Studies in Intelligence.

Career Training Staff

Manages the Career Training Program, an activity which concentrates on the selection, training, and assignment of junior professionals with high potential for growth and contribution. The scope of the program, which includes both new-entry and internal personnel, is based on requirements from the respective directorates and the Office of the Director of Central Intelligence.

Deputy Director for Management Science

Manages a wide range of supervisory, management, and interpersonal skills training programs for Agency personnel and directs an information science training for CIA and Intelligence Community personnel.

Management School

Provides courses of instruction designed to enhance the ability of executive managers and supervisors to supervise others and manage the Agency's resources. The courses cover technical subjects, administrative procedures, and interpersonal skills.

Information Science Center

Conducts courses in the application of various quantitative techniques on computer science methodologies to intelligence analysis and management for the Agency and the Intelligence Community.

Intelligence School

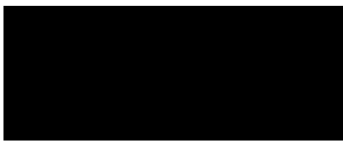
Responsible for orientation and general courses for new, middle and senior level employees; for specialized training in preparation for overseas assignment, for analyst training at several levels. Handles special programs, visits to CIA of others in the Intelligence Community; and gives ad hoc foreign liaison tutorials. (C)

Language School

Conducts full-time and part-time instruction and proficiency testing in over 22 languages and provides administrative support for the Agency's language development program.

Communications and Information Management School

Provides training in oral and written communications and records management.



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Deputy Director for Operations Training

Manages extensive operations training programs for both Agency and Intelligence Community student bodies, conducts continuing liaison with DoD Intelligence components as regards training matters, and serves as the focal point for the close working relationship between Directorate of Operations and the Office of Training. (C)

Operations Training Division

Develops and conducts courses of training in the sources and techniques used in clandestine operations for the Agency and the Intelligence Community. Evaluates course content, usefulness of courses to clandestine services, and provides evaluation of student proficiency in various operational courses. The course consist of basic training in clandestine operations through sophisticated courses for more experienced officers. (C)

Covert Instruction Division

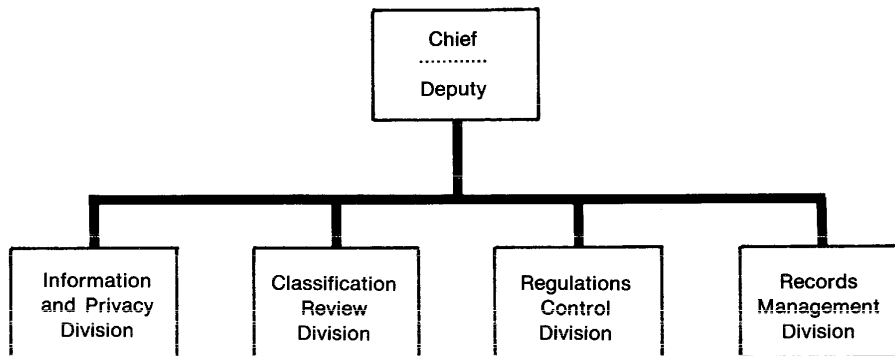
Provides tutorial instruction in operations tradecraft and operations records for staff personnel, contract officers, nonofficial cover officers, foreign agents, and selected officers of friendly liaison services. This training is done both in the United States and overseas. (C)

Information Services Staff (ISS)

Overall Functions

Responsible for planning and managing the Agency Records Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order (E.O.) 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.

INFORMATION SERVICES STAFF



Office of the Chief

Designated Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist.

Responsible for liaison with the National Archives and Records Service and Office of the Federal Register.

Serves as Head of the MI Career Service; DDA representative to the Public Affairs Advisory Group and Publications Review Board; Executive Secretary of the Information Review Committee (IRC); Chairman of the IRC Working Group; DCI representative on the Interagency Information Security Committee; and Agency's focal point for contact with the Information Security Oversight Office.

Information and Privacy Division

Receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of E.O. 12065; assigns records search and/or review tasks to appropriate Agency components; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive Order.

Classification Review Division

Manages the Agency program for systematic classification review under E.O. 12065; establishes systematic classification review guidelines; develops and implements systematic classification review procedures; prepares classification guides in coordination with other Agency components; and maintains liaison with other U.S. Government agencies concerning systematic review of permanent records over which they or the Agency have classification jurisdiction.

Regulations Control Division

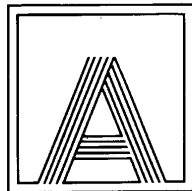
Directs and monitors the processing, coordination, and publication of Agency regulatory issuances; works directly with initiators and coordinators of regulatory issuances to resolve substantive differences; and prepares coordinated regulatory issuances for the DCI, DDA, or DDO approval.

Records Management Division

Provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; facilitates the segregation and disposal of records of temporary value; and is responsible for the Agency Security Classification Program under E.O. 12065.

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Approved For Release 2000/06/01 : CIA-RDP90-00708R000600080001-5



Directorate
of Administration

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Approved For Release 2000/06/01 : CIA-RDP90-00708R000600080001-5