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DECLASSIFIED AND APPROVED FOR RELEASE

BY THE CENTRAL INTELLIGENCE AGENCY  
DATE: 2001

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October 25, 1946.

*This charter quoted in  
(S.O. Directive #18)*

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NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 2/1/81 REVIEWER: 035377

MEMORANDUM FOR: Assistant Director for Special Operations.  
Assistant Director for Operations.  
Chief, Interdepartmental Coordinating and Planning Staff.  
Assistant Director for Collection and Dissemination.  
Assistant Director for Research and Evaluation.

SUBJECT: Functions of the Office of Special Operations.

1. The Office of Special Operations will function in accordance with the following policies:

a. The mission of the Office of Special Operations is the conduct, under the direct supervision of the Director, of all organized Federal espionage and counterespionage operations outside the United States and its possessions for the collection of foreign intelligence information required for the national security. Such espionage and counterespionage operations may involve semi-overt and semi-covert activities for the full performance of the mission.

b. The Assistant Director for Special Operations will be directly responsible to the Director of Central Intelligence for carrying out the missions assigned him, for the security of operational material and methods and for the collection of secret foreign intelligence information required by the Office of Collection and Dissemination and other user departments and agencies.

c. The Office of Special Operations will coordinate its field collection activities with other agencies of the Central Intelligence Group charged with comparable functions.

d. All intelligence information collected by the Office of Special Operations will be put in usable form, graded as to source and reliability, and delivered as spot information to the Office of Research and Evaluation or to other departments and agencies when appropriate. The Office of Special Operations will carry out no research and evaluation functions other than those pertaining to counterespionage intelligence and to the grading of source and reliability.

e. In order to provide a basis for grading future intelligence information to be collected by the Office of Special Operations the information collected will be carefully screened by the Office of Research and Evaluation. The latter office will render a periodic report indicating the intelligence value of information obtained in each area of operations.

f. Ordinarily requests for specific information will come from the State, War, Navy and other departments and agencies through the Office of Collection and Dissemination, where it will be determined that the Office

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of Special Operations is the proper agency to collect the desired information. However, the Office of Special Operations is authorized to receive directly from user departments or agencies requests for a specific action or the collection of specific information when such requests are clearly within the sphere of activity of the Office of Special Operations and the particular type of desired information (or action) make such direct contact necessary for security reasons. Such direct contact will be made through the Office of Control, Special Operations, and corresponding offices in the various departments and agencies. The Office of Special Operations will maintain direct liaison with departments and agencies of the Federal Government on secret operational matters, knowledge of which must be restricted to the minimum number of persons.

g. The Office of Special Operations will be responsible for the collection, processing, and distribution of foreign counterespionage intelligence information and will be the repository for such information. Intelligence derived from the processing of foreign counterespionage intelligence information will be made available to the Office of Research and Evaluation.

2. Major support services for the Office of Special Operations will be provided by the Special Projects Division, Personnel and Administrative Branch of the Executive Staff, Central Intelligence Group, under the operational direction of the Assistant Director for Special Operations.

3. In carrying out the policies stated above operational security requirements will be strictly observed by all concerned.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

E. K. WRIGHT  
Colonel, GSC  
Executive to the Director.

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HISTORICAL DOCUMENT

This document is of historical interest. Restricted only with the concurrence of the Historical Staff.

Name: *McGuire*  
Date: *19 March 1965*

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS

SUBJECT: Functions of the Office of Special Operations

1. The Office of Special Operations will function in accordance with

the following policies:

a. The mission of the Office of Special Operations is the conduct, under the direct supervision of the Director, of all organized Federal espionage and counterespionage operations outside the United States and its possessions for the collection of foreign intelligence information required for the national security. Such espionage and counterespionage operations may involve semi-overt and semi-covert activities for the full performance of the mission.

b. The Assistant Director for Special Operations will be directly responsible to the Director of Central Intelligence for carrying out the missions assigned him, for the security of operational material and methods and for the collection of secret foreign intelligence information required by the Office of Collection and Dissemination and other user departments and agencies.

c. The Office of Special Operations will coordinate its field collection activities with other agencies of the Central Intelligence Group charged with comparable functions.

d. All intelligence information collected by the Office of Special Operations will be put in usable form, graded as to source and reliability, and delivered as spot information to the Office of Research and Evaluation or to other departments and agencies when <sup>appropriate.</sup> ~~directly requested.~~ The Office of Special Operations will carry out no research and evaluation functions other than those

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pertaining to counterespionage intelligence and to the grading of source and reliability.

e. In order to provide a basis for grading future intelligence information to be collected by the Office of Special Operations the information collected will be carefully screened by the Office of Research and Evaluation. The latter office will render a periodic report indicating the intelligence value of information obtained in each area of operations.

f. Ordinarily requests for specific information will come from the State, War, Navy and other departments and agencies through the Office of Collection and Dissemination, where it will be determined that the Office of Special Operations is the proper agency to collect the desired information. However, the Office of Special Operations is authorized to receive directly from user departments or agencies requests for a specific action or the collection of specific information when such requests are clearly within the sphere of activity of the Office of Special Operations and the particular type of desired information (or action) make such direct contact necessary for security reasons. Such direct contact will be made through the Office of Control, Special Operations, and corresponding offices in the various departments and agencies. The Office of Special Operations will maintain direct liaison with departments and agencies of the Federal Government on secret operational matters, knowledge of which must be restricted to the minimum number of persons.

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3. In carrying out the policies stated above operational security requirements will be strictly observed by all concerned.

*HOYT S. VANDENBERG*  
HOYT S. VANDENBERG  
Lieutenant General, USA  
Director of Central Intelligence

CONCUR:

Assistant Director for Special Operations:

*A. E. Hallaway*

Chief, ICAPS

*Donna Egan*

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