

32pgs

**CIA HISTORICAL REVIEW PROGRAM**  
**RELEASE AS SANITIZED**  
**1998**

ARRB Request CIA-1

**DRAFT**

The following Office of the Director Central Intelligence (DCI) documents can be Released in Full:

R 1-110	7 December 1959 pp. 1-2	Organization and Function (Mission Statement)
HR 1-2	1 April 1961 pp. 5-6	Mission Statement Office of the Director
HR 1-2	16 August 1963 p. 5	Mission Statement Office of the Director
HR 1-2b	16 August 1963 p. 6	Mission Statement The Deputy Director
HR 1-2b	31 March 1964 p. 6	Mission Statement The Deputy Director
HR 1-2	30 December 1965 p. 5	Mission Statement Office of the Director
HR 1-2b	30 December 1965 p. 6	Mission Statement The Deputy Director
HN 1-6	29 November 1961	Assumption of Office Director, CIA
HN 1-12	2 April 1962	Delegation of Authority
HN 1-14	16 April 1962	Organization - Establishment of the Executive Committee
HN 1-55	28 April 1965	Delegation of Authority
HR 1-3b	16 August 1963 p. 7-9	Mission Statement Independent Offices
HR 1-3	31 March 1964 p. 11	Mission Statement Independent Offices
HR 1-3b	16 December 1966 p. 12	Mission Statement Independent Offices

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~~INFORMATION~~

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HR 1-4	31 March 1964 p. 12	Mission Statement Independent Offices
HR 1-3b	16 December 1966 p. 12	Mission Statement Independent Offices
HR 1-3	18 February 1969 p. 11	Mission Statement Independent Offices
HR 1-3b	23 May 1975 p. 12	Mission Statement Independent Offices
HR 1-3	30 May 1975 p. 11	Mission Statement Independent Offices

The following DCI document can be Released as Sanitized:

HN 1-33	3 April 1963 pp. 1-9	Organization of the Office of the Director
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R 1-110

REGULATION  
NO. 1-110ORGANIZATION  
Revised 7 December 1959**ORGANIZATION AND FUNCTIONS**

Rescission: R 1-110 dated 24 March 1959

*Revised R 1-110 dated 21 April 1959***CONTENTS**

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**OFFICE OF THE DIRECTOR****1. MISSION**

Under the direction of the National Security Council, it is the duty of the Central Intelligence Agency to advise on, and to make recommendations for the coordination of, intelligence activities relating to the national security; to correlate, evaluate, and disseminate intelligence relating to the national security; and to perform services of common concern to the intelligence agencies and to perform such other functions as may be directed.

**2. FUNCTIONS**

- a. The Central Intelligence Agency shall perform the duties and functions prescribed by the National Security Act of 1947 (Sec. 102), together with such other duties and functions as may appropriately be assigned to it by competent authority.
- b. The Director of Central Intelligence is the head of the Central Intelligence Agency and is responsible for proper performance of the Agency's functions. In the performance of his duties, the Director shall exercise all powers inherent in the head of a department or agency of the Government.
- c. The Deputy Director of Central Intelligence assists the Director in the performance of his duties and acts as the Director in the absence of that official.
- d. In addition to his normal authorities as Director of Central Intelligence, the Director is charged with the carrying out of such specific statutory functions as are set forth in appropriate legislation.

**EXECUTIVE OFFICER****3. MISSION**

The Executive Officer is charged with coordinating all staff actions, directing the activities of the Executive Secretariat and Cable Secretariat, and performing such other duties as may be assigned by the Director and the Deputy Director.

**CABLE SECRETARIAT**

The Cable Secretary is charged with coordinating policies governing the preparation, release, and distribution of CIA cables and is charged with the review, processing (exclusive of the encrypting, decrypting, and transmitting processes), distribution, and delivery within CIA headquarters of all classified incoming and outgoing CIA cables; insuring that the originating office has secured the personal approval of the Director on all out-

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Revised 7 December 1959

going cables involving questions of national policy; and insuring that all intelligence items contained in cables are transmitted to the Office of the Deputy Director (Intelligence).

## INSPECTOR GENERAL

### 4. MISSION

The Inspector General is charged with conducting inspections and investigations on behalf of the Director throughout the Agency, both at headquarters and in the field.

### 5. FUNCTIONS

The Inspector General shall:

- a. Survey and evaluate the assignment and performance of the missions and functions prescribed for all components of the Agency and recommend to the Director such improvements as may assist them more fully to perform their appropriate functions.
- b. Be responsible for investigations of fraud, misuse of funds, conflicts of interest, and other matters involving misfeasance, malfeasance, nonfeasance, or violations of trust.
- c. Provide a forum where Agency personnel may, on a highly confidential basis, confide grievances or complaints which have not received satisfactory consideration through regular channels of command. (See Regulation No. 20-670.)
- d. Maintain and control all liaison with the President's Board of Consultants on Foreign Intelligence Activities.
- e. Provide general guidance and supervision to the Legislative Counsel on all congressional matters other than legislation affecting the Agency. (The Legislative Counsel is advised by the General Counsel on Agency legislation. See paragraphs 3b(6) and (7) of R 1-140.)
- f. Perform such other functions as may be determined by the Director.

## SPECIAL ASSISTANT FOR PLANNING

### 6. MISSION

The Special Assistant for Planning is charged with assisting the Director of Central Intelligence in planning Agency activities.

### 7. FUNCTIONS

The Special Assistant for Planning shall:

- a. Develop and recommend policies and plans for Agency activities.
- b. Furnish guidance regarding the long-range plans of the Agency.
- c. Conduct program analysis, as directed by the Director of Central Intelligence.
- d. Perform other related duties as the Director of Central Intelligence may require.

ALLEN W. DULLES  
Director of Central Intelligence

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*(Per IS)*  
*Page 15 #76*  
*16 July 62*

HR 1-2

**2. OFFICE OF THE DIRECTOR**

a. **MISSION.** Under the direction of the National Security Council, it is the duty of the Central Intelligence Agency to advise on, and to make recommendations for the coordination of, intelligence activities relating to the national security; to correlate, evaluate, and disseminate intelligence relating to the national security; and to perform services of common concern to the intelligence agencies and to perform such other functions as may be directed.

**b. FUNCTIONS**

- (1) The Central Intelligence Agency shall perform the duties and functions prescribed by the National Security Act of 1947 (Sec. 102), together with such other duties and functions as may appropriately be assigned to it by competent authority.
- (2) The Director of Central Intelligence is the head of the Central Intelligence Agency and is responsible for proper performance of the Agency's functions. In the performance of his duties, the Director shall exercise all powers inherent in the head of a department or agency of the Government.
- (3) The Deputy Director of Central Intelligence assists the Director in the performance of his duties and acts as the Director in the absence of that official.
- (4) In addition to his normal authorities as Director of Central Intelligence, the Director is charged with the carrying out of such specific statutory functions as are set forth in appropriate legislation.

**3. EXECUTIVE OFFICER**

a. **MISSION.** The Executive Officer is charged with coordinating all staff actions, directing the activities of the Executive Secretariat and Cable Secretariat, and performing such other duties as may be assigned by the Director and the Deputy Director.

b. **CABLE SECRETARIAT.** The Cable Secretary is charged with coordinating policies governing the preparation, release, and distribution of CIA cables and is charged with the review, processing (exclusive of the encrypting, decrypting, and transmitting processes), distribution, and delivery within CIA headquarters of all classified incoming and outgoing CIA cables; ensuring that the originating office has secured the personal approval of the Director on all outgoing cables involving questions of national policy; and ensuring that all intelligence items contained in cables are transmitted to the Office of the Deputy Director (Intelligence). The Cable Secretary is also charged with the responsibility for the control and dissemination within the Agency of non-CIA produced cables and telegrams.

**4. INSPECTOR GENERAL**

a. **MISSION.** The Inspector General is charged with conducting inspections and investigations on behalf of the Director throughout the Agency, both at headquarters and in the field.

b. **FUNCTIONS.** The Inspector General shall:

- (1) Survey and evaluate the assignment and performance of the missions and functions prescribed for all components of the Agency and recommend to the Director such improvements as may assist them more fully to perform their appropriate functions.

Revised: 1 April 1961

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HR 1-5 RESCINDED BY **SECRET** *Page 6 (OWIS) # 76* ORGANIZATION  
 DATED *16 July 62*

- (2) Be responsible for investigations of fraud, misuse of funds, conflicts of interest, and other matters involving misfeasance, malfeasance, nonfeasance, or violations of trust.
- (3) Provide a forum where Agency personnel may, on a highly confidential basis, confide grievances or complaints which have not received satisfactory consideration through regular channels of command. (See Regulation No. 20-670.)
- (4) Maintain and control all liaison with the President's Board of Consultants on Foreign Intelligence Activities.
- (5) Provide general guidance and supervision to the Legislative Counsel on all congressional matters other than legislation affecting the Agency. (The Legislative Counsel is advised by the General Counsel on Agency legislation. See HR 1-14c(2)(f) and (g).)
- (6) Perform such other functions as may be determined by the Director.

**5. ASSISTANT FOR COORDINATION.** The Assistant for Coordination will assist the Director of Central Intelligence in the coordination of the intelligence activities of the Government, as prescribed by statute and National Security Council directives. He is responsible for continuous study, review, and submission to the Director of possibilities for increasing integration, reducing duplication, and improving coordination within the national intelligence effort, in consultation with representatives of other intelligence agencies.

**6-11. Reserved.**

*Page 6 rescinded*

## ORGANIZATION

HR 1-2

## 2. OFFICE OF THE DIRECTOR

- a. **THE DIRECTOR.** The Director of Central Intelligence is the President's principal foreign intelligence adviser and head of the Central Intelligence Agency and is responsible for the discharge of the responsibilities of the Agency and those of his position, as they are prescribed by the National Security Act, the Central Intelligence Agency Act, other legislation, the President's letter of January 16, 1962 to the Director of Central Intelligence, and by other Presidential directives. The letter of January 16, 1962 reads as follows:

## MEMORANDUM FOR: Director of Central Intelligence

In carrying out your newly assigned duties as Director of Central Intelligence it is my wish that you serve as the Government's principal foreign intelligence officer, and as such that you undertake, as an integral part of your responsibility, the coordination and effective guidance of the total United States foreign intelligence effort. As the Government's principal intelligence officer, you will assure the proper coordination, correlation, and evaluation of intelligence from all sources and its prompt dissemination to me and to other recipients as appropriate. In fulfillment of these tasks I shall expect you to work closely with the heads of all departments and agencies having responsibilities in the foreign intelligence field.

In coordinating and guiding the total intelligence effort, you will serve as Chairman of the United States Intelligence Board, with a view to assuring the efficient and effective operation of the Board and its associated bodies. In this connection I note with approval that you have designated your deputy to serve as a member of the Board, thereby bringing to the Board's deliberations the relevant facts and judgments of the Central Intelligence Agency.

As directed by the President and the National Security Council, you will establish with the advice and assistance of the United States Intelligence Board the necessary policies and procedures to assure adequate coordination of foreign intelligence activities at all levels.

With the heads of the Departments and Agencies concerned you will maintain a continuing review of the programs and activities of all U.S. agencies engaged in foreign intelligence activities with a view to assuring efficiency and effectiveness and to avoiding undesirable duplication.

As head of the Central Intelligence Agency, while you will continue to have over-all responsibility for the Agency, I shall expect you to delegate to your principal deputy, as you may deem necessary, so much of the direction of the detailed operation of the Agency as may be required to permit you to carry out your primary task as Director of Central Intelligence.

It is my wish that you keep me advised from time to time as to your progress in the implementation of this directive and as to any recommendations you may have which would facilitate the accomplishment of these objectives.

/s/ JOHN F. KENNEDY

Revised: 16 August 1963

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HR 1-2b

Page 6 (SOWIS #183)  
31 MAR 64

ORGANIZATION

- b. **THE DEPUTY DIRECTOR.** The Deputy Director "shall act for, and exercise the powers of, the Director during his absence or disability" (section 102(a) of the National Security Act). He also acts in compliance with the letter of January 16, 1962 and other Presidential directives, and the Director's Delegation of Authority to the Deputy Director of Central Intelligence, dated 2 April 1962, as follows:

#### DELEGATION OF AUTHORITY

I hereby delegate to the Deputy Director of Central Intelligence all authorities vested in me by law or by virtue of my position as Director of Central Intelligence and head of the Central Intelligence Agency, including, but not limited to, the certification authority set forth in section 8(b) of the Central Intelligence Agency Act of 1949, as amended, except for any authorities the delegation of which is prohibited by law.

All other delegations of authority currently in force remain valid to the extent they are not inconsistent with this delegation.

/s/ JOHN A. McCONE  
Director of Central Intelligence

- c. **THE EXECUTIVE DIRECTOR.** The Executive Director is responsible for overall management of the Agency and of the Office of the Director; for coordinating component activities; and for performing such other duties as may be assigned by the Director and the Deputy Director. The Executive Director is charged with ensuring necessary action by the proper component on decisions of the Director and the Deputy Director; with overseeing internal management; and with ensuring coordination of component activities. He ensures that all components are kept advised of policy decisions or intra-governmental actions affecting them, and he reviews all papers requiring action by the Director or Deputy Director. As "Chief of Staff" of the Agency, the Executive Director acts for or in the absence of the Director and the Deputy Director in exercising his directive and approval authority.

HR 1-2b

HR 1-2 (Per H.I.S. #273)  
30 Dec 65

ORGANIZATION

- b. **THE DEPUTY DIRECTOR.** The Deputy Director "shall act for, and exercise the powers of, the Director during his absence or disability" (section 102(a) of the National Security Act). He also acts in compliance with the letter of January 16, 1962 and other Presidential directives, and the Director's Delegation of Authority to the Deputy Director of Central Intelligence, dated 2 April 1962, as follows:

#### DELEGATION OF AUTHORITY

I hereby delegate to the Deputy Director of Central Intelligence all authorities vested in me by law or by virtue of my position as Director of Central Intelligence and head of the Central Intelligence Agency, including, but not limited to, the certification authority set forth in section 8(b) of the Central Intelligence Agency Act of 1949, as amended, except for any authorities the delegation of which is prohibited by law.

All other delegations of authority currently in force remain valid to the extent they are not inconsistent with this delegation.

/s/ JOHN A. McCONE  
Director of Central Intelligence

- c. **THE EXECUTIVE DIRECTOR-COMPTROLLER.** The Executive Director-Comptroller is responsible for overall management of the Agency and of the Office of the Director; for coordinating component activities; for directing the budget, program analysis, and manpower functions of the Agency; and for performing such other duties as may be assigned by the Director and the Deputy Director. The Executive Director-Comptroller is charged with ensuring necessary action by the proper component on decisions of the Director and the Deputy Director; with overseeing internal management; and with ensuring coordination of component activities. He ensures that all components are kept advised of policy decisions or intra-governmental actions affecting them, and he reviews all papers requiring action by the Director or Deputy Director. As "Chief of Staff" of the Agency, the Executive Director-Comptroller acts for or in the absence of the Director and the Deputy Director in exercising his directive and approval authority. In support of the Executive Director-Comptroller there are the following staff components.

CONFIDENTIAL

page 6 reinserted

HR 1-2

## ORGANIZATION

## 2. OFFICE OF THE DIRECTOR

- a. **THE DIRECTOR.** The Director of Central Intelligence is the President's principal foreign intelligence adviser and head of the Central Intelligence Agency and is responsible for the discharge of the responsibilities of the Agency and those of his position, as they are prescribed by the National Security Act, the Central Intelligence Agency Act, other legislation, the President's letter of September 24, 1965 to the Director of Central Intelligence, and by other Presidential directives. The letter of September 24, 1965 reads as follows:

## MEMORANDUM FOR

The Director of Central Intelligence

**SUBJECT:** Coordination of the United States  
Foreign Intelligence Effort

Our Government is making a substantial effort and is expending large sums of money to obtain timely intelligence vital to our national defense and security. This effort requires the most efficient possible organization of the activities of the various departments and agencies concerned. It is essential that these activities be conducted as an integrated endeavor best suited to meet both current and longer-term national intelligence needs. One of the essential objectives of this integrated effort is to give timely notice to me and to other officials of critical developments which have an important bearing on our national security.

In view of the urgent necessity for maintaining effective coordination of all U.S. foreign intelligence functions, I request that you serve as the Government's chief intelligence officer, and that you pursue as a primary responsibility the task of coordinating and guiding the total U.S. foreign intelligence effort in accordance with National Security Council Intelligence Directive Number One of March 4, 1964.

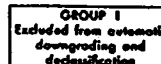
In the performance of your responsibility I shall expect you to work closely with the heads of U.S. Government departments and agencies having foreign intelligence responsibilities, with a view to assuring the proper coordination, correlation, evaluation and prompt dissemination of intelligence obtained from all sources. You are authorized and directed to establish, in consultation with member agencies of the intelligence community, such arrangements and guide lines as are necessary for this purpose. It is my wish that you receive from the departments and agencies concerned the full cooperation and assistance which are essential to the success of your coordinating responsibility.

I will continue to look to your efforts as a means of achieving significant improvements in the organization, management, and effectiveness of our over-all foreign intelligence system.

/s/ LYNDON B. JOHNSON

Revised: 30 December 1965 (273)

CONFIDENTIAL



CONFIDENTIAL *(PWHIS)*  
 HR 1-2b RESCINDED BY *HR-26 (+35)* ORGANIZATION  
 DATED *7 Nov. 66*

- b. **THE DEPUTY DIRECTOR.** The Deputy Director "shall act for, and exercise the powers of, the Director during his absence or disability" (section 102(a) of the National Security Act). He also acts in compliance with Presidential directives and the Director's Delegation of Authority to the Deputy Director of Central Intelligence, dated 28 April 1965, as follows:

#### DELEGATION OF AUTHORITY

I hereby delegate to the Deputy Director of Central Intelligence all authorities vested in me by law or by virtue of my position as Director of Central Intelligence and head of the Central Intelligence Agency, including, but not limited to, the certification authority set forth in section 8(b) of the Central Intelligence Agency Act of 1949, as amended, except for any authorities the delegation of which is prohibited by law.

All other delegations of authority currently in force remain valid to the extent they are not inconsistent with this delegation.

/s/ WILLIAM F. RABORN, JR.  
 Vice Admiral, USN (Ret.)  
 Director of Central Intelligence

- c. **THE EXECUTIVE DIRECTOR-COMPTROLLER.** The Executive Director-Comptroller is responsible for overall management of the Agency and of the Office of the Director; for coordinating component activities; for directing the planning, programming, and budgeting functions of the Agency; and for performing such other duties as may be assigned by the Director and the Deputy Director. The Executive Director-Comptroller is charged with ensuring necessary action by the proper component on decisions of the Director and the Deputy Director; with overseeing internal management; and with ensuring coordination of component activities. He ensures that all components are kept advised of policy decisions or intra-governmental actions affecting them, and he reviews all papers requiring action by the Director or Deputy Director. As "Chief of Staff" of the Agency, the Executive Director-Comptroller acts for or in the absence of the Director and the Deputy Director in exercising his directive and approval authority. In support of the Executive Director-Comptroller there are the following staff components:

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*16 Aug. 63*

ORGANIZATION

HN 1-6

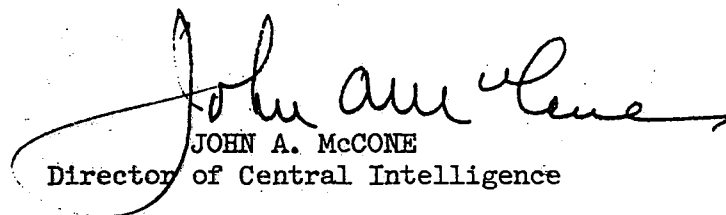
29 November 1961

## ASSUMPTION OF OFFICE

1. Having been duly appointed and sworn, the undersigned hereby assumes, effective immediately, the duties and responsibilities of Director of Central Intelligence.

2. General C. P. Cabell, USAF, will continue in his capacity as Deputy Director of Central Intelligence, with full authority to act as and for the Director in his absence, and to perform such other functions as may be assigned.

3. All CIA orders, regulations, instructions, designations, and delegations of authority in effect on this date shall continue in force until otherwise amended, superseded, or revoked.



JOHN A. McCONE  
Director of Central Intelligence

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## ORGANIZATION

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31 MAR 64

## d. CIA SIGINT OFFICER

## (1) MISSION. The CIA SIGINT Officer shall:

- (a) Advise and assist the Director of Central Intelligence in the formulation, implementation, and coordination of SIGINT policies.
- (b) Coordinate the CIA SIGINT program.
- (c) Act for the Director in SIGINT matters, as appropriate.

## (2) FUNCTIONS. The CIA SIGINT Officer shall:

- (a) Coordinate the Agency position in SIGINT matters under consideration by USIB.
- (b) Develop, recommend, and provide centralized guidance for the establishment and conduct of CIA SIGINT activities in accordance with policies established by USIB.
- (c) Provide guidance to Agency Operating Officials in the implementation of national SIGINT policies.
- (d) Levy CIA SIGINT requirements on NSA.
- (e) Conduct CIA liaison with the National Security Agency and with other USIB member departments and agencies in matters affecting SIGINT policy.
- (f) Advise the Director in consultation with appropriate CIA components on the implications of SIGINT-related proposals or recommendations of the President's Board of Consultants on Foreign Intelligence Activities, and similar bodies, and prepare recommendations thereon.
- (g) Coordinate the Agency response to NSA's annual CIA support and requirements.
- (h) Develop and publish, in consultation with appropriate CIA components, CIA regulations governing the procurement, use, security, and control of SIGINT based on USIB policies.
- (i) Direct the CIA SIGINT security program.
- (j) Supervise and direct the activities of the Special Intelligence Staff, OCI.
- (k) Perform such other functions as the Director may direct.

e. ASSISTANT TO DCI FOR COORDINATION. The Assistant for Coordination will assist the Director of Central Intelligence in the coordination of the intelligence activities of the Government, as prescribed by statute and National Security Council directives. He is responsible for continuous study, review, and submission to the Director of possibilities for increasing integration, reducing duplication, and improving coordination within the national intelligence effort, in consultation with representatives of other intelligence agencies.

## 3. INDEPENDENT OFFICES

## a. OFFICE OF THE INSPECTOR GENERAL

- (1) THE INSPECTOR GENERAL. The Inspector General is charged with the responsibility of directing and coordinating the activities of the Inspection Staff and the Audit Staff in conducting inspections, investigations, and audits on behalf of the Director throughout the Agency, both at headquarters and in the field, and performing such other functions as may be directed by the Director.
- (2) INSPECTION STAFF. The Chief, Inspection Staff shall:
  - (a) Survey and evaluate the assignment and performance of the missions and functions prescribed for all components of the Agency and make

Revised: 16 August 1963

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HR 1-3b

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DATED 31 March 64

recommendations for such improvements as may assist them more fully to perform their appropriate functions.

- (b) Investigate charges and reports of fraud, misuse of funds, conflicts of interest, and other matters involving misfeasance, malfeasance, nonfeasance, or violations of trust.
- (c) Provide a forum where Agency personnel may, on a highly confidential basis, confide grievances or complaints which have not received satisfactory consideration through regular channels of command.
- (d) Provide the Agency's Fair Employment Policy Officer.

(3) **AUDIT STAFF.** The Chief, Audit Staff shall:

- (a) Perform independent audit of all matters relating to the receipt, disbursement, and application of funds and assets available to CIA, giving due regard to generally accepted principles of auditing.
- (b) Examine the financial and property accounts of Agency activities to ensure that Agency policies, practices, and procedures are followed.
- (c) Ascertain that expenditures are made and financial and material assets are used only in the furtherance of authorized activities and in accordance with laws applicable to the Agency and Agency regulations.
- (d) Determine that the Agency collects and accounts properly for all revenues and receipts arising from its activities.
- (e) Determine that the financial and material assets of the Agency, or in its custody, are adequately safeguarded and controlled in an efficient manner.
- (f) Recommend policy and procedural changes in the interest of proper accounting for and expenditure of Government funds and material assets.
- (g) Recognize that the maintenance of the security of operations is a basic consideration in all actions and recommendations, ensuring maintenance of operational cover and adequate protection of intelligence sources and methods.
- (h) Submit audit reports containing findings and recommendations to the Deputy Director concerned, the organizational component concerned, and other officials whose responsibilities may be involved.
- (i) Ensure that audit report matters and recommendations not promptly and properly acted upon are referred through the Inspector General to the Director of Central Intelligence for final resolution.

**b. OFFICE OF GENERAL COUNSEL**

- (1) **MISSION.** The General Counsel is responsible for all legal matters arising in connection with the official business of the Agency and the supervision of the Legislative Counsel, whose functions will be carried out by the Deputy General Counsel.

(2) **FUNCTIONS**

- (a) The General Counsel shall:

- (1) Act as adviser to the Director on legal matters.
- (2) Advise and assist all officials and employees on legal matters arising in connection with the official business of the Agency including review of all contracts of interest to the Agency.
- (3) Review all regulatory material of the Agency for legality prior to publication.

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31 March 4

HR 1-3b(2)(b)

- (4) Study and recommend Agency action in connection with proposed legislation in order to preserve or attain legislative requirements of the Agency, including interpretation of existing and proposed legislation.
- (5) Be responsible for and control all general liaison outside the Agency relating to legal matters.
- (6) Maintain a panel of private attorneys who are cleared for use in connection with all Agency activities and be responsible for selection and use of private attorneys in respect to Agency matters for whatever purpose.
- (b) The Legislative Counsel shall control all liaison with the Congress of the United States, its individual members and committees, and their staffs, and with legislative liaison staffs of other executive departments and agencies, and, subject to coordination with the Office of the Comptroller, conduct liaison with the Bureau of the Budget with respect to proposed legislation, enrolled bills, reports on proposed legislation, and proposed Executive orders.

Revised: 16 August 1963

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ORGANIZATION

HR 1-3 (Per HIS# 437) HR 1-3  
18 Feb 69

### 3. INDEPENDENT OFFICES

#### a. OFFICE OF THE INSPECTOR GENERAL

- (1) **THE INSPECTOR GENERAL.** The Inspector General is charged with the responsibility of directing and coordinating the activities of the Inspection Staff and the Audit Staff in conducting inspections, investigations, and audits on behalf of the Director throughout the Agency, both at headquarters and in the field, and performing such other functions as may be directed by the Director.
- (2) **INSPECTION STAFF.** The Chief, Inspection Staff shall:
  - (a) Survey and evaluate the assignment and performance of the missions and functions prescribed for all components of the Agency and make recommendations for such improvements as may assist them more fully to perform their appropriate functions.
  - (b) Investigate charges and reports of fraud, misuse of funds, conflicts of interest, and other matters involving misfeasance, malfeasance, nonfeasance, or violations of trust.
  - (c) Provide a forum where Agency personnel may, on a highly confidential basis, confide grievances or complaints which have not received satisfactory consideration through regular channels of command.
  - (d) Provide the Agency's Fair Employment Policy Officer.
- (3) **AUDIT STAFF.** The Chief, Audit Staff shall:
  - (a) Perform independent audit of all matters relating to the receipt, disbursement, and application of funds and assets available to CIA, giving due regard to generally accepted principles of auditing.
  - (b) Examine the financial and property accounts of Agency activities to ensure that Agency policies, practices, and procedures are followed.
  - (c) Ascertain that expenditures are made and financial and material assets are used only in the furtherance of authorized activities and in accordance with laws applicable to the Agency and Agency regulations.
  - (d) Determine that the Agency collects and accounts properly for all revenues and receipts arising from its activities.
  - (e) Determine that the financial and material assets of the Agency, or in its custody, are adequately safeguarded and controlled in an efficient manner.
  - (f) Recommend policy and procedural changes in the interest of proper accounting for and expenditure of Government funds and material assets.
  - (g) Recognize that the maintenance of the security of operations is a basic consideration in all actions and recommendations, ensuring maintenance of operational cover and adequate protection of intelligence sources and methods.
  - (h) Submit audit reports containing findings and recommendations to the Deputy Director concerned, the organizational component concerned, and other officials whose responsibilities may be involved.
  - (i) Ensure that audit report matters and recommendations not promptly and properly acted upon are referred through the Inspector General to the Director of Central Intelligence for final resolution.

Revised: 31 March 1964 (183)

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## HR 1-3b

## ORGANIZATION

**b. OFFICE OF GENERAL COUNSEL**

- (1) **MISSION.** The General Counsel is responsible for all legal matters arising in connection with the official business of the Agency.
- (2) **FUNCTIONS.** The General Counsel shall:
  - (a) Act as adviser to the Director on legal matters.
  - (b) Advise and assist all officials and employees on legal matters arising in connection with the official business of the Agency including review of all contracts of interest to the Agency.
  - (c) Review all regulatory material of the Agency for legality prior to publication.
  - (d) Be responsible for and control all general liaison outside the Agency relating to legal matters.
  - (e) Maintain a panel of private attorneys who are cleared for use in connection with all Agency activities and be responsible for selections and use of private attorneys in respect to Agency matters for whatever purpose.

**c. OFFICE OF LEGISLATIVE COUNSEL**

- (1) **MISSION.** The Legislative Counsel is responsible for all congressional matters arising in connection with the official business of the Agency.
- (2) **FUNCTIONS.** The Legislative Counsel shall:
  - (a) Keep the Director informed on all congressional matters involving or affecting the Agency.
  - (b) Study and recommend Agency action in connection with proposed legislation in order to preserve or attain legislative requirements of the Agency.
  - (c) Control all liaison with the Congress of the United States, its individual members and committees, and their staffs, and with legislative liaison staffs of other executive departments and agencies.
  - (d) Subject to coordination with the Director of Planning, Programming, and Budgeting, conduct liaison with the Bureau of the Budget with respect to proposed legislation, enrolled bills, reports on proposed legislation, and proposed Executive orders.
  - (e) Supervise the handling of congressional correspondence and inquiries.

- d. OFFICE OF NATIONAL ESTIMATES.** The Director of National Estimates is directly responsible to the Director of Central Intelligence for the production of National Intelligence Estimates and of other intelligence issuances of a primarily estimative nature. The Director of National Estimates will sit as Chairman of the Board of National Estimates. He will report directly to the Director of Central Intelligence on substantive matters and maintain close and continuous substantive consultation with the Deputy Director for Intelligence.

SECRET

Revised: 16 December 1966 (317)

HR 1-4

RESERVED BY

SECRET

DATED

 HR 1-4 (# 317) ORGANIZATION  
 16 Dec 66
**b. OFFICE OF GENERAL COUNSEL**

- (1) **MISSION.** The General Counsel is responsible for all legal matters arising in connection with the official business of the Agency and the supervision of the Legislative Counsel, whose functions will be carried out by the Deputy General Counsel.
- (2) **FUNCTIONS**
- (a) The General Counsel shall:
- (1) Act as adviser to the Director on legal matters.
  - (2) Advise and assist all officials and employees on legal matters arising in connection with the official business of the Agency including review of all contracts of interest to the Agency.
  - (3) Review all regulatory material of the Agency for legality prior to publication.
  - (4) Study and recommend Agency action in connection with proposed legislation in order to preserve or attain legislative requirements of the Agency, including interpretation of existing and proposed legislation.
  - (5) Be responsible for and control all general liaison outside the Agency relating to legal matters.
  - (6) Maintain a panel of private attorneys who are cleared for use in connection with all Agency activities and be responsible for selection and use of private attorneys in respect to Agency matters for whatever purpose.
- (b) The Legislative Counsel shall control all liaison with the Congress of the United States, its individual members and committees, and their staffs, and with legislative liaison staffs of other executive departments and agencies, and, subject to coordination with the Director of Budget, Program Analysis, and Manpower, conduct liaison with the Bureau of the Budget with respect to proposed legislation, enrolled bills, reports on proposed legislation, and proposed Executive orders.

**4. GENERAL AUTHORITIES AND DELEGATIONS**

- a. **DEPUTY DIRECTORS.** The Deputy Director for Science and Technology, the Deputy Director for Plans, the Deputy Director for Intelligence, and the Deputy Director for Support perform the duties and functions indicated in paragraphs HR 1-11, HR 1-12, HR 1-13, and HR 1-14, respectively. In addition, the Deputy Director for Support is designated to exercise the authorities of the "Executive of the Agency" conferred by section 3(b) of the Central Intelligence Agency Act. Except when prohibited from so doing, the Deputy Directors may delegate to their subordinates appropriate portions of their authorities. Such delegations of authority shall in no way relieve the Deputy Director concerned of his responsibility.
- b. **OPERATING OFFICIALS.** Operating Officials (the Director of Budget, Program Analysis, and Manpower; and officials reporting directly to a Deputy Director) shall have full authority to carry out the functions for which they are made responsible either by regulations or by the Executive Director-Comptroller or a Deputy Director. Except when prohibited from so doing, they may delegate to their subordinates appropriate portions of their authorities. Such delegations of authority shall in no way relieve the Operating Official concerned of his responsibility.

5-10. Reserved.

HR 1-3b

RESCINDED BY **SECRET**

DATED

19 MAR 75

HIS 358  
ORGANIZATION**b. OFFICE OF GENERAL COUNSEL**

- (1) **MISSION.** The General Counsel is responsible for all legal matters arising in connection with the official business of the Agency.
- (2) **FUNCTIONS.** The General Counsel shall:
  - (a) Act as adviser to the Director on legal matters.
  - (b) Advise and assist all officials and employees on legal matters arising in connection with the official business of the Agency including review of all contracts of interest to the Agency.
  - (c) Review all regulatory material of the Agency for legality prior to publication.
  - (d) Be responsible for and control all general liaison outside the Agency relating to legal matters.
  - (e) Maintain a panel of private attorneys who are cleared for use in connection with all Agency activities and be responsible for selections and use of private attorneys in respect to Agency matters for whatever purpose.

**c. OFFICE OF LEGISLATIVE COUNSEL**

- (1) **MISSION.** The Legislative Counsel is responsible for all congressional matters arising in connection with the official business of the Agency.
- (2) **FUNCTIONS.** The Legislative Counsel shall:
  - (a) Keep the Director informed on all congressional matters involving or affecting the Agency.
  - (b) Study and recommend Agency action in connection with proposed legislation in order to preserve or attain legislative requirements of the Agency.
  - (c) Control all liaison with the Congress of the United States, its individual members and committees, and their staffs, and with legislative liaison staffs of other executive departments and agencies.
  - (d) Subject to coordination with the Director of Planning, Programming, and Budgeting, conduct liaison with the Bureau of the Budget with respect to proposed legislation, enrolled bills, reports on proposed legislation, and proposed Executive orders.
  - (e) Supervise the handling of congressional correspondence and inquiries.

- d. **OFFICE OF NATIONAL ESTIMATES.** The Director of National Estimates is directly responsible to the Director of Central Intelligence for the production of National Intelligence Estimates and of other intelligence issuances of a primarily estimative nature. The Director of National Estimates will sit as Chairman of the Board of National Estimates. He will report directly to the Director of Central Intelligence on substantive matters and maintain close and continuous substantive consultation with the Deputy Director for Intelligence.

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ORGANIZATION

RECORDED BY

HR 1-3

HR 1-3

DATED

16 Mar 75

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**3. INDEPENDENT OFFICES****a. OFFICE OF THE INSPECTOR GENERAL**

- HTS  
#75
- (1) **THE INSPECTOR GENERAL.** The Inspector General is charged with the responsibility of directing and coordinating the activities of the Inspection Staff and the Audit Staff in conducting inspections, investigations, and audits on behalf of the Director throughout the Agency, both at headquarters and in the field, and performing such other functions as may be directed by the Director.
  - (2) **INSPECTION STAFF.** The Chief, Inspection Staff shall:
    - (a) Survey and evaluate the assignment and performance of the missions and functions prescribed for all components of the Agency and make recommendations for such improvements as may assist them more fully to perform their appropriate functions.
    - (b) Investigate charges and reports of fraud, misuse of funds, conflicts of interest, and other matters involving misfeasance, malfeasance, nonfeasance, or violation of trust, upon direction of the Director of Central Intelligence, the Deputy Director of Central Intelligence, or the Executive Director-Comptroller or upon request of the responsible Deputy Director or Head of Independent Office.
    - (c) Provide a forum where Agency personnel may, on a highly confidential basis, confide grievances or complaints which have not received satisfactory consideration through regular channels of command.
    - (d) Provide the Agency's Equal Employment Opportunity Officer.
  - (3) **AUDIT STAFF.** The Chief, Audit Staff shall:
    - (a) Perform independent audit of all matters relating to the receipt, disbursement, and application of funds and assets available to CIA, giving due regard to generally accepted principles of auditing.
    - (b) Examine the financial and property accounts of Agency activities to ensure that Agency policies, practices, and procedures are followed.
    - (c) Ascertain that expenditures are made and financial and material assets are used only in the furtherance of authorized activities and in accordance with laws applicable to the Agency and Agency regulations.
    - (d) Determine that the Agency collects and accounts properly for all revenues and receipts arising from its activities.
    - (e) Determine that the financial and material assets of the Agency, or in its custody, are adequately safeguarded and controlled in an efficient manner.
    - (f) Recommend policy and procedural changes in the interest of proper accounting for and expenditure of Government funds and material assets.
    - (g) Recognize that the maintenance of the security of operations is a basic consideration in all actions and recommendations, ensuring maintenance of operational cover and adequate protection of intelligence sources and methods.
    - (h) Submit audit reports containing findings and recommendations to the Deputy Director concerned, the organizational component concerned, and other officials whose responsibilities may be involved.
    - (i) Ensure that audit report matters and recommendations not promptly and properly acted upon are referred through the Inspector General to the Director of Central Intelligence for final resolution.

Revised: 18 February 1969 (437)

SECRET

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## ADMINISTRATIVE—INTERNAL USE ONLY

HR 1-3b RESCINDED BY HR 1-3 (Pub. L. 93-0) ORGANIZATION  
DATED 4/19/76

## b. OFFICE OF GENERAL COUNSEL

- (1) MISSION. The General Counsel is responsible for all legal matters arising in connection with the official business of the Agency.
- (2) FUNCTIONS. The General Counsel will:
  - (a) Act as adviser to the Director on legal matters.
  - (b) Advise and assist all officials and employees on legal matters arising in connection with the official business of the Agency including review of all contracts of interest to the Agency.
  - (c) Review all regulatory material of the Agency for legality prior to publication.
  - (d) Be responsible for and control all general liaison outside the Agency relating to legal matters.
  - (e) Maintain a panel of private attorneys who are cleared for use in connection with all Agency activities and be responsible for selections and use of private attorneys in respect to Agency matters for whatever purpose.

## c. OFFICE OF LEGISLATIVE COUNSEL

- (1) MISSION. The Legislative Counsel is responsible for all congressional matters arising in connection with the official business of the Agency.
- ┐ (2) FUNCTIONS. The Legislative Counsel will:
  - (a) Keep the Director informed on all congressional matters involving or affecting the Agency.
  - (b) Study and recommend Agency action in connection with proposed legislation.
  - (c) Control all Agency liaison with the Congress of the United States, its individual members and committees, and their staffs, and with legislative liaison staffs of other executive departments and agencies.
  - (d) Conduct liaison with the Office of Management and Budget with respect to proposed legislation, enrolled bills, reports on proposed legislation, and proposed Executive orders, keeping the Comptroller appropriately advised.
  - ┐ (e) Supervise the handling of congressional correspondence and inquiries.

## ┐ d. OFFICE OF THE COMPTROLLER

- (1) MISSION. The Comptroller is responsible for the development, implementation, and administration of the systems by which the Agency plans for its resource requirements, budgets to meet those requirements, and controls the resources obtained through the budgeting process.
- (2) FUNCTIONS. The Comptroller will:
  - (a) Develop, coordinate, and oversee the Agency's program planning and resource allocation processes.
  - (b) Formulate, compile, and administer the Agency budget.
  - (c) Assist the CIA Management Committee and the Director of Central Intelligence in carrying out their responsibilities for resource management.
  - (d) Develop and monitor the implementation of the Agency's systems for organizational performance evaluation and for management by objectives.
  - (e) Provide special staff support as requested by the CIA Management Committee and the Director of Central Intelligence.
  - ┐ (f) Control Agency relationships with the Office of Management and Budget in accordance with HR 60-5.

**ADMINISTRATIVE—INTERNAL USE ONLY**

ORGANIZATION **RESCINDED BY** HR 1-3 (PM HIS # 930) **HR 1-3**  
**DATED** 7/19/76

**3. INDEPENDENT OFFICES****a. OFFICE OF THE INSPECTOR GENERAL**

➤ (1) **THE INSPECTOR GENERAL.** The Inspector General is charged with directing and coordinating the activities of the Inspection Staff and the Audit Staff in conducting studies, investigations, and audits on behalf of the Director throughout the Agency, both at headquarters and in the field, and performing such other functions as may be prescribed by the Director.

(2) **INSPECTION STAFF.** The Chief, Inspection Staff will:

- (a) With the approval of the Director of Central Intelligence, survey and evaluate any problem area called to its attention by its own investigations or by the Director of Central Intelligence, the Deputy Director of Central Intelligence, or the CIA Management Committee, or upon request of the responsible Deputy Director or Head of Independent Office, reporting its findings and conclusions as appropriate.
- (b) Investigate charges and reports of fraud, misuse of funds, conflicts of interest, and other matters involving misfeasance, malfeasance, nonfeasance, or violation of trust, upon direction of the Director of Central Intelligence, the Deputy Director of Central Intelligence, or the CIA Management Committee, or upon request of the responsible Deputy Director or Head of Independent Office.
- (c) Provide a forum where Agency personnel may, on a highly confidential basis, confide grievances or complaints which have not received satisfactory consideration through normal channels of command; the Inspection Staff is empowered to accept direct appeals from employees when circumstances make it appropriate.

(3) **AUDIT STAFF.** The Chief, Audit Staff will:

- (a) Perform independent audits or audit reviews of all matters related to receipt, disbursement, and application of funds and assets available to CIA, consistent with accepted standards of auditing, to ensure that applicable laws and Agency policies, regulations, and procedures are followed.
- (b) Conduct supplementary, independent program audits of Agency operations pursuant to the audit standards established by the Comptroller General. Such audits will cover Agency-wide subject matter selected in coordination with the Comptroller or directorate problems selected in coordination with the Deputy Director concerned. For purposes of coordinating independent program audits, substantially qualified officers will be detailed to the Audit Staff.
- (c) Submit audit reports containing findings and recommendations to the Deputy Director concerned, the organizational component concerned, and other officials whose responsibilities may be involved; and, ensure that audit reports with recommendations that cannot be resolved satisfactorily at operating levels be referred to the Director of Central Intelligence through the Inspector General for final resolution.

↳ See HR 31-1 for further detail on the Audit program.

→Revised: 30 May 1975 (881)

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**ADMINISTRATIVE—INTERNAL USE ONLY**

~~MASTER COPY~~  
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This Notice Expires 1 May 1964

ORGANIZATION

HN 1-33  
3 April 1963

ORGANIZATION OF THE OFFICE OF THE DIRECTOR

Attached is a directive concerning the organization and responsibilities of the Office of the Director.

All officials will please insure that personnel under their jurisdiction are familiar with the contents of this Notice. Additional copies are available in Regulations Control Staff, DD/S, Room [GD-15].

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

DISTRIBUTION: AB  
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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

*Handwritten:*  
[initials]  
Central [illegible]  
9-2 3/10/64



**SECRET****ORGANIZATION****HN 1-33  
3 April 1963****ORGANIZATION OF THE OFFICE OF THE DIRECTOR****Introduction**

1. This Notice outlines the organization and functioning of the Office of the Director, the responsibilities of its personnel, and the handling of communications in and with that Office. The term Office of the Director includes the immediate offices of the DCI, the DDCI, the Executive Director, and all Assistants to the Director. The Office of the Director will be able to provide prompt policy guidance, assistance and responses to the needs of the operating components of the Agency if procedures detailed in this Notice are followed.

**Individual Responsibilities**

2. The responsibilities of the DCI and the DDCI were set forth by the President in a letter to the Director, dated 16 January 1962, which is quoted in part as follows:

"...it is my wish that you serve as the Government's principal foreign intelligence officer, and as such that you undertake, as an integral part of your responsibility, the coordination and effective guidance of the total United States foreign intelligence effort. As the Government's principal intelligence officer, you will assure the proper coordination, correlation, and evaluation of intelligence from all sources and its prompt dissemination to me and to other recipients as appropriate. In fulfillment of these tasks I shall expect you to work closely with the heads of all departments and agencies having responsibilities in the foreign intelligence field.

"In coordinating and guiding the total intelligence effort, you will serve as Chairman of the United States Intelligence Board, with a view to assuring the efficient and effective operation of the Board and its associated bodies. In this connection I note with approval that you have designated your deputy to serve as a member of the Board, thereby bringing to the Board's deliberations the relevant facts and judgments of the Central Intelligence Agency.

**SECRET**

**"As directed by the President and the National Security Council, you will establish with the advice and assistance of the United States Intelligence Board the necessary policies and procedures to assure adequate coordination of foreign intelligence activities at all levels.**

**"With the heads of the Departments and Agencies concerned you will maintain a continuing review of the programs and activities of all U. S. agencies engaged in foreign intelligence activities with a view to assuring efficiency and effectiveness and to avoiding undesirable duplication.**

**"As head of the Central Intelligence Agency, while you will continue to have over-all responsibility for the Agency, I shall expect you to delegate to your principal deputy, as you may deem necessary, so much of the direction of the detailed operation of the Agency as may be required to permit you to carry out your primary task as Director of Central Intelligence."**

**3. The Deputy Director of Central Intelligence directs the detailed operations of the Central Intelligence Agency, as well as being the CIA member of the USIB as indicated above. Statutory authorities of the Director have been delegated by him to the Deputy Director. In the DCI's absence, the DDCI is Acting Director of Central Intelligence and Acting Chairman of the USIB, and represents the DCI on all of the inter-agency boards and groups on which the Director sits.**

**4. The Executive Director is responsible for over-all management of the Agency and of the Office of the Director. He is charged with ensuring necessary action by the proper component on decisions of the DCI and DDCI, with responsibility for overseeing internal management, and for ensuring coordination of component activities. It is the Executive Director's responsibility to ensure that Agency components are kept advised of all policy decisions or intra-governmental actions affecting them. All papers requiring action on the part of either the Director or Deputy Director will be routed through the Executive Director. The Executive Director, as the "Chief of Staff" of the Agency, acts for or in the absence of the DCI and DDCI in exercising his directive and approval authority.**

**5. The Executive Assistant to the Director is responsible for preparing briefing papers and books for meetings attended by the DCI such as the Special Group, the National Security Council, Committee of Principals and the NSC Standing Group, and for advising the Executive Director of the need for action, as may be required by deliberations of these or other groups. He is responsible for keeping the Director and the DDCI advised on a 24-hour basis of all informational and intelligence developments.**

**SECRET**

6. The Assistant to the Director (Historical Staff) is responsible for review and coordination of Agency relations with the press and other public media, and of matters which might involve the public disclosure or acknowledgment of any CIA activity, employee or publication. His responsibility applies particularly to all contacts with members of the press, and to requests by Agency personnel to engage in writing for external publication or to give talks outside the Agency.

7. The Assistant for Coordination provides advice and assistance concerning the coordination of foreign intelligence activities within the intelligence community, and Agency relationships with other intelligence agencies. Papers dealing with such matters will be routed by the Executive Registry to the Office of the Assistant for Coordination prior to action by the DCI or DDCI.

8. The Executive Secretary, United States Intelligence Board, is responsible for direction of the USIB Secretariat and for assisting the DCI in his capacity as Chairman of USIB. All matters for USIB action will be routed by the Executive Registry to the USIB Executive Secretary.

9. The Cable Secretary is responsible on an Agency-wide basis for the release and distribution of cables.

10. The Executive Registry is the central document file for the Office of the Director and its Chief is responsible for the control and location of all papers throughout the Office. The Registry is compartmented for reasons of security to ensure proper handling of papers of all classifications and degrees of sensitivity. Any question concerning the clearances of personnel to handle special classifications should be taken up with the Chief of the Registry. All papers moving into and out of the Office of the Director, whatever their classification, will be sent initially to the Executive Registry for appropriate logging and so that control can be exercised over their location. Consequently, papers should not be hand-carried to any individual in the Director's Office but should be taken directly to the Executive Registry. The Registry will ensure expeditious handling with the precedence desired. The point is emphasized that papers which are not processed in this manner may possibly be lost, or create security problems.

11. The Administrative Officer is responsible for administrative matters affecting the immediate Office of the Director. These include, but are not limited to, such items as personnel actions, fiscal and budget matters, travel, logistical support, space arrangements, etc. All matters of such a nature will be coordinated through the office of the Administrative Officer.

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12. The Director's Security Staff maintains the physical security of the Office of the Director and is also responsible at all times for the security of the DCI. The Chief of the Director's Security Staff will be notified or consulted concerning any matters affecting these responsibilities.

**Daily Briefings and Meetings of the Office of the Director**

13. Each morning the Director is briefed on the latest world developments. Attending this briefing are all members of the Executive Committee. Following the briefing operational matters or management items of concern to the Director or DDCI are reported. Components having items other than intelligence which they wish to call promptly to the attention of the Director or Deputy Director should do this through their member of the Executive Committee, or they may advise the Office of the Executive Director either the previous day or before 9:00 A.M. Time permitting, the items will be reported at the morning briefing.

14. The Executive Director conducts staff meetings daily at 3:00 P.M., attended by key officers of the Director's staff, for the purpose of exchanging information on activities relating to the Office of the Director and for ensuring prompt and complete action. Components having items which they wish taken up at this meeting may advise the Office of the Executive Director, or one of the Assistants to the Director, before the meeting.

**Papers Prepared by the Office of the Director**

15. Action Memoranda are prepared by the Director's staff on matters requiring action by components of the Agency. A central file and follow-up system is maintained on all Action Memoranda by the Office of the Executive Director. A weekly list of Action Memoranda still pending will be provided each Deputy Director. One of the Assistants to the Director is charged with following implementation of all Action Memoranda. Components can assist by keeping the Executive Director's office currently informed of progress on Action Memoranda.

16. Executive Memoranda are prepared by the Director's staff on any matters of concern to the senior echelon of the Agency. The purpose of the Executive Memorandum is to advise on discussions held by the Director or Deputy Director or other senior officials which affect Agency activities or enunciate policies. In addition, Executive Memoranda are used to report to the senior echelon of the Agency information that does not fall within the

## SECRET

scope of intelligence reports. Generally speaking, Executive Memoranda are for the members of the Executive Committee, but wider distribution is given when required. Executive Memoranda are also controlled by the Office of the Executive Director. 99

Papers for the Office of the Director

17. Action papers, i. e., papers requesting DCI or DDCI approval for an Agency action, will be forwarded to the Office of the Director in an original and one copy with attachments, and will be routed to the DDCI and DCI through the Executive Director. After action the original will be returned to the originating component where it becomes the official record copy. The originating official is responsible for evaluating it for permanent or temporary retention. The carbon will be maintained in the Executive Registry for a period of six months after which it will be destroyed.

99 18. Information papers, intended only to inform the DCI or DDCI (on other than substantive intelligence), will be forwarded to the Office of the Director in an original and one carbon. The original will be returned to the originating component after the DCI, DDCI and Executive Director have been informed, with an indication to that effect on the memorandum. (As indicated above, the original becomes the official record copy.) One carbon will be maintained in the Executive Registry for a period of 90 days for the purpose of additional reference, if required, and then destroyed. Officers attending interdepartmental meetings of importance to CIA should make a record of the meetings, indicating positions and recommendations of the CIA representative and, where appropriate, of others in attendance, and setting forth the actions required by CIA. These memoranda should be forwarded promptly to the Office of the Director.

19. Intelligence information memoranda for the DCI will be routed to him by the Executive Registry and the Executive Assistant with a copy each to the DDCI and the Executive Director. Unless there is some indication to the contrary, these will be destroyed after use. All components are enjoined to insure that all raw intelligence, special reports or other information of interest or concern to the principal officers of CIA or of the Government are promptly called to the attention of the Office of the Director.

20. Preparation of material for signature. Memoranda or letters going outside the Agency prepared for DCI or DDCI signature should be transmitted to the Executive Registry with an original and one copy for the addressee, one copy marked for the "signing official" and one marked for "Executive Registry." (Additional copies to be determined by the

## SECRET

originating office.) After signature the letter or memorandum will be dispatched by the Executive Registry; one copy will be retained in the Registry and the remainder will be conformed and disseminated as indicated by the office of origin. Secretaries should consult the senior secretaries within their own division or office for additional guidance on the preparation of correspondence for signature or approval of DCI or DDCI. It is the responsibility of the originating component to ensure that this correspondence is properly prepared, coordinated and assembled before it reaches the Office of the Director.

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Appointments

21. Appointments to see the Director, or to arrange for others to see the Director, may be made by telephoning Extension 6363. The Director's wishes will be ascertained and the requesting component advised. Appointments to see the DDCI, or to arrange for others to see him, may be made by telephoning Extension 6464.

22. Requests for appointments for the DCI or DDCI to receive foreign visitors or prominent U. S. nationals, either in office interviews or by hosting luncheons, shall be submitted to the Office of the DCI or DDCI through the appropriate Deputy Director. After a date has been confirmed it is incumbent upon the visitor's sponsors to provide the necessary biographic data and background information concerning the visitor, and also conversational topics which the visitor may evoke or which the sponsor recommends be pursued.

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## ORGANIZATION

HN 1-33  
3 April 1963

## OFFICE OF THE DIRECTOR

Mr. John A. McCone, Director

03 [ ] Secretary to the Director  
 03 [ ] Secretary to the Director  
 03 [ ] Secretary to the Director  
 Room (7D 5602) Extension (6363)  
 24 24

Lieutenant General Marshall S. Carter, Deputy Director

03 [ ] Secretary to the Deputy Director  
 03 [ ] Secretary to the Deputy Director  
 Room (7D 6011) Extension (6464)  
 24 24

Mr. Lyman B. Kirkpatrick, Jr., Executive Director

03 [ ] Assistant to the Executive Director  
 03 [ ] Secretary  
 Room (7D 59) Extension (6767) 24  
 24

Mr. Walter Elder, Executive Assistant to the Director

[ ] , Secretary  
 Room (7D 5617) Extension (7805) 24  
 24

03 [ ] Executive Assistant to the Deputy Director

03 [ ] Secretary  
 Room (7D 6011) Extension (5566)  
 24 24

Mr. E. Henry Knoche, Assistant to the Director

03 [ ] Secretary  
 Room (7D 5617) Extension (7805)  
 24 24

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03 [redacted] Assistant to the Director

03 [redacted] Secretary 24  
Room (7D 5617) Extension (6455)

03 [redacted] Assistant to the Director

03 [redacted] Secretary  
03 [redacted] Clerk  
Room (7E 07) Extension (5444) 24

03 [redacted] Assistant to the Director

03 [redacted] Secretary  
Room (7D 59) Extension (4301) 24

Col. Stanley Grogan, Assistant to the Director, and  
Chief of the Historical Staff

03 [redacted] Secretary  
Room (1F 08) Extension (7676) 24

Brigadier General Jesmond Balmer, Assistant for Coordination

03 [redacted] Secretary 24  
Room (7E 22) Extension (5133) 24

Mr. James S. Lay, Jr., Deputy Assistant for Coordination, and  
Executive Secretary of the United States  
Intelligence Board

03 [redacted] Secretary 24  
Room (7E 22) Extension (5921) 24

- 8 -

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22/21



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03 [redacted] Chief of the Cable Secretariat

03 [redacted] Secretary  
Room (1A 53) Extension (5838)  
24 24

03 [redacted] Chief of the Director's Security Staff

03 [redacted] Secretary  
Room (7D 60) Extension (5906)  
24 24

03 [redacted] Administrative Officer  
Room (7D 602) Extension (5678)  
24 24

03 [redacted] Chief of the Executive Registry  
Room (7E 12) Extension (5824)  
24 24

03 [redacted] Correspondence Control Officer  
Room (7E 07) Extension (6668)  
24 24

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