Approved For Release 2000/08/17 : CIA-RDP84-00951R000400090006-5

FUNCTIONAL CHART - CIG 22/7/46
(Tentative)

CONFIDENTIAL

EXECUTIVE STAFF, CENTRAL INTELLIGENCE GROUP

1. Functions as a staff for the Director of Central Intelligence under the supervision of the Executive Director, Central Intelligence Group in performing the normal duties of an executive office.
2. Controls, coordinates and supervises activities of operating offices, CIG, pertaining to operations, liaison, administration and general functioning.
3. Coordinates plans and policies affecting operations with the Interdepartmental Coordinating and Planning Staff.
4. Provides logistical and administrative support for the world-wide activities of CIG.
5. Regulates internal security of CIG.

EXECUTIVE OFFICE

Executive Director

1. Acts as the executive and staff coordinator for Director, CIG.
2. Acts as the principal staff officer, CIG, to control and coordinate the activities of CIG.
3. Supervises the activities of the operating offices of CIG.
4. Matters requiring the attention of the Director of Central Intelligence will normally be processed through the Office of the Executive Director.

Asst. Executive Director

Assists the Executive Director and acts for him in his absence.

CONTROL BRANCH

Executive for Control

1. Acts for the Executive Director in matters involving contacts with participating agencies of the government and accredited representatives of foreign governments in the United States.
2. Establishes and coordinates the procedures relative to CIG liaison with participating agencies of the United States government and is responsible for the arrangements governing liaison with CIG by participating agencies of the United States government and accredited representatives of foreign governments in the United States.
3. Coordinates the working liaison arrangements and procedures established by the operating offices of CIG with participating agencies of the United States government and accredited representatives of foreign governments in the United States.
4. Functions as the authorized agent of the Director of Central Intelligence in matters concerning public relations, press releases, publicity and legislation.
5. Represents the Director of Central Intelligence with accredited foreign emissaries visiting in the United States.

FOREIGN LIAISON DIVISION

Asst. Exec. for Foreign Liaison

1. Handles arrangements for reception of foreign emissaries.
2. Maintains necessary liaison with accredited representatives of foreign governments.

DEPARTMENTAL LIAISON DIVISION

Asst. Executive for Departmental Liaison

1. Establishes and coordinates procedures for CIG liaison with participating departments of the United States government.
2. Furnishes or arranges for CIG representation on interdepartmental committees, boards, groups, etc., coordinating closely with the staff and appropriate offices of CIG.
3. Provides liaison with governmental agencies not otherwise provided for.

PUBLIC RELATIONS AND LEGISLATIVE LIAISON DIVISION

Asst. Exec. for Public Relations and Legislative Liaison

1. Coordinates public relations, press releases and publicity.
2. Handles legislative liaison.

SECRETARIAT NATIONAL INTELLIGENCE AUTHORITY

Secretary NIA

1. Furnishes Secretariat for NIA.
2. Furnishes Secretariat for the Intelligence Advisory Board.
3. Acts as Assistant to Executive for Operations Branch and acts for him in his absence.

OPERATIONS BRANCH

Executive for Operations

1. Acts for the Executive Director in a staff capacity to control, coordinate, and supervise the activities of the operating offices of CIG.
2. Coordinates plans and policies affecting the internal operations of the CIG.
3. Coordinates the preparation of briefs, summaries, and other data in connection with the activities of the Director of Central Intelligence involving his participation in and appearance before governmental committees, groups, boards, etc.

OPERATIONS DIVISION

Asst. Executive for Operations

1. Coordinates and supervises the internal operations of CIG.
2. Coordinates, supervises and directs approved special projects.
3. Conducts inspections.

ADVISORY COUNCIL

Asst. Exec. for Advisory Coun

1. Prepares briefs and data f the Director.
2. Prepares special reports f the Director.

PERSONNEL AND ADMINISTRATIVE BRANCH

Executive for Personnel and Administration

1. Prepares the budget, accounts for the expenditure of funds, furnishes fiscal support to world-wide activities of CIG; controls fiscal matters of the operating offices, and maintains overall position controls. Prescribes property accountability and procedures.
2. Furnishes communications required to include specialized research to insure efficient communication for operating offices, operates message center; maintains a mail room and central records file, and furnishes such courier service as may be required.
3. Furnishes complete logistical support for world-wide activities of CIG, including supplies and medical services; controls and coordinates reproduction facilities of CIG. Furnishes Translation Service for CIG.
4. Provides personnel service to include allocation of positions, procurement, placement, training and other required services. Arranges for employee relations, indoctrination and orientation of personnel.
5. Assumes responsibility for the internal security of CIG installations and personnel.

FINANCE DIVISION

Asst. Exec. for Finance

1. Prepares annual budget.
2. Maintains overall position controls.
3. Accounts for expenditure of funds.
4. Furnishes necessary fiscal support to CIG on a worldwide basis.

COMMUNICATIONS DIVISION

Asst. Exec. for Communications

1. Provides all communications service for CIG.
2. Operates a message center.
3. Operates a mail room.
4. Maintains central records and files.
5. Provides radio service.
6. Provides courier service on a worldwide basis.
7. Conducts necessary specialized research to provide safe, efficient communications for operating offices.

SERVICES DIVISION

Asst. Exec. for Services

1. Provides complete logistical support to CIG on a worldwide basis to include supplies, transportation and allied services. Controls and coordinates reproduction facilities of CIG.
2. Prescribes property accounting procedures.
3. Maintains a reproduction plant and publishing establishment to include a composition room and cartographic section to serve all activities of CIG.
4. Maintains a translation center for the translation of foreign language documents and other material to meet the requirements of CIG.

PERSONNEL DIVISION

Asst. Exec. for Personnel

1. Allocates positions.
2. Procures personnel.
3. Places and trains personnel.
4. Indoctrinates and orients personnel.
5. Provides for employee relations.
6. Provides all the necessary personnel services.
7. Provides medical service for all personnel.

SECURITY DIVISION

Asst. Exec. for Security

1. Provides for security of CIG installations and and personnel on a worldwide basis in accordance with overall security measures prescribed by Security Branch of Collection Office.

SPECIAL OPERATIONS DIVISION

Asst. Exec. for Special Operations

1. Provides necessary administrative service t Office of Special Operations.

CONFIDENTIAL

Approved For Release 2000/08/17 : CIA-RDP84-00951R000400090006-5

Approved For Release 2000/08/17 : CIA-RDP84-00951R000400090006-5

Figure 3
Plate 4
NS/HC - 333

Approved For Release 2000/08/17 : CIA-RDP84-00951R000400090006-5