



TAB D

OFFICE OF THE GENERAL COUNSEL

PUBLICATIONS

Special legal treatises and manuals and significant legal opinions as required for internal distribution on a need-to-know basis. These publications may have to do with any official activities of the Agency.

Approved For Release 2002/08/21 : CIA-RDP86B00269R000100110003-5

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TAB A

OFFICE OF THE GENERAL COUNSEL

FUNCTIONS AND ACTIVITIES

31 October 1954

25X1 The Office of the General Counsel is established by Central Intelligence Agency Regulation [] as a staff function responsible for advising the Director on legal and legislative matters; advising and assisting all officials and employees on legal matters arising in connection with the official business of the Agency and on all other matters involving the legal interpretation and significance of existing or pending legislation; reviewing all regulatory material of the Agency for legality prior to publication; studying and recommending, in terms of present laws and proposed legislation, Agency action in connection with the interpretation or enactment of legislation in order to preserve or attain legislative requirements of the Agency; control of all general liaison outside the Agency relating to legal matters. There is no breakdown of the Office as the legal staff services all components of the Agency at all levels as circumstances require.

Outside the legal staff as such, but in the Office of the General Counsel, is the Legislative Counsel, also established by Central Intelligence Agency Regulation [] and responsible for conduct of all liaison with the Congress. The Legislative Counsel is directly responsible to the General Counsel, who is responsible for all legal aspects of the relationships with the Congress, but the Legislative Counsel reports directly to the Inspector General on all substantive and policy aspects of the legislative liaison. In practice, the Inspector General, the General Counsel, and the Legislative Counsel coordinate closely on all aspects of this function.

25X1

OFFICE OF THE GENERAL COUNSEL

BUDGET STATEMENT - FISCAL YEAR 1955

Office of the General Counsel:

25X1 .01 -

 All Other -

 TOTAL

TAB B

OFFICE OF THE GENERAL COUNSEL

ON DUTY STRENGTH - 31 OCTOBER 1954

General Counsel:

Professional Legal
Clerical-Administrative

Legislative Counsel:

Professional Legal
Clerical-Administrative

Total

The above is presented to show clearly the professional legal personnel (attorneys) and the clerical-administrative personnel.

* * * * *

General Counsel:

Professional
Clerical

Legislative Counsel:

Professional
Clerical

Total

The above is based on the standard formula utilized in the Agency.



OFFICE OF THE
DEPUTY DIRECTOR (ADMINISTRATION)

Functions and Activities

The Deputy Director (Administration) is in charge of administrative support for the Central Intelligence Agency. A primary function of administrative support is to ensure that persons with either operational or intelligence production responsibilities obtain whatever they need when it is needed and where it is to be used. In executing his responsibilities, the Deputy Director (Administration) must act for the Director of Central Intelligence in carrying out many of the special powers granted him by the Congress and for which the Director is personally responsible.

Project Administrative Planning Staff

In order to assist the Deputy Director (Administration), the Project Administrative Planning Staff was formed on 29 December 1952. This Staff is responsible for determining for the Deputy Director (Administration) the maximum amount of operational control and protection of Agency funds feasible under the special situations extant as the result of certain Agency projects which, by their nature, cannot be carried out in accordance with Agency Regulations. Once the Chief of Administration, Office of the Deputy Director (Plans), has determined that a project cannot be administered within the framework of existing Agency Regulations, he turns to the Project Administrative Planning Staff which, in cooperation with operating officials, then prepares a document for each such project, known as an Administrative Plan, describing the procedures by which controls are made effective as well as the responsibilities of each Agency component in carrying out the project. Thus, the Administrative Plan becomes a special set of regulations for the project in question, and it is this instrument which enables the operating officials to be supplied with sound advanced administrative planning which they, as consumers of administrative support, are entitled to expect. In addition, the Project Administrative Planning Staff undertakes to periodically review all projects operating under approved Administrative Plans, to determine that their execution is in compliance with the terms of the Plan and, further, that the Plan as written is adequate to meet the current situation. Funds for the operation of the Project Administrative Planning Staff and its personnel come directly from the appropriation of the Office of the Deputy Director (Administration).

25X1

25X1

25X1

25X1

25X1

25X1

25X1

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FY 1955 BUDGET FOR THE OFFICE OF THE
DEPUTY DIRECTOR (ADMINISTRATION)

<u>Cumulative Totals:</u>		25X1
01	Personnel Services	25X1
	All Other	
	Total	

Breakdown

* Office of the
Deputy Director (Administration):

01	Personnel Services		25X1
	All Other		
			25X1
01	Personnel Services		25X1
	All Other		

* The amounts reported for the immediate Office of the Deputy Director (Administration) include those funds which are expended in support of the operations of the Project Administrative Planning Staff, which is an integral part of the staff of the Deputy Director (Administration.)



OFFICE OF THE
DEPUTY DIRECTOR (ADMINISTRATION)

On-Duty Strength - 31 October 1954

25X1

Legend:

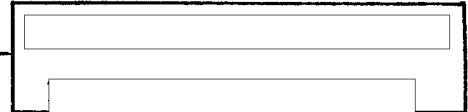
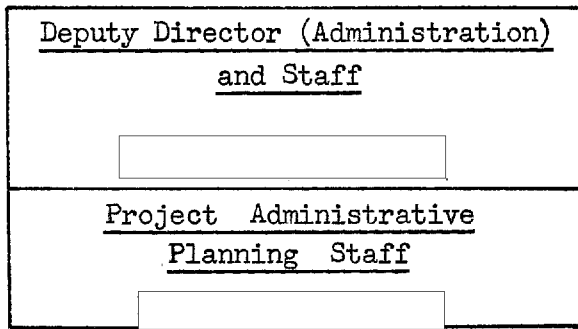
- P - Professional
- C - Clerical
- WB - Wage Board (Custodial) Personnel

Recap:

To

25X1

25X1



25X1

25X1

25X1

25X1

25X1

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