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Approved For Release 2002/10/31 : CIA-RDP61S00750A000100150071-5

22 September 1954

**MEMORANDUM FOR:** Special Assistant to the Director  
for Planning and Coordination

**SUBJECT:** Mission and Function of Statement

1. In connection with the establishment of your office, you have been requested by the DD/A to submit a mission and function statement.

25X1A9A 2. The attached draft has been prepared in cooperation with [redacted] of the Management Staff. We would like to meet with you to discuss this.

3. I propose two alternatives: (1) that the statement be issued with the brackets left off. This would leave unmentioned your duties in connection with the PP/DD/P area of the Agency; (2) the statement including the brackets.

[redacted]  
Office of the Director  
Planning and Coordination Staff

25X1

Attachment

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