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8 JUN 1976

MEMORANDUM FOR: Deputy Director Designate of Central Intelligence

FROM: William W. Wells  
Deputy Director for Operations

SUBJECT: Establishment of Special Assistant for  
External Oversight

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1. Background. Approval is requested for the concept, outlined below, of a DDO Special Assistant for External Oversight to be responsible for those matters affecting the Directorate stemming from our relationships with the Oversight bodies, both of the Congress and of the Executive Branch, and for certain other Congressional matters. This officer will carry out his duties within the framework of the Agency's larger mechanisms for Congressional and Executive Branch relations: the Office of the Legislative Counsel, the Office of General Counsel and the Inspector General's office. I am thinking of a small staff headed by an officer at the GS-17 level who would report directly to me and to the ADDO. I would like to put this concept into full operation by about 21 June and have in mind appointing Mr. [ ] to this post, if you approve.

2. Mission. This staff officer would handle the following tasks:

a. Provide a focal point for the Directorate in dealing with questions received from the nine Congressional and Executive bodies cited in paragraph 3, and for providing responses to them;

b. Organize and, where appropriate, present briefings on Directorate activities whether solicited by these Congressional and Executive bodies or initiated by us;

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c. Function as the office of permanent record for written or oral requests from the Oversight bodies as they affect this Directorate;

d. Carry out the residual work of the SA/DDO with respect to the Senate and House Select Committees, and to maintain as appropriate the remaining records of that office;

e. Assist the Office of the DDO in presenting budget and program data to the Congressional Appropriations Sub-Committees; and

f. Identify issues affecting the Directorate which might require legislative initiatives by CIA.

3. Scope. This officer would be vested with primary Directorate staff responsibility for its relations with the following entities:

- a. House Appropriations Sub-Committee
- b. Senate Appropriations Sub-Committee
- c. House Armed Services Committee
- d. Senate Armed Services Committee
- e. House International Relations Committee
- f. Senate Foreign Relations Committee
- g. Senate Select Committee on Intelligence
- h. Intelligence Oversight Board
- i. President's Foreign Intelligence Advisory Board.


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4. Style. The incumbent in the position of Special Assistant for External Oversight will be tasked to provide a more active and dynamic Directorate of Operations participation in the Agency's relationships with these important bodies. While much of the work of this office will necessarily be reactive in nature, a better understanding of the Directorate and its methods, policies, and responsibilities will be fostered by sponsoring briefings of key legislative officials in anticipation of problems and/or legislative proposals, rather than in reaction to them. Direct relationships with appropriate Congressional and Executive Staff offices will be sought, but only through and in full coordination with OLC, OGC, and the IG, as appropriate. Needless to say, the closest internal relationships with those offices will be essential and it will be maintained. The purpose of having this officer maintain such direct relationships is not only to narrow the communication gap between the DDO and the outside world but also to screen, to the extent possible, other Directorate officers from needless exposure to a variety of Congressional staffers which in time will erode cover and operational compartmentation affecting sources and methods if a control point for doing this type of liaison is not established.

5. Comment. I would see this officer also serving as the representative of the Directorate on any working-level body you may develop to deal with the Agency's overall relationships with the oversight elements of either branch of the Government. I would not assign to this officer any responsibility for FOIA matters, although he will need to keep himself very familiar with this are of activities. 25X1A

  
William W. Wells

APPROVED:

/s/ E. H. Knoche  
Deputy Director Designate of Central Intelligence

8 JUN 1976  
Date

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