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17 December 1958

MEMORANDUM FOR: IAD:

SUBJECT: Survey of DD/I Functions

1. Background information concerning the functions and programs of the DD/I Offices will most certainly be useful to the Agency Task Force on manpower utilization, soon to be appointed by the DCI, if it is to expeditiously complete its work. At the same time such material will be needed by each AD and the DD/I for internal review and as an aid in evaluating possible recommendations of the Task Force.

2. Therefore, I would like each AD to prepare a descriptive list of all of his functions without regard to internal organization, allocating to each the appropriate manpower and financial costs based on the FY 1959 budget. The breakdown of functions should be to the smallest independent unit and accomplished in such manner that, where possible, each consumes no less than 2% nor more than 7% of total man years available to the office. Where appropriate there should be included in the description of each function some reference to the authority under which the particular function was initiated, i.e., NSCIDs, Priority National Intelligence Objectives, etc. and also the approximate date of the undertaking. All functions should be listed in descending order of priority and that portion of the cost of each function devoted to external research or contracts should be so indicated.

3. When completed the list should include all funds and manpower available to the Office. With such information available, the task of identifying low priority functions and of comparing relatively equal level functions among offices becomes less difficult.

4. I should like your presentation to be submitted to the DD/I in accordance with the attached format by 12 January 1959.

/s/ A. Von Schrader

for HUNTINGTON D. SHELTON
Acting Deputy Director (Intelligence)

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