

POSITIONAL CHART - 618 027/146  
(tentative)

OFFICE OF COLLECTION

Acts for the Director of Central Intelligence in the collection of information in various fields of foreign intelligence which is required for the production of strategic and national policy intelligence as it affects the national security.

ASSISTANT DIRECTOR OF THE OFFICE OF COLLECTION

1. Based on requirements established by the Research and Evaluation Office and the Interdepartmental Coordinating and Planning Staff determines the means and methods best suited for the collection of information essential to the development of the national intelligence objectives.
2. In close coordination with the collection agencies of other governmental departments and the Interdepartmental Coordinating and Planning Staff, takes the necessary steps to insure the timely and adequate receipt of information required for the production of strategic and national policy intelligence affecting the national security.
3. In conjunction with the Interdepartmental Coordinating and Planning Staff and the Office of Special Operations, conducts constant research into the field of collection of information, and recommends new means, methods and techniques for improving the overall intelligence coverage by United States governmental collecting agencies.
4. Together with the Interdepartmental Coordinating and Planning Staff, acts as a coordinator of the means, methods and techniques employed by the participating agencies of the government involved in the collection of foreign information and intelligence, particularly as it affects the national security of the United States.
5. Establishes administrative channels for the rapid distribution of all information to the appropriate individuals and branches within the Central Intelligence Group authorized and required to handle such information. Also makes the original distribution to appropriate governmental departments of the raw information obtained from sources under control of the Office of Collection.
6. Prescribes and regulates for the entire Central Intelligence Group overall security and counter-intelligence measures, and such controls as may be required to control TOP SECRET material and safeguard that information received from sensitive sources.

DEPUTY ASSISTANT DIRECTOR

Performs duties as directed by the Assistant Director and acts for him in his absence.

CONFIDENTIAL

EXECUTIVE

Coordinates and supervises the activities of the Office of Collection.

PERSONNEL & ADMINISTRATION BRANCH

Chief

1. Establishes administrative procedures for the Office of Collection.
2. Supervises the assignment and use of personnel within the Office of Collection.
3. Coordinates appropriate matters with the Executive for Personnel and Administration in the Office of Executive Director.

INFORMATION CONTROL BRANCH

Chief

1. Operates a Message Center for the Office of Collection for the receipt of information and intelligence and for the transmission to the appropriate offices of the Central Intelligence Group.
2. As directed, makes the original distribution of raw information obtained from sources under control of the Office of Collection to the appropriate Governmental Departments.
3. Maintains appropriate security measures for safeguarding information collected from sensitive sources.

SPECIAL INTELLIGENCE BRANCH

Chief

1. Determines the utilization of such special means and methods of collecting information as may be placed at the disposal of the Director of Central Intelligence.

SECURITY BRANCH

Chief

1. Prescribes such information controls, counter-intelligence measures, and overall security measures as may be required to secure the operations of the Office of Collection. Establishes procedures for safeguarding the means and methods of collecting information.
2. Maintains liaison with intelligence agencies of the participating departments of the United States Government to the extent of coordinating security and counter-intelligence measures to insure uniformity of purpose in the field of information collection.
3. Conducts investigations into the source of information to determine the general validity, credence and reliability of information furnished CIA.
4. Prescribes security classification procedures, TOP SECRET controls, and methods for safeguarding information received from sensitive sources.

REQUIREMENTS BRANCH

Chief

1. In close coordination with the Interdepartmental Coordinating and Planning Staff and the appropriate branches of the Office of Research and Evaluation:
  1. Determines the means and methods best suited for the collection of information required.
2. Maintains frequent contact with collection agencies of participating governmental departments to insure adequate receipt of information and intelligence.
3. As directed, conducts research concerning means, methods, and techniques in the field of collection of information.
4. As directed, coordinates the means, methods, and techniques employed by participating governmental departments in the collection of foreign intelligence.

FOREIGN SOURCES INTELLIGENCE BRANCH

Chief

1. Performs the functions prescribed in this field by the Director of Central Intelligence in accordance with directives promulgated by D.I.C.

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Figure 3  
Plate 6

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