



ORGANIZATION AND FUNCTIONS

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

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OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

1. DEPUTY DIRECTOR (ADMINISTRATION)

The Deputy Director (Administration) is in charge of administrative support for the Agency. (See organization chart, Figure 1.)

AUDITOR-IN-CHIEF

2. MISSION

The Auditor-in-Chief shall be responsible for the audit (exclusive of internal audit) of all finance, fiscal, and property matters not under the General Accounting Office Procedures. This responsibility is based on the requirements of operational security and the protection of intelligence sources and methods.

3. FUNCTIONS

The Auditor-in-Chief shall:

- a. Assure that appropriate current audits are made.
- b. Examine the accounting, internal audit, and financial procedures, and practices of the Agency.
- c. Recommend changes in the interests of efficiency and protection of Government funds and property.
- d. Recognize security as a basic consideration in all actions and recommendations.
- e. Direct the activities of the Audit Office.

MANAGEMENT STAFF

4. MISSION

The Chief of the Management Staff is responsible for administering the Agency's Management Program, developing and recommending plans, programs, policies, and procedures designed to improve management and/or efficiency throughout the Agency; and for rendering appropriate support and advice related thereto.

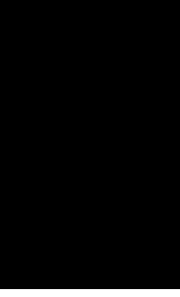
5. FUNCTIONS

The Chief of the Management Staff shall:

- a. Develop and recommend plans, programs, policies, and procedures for, and exercise leadership and initiative in improving management throughout the

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OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

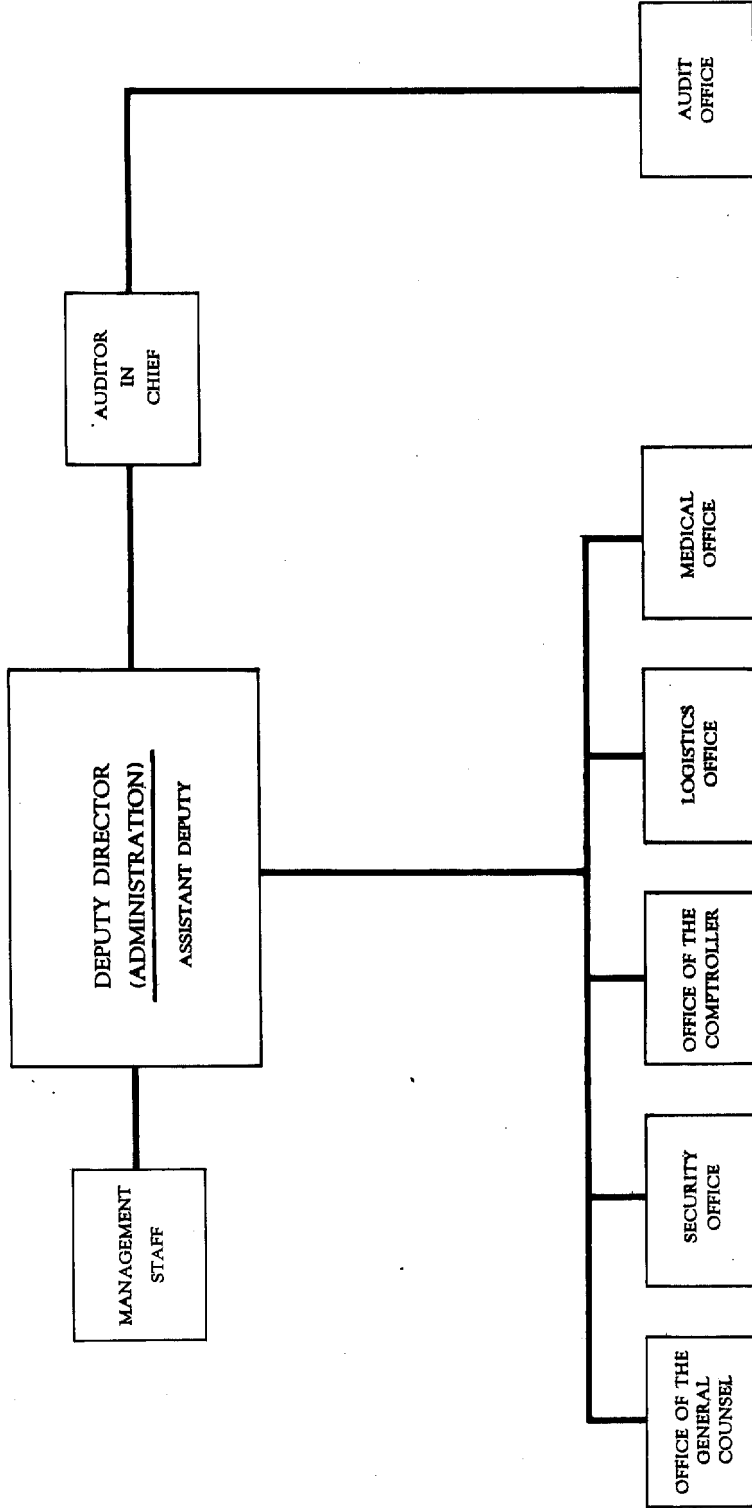


Figure 1

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Agency; continually review Agency progress in management improvement; and assist all elements of the Agency in planning, developing, and installing improved management practices.

- b. Conduct studies of organization, functions, systems, and methods, and recommend improvements resulting therefrom.
- c. Review and coordinate proposals for Tables of Organization and personnel ceiling changes; conduct work measurement, manpower distribution, and manpower utilization surveys; and develop recommendations as to numbers and types of positions and manpower required.
- d. Administer the Agency Records Management and Vital Materials Programs, and the Agency regulatory system.
- e. Review requisitions for and applications of office business machines and equipment; and conduct research and disseminate information related thereto.
- f. Conduct research on management techniques and develop and disseminate information throughout the Agency for the purpose of improving management practices and efficiency.
- g. Provide management consulting service to all elements of CIA and arrange for the utilization of outside management consultants where feasible.

6. SECURITY

In the exercise of the functions specified above the Chief of the Management Staff shall recognize security as a basic consideration in all actions and recommendations. Procedures for studies and reviews shall be as mutually arranged between the Chief of the Management Staff and officials of the Agency components involved. In particular, the Chief of the Management Staff will defer to the security requirements in the covert offices. However, in the event that the Deputy Director (Plans) should finally nonconcur in a proposed action affecting a covert office, which the Chief of the Management Staff considers basically essential, the Director will be consulted.

OFFICE OF THE GENERAL COUNSEL

7. MISSION

The General Counsel is responsible for all legal affairs and for legal aspects of all legislation affecting the Agency.

8. FUNCTIONS

The General Counsel shall:

- a. Act as advisor to the Director on legal matters.
- b. Advise all officials and employees of the Agency on all legal matters arising in connection with the official business of the Agency.
- c. Be responsible for and control liaison outside the Agency relating to legal matters.
- d. Review all regulatory material of the Agency for legality prior to publication.
- e. Review proposed legislation affecting Agency activities and make appropriate recommendations.
- f. Make recommendations concerning existing legislation covering all phases of Agency activities.

SECURITY OFFICE

9. MISSION

The Director of Security is charged with the preparation and execution of the Agency's security program, and with the performance of security inspection functions.

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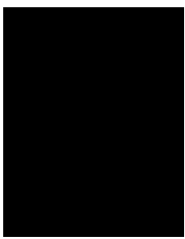
10. FUNCTIONS

The Director of Security shall:

- a. Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- b. Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counterintelligence programs for the Agency.
- c. Obtain and evaluate through investigation and liaison contact pertinent information regarding personnel for employment, assignment, or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
- d. Determine the effectiveness with which security programs and policies are being accomplished.
- e. Coordinate and engage in policy and program planning of emergency measures.
- f. Prescribe security policies relating to the liaison and contact relations of Agency officials with others; establish and maintain necessary liaison with officials of other Government agencies on security matters.
- g. Investigate reports of violation or noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.
- h. Make necessary inspections, investigations, and reports to assure proper maintenance of security.
- i. Conduct certain activities pertaining to the overall alien program.
- j. Conduct research in security fields.
- k. Provide trained professional security officers as required to Agency missions and installations.

11. ORGANIZATION

See organization chart, Figure 2.



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SECURITY OFFICE

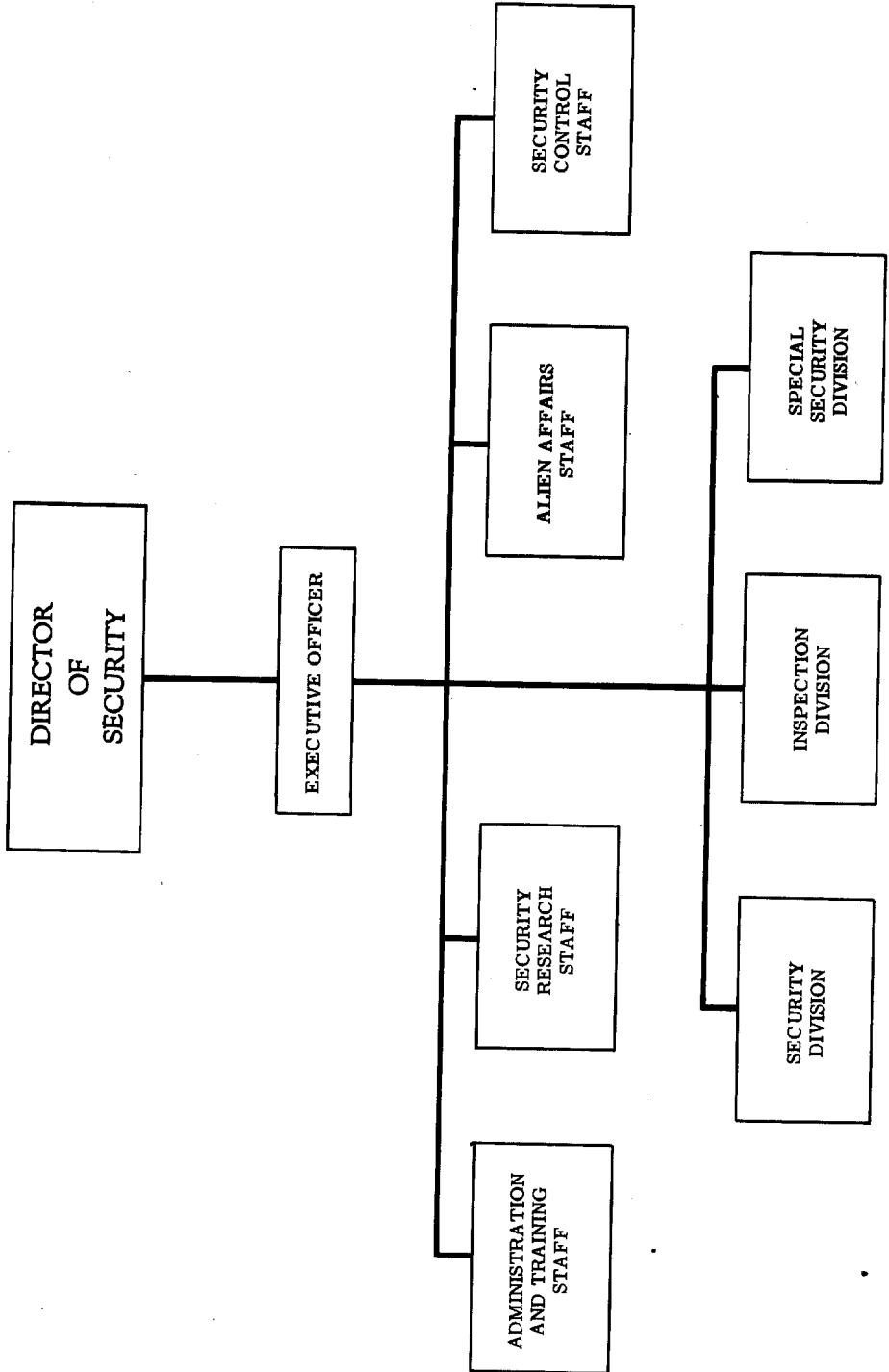


Figure 2

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OFFICE OF THE COMPTROLLER

12. MISSION

The Comptroller is in charge of all budgetary and financial operations of the Agency; is responsible for program and financial analysis; and will provide machine records service.

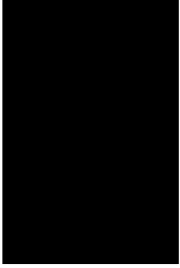
13. FUNCTIONS

The Comptroller shall:

- a. Recommend the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- b. Develop, prepare, and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
- c. Supervise the operation of all budget and all financial programs of the Agency.
- d. Develop and maintain effective budgetary and financial reporting of the Agency's activities.
- e. Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
- f. Control all liaison and contacts with the Bureau of the Budget on Agency matters.
- g. Supervise all liaison with other agencies in connection with budget and finance matters.
- h. Establish necessary fiscal accounting for the assets and liabilities of the Agency.
- i. Provide budget and fiscal services for the National Security Council.
- j. Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.
- k. Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for domestic and overseas installations.
- l. Develop and maintain effective program and financial analysis and prepare and distribute appropriately analytical reports and statements.
- m. Provide electric accounting machine record service for administrative and selected operational activities.

14. ORGANIZATION

See organization chart, Figure 3.



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OFFICE OF THE COMPTROLLER

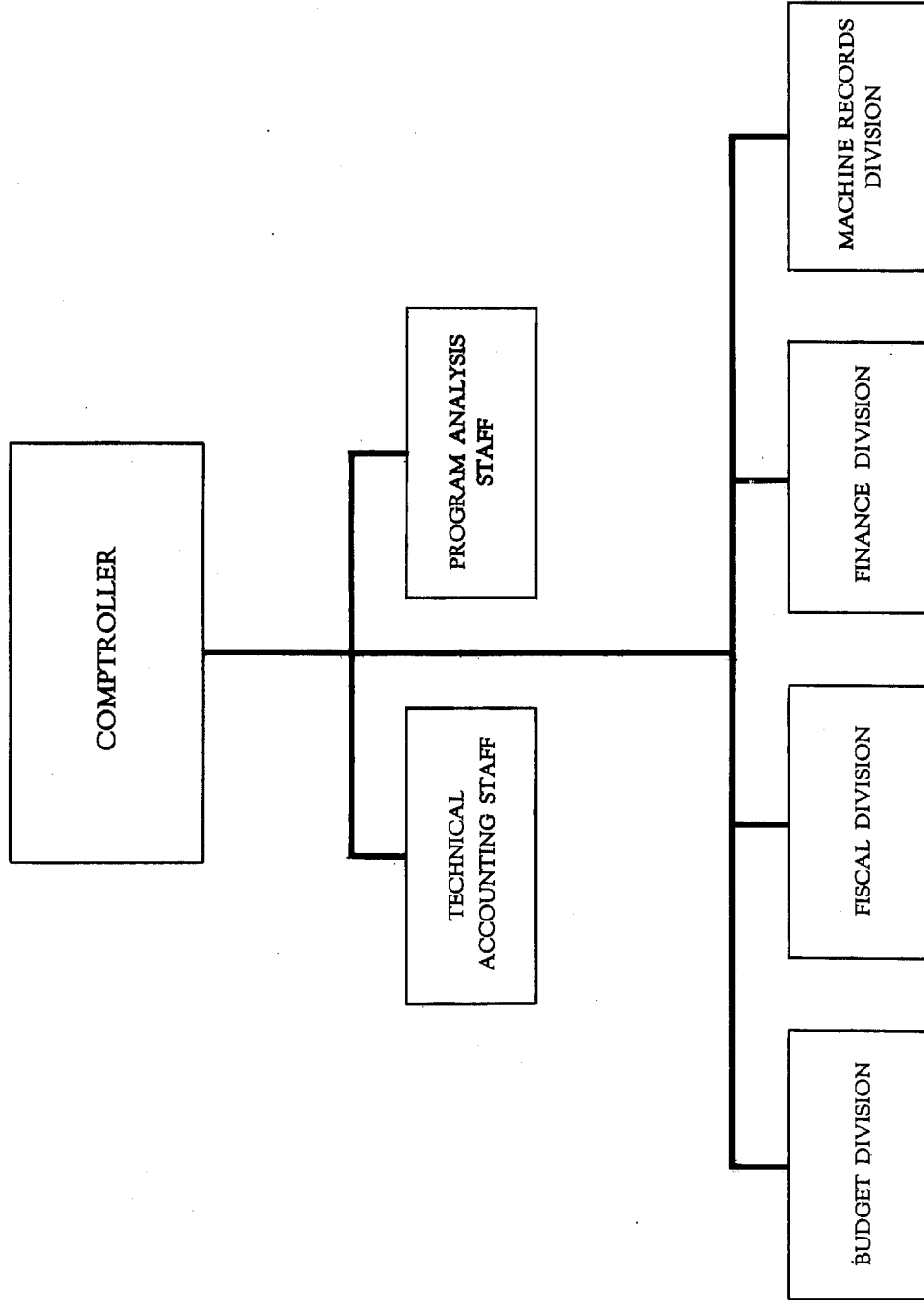


Figure 3

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LOGISTICS OFFICE

15. MISSION

The Chief of Logistics is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs; for the coordination and compilation of forecasts of requirements for Agency logistical support; and for providing selected administrative services for the Agency.

16. FUNCTIONS

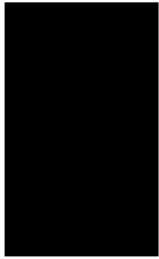
The Chief of Logistics shall:

- a. Develop, recommend, and implement programs, policies, and procedures for the logistical support of all CIA activities.
- b. Procure, or provide technical guidance as necessary for the procurement of services, and materials and supplies determined necessary for Agency activities, directly or by contract, from commercial, military, and other Government sources.
- c. Negotiate, with officials of other Government organizations, agreements to ensure that CIA logistical requirements are met on a timely basis.
- d. Provide domestic facilities and technical guidance for operation of overseas facilities; for receiving, inspecting, warehousing, packing, issuing, and disposing of supplies and equipment.
- e. Arrange for the transportation of personnel, equipment, property, and supplies; and provide headquarters motor pool service.
- f. Provide for the maintenance and servicing of all Agency vehicles in the metropolitan area of Washington, D. C.
- g. Perform necessary coordination and compile requirements for equipment and supplies essential for Agency operations, including the development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements.
- h. Provide for the design and construction of office space, warehousing, living quarters, communications, and monitoring facilities and utilities such as power installations, sewer and water systems, heating and air conditioning, and refrigeration; acquire real estate, improved or unimproved, by purchase or otherwise; and determine space requirements and effect space procurement, planning and allocation on a worldwide basis. Provide building maintenance, moving, and telephone service to meet the needs of the Agency within the metropolitan area of Washington, D. C.
- i. Assume, on behalf of the Director of Central Intelligence, accountability of and responsibility for Agency supplies, equipment, and real estate.
- j. Develop and implement regulations and procedures pertaining to an integrated Agency stock-accounting system.
- k. Coordinate all phases of logistical support and assist as required in the preparation of logistical annexes for operational plans.
 - l. Provide reproduction and printing service.
 - m. Maintain the headquarters mail and courier service.

17. ORGANIZATION

See organization chart, Figure 4.

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LOGISTICS OFFICE

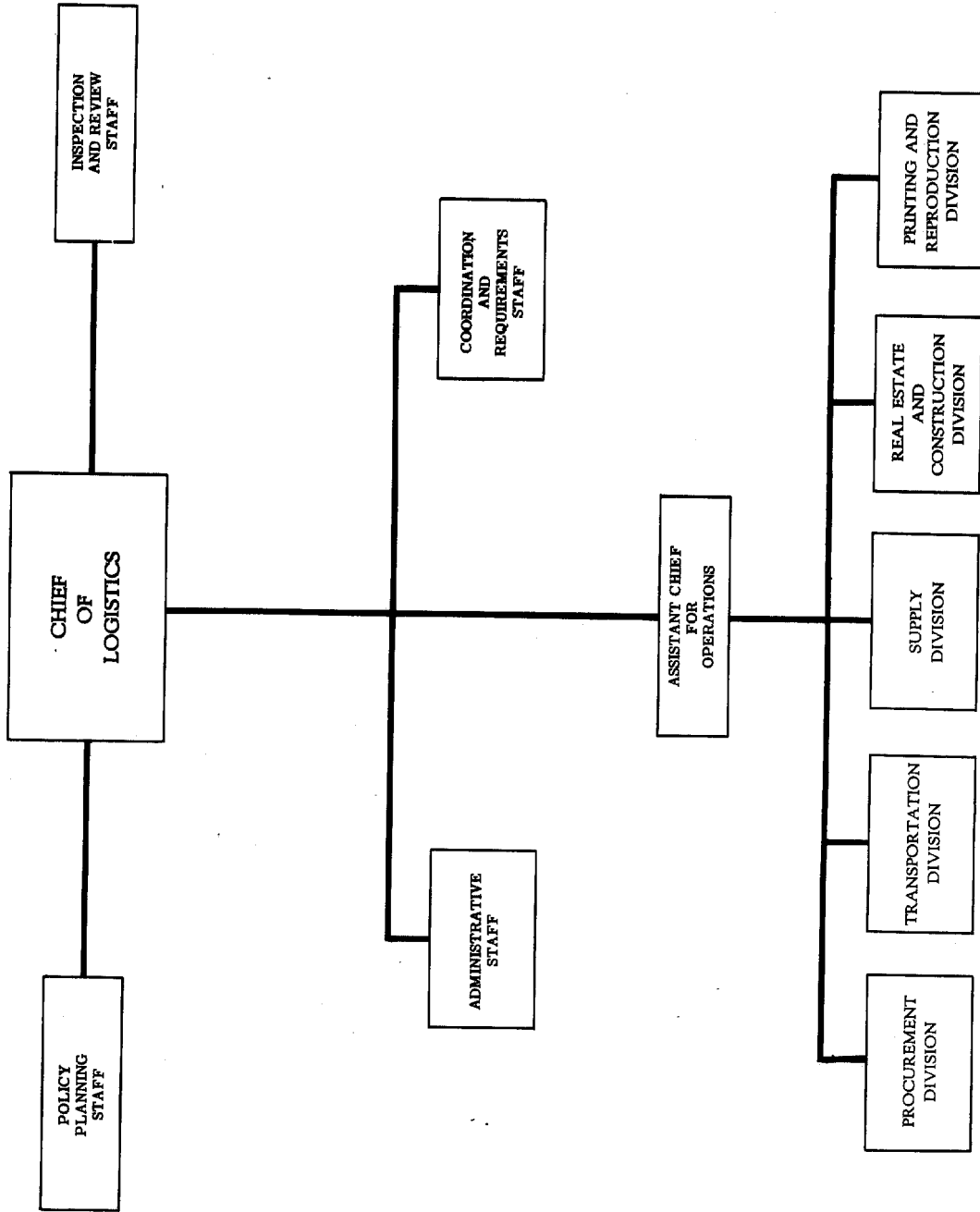


Figure 4

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MEDICAL OFFICE**18. MISSION**

The Chief, Medical Staff, is responsible for planning and directing the Agency medical support program.

19. FUNCTIONS

The Chief, Medical Staff shall:

- a. Advise the Director and staff on matters pertaining to medical services.
- b. Recommend the establishment of Agency medical policies and establish procedures for their implementation.
- c. Provide technical medical service in accordance with existing legislation in regard to the following:
 - (1) Competent professional care of illness and injury.
 - (2) A system of medical evacuation and hospitalization.
 - (3) The application of the principles of preventive medicine.
 - (4) A medical consultant program.
- d. Establish and maintain Agency medical standards for employment.
- e. Establish and maintain an Agency psychiatric program.
- f. Provide staff supervision in regard to the procurement, assignment, and utilization of medical personnel in all Agency components.
- g. Provide technical control of medical supply in terms of identity and quantity, and technically supervise its storage and issue.
- h. Provide, in cooperation with the Director of Training, medical training to Agency activities as required.
- i. Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of the Medical Office.
- j. Conduct research as required.
- k. Perform such other functions as may be directed.

20. ORGANIZATION

See organization chart, Figure 5.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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MEDICAL OFFICE

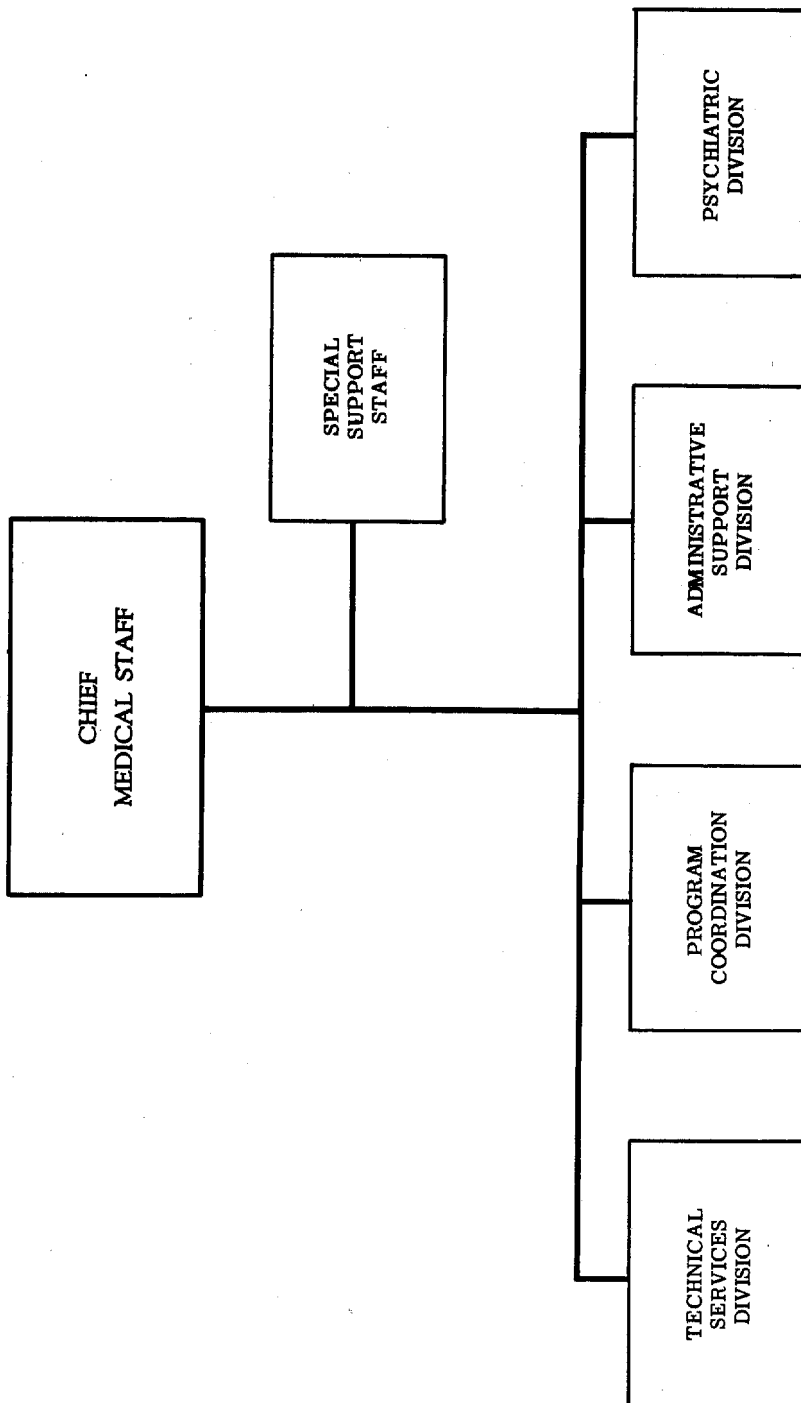


Figure 5

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OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

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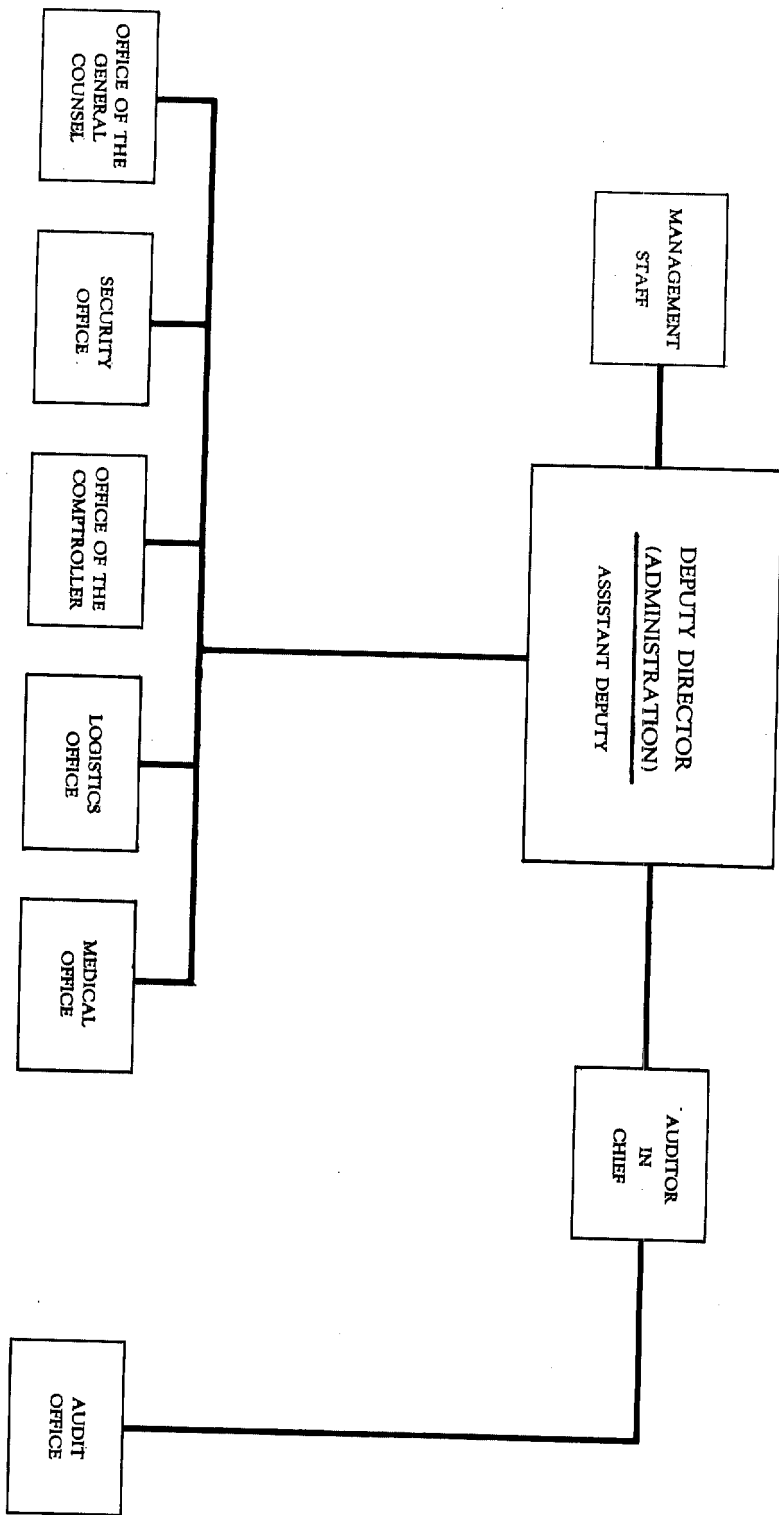


Figure 1

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