(12) Investigate reports of security violations and noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.

(13) Make necessary inspections, investigations, and reports to assure proper maintenance of security. Such inspections and investigations pertaining to overseas activities will be coordinated with the Deputy Director (Plans).

(14) Conduct certain activities pertaining to the overall alien program.

(15) Conduct research in security fields.

(16) Provide security support and trained professional security officers, as required, to Agency components and domestic and foreign installations and operations.

(17) Plan, develop, and conduct an Agency safety and fire prevention program for domestic installations and furnish staff guidance and assistance for the development of similar overseas programs.

c. ORGANIZATION

See organization chart, figure 8.
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.
SECRET

OFFICE OF LOGISTICS

SECURITY STAFF

DIRECTOR OF LOGISTICS

BUILDING PLANNING STAFF

PLANNING STAFF

ADMINISTRATIVE STAFF

AIRCRAFT MAINTENANCE SUPPORT DIVISION

PRINTING SERVICES DIVISION

PROCUREMENT DIVISION

REAL ESTATE AND CONSTRUCTION DIVISION

SUPPLY DIVISION

TRANSPORTATION DIVISION

Figure 6

SECRET

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OFFICE OF THE COMPTROLLER

8. COMPTROLLER

a. 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.

b. FUNCTIONS

The Comptroller shall:

1. Recommend the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
2. 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.
3. Supervise the operation of all budget and all financial programs of the Agency.
4. Develop and maintain effective budgetary and financial reporting of the Agency's activities.
5. Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
6. Control all liaison and contacts with the Bureau of the Budget on Agency matters.
7. Supervise all liaison with other agencies in connection with budget and finance matters.
8. Establish necessary fiscal accounting for the assets and liabilities of the Agency.
10. 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.
11. Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for domestic and overseas installations.
12. Develop and maintain effective program and financial analysis and prepare and distribute appropriately analytical reports and statements.
13. Provide electric accounting machine record service for administrative and selected operational activities.

c. ORGANIZATION

See organization chart, figure 5.
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.
SECRET

OFFICE OF THE COMPTROLLER

COMPTROLLER

TECHNICAL ACCOUNTING STAFF

PROGRAM ANALYSIS STAFF

BUDGET DIVISION

FISCAL DIVISION

FINANCE DIVISION

MACHINE RECORDS DIVISION

Figure 3

SECRET

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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.
Applicants

org charts

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