

CIG Administrative Orders - 1 through 53

1946

1. 14 February Activation of the Central Planning Staff
2. 18 February Activation of the Secretariat, National Intelligence Authority
3. 4 March Activation of the Central Reports Staff
4. 16 April Activation of the Administrative Division
5. 22 July Organization & Functions of the Executive Office
6. 22 July Organization & Function of the Central Intelligence Group
7. 23 July Daily Security Checks
8. 5 August Security of Activities Pertaining to the Office of Special Operations
9. 7 August Saturday duty, New War Department Building
10. 16 August Rescission of Administrative Order No. 5
11. 21 August Procedure to be followed in giving business address as a credit reference
12. 22 August Interim policy and procedures for dissemination of intelligence produced by CIG
13. 26 August Rules governing CIG correspondence
14. 10 September Organization & Personnel Reports
15. 17 September Authority to sign official papers & correspondence
16. Tentative CIG administrative procedure for the handling of incoming written (and outgoing) communications except cables
17. 3 October Forms control & standardization procedure
18. October Organization and functions of the Personnel Division
19. 14 October Security Regulations, CIG
20. 19 October Organization of Headquarters & Headquarters Detachment CIG
21. 16 October Leave for Civil Service Examinations
22. 17 October Activation of the Office of Operations
23. 25 October Establishment of Projects Review Committee
24. Policy on clearance of personnel for duties with CIG
25. 25 October Inventory of Non-expendable property
26. 25 October Authority for CIG Army & Navy Officers to wear civilian clothes
27. 31 October Travel instructions for civilian employees
28. 31 October Establishment of Personnel Review Committees
29. 31 October CIG personnel not to make communications with any governmental or non-governmental agencies
30. 31 October Transfer of Personnel within CIG
31. 31 October Quarters, cost of living, special foreign living allowances
32. 1 November Organization and functions of the Office of Reports & Estimates
33. 13 November Time, Leave & Pay Regulations
34. 13 November Designation of Chairmen and members of Personnel Review Committee
35. 15 November Stand-by offices
36. 19 November Credit references
37. 22 November "Commercial Contacts Branch" changed to "Contacts Branch"
38. 2 December Procedure for Obtaining Property Clearance
39. 3 December Medical care & hospitalization for injuries sustained in line of duty
40. 5 December Parking Permits
41. 5 December Travel instructions for civilian employees
42. 5 December Travel allowance and per diem
43. 10 December Tentative CIG administrative procedure for handling cables from participating departments
44. 11 December Saturday, Sunday and Holiday duty, New War Department Building
45. 13 December Personnel actions affecting CIG civilian employees who are paid from vouchered funds

APPROVED FOR
RELEASE DATE:
26-Aug-2008

HR
70-14
(U)

- 46. 17 December Group Hospitalization
- 47. 17 December Maternity leave
- 48. 17 December Decorations, awards & Promotions board
- 49. 26 December Responsibility for communications, documents, equipment, etc.
- 50. 31 December Letters of appointment for unvouchered personnel
- 51. 31 December Length of overseas service
- 1947
- 52. 6 January Saturday, Sunday & Holiday duty, New War Bldg.
- 53. 20 January Announcement of Deputy Director