Approved For Release 2003/05/05 : CIA-RDP80B01676R000700090026-0

SECRET

14 AUG 1964

Cable Secretariat
Standing Operating Procedure

[redacted] 25X1

CABLE DISSEMINATION
1964

25X1 [redacted]

EX/DIR REQUIREMENTS

25X1 [redacted]

1. MISSION: The Executive Director-Comptroller is responsible for overall management of the Agency and of the Office of the Director; for coordinating component activities; for directing the budget, program analysis, and manpower functions of the Agency; and for performing such other duties as may be assigned by the Director and the Deputy Director. The Executive Director-Comptroller is charged with ensuring necessary action by the proper component on decisions of the Director and the Deputy Director; with overseeing internal management; and with ensuring coordination of component activities. He ensures that all components are kept advised of policy decisions or intra-governmental actions affecting them, and he reviews all papers requiring action by the Director or Deputy Director. As "Chief of Staff" of the Agency, the Executive Director-Comptroller acts for or in the absence of the Director and the Deputy Director in exercising his directive and approval authority. 25X1

[redacted]

SECRET

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700090026-0

25X1

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700090026-0

Next 1 Page(s) In Document Exempt

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700090026-0

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700090026-0

TRANSMITTAL SLIP DATE 8/18/64

TO: EX/DIR

ROOM NO. | BUILDING

REMARKS:

Your copy of revised

[redacted]

25X1

FROM: C/S

ROOM NO. PA55 | BUILDING Hdqs. | EXTENSION [redacted]

25X1

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. ☆ GPO : 1957—O-439445 (47)

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700090026-0