

(24)

WAR DEPARTMENT

INT 623/1

OFFICE OF THE ASSISTANT SECRETARY OF WAR

UNCLASSIFIED

STRATEGIC SERVICES UNIT
Washington, D. C.

12 October 1945

GENERAL ORDERS)
NO. 2)

Under the authority vested in me as Director, Strategic Services Unit, by the Secretary of War, the attached provisional organization chart is approved. The several offices and divisions of the Strategic Services Unit shall, effective this date, be organized and operated as indicated on said chart and with the functional responsibilities as set forth as follows:

1. ADVISORS AND SPECIAL ASSISTANTS

Prepares such studies and recommendations as may be desired by the Director.

2. EXECUTIVE

The Executive Officer shall be the principal assistant to the Director and as such shall exercise all functions appropriate to a Chief of Staff.

3. SECRETARIAT

The Secretariat shall be responsible for:

- a. Maintaining the files and records of the Director's Office, including complete files of all directives and orders from the Assistant Secretary of War, and other basic SSU documents and papers, and performing for the Director such additional secretarial functions as required.

60/30

UNCLASSIFIED

HS/CSG-651

LE #83-00036

Box 4 15/29

UNCLASSIFIED

-2-

INT 623/2

- b. Redistribution of all incoming and outgoing pouch material and supervising the dispatch of outgoing material.
- c. Obtaining or preparing for the Director a monthly report of the major activities of this agency and such other special reports as he may direct, and reviewing all reports on SSU activities which may be prepared by any branch or office of SSU for outside dissemination.
- d. The distribution of cables to the branches and offices in SSU Washington Headquarters.

4. GENERAL COUNSEL

The Office of General Counsel is responsible for:

- a. Reviewing, before any commitment is made, all contracts, agreements, leases, and other legal papers to which SSU is a party.
- b. Rendering legal advice and handling legal matters pertaining to all phases of operations of SSU.
- c. Advising and assisting the Finance Branch in ascertaining and determining proper procedures with respect to Special Funds to insure that proper and accurate accounting of expenditures is maintained.

5. ASSISTANT EXECUTIVE OFFICER FOR PERSONNEL

- a. Adjutant - handling of official correspondence, directives, and orders, except those specifically delegated to the Secretariat, in accordance with regulations and approved policies.

7830

UNCLASSIFIED

UNCLASSIFIED

INT 623/3

- b. The formulation of policies and the supervision of the execution of administrative arrangements pertaining to personnel of the unit.
- c. Supervision of the registry.
- d. Supervision of activities pertaining to the physical security of the Washington Headquarters plant and facilities. (Other existing functions of the Security Officer will be executed on instructions given him by the Director)

6. ASSISTANT EXECUTIVE OFFICER FOR OPERATIONS

Normal Field Section and Operational Staff functions.

7. ASSISTANT EXECUTIVE OFFICER FOR SERVICES

- a. The preparation of policies for, and the supervision of the execution of, arrangements for the various services.
- b. Supervision and direction of the activities of the SSU Property Board.

8. PERSONNEL

The Assistant Director for Personnel shall be responsible for:

- a. Establishing policies and procedures for personnel procurement and administration both in the continental United States and overseas. These will include the procurement through appropriate channels of military, naval, and civilian personnel in response to requisitions from the several branches and offices of SSU and in accordance with job specifications furnished by the requisitioning branch or office.
- b. He shall act for the Director on personnel matters and be responsible for supervision

8730

UNCLASSIFIED

UNCLASSIFIED

- 4 -

INT 623/4

and direction of the activities listed as follows:

- (1) Personnel Branch
 - (2) Hq. and Hq. Detachment
 - (3) Board of Officers (promotions and awards)
 - (4) Naval Command (personnel functions only)
- c. With respect to the Naval Command, such supervision and direction shall apply only to the activities pertaining to personnel and shall be exercised only to the extent consistent with the responsibilities of the Naval Command to the Navy Department.
- d. Maintaining liaison with the Civil Service Commission and other appropriate Government agencies.
- e. Liquidation of personnel assets determined surplus.

9. INTELLIGENCE

The Assistant Director for Intelligence is responsible for:

- a. Supervision and direction of activities of SI, X-2, and the maintenance of liaison for intelligence purposes between SSU, and other Government departments and agencies. Liaison with Navy Department shall be exercised through the Naval Command.
- b. Supervision and direction of the activities and functions of the following branches:
- (1) Communications
 - (2) Field Photographic
 - (3) Schools and Training
 - (4) Special Operations

9830

UNCLASSIFIED

UNCLASSIFIED

- 5 -

INT 623/5

- (4) Operational Group Command
- (5) Morale Operations
- (7) Field Experimental Unit
- (8) Special Projects
- (9) Research and Development

10. SERVICES

The Assistant Director for Services is responsible for:

- a. The formulation of policies and the organization and direction of administrative services of JSU.
- b. He shall supervise and direct the activities of the following branches:
 - (1) Budget and Procedures Branch
 - (2) Procurement and Supply Branch
 - (3) Reproduction Branch
 - (4) Transportation Branch
 - (5) Office Services
 - (6) Finance Branch
 - (7) Chief Surgeon
 - (8) Military Admin. Branch

11. The provisions of any previous OSS or JSU orders in conflict herewith are hereby superseded to the extent of such conflict.

John Magruder
John Magruder
Brig. General
Director

106/30

UNCLASSIFIED