

United States of America  
DEPARTMENT OF COMMERCE

DEPARTMENT  
ORGANIZATION ORDER 10-6  
Amendment 1

**DEPARTMENT  
ORGANIZATION  
ORDER SERIES**

DATE OF ISSUANCE

June 10, 1981

EFFECTIVE DATE

June 9, 1981

SUBJECT

OFFICE OF THE GENERAL COUNSEL

Department Organization Order 10-6 of June 20, 1963 is hereby amended as shown below. The purpose of this amendment is to transfer to the General Counsel the Office of Intelligence Liaison (DOO 20-15) and the Office of Regulatory Policy (DOO 21-3) from the Assistant Secretary for Administration and the Assistant Secretary for Policy, respectively.

1. In pen and ink, renumber the existing Section 6. as 7..
2. A new Section 6. is added to read as follows:

"SECTION 6. OFFICES REPORTING TO THE GENERAL COUNSEL."

"In addition to the Office of the General Counsel, the following Departmental offices shall report and be responsible to the General Counsel:

"a. The Office of Regulatory Policy; and

"b. The Office of Intelligence Liaison."

3. The renumbered Section 7. is retitled as "TRANSFERS AND EFFECT ON OTHER ORDERS." and the following additional changes are incorporated:

- a. In pen and ink, designate the existing paragraph as ".01."
- b. New paragraphs .02 and .03 are added to read as follows:

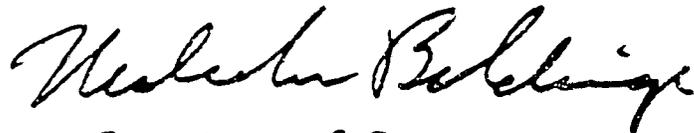
".02 This Order:

"a. Rescinds Department Organization Order 20-15, Office of Intelligence Liaison, which is replaced by Appendix A to this Order; and

"b. Rescinds Department Organization Order 21-3, Office of Regulatory Policy, which is replaced by Appendix B to this Order.

".03a. The personnel, property, records, funds, and other related assets of the Office of Intelligence Liaison are hereby transferred and assigned to the General Counsel.

"b. The Assistant Secretary for Administration shall, in cooperation with the General Counsel and the Director, Bureau of Industrial Economics, determine the allocation of funds, records, property, positions, and personnel of the Office of Regulatory Policy between the Office of the General Counsel and BIE."



Secretary of Commerce

## OFFICE OF INTELLIGENCE LIAISON

SECTION 1. PURPOSE.

This appendix prescribes the organization and functions of the Office of Intelligence Liaison.

SECTION 2. STATUS AND LINE OF AUTHORITY.

The Office of Intelligence Liaison (the "Office"), a Departmental office, shall be headed by a Director who shall report and be responsible to the General Counsel.

SECTION 3. DEFINITIONS.

Attachment 1 provides further information on the terminology and acronyms used in this Appendix.

SECTION 4. FUNCTIONS.

.01 Pursuant to the authority vested in the General Counsel by Department Organization Order 10-6, and subject to such policies and directives as the General Counsel may prescribe, and as further provided for in the Memorandum of Understanding of May 5, 1977 between the Department and the participating member agencies of the National Foreign Intelligence Board (NFIB):

a. The Director, Office of Intelligence Liaison shall be the Foreign Intelligence Control Officer (FICO) for the Department and as such will be responsible for the administration of all requirements for foreign intelligence products in the Department, and will control the receipt and dissemination of foreign intelligence materials within the Department.

b. The Office shall serve as the focal point for foreign intelligence support within the Department, and establish policies and procedures for providing foreign intelligence support to officials and organization components throughout the Department. To implement these responsibilities, the Office shall perform the functions enumerated in paragraphs .02 through .07 of this section.

.02 Foreign Intelligence Support, Requirements, and Tasking. The Office shall:

- a. Provide day-to-day foreign intelligence support to the Secretary, the Deputy Secretary, and other key officials of the Department having policy or program responsibilities in the international area. This support shall include the "tasking" of the Intelligence Community with special requests and requirements for support through briefings, the preparation of special analytical papers, and/or the collection of additional foreign intelligence information.
- b. Coordinate and serve as the channel for the levying of Departmental foreign intelligence requirements on the Intelligence Community. This function shall generally include but not be limited to the transmittal of significant, periodic collection and/or analytical tasking requirements as determined by the Director, Office of Intelligence Liaison in conjunction with the affected Departmental offices and operating units. The performance of this function shall be consistent with, and in no way supersede, the authorities and responsibilities of such Departmental offices and operating units to maintain routine working relationships and contacts with the Intelligence Community.
- c. Maintain a continuing assessment of the Department's foreign intelligence needs.
- d. Provide the channel for Departmental requests for existing foreign intelligence reports and materials from the Intelligence Community, including memoranda, maps, and similar data.
- e. Act as the Department's central referent on all foreign biographic information; this function includes requesting and distributing biographic reports, and maintaining the central storage files and distribution system for such reports.
- f. Prepare a daily Departmental foreign intelligence summary for key Department officials covering major international developments.
- g. Promote and facilitate relationships and working level contacts between Department analysts and desk officers who have responsibilities for international affairs matters, with their counterparts in the Intelligence Community to ensure that the Department is fully aware of and utilizing the capabilities of the foreign intelligence agencies to provide foreign intelligence support.
- h. Provide, as required, special foreign intelligence support for key Department officials traveling abroad.

.03 Intelligence Registry, Screening and Dissemination. The Office shall:

- a. Act as the only accredited initial receiving point and registry for foreign intelligence materials in the Main Commerce Building. This foreign intelligence registry shall serve as the control point for all foreign intelligence materials received at the Main Commerce Building.

b. In coordination with the Departmental Office of Investigations and Security, (OIS), concur in the selection of foreign intelligence primary control centers and officers for Department facilities not located in the Main Commerce Building, which are to receive foreign intelligence reports and materials, and provide, as required, guidance and coordination of their activities.

c. In coordination with OIS, concur in the selection of foreign intelligence secondary control centers and officers in the Department, which are to receive foreign intelligence reports and materials through the registry or a primary control center, and provide, as required, guidance and coordination of their activities.

d. Be responsible for the procedures by which foreign intelligence reports and materials received by the Department are screened and disseminated to the appropriate Department organization components and officials.

.04 Vault Storage and Classified Reading Room. The Office, in accordance with the provisions of the Memorandum of Understanding, shall:

a. Provide vault storage for all Sensitive Compartmented Information (SCI) foreign intelligence reports and materials received at the Main Commerce Building from NFIB intelligence agencies.

b. Maintain a classified reading room and reference library for appropriately cleared Department officials. This includes alerting appropriate Departmental officials of the receipt at the library of sensitive intelligence reports pertinent to their area of responsibility.

.05 Advice, Liaison, and Representation. The Office shall:

a. Serve as the principal source of advice within the Department with respect to foreign intelligence support matters.

b. Serve as the Department's principal point of liaison with the Intelligence Community on foreign intelligence matters.

c. Provide appropriate briefings and support to the Department's representative to the NFIB, and provide the Department's alternate representative at NFIB meetings.

d. Represent the Department, or coordinate the representation of the Department, as required, on NFIB committees or subcommittees, and other interagency intelligence committees dealing with national foreign intelligence matters, as appropriate.

e. Coordinate and serve as the channel for intelligence community requests to the Department (as an NFIB participant) for substantive contributions to NFIB publications and requirements when appropriate.

.06 Compartmented Security Clearances. The Office and OIS shall coordinate on SCI security clearance matters.

.07 Miscellaneous. The Office shall:

a. Maintain a secure telephone service in the Main Commerce Building available for use by Department officials needing to carry on classified telephone conversations with other agencies.

b. In conjunction with the Departmental Office of Information Management and OIS, review and approve all existing uses and proposals for the use of any ADP equipment (including computers, word processing devices, and related equipment) in the processing of classified foreign intelligence.

c. In consultation with the Departmental Office of Information Management, provide, operate, and maintain specialized information retrieval systems in support of its mission to the Department.

LIST OF DEFINITIONS

1. Memorandum of Understanding (MOU): The interagency agreement of May 5, 1977, signed by the Department of Commerce, the Central Intelligence Agency (CIA), the State Department (Bureau of Intelligence and Research - INR), the Defense Intelligence Agency (DIA) and the National Security Agency (NSA) which establishes the procedures and conditions under which the "Intelligence Community" will provide foreign intelligence to the Department of Commerce and the procedures by which the Department will receive, process and store it.
2. National Foreign Intelligence Board (NFIB): Formerly called the United States Intelligence Board (USIB), it is the formal structure of the "Intelligence Community". It is composed of representatives from CIA, State/INR, DIA, NSA, FBI, Department of Energy and Treasury. The Chiefs of Intelligence for the three military services also sit on it as observers. It is chaired by the Director of Central Intelligence, and has some 12 committees and numerous subcommittees.
3. Foreign intelligence: (For the purposes of this order), information collected and/or produced by the NFIB agencies, relating to the capabilities, intentions and activities of foreign powers, organizations, or persons. Foreign intelligence materials include "Sensitive Compartmented Information" (SCI) and collateral classified intelligence from NFIB agencies.
4. Foreign intelligence support: (For purposes of this appendix), this includes the control of foreign intelligence; administration and coordination of foreign intelligence requirements; dissemination of advice and information on foreign intelligence matters; and other appropriate activities necessary for the full Departmental implementation of the MOU. It does not, however, include responsibility for the security of foreign intelligence which, in the Department, is assigned to OIS.
5. Foreign intelligence registry: The only point in the Main Commerce Building accredited, according to MOU criteria, for the initial reception, logging, and control of foreign intelligence materials.
6. Primary control center: A secretariat in Department offices geographically separate from the Main Commerce Building (which cannot be served in timely fashion by the foreign intelligence registry) approved, according to MOU criteria, for receipt of foreign intelligence materials directly from the NFIB agencies.
7. Secondary control center: A subsidiary secretariat for processing foreign intelligence materials. According to MOU criteria, a secondary control center may receive or send foreign intelligence materials only through a primary control center or the foreign intelligence registry.

8. Sensitive Compartmented Information (SCI): Special categories of classified intelligence, which require special security clearances for access, special handling and special storage facilities not normally covered by CONFIDENTIAL, SECRET and TOP SECRET classification procedures.

9. Collateral intelligence: All other TOP SECRET, SECRET and CONFIDENTIAL intelligence.