

26 February 1952

MEMORANDUM FOR THE RECORD

SUBJECT: Security Briefing

At 9:00 a.m., Tuesday, 26 February, I attended the first half of the security briefing given by I&S to new employees. I plan to take in the latter half next week.

The program opened with an old State Department movie which was reasonably interesting and impressive. Then a talk was given by [redacted] of the Physical Security Branch of I&S. He started his talk by indicating the duties of a custodian of an area and of a safe. He volunteered that we had over 3,000 safes scattered in 25 buildings in Washington. This is gratuitous information which this group of new employees certainly has no need to know.

He then passed around a safe lock, demonstrating how the file locks work - again unnecessary information.

He then told the group that the MP safes all start their combinations to the left but all others start to the right! This seems to me to be a violation of security. He then told that safe combinations should be changed every six months and that the names of the custodians should be on the drawers.

He outlined the duties of the Staff Duty Officer, of the guards who make night rounds, and passed about a Staff Duty Officer Check List -- all certainly of little meaning or interest to most people there.

He next discussed the penalties for security violations, the net result of which was to make it sound relatively unimportant, as he pointed out that you are allowed three violations before you are fired.

He then outlined what are the most frequent security violations, pointing out that safes are left open most often when people hurry away at night, before week-ends, and before holidays. I could not help but think that this would be handy information to know if I were looking for an opportunity to penetrate some of these safes.

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Inspector General

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