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Legend: P-Professional
C-Clerical
OPC-Crafts, Protective
and Custodial.
T-Total

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SECURITY OFFICE

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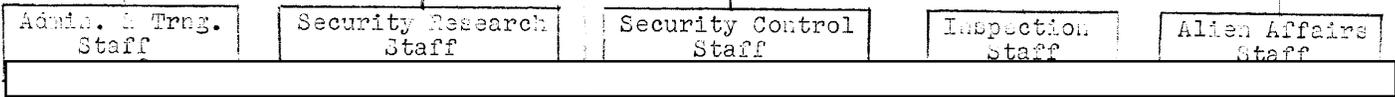
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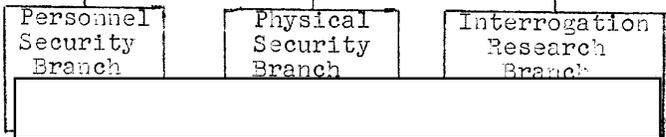
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Security Division
(Office of the Chief)

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Special Security Division
(Office of the Chief)

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OPERATIONS BRANCH

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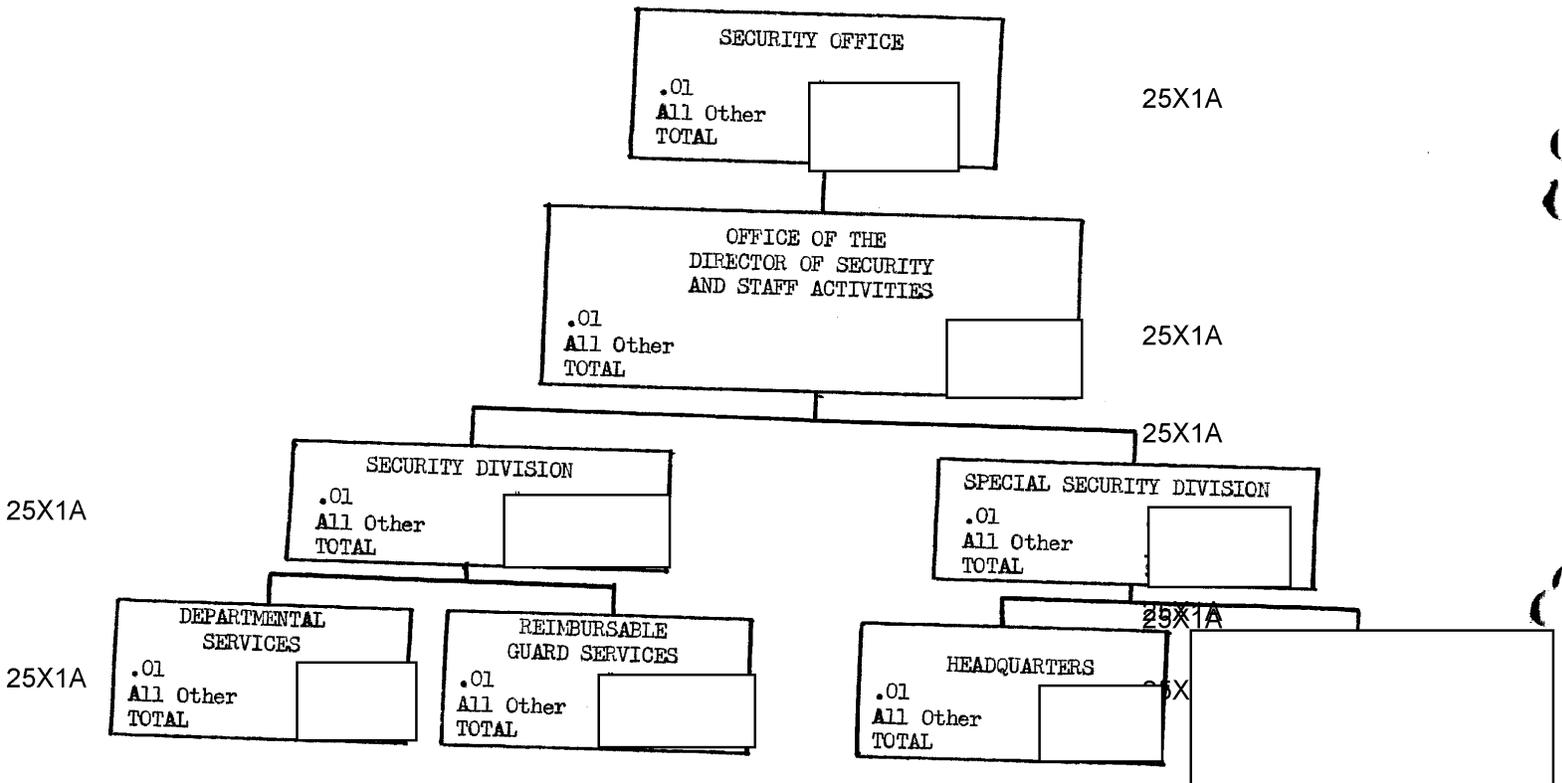


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SECURITY OFFICE

BUDGET STATEMENT - FISCAL YEAR 1955

TAB B



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31 October 1954



FUNCTIONS AND ACTIVITIES

31 October 1954

By authority of Section 102d (3) of the National Security Act of 1947 which states: "...under the direction of the National Security Council - the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods..."; and as assigned to the Security Office by CIA Regulation [redacted]

[redacted] and implemented by entire series [redacted] of Agency Regulations, the Security Office, under the Director of Security, is responsible for the preparation and execution of the Agency's security program, with the performance of certain security inspection functions and the planning and implementation of emergency measures. In this connection, the Director of Security recommends the establishment of Agency policy relating to security and establishes procedures for their implementation; establishes safeguards necessary to prevent penetration activities by non-authorized individuals; develops domestic counter-intelligence programs for the Agency; obtains and evaluates, through investigations and liaison contacts, pertinent information regarding personnel for employment, assignment or association with the Agency; approves or disapproves, from a security standpoint, the employment or utilization of individuals by the Agency.

The Director of Security, in discharge of his duties, determines the effectiveness with which security programs and policies are being accomplished; coordinates and engages in policy and program planning of emergency measures; prescribes security policy relating to liaison and contact relationships of Agency officials with others; establishes and maintains necessary liaison with officials of other Government agencies on security matters; investigates reports of violation or non-compliance with security policies or regulations and recommends or initiates appropriate action as may be required. He conducts specialized inspections and investigations and prepares reports to assure proper maintenance of security. He also conducts research in security fields. Trained professional security officers are provided to other Agency components in accordance with the requirements of Agency missions and installations.

The functions and activities of the various divisions and staffs of the Security Office are given in detail in the following sections:

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TAB 1

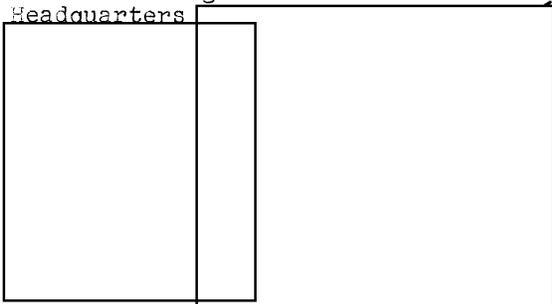
PRODUCTS OF THE SECURITY OFFICE

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<p><u>Security Patrol Manual</u></p> <p>Authority: CIA Regulation [redacted] and CIA Regulation [redacted] [redacted]</p>	<p>Currently consists of 53 pages in 11 sections.</p> <p>This publication is revised periodically in order to maintain the instructions and contents of the Manual current.</p>	<p>This Manual contains instructions for officials and members of the Security Patrol in discharging their duties and responsibilities in the event of an emergency, including fire, natural disaster, enemy attack, flood, riots, or other circumstances.</p>	<p>100 copies</p>
<p><u>SSD Headquarters Manual</u></p>	<p>Currently consists of 256 pages in 5 major sections.</p> <p>This Manual is revised periodically in order to maintain the instructions and contents of the Manual current. In addition, the Manual is supplemented by intermittent instructions in the form of memoranda and Notices.</p>	<p>This Manual contains instructions for officials, supervisors, and Agents of the Special Security Division assigned to Headquarters. These instructions cover not only the specific duties and responsibilities of professional personnel assigned to SSD, but also include the handling of emergencies during off-hours, a guide for personnel reporting to Headquarters, the mission, functions and organization of CIA and its components, Administrative Guide, and Policies, Operations, Procedures of the components of SSD.</p>	<p>87 copies</p>

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<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>SSD Agents Manual</u>	<p>Currently consists of 103 pages in 2 major sections, plus 46 pages in a reference supplement and glossary.</p> <p>This Manual is revised periodically in order to maintain the instructions and contents of the Manual current. In addition, the Manual is supplemented by intermittent instructions in the form of memoranda and Notices.</p>	<p>This Manual contains instructions for all Agent personnel of the Special Security Division assigned to Headquarters</p> 	<p>215 copies</p> <p>25X1 25X1</p>
<u>Security Regulations Manual</u>	<p>This Manual consists of 42 pages and is revised periodically, as warranted.</p> <p>It is currently under revision due to recent changes and additions to the Agency Regulations.</p>	<p>This Manual contains applicable Agency Security Regulation which must be read and observed by Agency employees.</p>	<p>1500 copies</p>

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<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Safety Manual</u> Authority: The Federal Safety Council was established under E. O. 10194 dates 21 December 1950. CIA Regulation <input type="checkbox"/>	This Manual consists of 66 pages and is issued in three different books, namely: Office Use - Book I, Chapter I and Chapter II, Section 1; Industrial Use - Book II, Chapter I and Chapter II, Sections 1 through 7; Warehousing and Maintenance Use - Book III, Chapter I and Chapter II, Sections 1 through 13.	This Manual contains common sense rules, instructions, and visual aids pertaining to safety practices and procedures. It is distributed to Security Offices who are responsible for implementing the safety program within their individual component.	Approx. 1200 copies of Books I, II and III have been printed since 1950.

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(Revised to report calendar year 1954)

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*Tab 2-1a
Supplement 1*

(Revised to report calendar year 1954.)

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*Tab 3-1c
Supplement 1*

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CURRENT SERIAL PUBLICATIONS
OF THE
CENTRAL INTELLIGENCE AGENCY

December 1954

Prepared By The
Office of Collection and Dissemination

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OFFICE - OCD

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
<u>BIOGRAPHIC REGISTER</u>			
Biographic Intelligence Bulletin (Irregular)	X	X	
<u>CIA LIBRARY</u>			
CIA Library - Accessions: Books (Weekly)	X	X	X
Lexical Inventories (Irregular - 15 issues to date)	X	X	
Intelligence Publications Index (Monthly)	X	X	
Russian Book List (Six times a year)	X	X	X
Recent Additions of Foreign Language Publications Received in Foreign Branch, CIA Library (Monthly)	X	X	X
Foreign Telephone Directories (Once a year)	X	X	X

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OFFICE - OCD

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
<u>GRAPHICS REGISTER</u>			
Personalities - Bulletin (Monthly)	X	X	
Spot Photography - Bulletin (Monthly)	X	X	
<u>INDUSTRIAL REGISTER</u>			
Accessions List of Soviet Trade Brochures (Irregular)	X	X	

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OFFICE - ONE

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
National Intelligence Estimates (NIE) (Irregular)	X	X	X
Special National Intelligence Estimates (SNIE) (Irregular)	X	X	X
National Intelligence Digest (NID) (Supplemented monthly)	X	X	X

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OFFICE - OCI

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Current Intelligence Digest (Daily)	X	X	X
Current Intelligence Digest TS Supplement (Daily)	X		
Current Intelligence Weekly	X	X	X
OCI Handbook (Irregular)	X	X	X
Calendar of Scheduled Forthcoming Events (Monthly)	X	X	X

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OFFICE - ORR (Cont'd.)

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Geographic Intelligence Report (RR GR) (Ad Hoc Reports - Dissemination Varies) (Irregular)	X	X	X
External Research Study (RR ER)	X	X	X
Acquisitions List for Maps of Foreign Areas (Confidential) (Weekly)	X	X	X
Acquisitions List for Maps of Foreign Areas (Secret) (Six times a year)	X	X	X
National Intelligence Survey (NIS) (Irregular)	X	X	X
Preliminary NIS Gazetteer (Irregular)	X	X	X

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OFFICE - EIC

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
EIC Report (EIC-R) (Irregular)	X	X	
EIC Survey (EIC-S) (Irregular)	X	X	
EIC Working Paper (EIC-WP) (Irregular)	X	X	X*
EIC Subcommittee Report (EIC-SR) (Irregular)	X	X	
EIC Subcommittee Working Papers (Irregular)	X	X	X**

* Only to contributors

** On a selective basis

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OFFICE - OSI

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Status Report of OSI Production (Irregular)	X		
Scientific Intelligence Digest (Bi-weekly)	X	X	X
Epidemiological Bulletin (Bi-weekly)	X	X	X
Electromagnetic Warfare Briefs (EMWB) (Irregular)	X	X	X
Scientific Intelligence Report (SIR) (Irregular)	X	X	
Provisional Scientific Intelligence Report (PSIR) Interim Report (Irregular)	X	X	
Scientific Intelligence Memorandum (SIM) (Irregular)	X	X	
Scientific Estimates Committee Reports (Irregular)	X	X	
Scientific Estimate Committee Estimates (Irregular)	X	X	

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	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Status of Projects (Quarterly) (Supplemented monthly)	X	X	X
Annex to Status of Projects (Quarterly) (Supplemented monthly)	X		
Economic Intelligence Report (RR) (Irregular)	X	X	X
Provisional Intelligence Report (RR PR) (Preliminary Report) (Irregular)	X	X	X
Intelligence Memorandum (RR IM) (Irregular)	X	X	X
Current Support Memorandum (Irregular)	X		X
Geographic Intelligence Review (RR MR) (Irregular)	X	X	X
Geographic Intelligence Report (RR G) (Irregular)	X	X	X

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	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
	X	X	X
	X	X	*
	X	X	X
	X	X	
Translation	X	X	
FDD Summary	X	X	X
Selected Briefs from International Press (FDD Summary)	X	X	X
Consolidated Translation Survey (CTS)	X	X	X
Consolidated Translation Survey - Supplement	X	X	
Scientific Periodical Abstracts (5x8 card)	X	X	X

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OFFICE - 00/FDD (Cont'd.)

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
FDD Reference Aid	X	X	X
FDD Research Aid	X	X	X
Weekly Economic Information Report on China (FDD Summary)	X	X	X
"Sociological Information on China" (FDD Summary)	X	X	X
Military Report on China (FDD Summary) (Monthly)	X	X	X
"Index of two Chinese Communist Newspapers" (FDD Reference Aid)	X	X	X
Table of Contents of Chinese Communist Periodicals (FDD Reference Aid) (Monthly)	X	X	X
Science News Items (Monthly)	X	X	X
Survey of Scientific and Technical Dissertations Defended at USSR Higher Educational Institutions (FDD Summary) (Monthly)	X	X	X

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	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Annual Report on Crime in the USSR (FDD Summary)	X	X	X
Semiannual Report on Education in the USSR (FDD Summary)	X	X	X
Soviet Military Information from Kraznaya Zvezda and other Publications (FDD Summary) (Monthly)	X	X	X
Data on USSR Extractive Industries (FDD Summary)	X	X	X
USSR Agriculture, Weather, Forestry, and Forest Products (FDD Summary)	X	X	X
Report on USSR Production of Industrial Equipment (FDD Summary) (Monthly)	X	X	X
Transportation and Communications in the USSR (FDD Summary)	X	X	X
Weekly Economic Information Report on Eastern Europe (FDD Summary)	X	X	X
Political and Sociological Information Report on Eastern Europe (FDD Summary) (Monthly)	X	X	X

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	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Military Information Report on Eastern Europe (FDD Summary) (Monthly)	X	X	X
Monthly Information Report on Indochina (FDD Summary)	X	X	X
Political, Economic and Sociological Report on Burma (FDD Summary)	X	X	X
"Political, Economic, and Sociological Report on Thailand" (FDD Summary) (Semi-quarterly)	X	X	X
Information Report on Indonesia (FDD Summary) (Quarterly)	X	X	X
"Report on Overseas Chinese Activities in Southeast Asia" (FDD Summary) (Semi-quarterly)	X	X	X
Monthly Information Report on Arab States and Israel (FDD Summary)	X	X	X
Monthly Information Report on Greece, Turkey, and Iran (FDD Summary)	X	X	X

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OFFICE - 00/FDD (Cont'd.)

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Monthly Information Report on India, Pakistan, and Afghanistan (FDD Summary)	X	X	X
Monthly Information Report on Africa (FDD Summary)	X	X	X
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DISSEMINATION

CIA

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OTHER

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MISCELLANEOUS

Intelligence Directives (NSC & DCI)

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Information Report [Redacted]

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Information Report [Redacted] may carry any of the suffixes used with CS report numbers)

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