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ASSIGNMENTS
NEW BUILDING TOPICS

NOTE: Where more than one Branch or Staff
is named, the one having primary re-
sponsibility will be named first.

Pl Sec. Branch	1. Buildings and offices retained in downtown Washington.	MSO coverage.
Bldg. Sec. Branch	2. Buildings and offices retained in downtown Washington.	Safe repairs and cosmetic changes.
Bldg. Sec. Branch	3. Buildings and offices retained in downtown Washington.	Identification system.
Bldg. Sec. Branch	4. Buildings and offices retained in downtown Washington.	Visitor control.
Bldg. Sec. Branch	5. Buildings and offices retained in downtown Washington.	Classified trash.
Technical Branch	6. Alarms: Procedure for activating, etc.	
Survey Branch	7. Use of internal telephone system.	
Site Security Staff	8. Use of pneumatic tubes.	
Site Security Staff	9. Use of conveyor system.	

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- Site Security Staff 30. Cafeteria - Employees instructions.
- Site Security Staff 31. Cafeteria - Receipt of produce and supplies.
- Site Security Staff 32. Virginia Electric Power Company - Admittance of employees to site.
- Bldg. Sec. Branch
Site Security Staff 33. C & F Telephone employees - Admittance procedures.
- Site Security Staff 34. Power house - Admittance procedures.
- Bldg. Sec. Branch 35. Char Force - Admittance procedures.
- Bldg. Sec. Branch 36. GSA maintenance personnel - Admittance procedures.
- Bldg. Sec. Branch 37. Snack Bars - Instructions to operators.
- Bldg. Sec. Branch 38. Vending Machines - Instructions to operators.
- Safety Officer 39. Procedures for fire and other emergencies.
- Safety Officer 40. Arrangements for fire department coverage.
- Bldg. Sec. Branch
Site Security Staff 41. Plans for installation of "Clean House".

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- Site Security Staff 42. Tour of site - During construction.
- Survey Branch
Bldg. Sec. Branch 43. Instructions to BUS COMPANIES.
- Bldg. Sec. Branch 44. Possibility of Contract Guard Forces.
- Tec Branch 45. Plan for technical inspection of new furniture and equipment.
- Bldg. Sec. Branch 46. Rolling Grilles - Instruction for use.
- Survey Branch
Tech Branch 47. Glass door knobs - Instructions to Logistics.
- Bldg. Sec. Branch 48. Guards - Patrols, posts, etc., etc.
- Bldg. Sec. Branch 49. Procedure for determining if autos or trucks remain undue period of time.
- Bldg. Sec. Branch 50. Inspection of grilles.
- Bldg. Sec. Branch 51. Inspection of windows.
- Bldg. Sec. Branch 52. Inspection of fence.
- Bldg. Sec. Branch 53. Inspection of exterior lighting.

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ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT No. 1

- 24. Add Bldg. Sec. Branch below Survey Branch. (Survey Branch has primary responsibility)
- 25. Delete "and cleaning out old buildings" as will be handled as a separate assignment.
- 26. Security inspection of offices vacated during move to New Building.
- 27. Internal Telephone system--Use of "Line Load Control" for emergencies.
- 28. Plan for technical inspection of furniture and prefabricated items used in New Building.
- 29. Protection of items to be used in sensitive areas during transit and while in stockpile.
- 30. Training program for guards prior to occupancy of New Building.
- 31. Instructions for use of badges when occupying New Building (exposed, etc.).

Bldg. Sec. Branch
Survey Branch

Safety Officer
Bldg. Sec. Branch

Tech Branch
Site Security Staff

Site Security Staff
Tech Branch

Bldg. Sec. Branch

Bldg. Sec. Branch
Survey Branch

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- Eldg. Sec. Branch
Survey Branch
69. Use of "Limited", "Special Privilege", and other badges used by non-staff employees.
- Eldg. Sec. Branch
Site Security Staff
70. Examination of plans and premises to insure admittance to Guarded Areas is through established posts only.
- Eldg. Sec. Branch
Site Security Staff
71. Check of procedures and plans to insure that classified material is used and stored only within Guarded Area.
- Eldg. Sec. Branch
Site Security Staff
72. Admittance of non-badged personnel to ECU area.
- Eldg. Sec. Branch
Site Security Staff
73. Admittance of non-badged personnel to Medical area.
- Eldg. Sec. Branch
Site Security Staff
74. Admittance of non-badged personnel to IRD area.
- Eldg. Sec. Branch
Site Security Staff
75. Admittance of non-badged personnel to Badge and Identification area.
- Eldg. Sec. Branch
Site Security Staff
76. Admittance of non-badged personnel to Col. Grogan's area.

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25 May 1954

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT No. 2

- Site Security Staff 30. Add Building Security Branch
- Site Security Staff 77. Selection of name for area (per Col. Edwards).
- Site Security Staff Bldg. Sec. Branch 78. Control of construction personnel after partial occupancy of building.
- Site Security Staff 79. Determination of suitability of classified waste disposal system.
- Survey Branch Bldg. Sec. Branch 80. Coordinate with Management, Logistics, and Building Planning Staff re: requirements for safes.
- Bldg. Sec. Branch 81. Instruction to CIA employees re: action when following present:
GSA Maintenance personnel GSA Guard personnel
GSA Charforce personnel Visitors, etc.
C & P Telephone personnel
- Survey Branch Bldg. Sec. Branch 82. Procedure for inspection of manhole covers.

NOTE: On Supplement No. 1, Item No. 24 is to be changed to No. 58.

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23 June 1979

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT No. 3

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| Site Security Staff
Bldg. Sec. Branch | 83. Taxicab stand on grounds - possible restriction to one cab company. |
| Site Security Staff
Bldg. Sec. Branch | 84. Coordination with local police. |
| Site Security Staff
Bldg. Sec. Branch | 85. Control of parking lots to keep visitors out of reserved spaces. |
| Site Security Staff
Bldg. Sec. Branch | 86. Provision for temporary parking of spouses picking up their wife or husband at 5 P.M. |
| Site Security Staff
Bldg. Sec. Branch | 87. Protection of water supply. (Is it a separate source from McLean? If so, could it be tampered with?) |
| Bldg. Sec. Branch
Site Security Staff | 88. Press coverage at time of opening - pictures? (Interior and exterior) |
| Bldg. Sec. Branch
Survey Branch | 89. Instructions to employees re lunch at neighborhood restaurants which will probably be opened and which will probably be filled with CIA'ers at such occasions. |

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17 July 1957

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT NO. 4

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| Bldg. Sec. Branch
Tech Branch | 90. | Intercommunication facility between guard posts and NSO Office. |
| Bldg. Sec. Branch
Survey Branch | 91. | Number of receptionists required and locations of receptionist posts. |
| Bldg. Sec. Branch
Site Security Staff | 92. | Special security protection for conveyor belt system. |
| Bldg. Sec. Branch
Site Security Staff | 93. | Special security protection for pneumatic tube system. |
| Survey Branch
Site Security Staff | 94. | Routes to be followed by moving conveyors (Obtain special permission for trucks to pass over roads leading through park areas.) |
| Bldg. Sec. Branch
Site Security Staff | 95. | Need for assistance by personnel outside the Office of Security. (During move and possibly when building first occupied.) |
| Bldg. Sec. Branch
Site Security Staff | 96. | Instructions for non-Security personnel to be utilized for surveillance of classified material from rooms in old location to moving van and from moving van at new site to new office locations. |
| Survey Branch | 97. | Arrangements for police escort by various jurisdictions through |

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| Safety Officer | 98. Safety aspects of openings into classified waste chutes. |
| Safety Officer
Site Security Staff | 99. Contamination of air supply. |
| Safety Officer
Site Security Staff | 100. Evacuation, emergency. |
| Eldg. Sec. Branch
Site Security Staff | 101. Posting of signs. |

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4 December 1959

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT NO. 5

Eldg. Sec. Branch

102. Office of Contact regarding security matters

Survey Branch
Site Security Staff

103. Method for marking and securing safes and classified material prior to move to New Building

Survey Branch
Site Security Staff

104. Assistance by OS personnel in move to New Building

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