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25X1

[]-NO. 10-3
Security
26 August 1963

[]
Security

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REFERENCES: A. Security Regulations. [] Series.

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B. [] Staff Memorandum 25-1.

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1. PURPOSE:

To establish the security policies, responsibilities and procedures for the security of the []

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2. POLICY:

a. Each member of the [] is responsible for complying with the provisions of this instruction and its references and for maintaining and observing the maximum standards of security compatible with operating procedures of the []

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b. Each member of the [] is responsible for bringing to the attention of the [] Security Officer any deficiencies or weaknesses in security measures or practices which may come to his attention.

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c. Security within the [] will be conducted in accordance with the provisions of the referenced Security Regulations and the further provisions of this instruction.

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3. RESPONSIBILITIES:

a. [] Security Officer: The Logistics Staff Officer will function as the permanent [] Security Officer. He will be responsible for:

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(1) Ensuring that [] security measures are carried out in accordance with the provisions of the reference and this administrative instruction.

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(2) Ensuring that the offices of the [] are covered by the presence of at least one person in the Director's outer office, in addition to any persons on duty in Room 34, at all times during official duty hours.

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(3) The issuance of a Staff Duty Roster.

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(4) Notifying each officer of the dates of his duty tour, and reminding him on the first morning of his tour that he has the duty.

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(5) Notifying all [] personnel of the arrival and departure, during duty hours, of non-cleared personnel authorized to perform duties within the premises of the [] and monitoring the movements of such personnel within the [] Area.

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(6) Maintaining a log of all non-[] personnel visiting the []

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(7) Briefing all members of [] on new or revised security regulations.

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(8) Preparing revisions and amendments to [] Instructions as appropriate in the interest of improving [] Security measures, or bringing them into consonance with Hq's security policies and practices.

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(9) Arranging for the off duty hours security check of [] premises by [] Security Personnel.

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(10) Prepare, maintain, and monitor compliance with the [] Security Check Sheet by [] Staff Duty Officers.

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(11) Arrange for the clearances of persons authorized to conduct business with members of the []

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b. (Duty Officer: All members of the [] except the Director, members of the Liaison Staff and members of the Administrative Support Staff will perform staff duty tours. Each, Staff Duty Officer will:

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(1) Complete a Security check of all spaces and items listed on the [] Security Check Sheet at the close of business of each official duty day, throughout the duration of his staff duty tour.

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(2) In the event of any security violations, malfunction of security equipment, safes, locking devices, etc., the Staff Duty Officer will be responsible for taking appropriate action to ensure protection of [] classified material prior to his departure from the [] area, that day.

(3) The Staff Duty Officer will insure that an officer is present in the [] at all times during normal office hours.

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(4) Perform standby duty during off duty hours, including weekends and holidays as indicated in para 4c below.

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4. PROCEDURES:

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a. Staff Duty Tour:

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(1) The Staff Duty Tour will begin 0800 hours each Monday and will end 0800 hours the following Monday.

(2) See []-NO. 10-2, dated 9 August 1963.

b. Daily Security Check:

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(1) The occupants of each office space within the [] will be responsible for the security of that space, at the close of each working day, in accordance with the specific provisions of the [] Security Check Sheet.

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(2) The Staff Duty Officer will complete a check of each office with the [] beginning at the close of business, and complete the daily [] Security Check Sheet Report, taking such action as he may deem appropriate to accomplish the security of [] classified materials he may find unsecured as a result of his daily check.

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c. Standby Duty:

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(1) Purpose: The purpose of the Standby Duty is to ensure that, the Staff Duty Officer will be available at all times during off-duty hours to deal with messages or other requirements which need urgent attention of the Director or members of the Staff of the []

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(2) Staff Duty Officers will either be available during off-duty hours at their residence telephones or notify the [] Staff Duty Officer where they, or their alternate, can be reached by telephone during their absence from their place of residence.

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(3) Staff Duty Officer will take appropriate action to ensure that all urgent matters during off duty hours are brought to the attention of the Director or the appropriate member of the []

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d. Staff Duty Roster:

(1) The Staff Duty Roster will be prepared alphabetically to include all personnel of [] listed under para 3b above.

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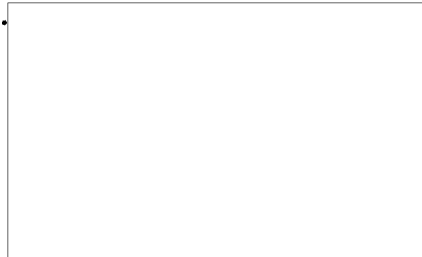
(2) The Staff Duty Roster will be disseminated to:

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(3) The Roster will designate a principal and alternate Staff Duty Officer for each Staff Duty Tour. Normally, the S.D.O. designated next in line will be the alternate S.D.O. for the week preceding his tour as S.D.O., leave and TDY permitting.

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