

SECRET

15 OCT  
1965

DD/S 65-4815

14 OCT 1965

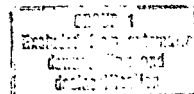
MEMORANDUM FOR: Director of Communications  
 Director of Finance  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 Director of Security ✓  
 Director of Training

SUBJECT : Procedures For Releasing Top Secret and Code  
 Word Materials to External Contractors

1. At the request of the Executive Director-Comptroller, a committee was formed recently under the leadership of the Director of Security to survey Agency procedures and controls for the handling and accountability of Top Secret and Code Word material. In the course of its review, the committee examined among other things the practices being followed in releasing Top Secret and Code Word materials to external contractors.

2. In its final report, which has been approved by the Executive Director-Comptroller, the committee noted that in some components: there is no central control point to monitor contractors' visits to the Agency; the status of security clearances and "need-to-know" requirements of contractors are not always ascertained; and contract personnel are not always required to sign for having read or handled Top Secret documents. To correct these deficiencies, the committee recommended that appropriate measures be taken to assure that all releases of Top Secret and Code Word information to external contractors are made under the direction of the responsible project officer, and further that such officers make certain:

- a. That the need-to-know principle is followed;
- b. That discussions with contractor personnel are conducted in an appropriate private area;




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c. That the contractor's representative possesses the proper security clearances; and

d. That contractor personnel sign for all types of Top Secret material that they have read or handled.

3. I would appreciate your emphasizing the importance of the above procedures to any officers on your staff who may be responsible for external contracts. In addition, you should caution all other employees who deal with contractor personnel that approval must be obtained from the responsible project officer before any Top Secret or Code Word material can be shown or released to such external personnel.

  
R. L. Banerman  
Deputy Director  
for Support

25X1A

UNCLASSIFIED CONFIDENTIAL SECRET

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**CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP**

TO		DATE	INITIALS
1		10/12	W
2		12/10/52	RS
3		11-12-65	<del>W</del>
4		11-17	W
5			
6			

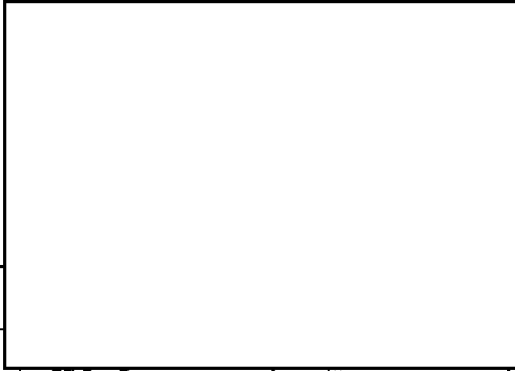
<input type="checkbox"/>	<b>ACTION</b>	<input type="checkbox"/>	<b>DIRECT REPLY</b>	<input type="checkbox"/>	<b>PREPARE REPLY</b>
<input type="checkbox"/>	<b>APPROVAL</b>	<input type="checkbox"/>	<b>DISPATCH</b>	<input type="checkbox"/>	<b>RECOMMENDATION</b>
<input type="checkbox"/>	<b>COMMENT</b>	<input type="checkbox"/>	<b>FILE</b>	<input type="checkbox"/>	<b>RETURN</b>
<input type="checkbox"/>	<b>CONCURRENCE</b>	<input type="checkbox"/>	<b>INFORMATION</b>	<input type="checkbox"/>	<b>SIGNATURE</b>

**Remarks:**

D D / P T O S

**FOLD HERE TO RETURN TO SENDER**

<b>FROM: NAME, ADDRESS AND PHONE NO.</b>	<b>DATE</b>

<b>TRANSMITTAL SLIP</b>		DATE <b>18 October 1965</b>
TO: <b>DD/PTOS</b>		
ROOM NO.	BUILDING	
REMARKS:  <b>A copy of the attached has been sent to each Deputy Director and Staff Chief in OS for information and their necessary action.</b>		
		
FROM: <b>E.</b>		
ROOM NO.		
<b>4E60</b>	<b>Hdqs.</b>	<b>5861</b>

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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

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