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10 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
FROM : Director of Security  
SUBJECT : Routine Agency Assistance to and Arrangements  
with USIB Agencies and Departments  
REFERENCES : A. Headquarters Notice [redacted] dated 30 August 1973  
B. Director of Security's Memo, dated 19 September 1973; Same Subject

STATINTL

1. Action Requested: That the Office of Security be given approval to render routine assistance to and enter into arrangements with the agencies and departments of the USIB.

2. Background:

(a) On 30 August 1973 a management matter was brought to the attention of the Agency in the form of a Headquarters Notice [redacted] which outlined the Agency's position vis-a-vis assistance rendered to other federal, state and local government departments and components. In essence the Notice set forth a reporting system whereby each Operating Official was obliged to report to his Deputy Director all such assistance or arrangements so that any activity which might be considered illegal, questionable or cause embarrassment to the Agency would be avoided.

STATINTL

(b) On 19 September 1973, the recent Director of Security, Mr. Howard J. Osborn, responded to [redacted] by citing examples which he felt needed your approval.

STATINTL

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(c) Cognizant of my responsibilities as Director of Security, I have recently examined the matter of rendering assistance to, and entering into special arrangements with the agencies and departments of the United States Intelligence Board. Special emphasis was placed upon that routine support which has arisen out of the day-to-day business of this Office interfacing with the USIB community. I am referring to those routine oral or written requests of common concern and mutual interest which do not fall within the protection of intelligence sources and methods; and which have been directed to past Directors of this Office, and I am sure, will be directed to me in the future. In honoring these routine requests, I realize that, perhaps, we are acting outside the framework of our sole responsibility to CIA, but are doing so for reasons which make sense to me and which are herein submitted for your consideration. Such activities, for example, have included (1) shoring up the security of a USIB agency or department's physical environment (secure areas, etc.), (2) lending security equipment, and (3) providing instructions in security techniques and know-how [redacted].

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(d) Such activity is performed in a spirit of unity and cooperation, and as a consequence enhances CIA's image throughout the USIB community. I am convinced that such routine requests should continue to be met without unnecessarily burdening your busy schedule by seeking your approval each time. In doing so, considerable time, man-hours, secretarial support and related supplies are also saved. In responding to these requests there is no intention on our part to circumvent Headquarters Notice [redacted] but to participate as a cooperative member of the USIB environment in consort with the dictates of common sense and effectiveness.

STATINTL

(e) The members of my staff who interface with the USIB agencies and departments have been made aware that any unusual or extraordinary request for outside assistance or special arrangements are of vital concern to the Agency, to you, and to me, as well, and must be brought to my attention and approved by you, if an action is warranted.

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3. Recommendation: That this type of routine request for support or special arrangements with the USIB community, outlined herein as examples, be approved by you as activities which fall within the excepted intent of paragraph 7 of Headquarters Notice

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Charles W. Kane  
Director of Security

APPROVED : \_\_\_\_\_  
DISAPPROVED: \_\_\_\_\_

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