

I AB

I. B (b)

*1
2
3
etc*

SPECIAL ACTIONS*

1. Exit Interview Briefing. *staff contract Internal.*
- ~~2.~~ Official Foreign Travel Briefings *of Staff + Cmtr I*
3. Denied Area Briefings
- ~~4.~~ Personal Foreign Travel Briefings
- ~~5.~~ Debriefing of Travelers *agency employed denied areas*
- ~~6.~~ Approval of Separation in Absentia
- ~~7.~~ Approval of Outside Employment
- ~~8.~~ Approval of Outside Education
- ~~9.~~ Approval of Public Appearances
- ~~10.~~ Approval of Publications
- ~~11.~~ Approval of Visit to Foreign Embassy
- ~~12.~~ Counseling re Foreign Social Contacts
- ~~13.~~ Approval of Court Appearances
- ~~14.~~ Approval of Jury Duty
- ~~15.~~ Counseling Place of Employment Questions
- ~~16.~~ Summary of Agency Employment (SAE)
- ~~17.~~ Approval of Retirement Action
- ~~18.~~ Processing and Response to Correspondence to the DCI and Agency (from the public).

*Security Approval, Counseling and Processing Actions

4 MAR 73

19. Approval of Membership in Clubs and Organizations.
20. Counseling re Public Media Contacts
21. Approval of Application for Federal Employee Compensation.
22. Approval of Honor and Merit Awards
23. Approval of Hospitalization Insurance Applications
24. Approval of Sponsorship of Aliens
25. Approval of Suggestions for Suggestion Awards Committee.
26. Special Assignments *delete*

COVER SUPPORT ACTIONS

- The OS Comp that assigns and processes*
27. Covert Site Investigation
 28. Security Coordination on Use of Cover
 29. Approval of CIA Contact Credentials in Alias
 30. Approval and Issuance of CIA Investigator Credentials,

31.

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32.

33.

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- 34. [REDACTED]
- 35. Certification and Issuance of CIA Firearms Permit
- 36. Processing Requests for Credit Checks and Credit Blocks.
- 37. Processing of OS Personnel Cover Requirements
- 38. Personnel Briefings on OS Cover

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- 39. [REDACTED]
- 40. [REDACTED]
- 41. Procurement of Federal Personnel Records/through CSC Cutout.

42. Processing of Covert Correspondence

delete

43.

44.

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45.

46.

47. Special Cover Support Actions

delete

Processing

Instructions

The Office of Security
component responsible
for

1. exit interview briefings
of Staff and Contract
Internal personnel
2. ... of Staff and Contract
Internal personnel
3. ...
4. ...
5. debriefings of Agency
employees who have
travelled to denied areas.
6. The Off of Sec component
responsible for making
the ^{off of} decision

concerning an ~~employees~~
the separation in absentia
of an Agency employee

7. The Off of Sec component
responsible for making
the ^{off of} security decision
concerning an employees
intent to take ~~se~~
~~se~~ outside employment
while still an Agency employee.

8. The Off of Sec component
responsible for making
the ^{off of} security decision
concerning an employees
intent to ~~take outside~~
engage in a non Agency
training program

9. The Off of Sec component responsible for making the ^{off} security decision relative to an employee's intent to make public appearances
10. ~~to publish~~
... to present a manuscript to a publisher for publication
11. ... to visit a foreign embassy
12. The Office of Security component responsible for counseling agency employees relative to foreign social contacts

13. ... court appearances

14. ... jury duty

15. The Off of Sec component
that counsels Agency
employees ^{relative to} ~~concerning~~
questions they may
have to answer on
applications (school, community
organizations) concerning
their employment

16. The O of Sec component
that counsels Agency employees
concerning their ^{summary} ~~summary~~
of Agency Employment

17. The Oaf S component that reviews all ~~Ret~~ Retirement actions and documents the Security File relative to Agency decisions on each individual case
18. The Oaf S component that prepares responses to correspondence received by the Agency or the DCI relative to matters under purview of the Office of Security
19. The Oaf S component responsible for making the ~~Sec~~^{off} Security decision relative to an employee's intent to join a club or organization

20 The O of S component that counsels Agency employees relative to Public media Contacts.

21 The O of S component that makes the ^{office} Security ~~Office~~ decision relative to an Agency employees application for Federal Employee Compensation.

22 to bestowing an Honor or Merit Award on an employee

23 to Agency employees

~~hospitalization~~ ~~the~~ ~~application~~

24. The O of S component that makes the Office of Security Decision concerning an Agency employee's intent to sponsor an alien

25 the O of S component that makes the Office of Sec Decision concerning the approval of suggestions for the Suggestion Board Committee

② 26 The O of S component that assigns and processes

cover file investigations

(28) 27. The Off of Sec component
responsible for ^{giving} ~~making~~
the Off of Security
coordination on use of cover

(29) 28. The Off of Security
component that makes the
Off of Security decision
relative to the approval
for use of ...

(30) 29 approval and issuance
...

(31) 30 approval and issuance

(32) 31 approval and issuance

(34) 32 ... approval and use...

~~(34)~~ (35) 33. ... the certification
and issuance
of CIA...

(36) 34 The O of S component
responsible for processing

(37) 35
The O of S component responsible
for the processing

(38) 36 The O of S component
responsible for giving
personnel briefings
on Office of Security cover

~~(39)~~

(39) 37 The O of S component responsible
for approving and establishing

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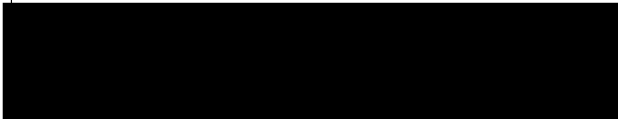


(40) 38 The O of S component responsible for making administrative ~~changes~~ notice concerning changes and deletions.

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(41) 39 The O of S component responsible for the procurement of Federal Personnel Records ~~through~~

(43) 40 The O of S component responsible for establishing



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MEMORANDUM FOR:

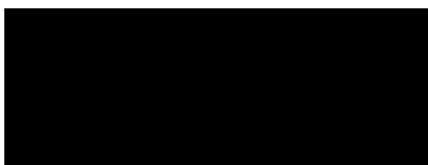
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etc

OS/PSI/EAB

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED. (47)

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*will
prepare in
statement
form.
Deadline
8 September*

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SECRET

Procedures

1. Conduct continuing review of existing policies to ensure their validity and timeliness.
2. Revise outdated policies in light of changing trends and practices.

FUNCTION

- II. Provide advice and guidance relative to physical and procedural security support for all Agency facilities and assets overseas as required.

Activities

- A. Review all cable and dispatch traffic pertinent to the security status of Agency overseas facilities and take action as required.

Procedures

1. Complete review of all traffic, cables and dispatches, on a timely basis, and maintain continuing liaison with DDO elements to ensure that the Branch is cognizant of security problems in any given area.

2. Prepare cables and dispatches for field components providing advice and guidance on security policies and procedures.

- B. Major renovations, relocations and new construction. To provide a focal point within the Office of Security for guidance and coordination on all major renovations, relocations and new construction which affects Agency elements overseas.

Procedures

1. Review cable and dispatch correspondence dealing with the subject matters and initiate and/or coordinate actions, as appropriate.

SECRET

2. Maintain close liaison with the Office of Logistics, Real Estate and Construction Division, and the Communications Security Staff, Office of Communications, to ensure timely review of any structural changes in Agency facilities overseas.

C. Residential Security--provide briefings and guidance on residential security and personal protection.

Procedures

1. Maintain a viable briefing program on residential security and personal protection which is designed for presentation to Agency personnel preparing for overseas assignments.

2. Serve as a source of information on available residential security devices and personal protective measures.

3. Review all correspondence from overseas facilities which relate to residential security and personal protection and provide guidance as appropriate.

D. Quick Reaction Capability--maintain an immediate emergency security support capability to any overseas facility as the situation may require. (Natural disasters, terrorist activities, hostile overruns, etc.)

Procedures

1. Remain cognizant of potential situations which could require such service by close and continuing liaison with DDO elements.

2. Maintain Branch personnel travel documentation on a current basis.

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E. Liaison--maintain continuing liaison with the following components in order to provide any required security support: All DDO geographical area divisions, Office of Communications, Office of Logistics, [REDACTED]

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Procedures

Establish and maintain, on a continuing basis, all liaison relationships by periodic visits and meetings, both on specific matters as well as general procedures and concepts.

F. Collect and disseminate pertinent material regarding the Office of Security to all overseas Agency Security Office personnel.

Procedures

Act as the focal point for the collection of pertinent data and edit such material prior to its dissemination to the field.

FUNCTION

III. Provide security training for Agency personnel relative to physical and procedural aspects of security of overseas locations and to provide such training to Agency personnel being assigned to overseas facilities.

Activities

[REDACTED]

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SECRET

Procedures

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3. Perform TDY travel, as required, to provide on the job survey training of newly assigned Branch personnel.

SAG FUNCTIONS

1. Initiate, supervise, and direct the internal counterintelligence program of the Office of Security to ensure an effective effort is being made to inhibit, prevent, or detect any penetration of the Agency, or provocation of the Agency by a foreign intelligence organization through a staff employee, contract employee, or anyone who may have access to Agency facilities or classified Agency information.
2. Conduct the necessary liaison and coordination with the FBI, and other selected U.S. Government agencies on specific counterintelligence matters, and provide any requested assistance to the FBI in any investigation or inquiry of a counterintelligence nature concerning Agency connected personnel or Agency classified information.
3. Maintain liaison with other Agency components involved in counterintelligence activity to prevent duplication of effort, provide mutual assistance and to assist in an overall effort to nullify the efforts of foreign intelligence organizations against the Agency.
4. Establish and maintain channels for the routine receipt and dissemination of counterintelligence related information which may pertain to Agency employees and Agency connected personalities.
5. Establish and maintain channels for the receipt of non-CI information from other Agency components which will collaterally

assist counterintelligence investigations and analysis in areas of counterintelligence interest.

6. Through CI analytical expertise determine those matters which should receive CI attention in the absence of any specific counterintelligence lead.

7. Conduct appropriate authorized interviews of counterintelligence sources, and disseminate the resultant information to pertinent intra-Agency components, the FBI and other selected U.S. Government agencies.

8. Initiate and maintain the necessary controls in the Office of Security in the development and/or use of CI information received or obtained from sensitive Agency or FBI sources which relates or may relate to Agency security.

9. Maintain and expand data basis for efficient counterintelligence work with due consideration for effectiveness, convenience, space and personnel.

10. Conduct the necessary research, analysis, internal inquiries, and prepare documentation in all matters of major counterintelligence interest.

11. Respond to requirements involving other security matters of particular interest to higher Agency authority.

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12. Initiate and coordinate [REDACTED] field invest-

igations involving matters of counterintelligence concern involving Agency employees and Agency connected personalities, when such investigation has been determined not to be in conflict with matters of

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[REDACTED] interest to the FBI.

13. Endorse, encourage and direct component personnel to participate in training and education designed to develop additional talents in counterintelligence matters.

14. Provide on a continuing basis, to other Office of Security personnel, information concerning recent penetration activities and methods of operation of foreign intelligence organizations, particularly of the USSR and Soviet Bloc countries; including participation or assistance in any training activities of the Office of Security in which counterintelligence would be a logical topic.

15. On a timely basis advise senior Office of Security officials regarding any information of significant counterintelligence interest concerning Agency employees, Agency connected personalities, and the exposure or possible exposure of Agency classified information.

16. Provide assistance and guidance to other Office of Security components in the resolution of minor matters of counterintelligence interest.

this part is of a function

ACTIVITY CODE: I, C,

COMPONENT: OS/PSI, Security Advisory Group

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

Is (are) the reference(s) still in force? Yes _____ No _____

Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes _____ No _____

Do(es) the beneficiary(ies) feel it is still necessary? Yes _____ No _____

Can the activity be done more efficiently or less costly? Yes _____ No _____

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes _____ No _____

If so, where and why?

Can another component do the activity more efficiently? Less costly?

More properly? Yes _____ No _____ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes _____ No _____ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes _____ No _____

If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes _____ No _____ If so, what?

1) The OS component responsible for conducting liaison with the FBI and other USG agencies on specific counter-intelligence matters.

2) The OS component responsible for assisting the FBI in any investigation or enquiry of a counterintelligence nature concerning Agency connected personnel or Agency classified information.

3) The OofS component responsible for conducting liaison with ^{other} Agency components involved in counterintelligence activities

4) The OofS component responsible for establishing and maintaining channels for the routine receipt and dissemination of counterintelligence related information which may pertain to Agency employees and Agency connected personalities

5) The O of S component responsible for establishing and maintaining channels for the receipt of non-~~Other~~ counterintelligence information from other Agency components which will collaterally assist counterintelligence investigations and analysis in areas of counterintelligence interest.

6) The O of S component responsible

for conducting continual analytical studies to identify matters which should receive counterintelligence attention.

7) The O of S ... for conducting appropriate authorized interviews of counterintelligence sources; and disseminating the resultant information to pertinent intra-Agency components, the FBI and other appropriate

US Government agencies,

8.) The O of Sec component responsible for initiating and maintaining the necessary controls in the O of S for the development and/or use of CI information.

9.) The O of S component responsible for maintaining and expanding data basis for efficient counterintelligence work.

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10.) The O of S component responsible for initiating and coordinating

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investigations involving
counterintelligence matters
concerning Agency employees
and Agency connected
personalities, when such
~~matter~~ investigations have
been determined not to be in
conflict with matters of [REDACTED]
interest to the FBI

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11) The OaFS component responsible
for providing on a continuing basis
to other OaFS personnel, information
concerning recent penetration
activities in the operations
of foreign intelligence organizations

component responsible
for advising Off of Secary
officials regarding any
information of significant
counterintelligence ~~operative~~
interest concerning Agency
employees, Agency connected
personnel and Agency
information

~~II~~, H, (2) 1, 2, 3

AS/PTAS/Phy Sec Div/DSB

~~Physical Security~~
~~Division~~

~~The DSB~~

1) The OafS component responsible for conducting security surveys of Agency, USIB and non USIB facilities.

2) The OafS component responsible for maintaining continuing liaison with Agency, USIB and non USIB

Operating office concerning

the scheduling of surveys
and the status of recommendation
implementation

3.) The Oaf S component
responsible for ~~the~~
investigation and the resulting
determination of responsibility
for all security violations

4) The Oaf S component responsible
for compiling and

of all security violations

5) The OafS component responsible for preparing and disseminating monthly statistical reports to all Deputy Directors concerning security violations occurring within their respective Directorate

6) The OafS component responsible for conducting training sessions within Agency

means to reduce security violations.

7) The OS component responsible for investigating all thefts occurring in Agency facilities.

8.) The OqS component responsible for compiling, collating and analyzing statistical data on thefts for purpose

action.

10) The OafS component responsible for investigating all incidents of missing or lost documents either within or outside of Agency.

11) The OafS component responsible for making a judgement of responsibility and scope on every incident of missing or lost Agency documents.

12) The O of S component responsible for coordinating with Technical Security Division for [REDACTED]

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[REDACTED]
inspection and coverage during and for DCI appearances on Capitol Hill.

13) The O of S component responsible for coordinating with Headquarters Security Branch

concerning [REDACTED]


of transcripts ^{and correspondence} of Capital Hill ~~appearances~~ by the D.C.D.

14. The OafS component responsible for providing physical security ~~inspection~~ protection for the DCI during Capital Hill appearances by monitoring the hearing room door and maintaining security sterility of the room during break periods.

- 15) The OS component responsible for responding to ~~enquiries~~ ~~enquiries~~ on specifications for vaults, secure areas and special purpose vaults.
- 16) The OS component responsible for answering enquiries on approved security equipment
- 17) The OS component responsible for answering enquiries on security procedures and controls.


18 The OS component responsible for reviewing

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 series pertaining to physical security requirements and updating when necessary.

19) The OS component responsible

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for reviewing  and updating when necessary

20 The OS Component responsible for reviewing all physical security specification and updating when necessary

21.

~~The O~~

at direction of higher
authority, ~~will co~~
conducts special
investigations and studies
on matters pertaining
to Domestic Security.

MEMORANDUM FOR: Acting Chief, Physical Security Division
SUBJECT : Milestone #1, Objective Number B57104 of
the Office of Security Action Plan

1. Milestone #1, objective number B57104 of the Office of Security Action Plan (attached), states that components are to identify their functions and activities. The following are functions of the Domestic Security Branch with related activities:

FUNCTION A

Conduct comprehensive security surveys to evaluate the security profile of Agency, USIB and non-USIB member facilities.

ACTIVITIES A

1. Perform liaison with operating officials on scheduling of surveys.
2. Brief operating officials on results of surveys.
3. Conduct continuing liaison with operating components on status of implementing recommendations.

FUNCTION B

Administer the Agency security violation program.

ACTIVITIES B

1. Investigate, coordinate, evaluate and charge as appropriate, all security violations.
2. Maintain detailed and accurate records on all security violations to assure cogency of the program.
3. Compile and collate and disseminate comprehensive monthly statistical reports to all Deputy Directors on security violations occurring in their Directorates.
4. Conduct training sessions within Agency components on ways and means of reducing security violations.

FUNCTION C

Function as focal point on thefts occurring in Agency facilities.

ACTIVITIES C

1. Investigate, analyze and process all thefts occurring in Agency facilities.
2. Compile, collate, and analyze statistical data on thefts. Recommend corrective action on trends observed from data.
3. Conduct liaison with all components and provide guidance on theft reduction.

FUNCTION D

Function as focal point on missing or lost Agency classified documents.

ACTIVITIES D

1. Investigate all incidents of missing or lost documents within or outside the Agency.
2. Compile, collate, and analyze data and make a value judgment on a conclusion of each case.
3. Prepare correspondence and maintain records.

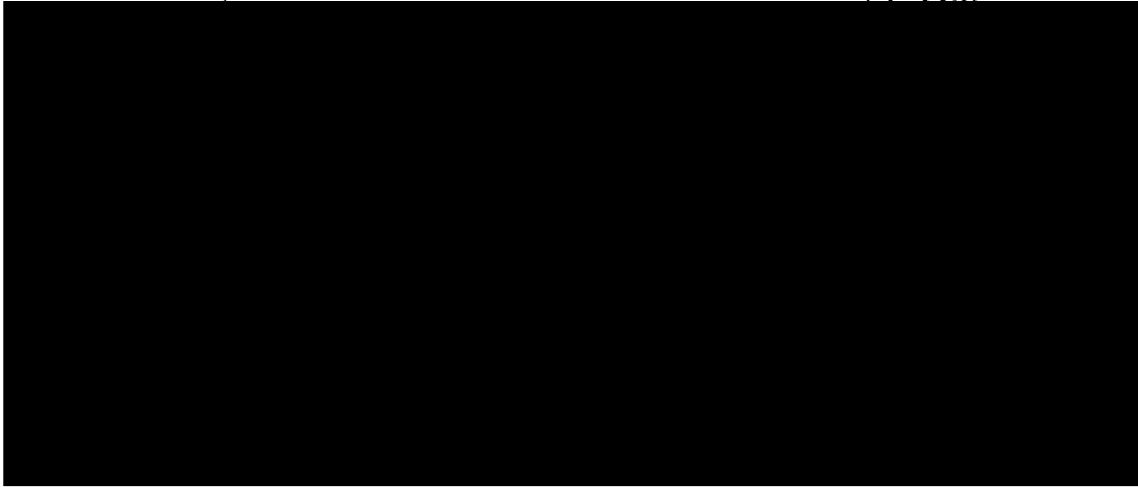
FUNCTION E

Provide an optimum security environment for the DCI during his appearances on Capitol Hill.

ACTIVITIES E

1. Coordinate with TSD/OS on [REDACTED] inspections and coverage during the hearing. 25X1A
2. Coordinate with HSB/OS on support for handling the transcripts of the hearing.
3. Monitor the front door of the hearing room.
4. Maintain security sterility of the hearing room during break periods.
5. Conduct post inspections of the hearing room to assure that all classified material, including notes made by Congressmen, has been retrieved. 1.00

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ACTIVITIES F

1. Conduct operations.
 2. Control properties.
 3. Prepare reports.
 4. Analyze and evaluate findings.
- delete*

FUNCTION G

Provide security support and guidance to Agency components.

ACTIVITIES G

1. Respond to queries on Executive Orders, USIB and Agency regulations.
2. Respond to queries on specifications for vaults, secure areas and special purpose vaults.
3. Respond to queries on approved security equipment.
4. Respond to queries on required security procedures and controls.

FUNCTION H

Assure Agency regulatory documents pertaining to physical security are current.

ACTIVITIES H

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1. Periodically review [REDACTED] series pertaining to physical security and update where necessary.

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2. Periodically review [REDACTED] and update when needed.

3. Review all physical security specifications and update when necessary.


FUNCTION I

Conduct special business as received by the Branch.

ACTIVITIES I

1. Review and evaluate employee suggestions.
2. Conduct special investigations directed by higher authority.
3. Conduct special studies as directed.
4. Compile, collate, analyze data and prepare comprehensive staff papers on subjects specified by higher authority.

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Chief, Domestic Security Branch

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PM SD/HSB

MEMORANDUM FOR: Acting Chief, Physical Security Division
FROM : Chief, Headquarters Security Branch
SUBJECT : Review of Milestone Office Functions & Activities

The following are identified as the functions and activities of the Headquarters Security Branch.

I. Provide twenty-four hour security service for Agency personnel and facilities (Function).

A. Activities

*1 and 2
on sheet*

~~2.~~ Provide Agency personnel with initial advice and guidance on a wide range of problems concerning both security and non-security matters. ~~Serves as a focal point for either solving these problems in the Security Duty Office or as a conduit for getting the employee to the person or office who can assist them.~~

3. ~~Accepts and evaluates~~ *ing* offers of information, inquiries and complaints from Agency and non-Agency personnel, both telephonically and in person. ~~These types of actions are received, evaluated and action taken generally in accordance with established procedures, but in many instances they are handled on an ad hoc basis.~~

~~4.~~ *ing* Provides and maintains backstopping services for covert individuals.

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on sheet

~~5.~~ Reports of security violations in all Agency buildings in the metropolitan area (with the exception of [REDACTED] are received from the FPOs and preliminary inquiries and reporting conducted.

6. ~~Takes~~ *ing* responsive action regarding the various intrusion and fire alarms and closed circuit TV systems.

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Security matters after hours, including the relaying of cables and dispatches to appropriate officials within the Office of Security.

8 on shelf
~~As~~ Appropriate acts as information conduit to FBI, Secret Service, and local police departments relative to arrests, accidents, deaths of personnel, bomb threats, demonstrations, threats on life of President and other governmental officials, etc.

9. ~~As~~ ~~renders~~ support to various component duty officers, including, but not limited to, Medical, Personnel, Logistics, Security, DDO and Ops. Center/DDI.

10. ~~As~~ Maintains comprehensive logs and records of all activities and events. This includes preparation of emergency reports for senior Agency and OS officials.

11. ~~As~~ Monitors the OS radio net which also serves senior Agency officials including the DCI, DDCI, and DDA. (This activity includes operation and control of the OS paging system.)

12. Effect minor after-hours repairs of safekeeping equipment.

13. Serves as the after-hours weather watch for the OS and initiates prescribed and ad hoc emergency actions, including timely notification of appropriate officials responsible for action in such emergencies.

14. Maintains phone and radio contact with the various local fire and police authorities who have concurrent jurisdiction over Agency property and officials.

15. Conducts after-hour security checks of senior offices including the D/OS and DCI suites.

16. Conducts after-hours security, safety and guard post inspections in Agency buildings in the metropolitan area.

17. ~~The office~~ serves as contact point for all Agency personnel. Extension 6161 is provided as the emergency number for all new EODs and their families, for employees on TDY or leave, for the families of personnel in training at outlying sites and etc.

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18. ~~Upon~~ direction by designated officials, *is* responsible for carrying out the initial notification relative to the various OS emergency plans. These plans include CIA Emergency Plans, [REDACTED] etc.

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II. Provide a receptionist program to process visitors into Agency facilities (Functions).

A. Activities

19 *on sheet*
1. Process each visitor by completing appropriate documentation, verifying criteria for access, *providing* appropriate badges, and notifying the office to be visited.

20 this is part of process
2. Maintain a record of each visitor and appropriate data concerning each visit.

21 on sheet
3. Provide special arrangements for high-level officials, conference groups and foreign nationals.

4. Provide directions to Agency buildings, information on bus schedules, issue shuttle bus tickets and request cab service.

22
5. Maintain a daily count on all badges assigned to visitors and follow up on those badges which are unaccounted for.

23
6. Maintain *mob* updated directories including names, room numbers and telephone extensions of areas which are normally visited in Agency buildings.

24
7. Maintain *ing* an alertness for potential security problems including cranks, unattended briefcases, suspicious packages, etc.

III. Provide maintenance on all safekeeping equipment in the Headquarters and outlying buildings (Functions).

25 Activities

1. Provides routine and emergency repairs and replacement of parts on safekeeping equipment in Agency facilities in the Metropolitan area, including overt and covert installations. *Determines when safekeeping equipment should be surplus.*

26 is sheet
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~~changes combinations on all safekeeping equipment and electrical and mechanical door locks in the Metropolitan area. In addition to the routine combination changes, effects changes on all safe-containers which are compromised through security violations.~~

28. *ing* Install locks on all newly constructed secure areas.

29. *ing* Provides advisory opinions to the Security Violations Officer whenever there is a possibility of a safe cabinet having been defective rather than improperly secured.

30. *ing* Provides after-hours service on major safe problems which cannot be handled by the SDO.

31. *ing* Provides service to open key locks when the keys have been lost or forgotten.

32. *ing* Maintains liaison with Office of Logistics personnel to ensure that necessary and appropriate modifications are made on inoperable safe cabinets prior to their being returned to service.

33. *ing* Maintains liaison with safe equipment manufacturer's representatives in the area in order to keep abreast of the latest trouble-shooting and repair techniques on equipment and to ensure a reliable flow of spare parts.

IV. Provide escort service for uncleared personnel, funds and classified materials (Functions).

A. Activities

34. *ing* Serves as escort for the movement of large sums of money and bulk classified materials between various facilities, both inter and intra Agency. (Maintains radio contact with the SDO and sounds the alert on any provocations.)

35. *ing* Provides escort for the protection of the transcriptions of the various proceedings taken when Agency officials attend closed hearings on Capitol Hill.

36 Provides escort of uncleared working contractor and char force personnel working throughout Agency facilities, on a 24-hour, 7-day a week basis.

V. Maintains a system to collect collateral and fines for the Agency's parking and traffic violators (Function).

A. Activities

37. Receives and processes all traffic and parking tickets issued each day by the Federal Protective Officers. ~~Tickets are maintained according to state and license numbers.~~

38. Conducts follow-up on all unpaid tickets by having the Commanding Officer of the Headquarters' FPOs contact the local police jurisdictions (via telephone or letter) to establish the identity of the violator, via his license plate number.

39. Contacts the traffic violators, reminds them of their obligation. Requests their cooperation by either paying the collateral or attending court.

40. Collects forfeited collateral fines and prepares necessary forms and receipts.

41. Maintains active files on all pending tickets until each violation has been disposed of. (These records are considered to be official court records and the monies collected public fund.)

42. Prepares appropriate documentation relative to each incident adjudicated by the U.S. Magistrate. ~~This requires preparing a report to reflect the disposition of each court case as well as the forfeitures and administrative adjustments.~~

43. Delivers all monies to the court together with written disposition of each case.

44. Provides information and guidance concerning GSA Parking Regulations, collateral fines and court appearances.

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VI. Maintain a badge and credential system for Agency and Agency-associated types of personnel (Functions).

A. Activities

44. Conduct preliminary security indoctrination for all professional and clerical employees, at time of their entrance on duty.

45. Fingerprints all categories of personnel and process their records through Clearance Division to the FBI for appropriate checks.

46. Operates a photographic console to take badges and credential pictures.

47. Operates laminating equipment in preparation of all types of badges. Maintains contact with the manufacturer for repairs and service. This requires

VIPS and emergency TDY and PCS cases. This requires special processing.

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49. Issues badges and credentials to security approved personnel.

50. Maintains a record of all badge and credential transactions in the CENBAD computer system.

51. Maintains daily liaison with OJCS on all matters concerning CENBAD. This involves trouble-shooting problems in the system, training of personnel in the operation of CENBAD. Follow-up on services which CENBAD has been programmed to provide, establishing requirements for special CENBAD reports to assist OS officials in the management planning and programming and etc.

53. Retrieves badges and credentials of persons who have terminated their Agency affiliation and changing records must be changed to reflect receipt of these items.

54. Controls and issues permanent and temporary CIA contact credentials. Work closely with OTS and CCS on all such documentation.

55 ~~10.~~ Maintains ^{ing} liaison with component security and administrative officers throughout the Agency for the purpose of coordinating activities regarding Agency documentation.

VII. Oversee GSA Federal Protective Officers to ensure protection and security for Agency personnel and facilities (Functions).

A. Activities

56 ~~2.~~ Provides ^{ing} guidance and direction to four Federal Protective Service Zone Commanders, who have protective cognizance over all Agency occupied buildings in the Metropolitan area ~~through verbal and written instructions.~~

57 2. Maintains ^{ing} continual liaison with GSA Headquarters officials.

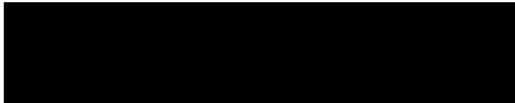
58 3. Serves ^{ing} as coordinator and overseer on all Federal Protective Service charges, costs, overtime, staffing and manpower matters. ~~Prepares monthly and special reports concerning these matters; coordinates closely with Zone Commanders to ensure that the Agency receives the service for which it has contracted and is being charged.~~

4. ~~Levies priorities on FPO Zone Commanders to ensure that special coverage and emergency requirements are handled on a timely basis.~~

59 ~~5.~~ Conducts ^{ing} periodic pedestrian traffic flow counts as a means of verifying the need for Protective Officer posts.

6. Maintains ~~direct daily contact with Federal Protective Service Zone Commanders on matters of Federal Protective Officer performance, appearance and demeanor. Ensures that directives and instructions are carried out properly. Routes admonishments and commendations of Federal Protective Officers through the Zone Commander.~~

25X1A


Chief, Headquarters Security Branch

1, 2, 3,

OS/PTOS/PhySD/HsB III, A, (A)

1. The OS component responsible for providing 24 hour security service for Agency personnel and facilities

2. The OS component responsible for providing Agency personnel with initial advice and guidance on a wide range of problems concerning both security and non security matters

3. The Office of security component responsible for

4 as above

5 The OS component that is advised of ~~reps~~ security violations by the FPO and ~~then~~ conducts ~~report on~~ preliminary enquiries ~~and~~ on the violations.

6. The OS component responsible for
7. The OS component responsible for
8. The OS component responsible for conducting information to FBI, Secret Service and local police departments as appropriate concerning arrests, demonstrations, threats on life of President etc
9. An OS component that renders support
10. The OS component that maintains comprehensive logs and records of all activities and events concerning the Headquarter Building and sub building complexes.

12 The OS component that will

13 The OS component that

14 The OS component responsible for

15 The OS component responsible for

16 The OS component responsible for

17 the OS ~~comp~~ component that serves

18 The OS component that, upon.

19 The OS component responsible for processing each visitor entering an Agency facility

20 The OS component that provides special arrangements for high-level officials, conference groups and foreign nationals visiting Agency facilities.

22 The OS component that provides directions to Agency personnel on ~~Agency~~ buildings and bus schedules and

~~21~~ The OS component that provides Agency personnel with directions to Agency buildings and requests issues shuttle bus tickets, requests cab service and provides information ~~information~~ on bus schedules.

22 The OS component that ~~provides~~ maintains a daily count on all badges assigned to visitors and initiates action on unaccounted for badges.

23 The OS component responsible for

24 An Office of Security component responsible for

25 The Office of Security component which

26 The Office of Security component ~~responsible~~ responsible for determining when a piece of safekeeping equipment should be surplus.

27 The OS component responsible for

28 The OS component responsible
for

29 as above

30 as above

31 as above

32 as above

33 as above

34 as above

35 as above

36 as above

37 as above

38 as above

39 as above

40 as above

41 as above

42 as above

43 as above

45 as above

46 as above

47 as above

48 The OS component responsible for preparing passport photographs for VIPs and emergency TDY and PCS costs.

49 The OS Component responsible for

50 as above

51 as above

52 The OS component responsible for establishing requirements for special CENBAD reports to assist OS officials in management planning and programming

53 The OS component
responsible for

54 as above

55 as above

56 as above

57 as above

58 as above

59 as above

CONFIDENTIAL

BRIEFING AND SERVICES BRANCH
FUNCTIONS AND ACTIVITIES

I. FUNCTION

Provide briefings to Agency and non-Agency groups in the field [REDACTED]

25X1A

ACTIVITY

1. ~~A~~. Weekly H.A.S. briefing at Hqs. ^{for} to all Agency employees departing for overseas duty.

2. ~~B~~. H.A.S. briefing (Quarterly) to the Vietnam Orientation course at the Chamber of Commerce Building.

3. ~~C~~. H.A.S. briefing (Quarterly) to the Advanced Operations Course [REDACTED]

25X1A

4. ~~D~~. H.A.S. briefing (Quarterly) to the Basic Operations Course [REDACTED]

25X1A

5. ~~E~~. H.A.S. briefing (Quarterly) to the National Communications Security Course at the National Cryptologic School ~~at the Airport Annex.~~

6. ~~F~~. H.A.S. briefing (Twice a year) to the Defense Intelligence Attaches ~~at the Hqs. auditorium.~~

7. ~~G~~. H.A.S. briefing (Eight times a year) to the Office of Technical Services Audio Management course [REDACTED] attendees

25X1A

H. H.A.S. briefing (Six times a year) to the OTR Trends and Highlights course ~~at the~~ attendees

25X1A

25X1A

CONFIDENTIAL

CONFIDENTIAL

8 is on sheet

8 Residential Security Course (monthly)
to be presented at Hqs.

9 is on sheet

9 Various tutorials and special H.A.S.
briefings. Time and frequency depend upon
request.

II. FUNCTION

Provide training to Agency groups in the field
of physical security equipment.

ACTIVITY

10 *8* Physical Security Equipment Course
(Ten times per year) [REDACTED] 25X1A

11 *8* Physical Security Officers' Course
(Two times per year) [REDACTED] 25X1A

12 *8* Field Finance Course (Eight times per
year) held at [REDACTED] 25X1A

D. Various tutorials. Time and frequency
depend upon requests.

III. FUNCTION

Provide logistical support services for the
Technical Security Division.

ACTIVITY

13 *on sheet* *8* Preparation of requisitions and maintenance
of a daily record of expenditures against appropriate
allocations.

14 *on sheet* *8* Prepare turn-ins of obsolete, excess and
uneconomically repairable materiel.

CONFIDENTIAL

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15 on sheet ~~B~~ Maintain stock control procedures.

16 on sheet ~~B~~. Initiate and monitor industrial contracts for the repair and modification of specialized electronic equipment.

17 on sheet ~~B~~ Prepare documents for shipment of electronic supplies and equipment.

F. Repair, calibrate and align standard ACM equipment.

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III B (J) 1,2,3 etc
OS/PTOS / TSD / BSB

The OS component ~~that~~
~~is~~ responsible for the
1 thru 7

8. The OS component responsible
for presenting the
monthly Residential Security
Course

9. The OS component responsible
for providing tutorial
courses (when required) on
physical security equipment

25X1A



10. The OS component responsible

for ~~providing~~ presenting
the Physical Security Equipment
Course (~~the~~ Ten times per year)

11 The AS component responsible
for presenting the Physical
Security Officer's Course
(twice a year)

12 The AS component responsible
for ~~presenting~~ making
a presentation
on physical security
equipment at the Field
Finance Course

13. The Briefing and Services Branch of the Tech Div is responsible for the preparation of requisitions and maintenance of a daily record of expenditure for ~~The~~ Tech Division, PTOS.
- 14 The Briefing and Services Branch of the Tech Div is responsible for processing turn-ins of obsolete, excess and uneconomically repairable ~~materials~~ material for ~~the~~ Tech Division, PTOS.
- 15 The Briefing and Services Branch of the Tech Division is responsible for maintaining stock control procedures for Tech Division, PTOS.

16. The Briefing & Services Branch of the Tech Division initiates and monitors industrial contracts for the repair and modification of Tech Divisions specialized electronic equipment.

17. The Briefing & Services Branch of the Tech Division prepares documents to effect shipment of Tech Divisions electronic supplies and equipment

18. The Briefing & Services Branch of the Tech Division repairs, calibrates and aligns ^{the} standard equipment of the Tech Div, PTC

ENGINEERING & PLANNING BRANCH
FUNCTIONS AND ACTIVITIES

I. FUNCTION

Manage a program which looks to the development of new equipments needed for the technical security programs of the Division.

ACTIVITY

For equipment developed in-house:

- A. Write the Request for Proposal.
- B. Evaluate proposals.
- C. Aid in negotiating the contract for the equipment.
- D. Serve as the Contracting Officer's Technical Representative.
- E. Monitor the performance of the contractor.
- F. Perform the acceptance testing for the equipment.

For research, development and engineering tasks done in our behalf by ORD and OTS:

- G. In conjunction with ORD or OTS, identify needed equipments.
- H. Together with ORD and OTS serve as contract monitors and observers.

CONFIDENTIAL

II. FUNCTION

Provide budget and planning functions for the Division.

ACTIVITY

A. Prepare Program Call; Annual budget and related papers.

B. Prepare special studies such as a Technical Threat Assessment or a five year projection of technical equipment needs.

III. FUNCTION

Perform special technical liaison.

ACTIVITY

A. Serve as an observer to the Technical Security Countermeasures Subcommittee's R&D Working Group.

B. Serve as a member of the R&D Working Group's Threat Assessment Task Force.

C. Serve as a member of the Special Reading Group.

CONFIDENTIAL

III, 13, (b), 1, 2, 3 etc
OS/PTOS/TSD/EPB

~~The Old Comp~~

1. The TSD component that writes the Proposal Request for developed in house new equipments needed for the technical security programme of the Division
2. The TSD component that evaluates all Proposal Requests to develop in house new equipments needed for the technical security program of the Division
3. The TSD component that aids the Contracting Officer in

negotiating with a contractor
for the development of
in-house designed equipments
needed for the technical security
programs of the Division

4. The ^{TSD} ~~OS~~ component that
serves as the Contracting
Officer's Technical Representative
in the development of
in-house designed ^{security} equipments

5. The TSD component that
monitors the performance of
the contractor in the
development of in-house
designed security equipment.

6. The TSD component that performs the acceptance testing of new equipments developed in house for the technical security programs of the Division.
7. The TSD component that works in conjunction with ORD^{and} or OTS in identify needed equipments.
8. The TSD component that works in conjunction with ORD and OTS in monitoring contracts for new equipments.

9 The TSD component responsible for the preparation of the Divisions Program Call.

10. The TSD component responsible for the preparation of the Divisions annual budget.

11. The TSD component ~~that~~ ~~prep~~ responsible for preparing Special Studies such as a Technical threat Assessment or a five year

projection of technical
equipment needs

12 The TSD component
that serves as an observer

25X1A

25X1A

to the

Subcommittee's

R & D Working Group

13. The TSD Component that
serves as a member of the
R & D Working Group's Threat
Assessment Task Force

14. The TSD component that
serves as a member of
the Special Reading Group.

Program and the Program for the Physically Handicapped.

III. The Training Branch, under the direction of the Chief, A&TD, Office of Security is composed of two (2) professional security officers and one secretary. Its function is to ^aprovide comprehensive security training program for the Agency by giving security briefings to all new EOD's to the Agency, ^{by} assisting OS employees in obtaining both Agency and external training and ^{by} advising the OS Career Board on training matter. This training program encompasses the following activities:

A. Lectures and Briefings -

1. All EOD's are provided two security orientation briefings within the first two weeks of entering on duty.

a. 4 One and one-half hour briefing on the security regulations (twice a month).

b. 4 Six-hour briefing on the hostile threat (twice a month).

c. A special one-half hour briefing for new clerical employees (twice a month).

2. Preparing for Overseas (OTR) ^AOne and one-half hour talk on security problems overseas, about 10 times a year.

3. ARFCOS (DOD) ^AOne and one-half ^{hour} talk on the Soviet courier system, and security problems, about 11 times per year.

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on sheet (4.) Administrative Procedures Course (OTR) -
4 One-hour talk on personnel security, about
seven times per year.

on sheet (5.) Basic Operations Course (OTR) - ^AThree-hour
talk [REDACTED], about
twice a year. 25X1A

on sheet (6.) GI Operations Course (OTR) - ^ATwo-hour talk
[REDACTED] about three times a year. 25X1A

on sheet (7.) All summer employees are given one 1-hour
briefing on the security regulations and
another two-hour briefing on the hostile
threat every week between 1 May and mid-July.

on sheet (8.) Three times a year the Training Branch gives
a special EOD security briefing to new Commo
employees lasting about three hours.

on sheet (9.) Twice a year Training Branch gives a three
hour security orientation to the wives of
Commo personnel going overseas.

B. OS Training Courses - The Training Branch presents
the following courses for OS personnel:

on sheet (10.) Physical Security Course - two weeks, twice
a year.

on sheet 11 The Survey Course - two weeks, 2 or 3 times
a year.

on sheet 12 Security Officers Field Course - one week,
once a year.

five times a year

on sheet

~~14~~
14

Security Officers Training Course - 2-1/2 months, once a year.

on sheet

~~15~~
15

Special Agent's Training Course - two weeks, once a year.

Each of the courses requires preparation and coordination of a course schedule, and preparation and administration of course critiques. The Training Branch is also called upon to support the Director of Security, the Security Committee of the USIB and OS components, in organizing special programs and courses, procuring films, and providing technical support to these programs.

C. Training of Overseas Assignees - Administration of training for OS overseas assignees requires:

on sheet

—

16 Registration of individual for OTR courses

on sheet

—

17 Maintenance of T&A records for students during training period

D. Senior School Administration -

on sheet

→

18 Processes approximately 50 requests per year for OS nominations to Senior Schools and external management programs administered by OTR and the Training Selection Board.

a. The initial request for nominations is first forwarded through Chief, A&TD for OS Career Service Board action, along

with a synopsis outlining prerequisites as to age and grade, any school requirements, the application of the school to OS personnel, the names of those who have been nominated or attended the school in the past, and their comments as to the value of the school to themselves and the Office of Security.

- b. A nomination by the OS/CSB then requires the assembly of nomination papers, including the nominating statement, biographic profile and fitness reports, for forwarding to the DDA over the signature of the Director of Security.

19
If approved by the DDA and the Training Selection Board, the nominee is briefed on the program, assisted with registration forms and the External Training Request is prepared and sent to OTR.

20
on sheet
Internal Training Administration - Processes ^{ing} 300 to 500 training requests per year requiring close coordination with OTR, OTS, OC or other Agency components providing training. This requires internal coordination, preparation of Form 73, notification of acceptance, provision of instructions, and finally documentation of records to credit individual for

successful completion of the training.

21 on sheet
External Training Administration - Processes ^{IN 9} approximately 60 requests for external training per year.

22 on sheet
Surveys, Reports and Special Projects - Periodically furnishes ^{IN 6} various Agency Management Groups with reports on course objectives, number of students, type of instruction, subject matter covered, approximate cost of course, etc.

23 on sheet
Security Reindoctrination Program - Periodically prepares ^{IN 6} and presents ^{IN 6} an Agency-wide Security Reindoctrination Program. Presentations projected to commence in early 1975 will entail approximately sixty lectures.

IV. The Logistics Branch, under the direction of the Chief, A&TD, Office of Security is composed of a Logistics Officer and a Logistics Assistant. Its function is to provide logistical support to the Office. This logistical support encompasses the following activities:

- A. Developing logistics plans, programs and policies.
- B. Preparing Logistics Annex's to security plans, programs and projects.
- C. Providing supplies, equipment, printing and reproduction support, and miscellaneous services.
- D. Serving as Accountable Officer for all OS property.
- E. Administering stock accounting system for Accountable

II, E, (c), 1, 2, 3 etc

OS/P&M/A+TD/Training
Branch

The OS component responsible
for

1. providing two security orientation briefings to all employees within their first two weeks of employment.
2. providing a briefing on security problems overseas to Agency employees in training for an overseas assignment.
3. providing a briefing on the Soviet courier system to classes at the Armed Forces Courier Service school, Department of Defense.

4 providing a briefing
on personnel security
at the OTR Administrative
Procedures Course.

5 providing a briefing

25X1A



6. providing a briefing
on [REDACTED] at the
OTR CIV Operations
Course

25X1A

7. providing summer
employees with
briefings on ~~the~~ security
regulations and the
hostile threat.

8. providing a special EOD security briefing to new Commo employees
9. providing a security orientation briefing to wives of Commo employees accompanying their husbands on an overseas assignment.
10. for administering the OS Physical Security course
11. for administering the OS Survey course

12. administering the
OS Security Officers
Field Course
13. administering the
OS Residential
Security Course
14. administering the
Office of Security's Security
Officers Training Course
15. administering the Office
of Sec Special Agents
Training Course
16. for the registration of
Off of Sec employees
in OTR courses
17. for ~~the~~ maintaining I+A
Records of Participants

20 The OS component responsible for processing the requests of Office of Security personnel for training from other Agency components ~~providing training~~

21 the OS component responsible for processing the requests of Off of Sec personnel for ~~training~~ external training

22 The OS component responsible for preparing surveys and reports for various Agency Management Groups concerning course objectives, number of students, cost

18. for processing OS nominations to Senior Schools and external management programs administered by OTR and the training selection board
- 19 for assisting nominees to Senior Schools and external management programs ~~with~~ in their registration processing.

subject matter, type of instruction etc.

- 23 The OS component responsible for preparing and presenting an Agency-wide Security Reindoctrination Program.

successful completion of the training.

F. External Training Administration - Processes ^{W9}
approximately 60 requests for external training
per year.

G. Surveys, Reports and Special Projects -
Periodically furnishes ^{W9} various Agency Management Groups
with reports on course objectives, number of
students, type of instruction, subject matter
covered, approximate cost of course, etc.

H. Security Reindoctrination Program - Periodically
prepares ^{W9} and presents ^{W9} an Agency-wide Security
Reindoctrination Program. Presentations projected
to commence in early 1975 will entail approximately
sixty lectures.

IV. The Logistics Branch, under the direction of the Chief,
A&TD, Office of Security is composed of a Logistics
Officer and a Logistics Assistant. Its function is to
provide logistical support to the Office. This logistical
support encompasses the following activities:

- ~~A.~~ Developing logistics plans, programs and policies.
- ~~B.~~ 1. Preparing Logistics Annex's to security plans,
programs and projects.
- ~~C.~~ 2. Providing supplies, equipment, printing and re-
production support, and ^{to OS components} miscellaneous services.
- ~~D.~~ 3. Serving as Accountable Officer for all OS property.
- ~~E.~~ 4. Administering stock accounting system for Accountable

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5. Maintain ^{ing} Table of Vehicular Allowance.
6. Provide ^{ing} vehicular support
7. ~~Supplying overall management of Office safe houses.~~
8. ~~Arranging for shipment of Security supplies and equipment.~~
9. Maintaining and scheduling OS Conference Room.
10. Preparation of requests for Building Maintenance.
11. ¹² Handling space and moving problems.
12. Obtains or issues Agency Driver's Licenses, DC Official Parking Permits, Permanent Property Passes, ~~etc.~~
13. Accepts and processes calls for trouble service on equipment, utility malfunctions and cleaning services.

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1. The OS Component responsible for preparing
2. providing
3. serving
4. administering a stock
5. maintaining
6. providing
7. The OS component responsible for providing overall management of Office of Security safe houses
8. The OS component responsible for ~~the~~ making arrangements

for the shipment of
security supplies and
equipment

9. The OS... maintaining
10. The OS component responsible
for the preparation of all
Office of Security requests
for Building Maintenance
11. The OS component responsible
for managing OS space
allotment
12. The OS component responsible
for managing the OS
moving requirements

13

14

15

the Office of Sec. Component
that issues..

agencies driver
licenses

DC official
Parking Permits

Permanent Property
Passes

16.

The OS component
that serves ~~as a focal~~
~~point for all OS~~
~~components~~ as the managing
unit for processing
requirements to service
equipment malfunctions

17. is the same as 16
substituting

utility malfunctions
for
equipment malfunctions

18. The OS Component
that serves as the
managing unit for
requesting cleaning
services.

II. The Personnel Branch, under the direction of the

25X9

clerical employees. Its function is to provide a complete personnel program for the Office of Security including career management, recruitment, personnel processing, placement, employee relations, travel,

25X1A

A. Career Management -

1. ~~Chief, Personnel Branch~~ serves as secretary to the Professional Security Career Service Board and is responsible for preparation of agenda ^{and} minutes ^{of meetings.} ~~and preparation of actions recommended by the Board.~~

Preparation of reports including the Annual Personnel Plan and the Personnel Development Program.

5 Providing guidance and counseling to supervisors and employees on benefits, processing, grievances, disciplinary actions and prepar-

ation of Fitness Reports, etc.

6 ~~Proposed~~ statistical data base to provide projections regarding positions, personnel ceiling, attrition and promotional headroom.

7 ~~Proposed~~ biographic profiles, date of grade roster, etc. for Office of Security management use.

~~B. Personnel Recruitment and Processing -~~

8 ~~Recruits and processes professional and contract personnel, including review of files; scheduling interviews, medical and security appointments; preparation of contracts and EOD processing.~~

~~C. Employee Benefits and Relations -~~

9. ~~Provides~~ guidance and counseling to supervisors and employees on personnel matters and employee benefits, such as insurance, Credit Union, Federal Employee Compensation Act, and leave entitlements.

10 ~~Provides~~ advice and administrative support on disciplinary and placement problems *to senior management of the Office of Security*
11. Provides guidance and support for submission of Honor and Merit awards and ~~arrange for~~ presenting of Certificate awards by the

12 is on the sheet
~~Director of Security.~~

~~D. Retirement -~~

- 1.3 Provide Office of Security management with retirement projections by system and maintains statistics of OS retirees.

~~14~~ ~~Arrange~~ appropriate appointments and processes ~~retiring employees.~~ *of Office of Security*

~~E. Travel and Documentation -~~

- 15 Prepare TDY, EOD, and relocation travel orders *on OS employees* ~~requesting cover documentation when necessary.~~

16 is on sheet

2. ~~Maintains TDY standby roster which includes scheduling of medical appointments, obtaining passports and ensuring that cover and other approvals are obtained.~~

17 is on sheet

~~F. Personnel Administration -~~

- 18 ~~Prepares Form 1152 (Action Request) on all personnel transactions.~~

- ~~19~~ *19* Schedules appropriate checkout appointments for employees resigning or changing assignments.

- ~~20~~ *20* Requests all Fitness Reports and Periodic ~~Step Increases for OS personnel and ensures that they are submitted when due.~~

is on sheet

- ~~21~~ *21* ~~Maintain and updates~~ Assignment Preference Book and record employee preferences in that book.

22

Prepares all Office of Security vacancy notices, and records responses to these notices.

23

~~Submits~~ clerical staffing requirements to Office of Personnel, ~~monthly for action.~~

24

~~Submits~~ to Office of Personnel, annually, staffing requirements for Summer Only

employees, and ~~upon their EOD processes and interviews them.~~

~~Maintains locator records, administrative files, etc.~~

9. Completes action determined by Office of Security Career Boards, such as Assignment Nomination memoranda to other Agency components, Quality Step-Increase requests to Director of Personnel, promotion actions and notification memoranda.

G. Support for Office of Security Objectives -

Prepares Office of Security Affirmative Action Plan, maintains statistical data pertaining to goals and achievements, and advises Office of Security management of overall Agency EEO programs.

Prepares and maintains Upward Mobility Programs / monitors Office of Security

involvement in the NPIC/Director's Opportunity Program and the Program for the Physically Handicapped.

OSIP/M/PTD/Pers Branch

II, E, (b) 1, 2, 3 etc

"The Office of Security
component that

2. The OS component that implements the actions recommended by the ~~Professional~~ Security Career Service Boards
3. The Office of Security component responsible for the preparation of the Annual Personnel Plan.
- 4 as three substituting
Personnel Development Program

5. The OS component responsible
for
6. The OS component responsible
for preparing a
7. The OS component responsible
for preparing
8. The OS component responsible
for
9. The OS component responsible
for providing
10. The OS component responsible
for providing

~~3~~

11. The Office of Security component that
12. the OS component that ~~handles~~ handles arrangements for ~~presenting~~ presentation of Certificate awards by the Director of Security
13. The ^{OS}_n component
14. the OS component responsible for arranging
15. the OS component responsible for ~~preparing~~

16. The OS component responsible for requesting cover documentation for OS ~~employees~~ employees
17. The OS component responsible for maintaining the OS TDY standby roster
18. The OS component responsible for preparing FORM 1152 on all personnel transactions
19. The OS component responsible for
20. The OS component responsible for ensuring that all Fitness Reports are submitted to the appropriate

on OS personnel are submitted when due

- 21 The OS component that is responsible for maintaining and updating the Office of Security
- 22 The OS component responsible for preparing
23. The OS component responsible for submitting
- 24 The OS component ~~that~~ ~~is~~ responsible for submitting to the
- 25 The OS component responsible for ~~submitting~~ ~~to the~~ ~~submitting~~

and arranging the EOD processing of OS
Summer Only employees.

26. The OS component that maintains ~~OS~~ locator records and administrative files on OS personnel.
27. The OS component responsible for preparing the OS Affirmative Action Plan and advises Office of Security management of overall Agency EEO programs.
28. The OS component that prepares and maintains Upward Mobility Programs.

29. The Office of Security
component that
monitors Office of
Security involvement
in the NPIC/ Directors
Opportunity Program
and the Program
for the Physically
Handicapped

FUNCTIONS AND ACTIVITIES OF A&TD

I. The Budget and Fiscal Branch, under the direction of the Chief, A&TD, Office of Security is composed of three (3) Finance careerists and one secretary. Its function is to provide financial and budgetary support to the Office in the most expeditious and efficient manner possible. This financial and budgetary support encompasses the following activities:

1. Conversion of Office of Security proposed programs into fund and manpower requirements / as a part of the annual operating program and preliminary estimates for future fiscal years.
2. Formulation, consolidation and preparation of Office of Security budget requests.
3. Development, implementation and execution of Office of Security Operating Budgets as allocated by the DD/A and approved by the Director of Security.
4. Providing technical assistance and advice to Office of Security components and personnel on fiscal matters.
5. Preparation and submission of periodic reports to the Office of Finance, the Director of Security and OS operating components on the status of the Office of Security's funds, with recommendations of any necessary adjustments to be made / This recommendation is based on a

continuing review and analysis of expenditures, procedures, and programs such as planned obligation rates, monthly deviation reports, etc.

6, 7, 8 Liaison with the Office of Finance, Office of Comptroller and the DD/A Plans Staff on budget and financial matters as they pertain to Office of Security components.

9. ~~Maintenance of and/or arrangement for appropriate~~ liaison with other Agency components on fiscal or budgetary matters affecting Security programs and projects. This is fairly extensive due to operational support rendered by OS Field Offices on behalf of other Agency components, particularly in the DD/O.

10 Developing, establishing and monitoring all fiscal accounting procedures within the Office of Security to insure that Agency financial and logistical assets are adequately protected.

11. Responsible for the pre-audit ~~and~~ certification of Office of Security financial transactions including advances and accountings of [REDACTED] 25X9

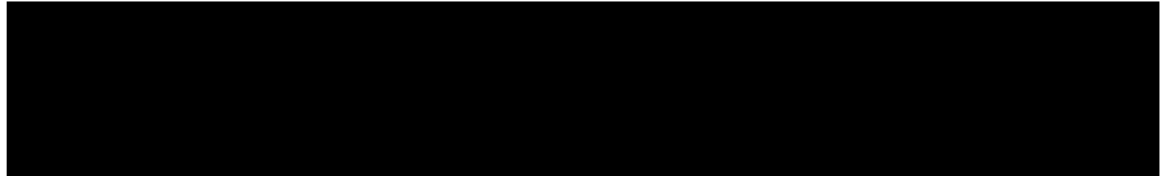
25X1A

[REDACTED] Offices and [REDACTED] Imprest 25X9

Funds. / ~~The monthly dollar volume involved in this activity averages approximately \$82,500 and encompasses audit of more than 360 individual vouchers. In addition, all vouchers for Domestic~~

25X1A

and Foreign TDY travel are audited and certified in the B&F Branch equalling approximately 40 each month. All financial documentation and vouchers



Travel Branch/OF for audit and certification.

12, 13

2 activities

Maintenance of Time and Attendance reports, distribution of salary checks and credit union statements, and performance of various other miscellaneous fiscal duties as required by the Office of Security.

~~14~~
~~15~~
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Assisting the Director of Security in the presentation of the Office of Security's annual budget estimates to the DD/A, Comptroller, ~~other~~ interested Agency officials and the Office of Management and Budget (OMB).

14
15

Reviewing and commenting on all proposed Agency financial regulations, which have any impact on the Office of Security.

16

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two activities

Giving advice, financial interpretation and assistance in ~~the~~ actual preparation of ~~a~~ proprietary project ~~budget~~ and the administration thereof.

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14 *ing* Provide [REDACTED] inspections and continuous monitoring during periods that senior Agency personnel testify before the Congress.

25X1A

15 *ing* Provide escort to maintenance personnel working in the DCI complex and inspection of the areas of interest following such work.

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CONFIDENTIAL

PSI

CLEARANCE Division

~~STAFF OPS BR~~

~~ICC BR~~

SECURITY SUPPORT DIV

OPS SUPPORT BR

EAB

IRB

DONE

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INDUSTRIAL AND CERTIFICATION BRANCH (1CD)

FUNCTIONS AND RESPONSIBILITIES

I., A., (h)

- STATINTL 1 Processes Special Access Approvals, i.e., process compartmented [redacted] accesses for Agency funded contractor personnel.
- 2 Processes Industrial Security Approvals at the TOP SECRET and SECRET levels.
- 3 Processes Industrial Security Staff Approvals. These are approvals for contractor personnel with staff-like access to Agency installations. An integral part of this processing involves personal interviews with the individuals both prior and subsequent to their polygraph interview. *on contractor personnel staff-like access to Agency installations*
- 4 Processes Cryptographic clearances, i.e., Cryptographic clearance eligibility for Agency funded contractor personnel.
- 5 Processes codeword access, *approvals* i.e., SI/TK access for Agency funded contractor personnel.
- 6 Processes Visitor-No-Escort badge renewals for contractor personnel.
- 7 Processes Industrial Security Contact Approvals. (Approvals for contact with a contractor on a precontract basis.)
- 8 Processes and manages the Facility Access Program, which involves the scheduling and processing of cases involving access to Agency installations for the following categories of personnel:
- 9 Guards
 - 10 Maintenance Personnel
 - 11 Char Personnel
 - 12 Services Personnel
 - 13 Individuals working in non-government buildings leased by the Agency
 - 14 Individuals at [redacted]
 - 15 Individuals at the OTS Training Site
 - 16 Credit Union Personnel (Part-time)
- STATINTL

Responsible component with CS for processing cases under the FAP

25X1A

Processes individuals to be contacted by the [REDACTED] Division.

Processes individuals to be used by the [REDACTED]

STATINTL

Processes visitors to Agency buildings, including foreign nationals and various other groups.

Processes "Q" clearance cases.

① Certifies clearances throughout the intelligence community, including cases of individuals being integrated with other agencies, visits by Agency personnel, DISCO retirements and staff certifications.

Processes staff employee codeword clearances.

Processes and makes eligibility determinations for codeword access for individuals employed by non USIB agencies.

Processes employee marriage cases, both domestic and alien.

Processes Cryptographic clearances for staff employees.

Reviews files of staffers being considered for overseas assignment.

Processes and reviews requests for Visitor-No-Escort badges, credentials and firearms and processes Finance Officer approvals.

NOTE: The word "processing" in most cases involves the total overview of the case by the desk supervisor, from receiving the request, having a file set up, scheduling investigation, reviewing the investigation, writing up the investigation and/or polygraph results to issuing the clearance.

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1 A

STAFF AND OPERATIONS BRANCH

(CD)

Functions and Activities

Responsible
Component with
OS for overseeing
all regulatory
matters
regarding
all matters

1. Process overt clearance requests for the following category of personnel:

1. a. Staff applicants (clerical and professional)
2. b. Staff Agents
3. c. Consultants

2. Process overt staff-like and miscellaneous clearance requests for the following category of personnel:

- 4 a. Contract Type I
- 5 b. Military Assignees
- 6 c. Military Detainees
- 7 d. Career Associates (staff-like) *Internal*
- all 8 e. Civilian Detainees
- 9 f. Independent Contractors
- 10 g. Language Instructors
- 11 h. [REDACTED]

STATSPEC

12 3. Process cases on Agency employees as required under the Reinvestigation Program.

4. Process the following covert approval and related requests emanating from the DD/O, DD/A, and DD/I:

- 13 a. Covert Security Approvals
- 14 b. Operational Approvals
- 15 c. Proprietary Approvals
- 16 d. Contract Type External Approvals
- 17 e. Special Inquiries
- 18 f. Covert Name Checks
- 19 g. *Career associate external*

5. Charged with responsibility for the following security liaison activities:

- 20 a. Liaison with security and counterintelligence elements of numerous USIB and non-USIB Federal agencies re matters concerning, but not limited to, present and former Agency employees, applicants, etc.;
- 21

Definition of Process =

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- 22* b. Expedite review of investigative files at other Federal agencies in response to requests for special clearances and billet approvals;
- 23* c. Direct relationship with White House Security Office and U.S. Secret Service in connection with maintaining, controlling and recording the Courier and Staff Access List for White House and Executive Office entry.
- two activities* 6. Responsible for representing the Office of Security on the Applicant Review Panel and the Overseas Candidate Review Panel. *24 & 25*
- 26* 7. Responsible for managing the Agency drug seminar program for employees and dependents being assigned overseas.
- 27* 8. Responsible for the preparation of the "Clearance Division Report on Drug Usage Cases," a document outlining statistical information re drug usage cases processed by the Clearance Division.

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