

~~Administrative - Internal Use Only~~

17 JAN 1975

MEMORANDUM FOR: Chief, Policy & Plans Group
ATTENTION : Mr. [REDACTED]
SUBJECT : Information Systems Security Group
Functions and Activities

STATINTL

The following information is provided per your request. Please feel free to contact me regarding any editorial changes you may wish to make in the listed functions or activities.

1. Information Systems Security

- a. Function - To develop, manage, and guide the Agency's Information Systems Security Program.
- b. Activities
 - (1) Develop and establish policy relating to the security of the Agency's Information Processing Systems.
 - (2) Survey, analyze, and evaluate Agency Information Processing Systems: this is to include external contractor facilities where appropriate.
 - (3) Provide guidance and liaison concerning Information Systems Security policy and procedures.
 - (4) Provide inspection and approval for the installation of information processing equipment.

~~Administrative - Internal Use Only~~

- (5) Operate and maintain the Computer Security Audit Analysis Program.
- (6) Support the Intelligence Community through the United States Intelligence Board (USIB) as members to the Computer Security Subcommittee, COINS Security Panel, and other interagency working groups.
- (7) Identify and investigate information processing security problems and provide solutions to these problems in a cost effective manner.

2. Top Secret Control

- a. Function - To manage the Agency Top Secret Control Program.
- b. Activity

To develop and manage the Agency Top Secret Control Program. This is to include the development of a central automated inventory system.



Chief, Information Systems/Security Group

STATINTL

1. Establish policy relating to the security of the Agency's Information Processing Systems.
2. Perform surveys and make security evaluation of ongoing AIPS.
3. Perform surveys and make security evaluation of contractor IPS holding Agency information.
4. Conduct physical and technical inspection resulting in security determinations on inhouse areas that will hold information process equipment.
5. Conduct physical and technical inspections resulting in security determinations on contractor areas that will hold information process equipment ~~used~~ *using* information supplied by ~~this Agency.~~ *the CIA.*
6. Operate the computer security audit analysis program.
7. Provide representation to the computer security sub-committee.
8. Provide representation COINS security panel.
9. Maintain the Agency Top Secret control program.
10. Develop central automation ^{ed} ~~ion~~ inventory system for the Top Secret control program.

II C

Administrative - Internal Use Only

17 JAN 1975

UNCLASSIFIED

Approved For Release 2000/05/31 : CIA-RDP83B00823R0006000270002-1

SECRET

ROUTING AND RECORD SHEET 307-6

SUBJECT: (Optional) Information Systems Security Group
Functions and Activities

FROM: Chief
Information Systems Security Group
1E-4838, Hq.
EXTENSION 4525
NO.
DATE 17 JAN 1975

TO: (Officer designation, room number, and building)
DATE RECEIVED FORWARDED
OFFICER'S INITIALS
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PPG Attn: [REDACTED]	4E-58				STATINTL
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Administrative - Internal Use Only

Approved For Release 2000/05/31 : CIA-RDP83B00823R0006000270002-1