1 2 FEB 1975

STATINTL MEMORANDUM FOR: Mr. ██████████████

    THROUGH : Chief, Security Records Division

    SUBJECT   : Review of Office Functions and Activities

   1. Reference is made to PPG Memorandum dated 22 October 1974 concerning Office Functions and Activities.

   2. Attached for your consideration is a sample of what Security Records Division proposes to submit for the Division. This sample is a description of the Processing Section, Records Branch, Security Records Division.

STATINTL

████████████████████████

         Chief,
       Records Branch
     Security Records Division

  Attachment:
   As Stated

STATINTL

████████████████

Records Branch, Security Records Division

FUNCTION-   Establish security files on request from var-
             ious OS components.

ACTIVITIES- 1. Preparation of primary index cards.
             2. Preparation of case control cards.
             3. Select appropriate bio data to be repro-
                 duced in the format and quantity necessary
                 to meet investigative needs.
             4. Maintain reproduction facilities, i.e.,
                 xerox, ditto.
             5. Set up microfilm.
             6. Prepare SANCA and OSCCAR records.
             7. Extract and type pertinent investigative
                 data from submitted PHS's for use in the
                 investigative processing of clearance re-
                 quests.
             8. Prepare DODCI requests when appropriate.
             9. Maintains liaison with OSG/OC for the pur-
                 pose of resolving problems of mutual concern.
            10. Codes for OSCCAR.
            11. Maintains daily statistics on overt miscel-
                 laneous clearance requests.
            12. Schedules indices checks, sets up files,
                 types index cards, biographical data
                 sheets, and case control cards on Indus-
                 trial, Domestic Contact, Alien and Miscel-
                 laneous clearance requests.
            13. Assists in the processing of TS overt clear-
                 ance requests.
            14. On an individual case basis determines if
                 OS name checks are required and initiates
                 IPS checks when needed.
            15. Reproduces case control cards and biograph-
                 ical data sheets through utilization of
                 Xerox and Ditto machines.
            16. Proofreads and assembles biographical data
                 sheets and case control cards with corre-
                 sponding covert clearance requests and for-
                 wards to appropriate Security component.
            17. Assists in the processing of covert clearance
                 requests.
            18. Consolidate overt and covert files when sub-
                 ject possesses both and change all SANCA
                 records.
            19. Transferring reference material to subject
                 file when Ident and changing SANCA records
                 as well as notifying CIB for their records.
                                                    (Con't)

ACTIVITIES-
(Con't)

20. Keep up-to-date file cards on known ab-breviations for specific geographic areas.
21. Continue to study present procedures to see how they can be approved.
22. Work with other Section Chiefs to resolve problems relating to case processing pro-cedures.
23. Prepare Fitness Reports.
24. Report T&A for Processing Section.
25. Cross-train all Processing employees as soon as they thoroughly learn one desk.
26. Encourage all employees to get more edu-cation so that they can get a better po-sition.
27. Keep morale high and make every employee feel needed.

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Review of Office Functions and Activities

FROM: A. ███████████ 25X1A

C/RB, SRD
GE - 31, Hdqs.

EXTENSION: 5102

NO.

DATE: 12 February 1975

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/SRD	13 Feb 75			
2.				
3. ███████████ 4E58, Hdqs.				25X1A
4.				
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