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20 AUG 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Critical Review of Office Operations

REFERENCES : (a) DDS Memorandum dated 28 November 1968, same Subject

(b) OS Memorandum dated 14 January 1969, same Subject

1. This memorandum is for information only.
2. In continuation of our memorandum, Subject as above, dated 14 January 1969 wherein we set forth significant critical review actions completed by the Office of Security, we are listing hereinafter additional and more recent critical review actions.

a. The Special Security Center, after reviewing its past policies on debriefing of non-Agency personnel who held compartmented clearances but no longer had a "need-to-know," arranged for such debriefings to be handled by Office of Security Field Office personnel. Previously, Field Office personnel had not been utilized for this purpose. By implementing this procedure, it was felt that the Field Offices could provide a unique and timely service as well as eliminate unnecessary travel by Headquarters personnel to conduct such debriefings.

b. As a result of a critical review of the [redacted] Control System, it was determined that Program Offices were using different methods to implement [redacted] security policy as it relates to industry. The Special

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Security Center is developing a Manual to establish uniform detailed procedures for use by all contractors who have contracts with the Government within the [redacted] System. This should improve the effectiveness of operations.

c. Security support for overseas wartime and contingency planning and emergency relocation has been transferred to the Overseas Security Support Division, PTOS from the Executive and Planning Division, Executive Staff to consolidate compatible operations.

d. The IOS organizational structure is being studied and recommendations are in the process of being submitted for the realignment of certain components and functions in order to provide greater efficiency.

3. A detailed review of the activities of each Division of the Physical, Technical and Overseas Security Directorate (PTOS) will be made in approximately six months since a "shakedown" will be required to ensure no duplication of efforts in the administration of PTOS programs under recent organizational changes as set forth in paragraph 4 of our memorandum dated 14 January 1969.

4. During the course of our critical review exercise, employee suggestions and opinions were elicited and, where appropriate, were utilized.

[redacted]

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Acting Director of Security

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