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8 August 1963

MEMORANDUM FOR: Deputy Director of Security (PPS)

VIA: SO/DD/S&T

SUBJECT: Security Violations

REFERENCES: A. Memo of 29 Jul 63 from Acting
Deputy Director of Security (PPS)

B. DDR #1072-63, 31 Jul 63

1. The undersigned has been visited by
Security Officer for the Office of the Deputy Director of Science and
Technology, calling attention to the referenced security violations.
 recommended the institution of new procedures to more
likely prevent this sort of violation. The undersigned accepts this
suggestion.

2. By virtue of this memorandum the staff of the SA/Office
of the DD/S&T instructs that:

a. Each secretary at the conclusion of work will
secure all materials under her cognizance and pertinent to
her desk area.

b. The last of the secretaries on duty by desig-
nation of the principal secretary, will be respon-
sible for confirmation of the securing of the secretaries' area
and for double checking any safes previously locked.

c. The undersigned or assistant
to the undersigned, usually are on duty after the secretaries
have left and will be directly responsible for double security
checking each safe.

d. Admittedly in such case or in an instance where
a secretary alone is working overtime, there is no means of

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GROUP 1
Excluded from automatic
downgrading and
declassification

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a second party double check. In this instance, all that can be done is to encourage each such person to make careful security check before departure.

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James Q. Reber
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Office of the Deputy Director
for Science and Technology

cc: SO/DD/S&T
SA/DD/S&T

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