

S E C R E T

DETACHMENT H

27 July 1966

STANDARD OPERATING PROCEDURE

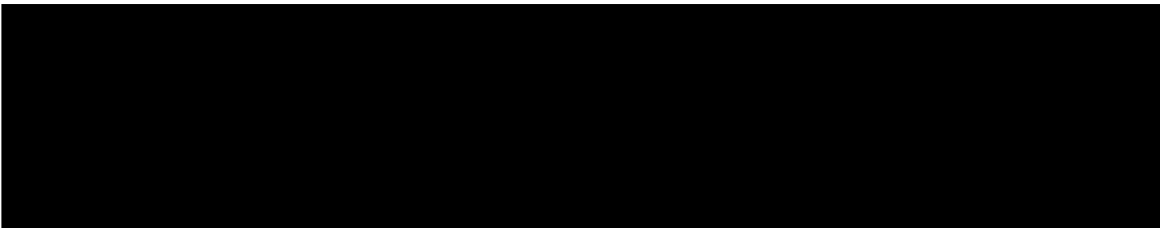
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OPERATIONAL DEPLOYMENTS

- I. PURPOSE: To set forth procedures concerning operational deployments.
- II. SCOPE: Provisions of this SOP apply to all security personnel.
- III. RESPONSIBILITY: The Chief of Security is responsible for insuring adherence to the provisions of this SOP.
- IV. PROCEDURES:
 - A. Upon notification of an operational deployment, the Security Officer, who is designated for deployment, will take the following action:
 - (1) Prepare a list of names by sections of those going on the deployment.
 - (2) Collect passports, shot records, I.D. cards, and military orders on all personnel to be deployed.
 - (3) Obtain sufficient funds, in the amount to be determined by the Detachment Commander or Executive Officer.
 - (4) Pack a brief case with necessary briefing forms and statements, cables, mission check out sheets, blank tapes, courier letters and exemption forms, paper, pencils, etc.
 - B. The Chief of Security will prepare a cable to Headquarters and applicable stations giving the names of personnel on the deployment team. This cable will include applicable requests for support such as badges, billeting, transportation, etc.
 - C. All classified manuals and other classified written material will be placed in a flight bag and turned over to the Security Assistant for his custody while enroute.

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- E. After all personnel have boarded the aircraft, the Security Officer will take a head count.
 - F. The Security Officer will keep a travel log of times, dates and places the aircraft departs and lands.
 - G. At the deployment base the Security Officer will contact the local security officials to obtain necessary passes, local guards, vehicles and any other assistance he considers necessary or as directed by the deployed team chief.
 - H. The Security Officer will inspect the area and the hangar to insure that it affords maximum protection for the aircraft. He will institute rules concerning access to the hangar. He will use the local guards as perimeter guards. He will set up a schedule for his own Security Assistants on internal guard duty. He will check telephones to see that they are in operation and he will make sure that the Security Assistants have phone numbers in case of an emergency.
 - I. At the completion of the deployment the Security Officer will insure that all passes, vehicles and other borrowed articles are returned to the local Security Officer. He will inspect the hangar and billet area. He will insure that all personnel are on the aircraft and that all classified material is aboard.
 - J. Upon return to home station the Security Officer will:
 - (1) Prepare a brief report on the deployment which can be used as an aid for future deployments to the same location. This may include for instance contacts, telephone numbers and helpful hints on what to do and what not to do at the same location.
 - (2) Return passports, shot records, I.D. cards, and orders to their proper places in the administrative and security offices.
 - (3) Return all unused funds to the Finance Officer as soon as possible; a proper accounting will be made for all funds expended.
 - (4) Return all classified material.

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Detachment Commander

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