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105-2078  
Jaw.  
Security

5 December 1955

MEMORANDUM FOR: All Members of the Office of General Counsel  
SUBJECT : OGC Security Procedures  
REFERENCE : CIA Regulation 10-6Q

1. Purpose. The following procedures are designed to maintain the physical security of the Office of General Counsel and to assure that security responsibility is clearly assigned.

2. Areas of Responsibility or Use.

a. Except as otherwise provided in paragraph 2f below, each attorney shall be responsible for his area of responsibility or use, hereafter called "area of use". Unless otherwise indicated, the area of use is the office in which the attorney is physically located. Each attorney shall be Staff Duty Officer for his area of use. In addition, he shall be responsible for checking the safe for which he is alternate custodian.

b. Where an area of use is occupied by more than one attorney, then they shall be responsible jointly for performing the Staff Duty Officer function with respect to the area of use provided, however, that the responsibility of the attorneys for performing the Staff Duty Officer function in connection with the safes over which they have alternate custodianship shall remain unchanged.

c. Staff Duty Officers shall perform their duties at the close of business each day or as soon as practicable thereafter. Where an attorney is absent or prevented for any cause from performing the final security check for the area of use, it shall be the responsibility of the secretary assigned to his area of use to perform the final security check.

d. When a Staff Duty Officer cannot complete the final security check because an area of use is still occupied at the close of business hours it shall become the duty of the employee who leaves the area last to perform the final security check.

e. On Saturdays, responsibility for the final security check shall vest in the OGC Duty Officer with respect to areas and safes used.

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