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TCS-864364-69

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17 September 1969

MEMORANDUM FOR: Deputy TALENT Control Officer, CIA

SUBJECT : Duties and Responsibilities of the D/TCO/CIA

1. As Deputy TALENT Control Officer (D/TCO/CIA) under the direction of the TCO/CIA and the Senior Intelligence Officer, CIA you will be responsible for the administration of the T-KH Control System within CIA. During the absence of the TCO/CIA you will also assume his responsibilities.

2. As administrator of the T-KH System within CIA you will perform the following specific duties:

a. coordination of the activities of the directorate and independent office TCO's by providing direction as necessary to ensure that T-KH control procedures are being maintained in the Agency;

b. coordination of Agency position papers in regard to the policies and agreements established by the DCI for the release or disclosure of T-KH material

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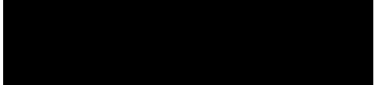
c. maintenance of the Agency T-KH billet and clearance structure;

d. coordination of Agency T-KH sanitization, release or disclosure documents which require approval by the Director or the Senior Intelligence Officer; and

e. consultation with the TSO/CIA and the Office of Security to ensure effective and continuing control of the T-KH System within the Agency.

3. You will, of course, consult with or advise the TCO/CIA and the Senior Intelligence Officer when problems arise which you think might require their attention.

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R. J. SMITH
Deputy Director for Intelligence

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