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25 January 1954

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Narrative Summary of the Responsibilities
of the Security Division

Pursuant to your request of 22 December 1953, attached hereto is a summary in narrative form of the elements for which the Security Division is responsible in the Security Office mission.



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NARRATIVE SUMMARY OF THE RESPONSIBILITIES
OF THE SECURITY DIVISION

I. RESPONSIBILITIES

The Security Division is an overt arm of the Security Office. It has the general responsibility of insuring the safeguarding of classified material, and, through its responsibility for security clearing overt and semi-covert personnel, protects intelligence sources and methods of operation employed by the Agency.

To carry out its responsibility the Security Division develops, establishes and implements security policies, procedures and programs for the security clearance of overt and semi-covert personnel; for the monitoring of the security files of such personnel; for insuring the safeguarding by physical means of all classified information and safety of personnel in headquarters installations; and for the use of the polygraph as an aid to investigation and interrogation. In addition, it maintains liaison with security officials throughout the government for the purpose of solving actual problems in the field of Security.

II. ORGANIZATION AND FUNCTIONS

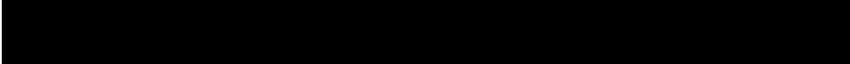
In order to implement the broad general policies established for the performance of its mission, the Security Division is organized for administrative and operational purposes into the Personnel Security Branch, the Physical Security Branch and the [REDACTED] Branch.

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A. Personnel Security Branch

In general, the Personnel Security Branch is charged with the responsibility for processing for security clearance all cases of overt and semi-covert personnel and other persons used by the Agency in other than a covert capacity, except cases of liaison contacts with other government employees. In connection with this, the Branch is also charged with the responsibility for maintaining a constant review and appraisal of the security status of such individuals in order to insure compliance with the security standards established by Agency Regulations and Executive Order 10450.

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1. Personnel - Personnel employed in this Branch consist of former lawyers, educators, businessmen and security officers, most of whom have had extensive investigative experience and who are specially qualified to perform the research and appraisal required for the security evaluation of persons of interest to the Agency.
2. Functions - In accomplishing its general responsibilities, the Personnel Security Branch is involved in the following specific functions:
 - a. Processes for security clearance all cases of staff employees employed in overt and semi-covert positions, including military personnel assigned to the Agency. In addition, they process for the appropriate clearances consultants, citizens and  work under CIA classified contracts and external research programs, and other persons used by the Agency in other capacities, such as for guard service, reproduction, travel, moving and repair work. Also process for security determination cases of requests to marry aliens.
 - b. Security briefs employees terminating employment or departing for overseas and dependents of employees traveling overseas where deemed advisable.
 - c. Maintains the security files of persons security cleared by the Branch, as well as files of miscellaneous security information and also maintains a master index of such files.
 - d. Collects, reviews and establishes files of information of a security nature, maintains a basic library for research and conducts such research as is necessary in connection with clearances and miscellaneous requests for security information.
 - e. Services requests from other Government agencies for security information contained in Agency files and assists in replies to inquiries concerning ex-employees from outside sources, such as employers and schools.
 - f. Reviews and makes security determinations in connection with transfers and the granting of additional clearances, such as Special Intelligence and cryptographic clearances.

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g. Conducts a continuing review of the security files of incumbent employees for the purpose of initiating further investigation or security action as appears advisable. In addition, the Branch prepares for processing such cases as fall within the provisions of Executive Order 10450.

h. Services requests from other offices of the Agency for information concerning clearances and for miscellaneous security information.

3. Organization - In order to efficiently perform the above functions the Personnel Security Branch is sub-divided as follows:

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a. [REDACTED] - Performs the necessary research in matters pertaining to clearance and collection of pertinent security information.

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b. [REDACTED] - Maintains the security files and index system of the Security Division.

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c. [REDACTED] - Determines the amount of investigative coverage necessary and forwards for investigation.

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d. [REDACTED] - Appraises all investigative material and makes such recommendations for security approval or disapproval as appear appropriate.

e. Contact Officers - The Branch has two Contact Officers. One of these Contact Officers security debriefs employees terminating employment with the Agency; coordinates requests from other Government agencies for information contained in Agency files; and maintains liaison with security officers of other agencies who desire to review the security files of former Agency employees.

The other Contact Officer is assigned to the Central Processing Branch and accomplishes the security briefing of employees departing for overseas and their dependents where deemed advisable.

B. Physical Security Branch

In general, the Physical Security Branch is charged with the responsibility for effecting a physical security program on an Agency-wide basis for the protection of Agency activities and facilities against penetration

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by unauthorized persons and for the protection of Agency classified material and documents against loss, theft, compromise or unauthorized disclosure. This responsibility extends [REDACTED]

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[REDACTED] to overseas installations through the media of technical guidance and assistance provided in response to individual requests and specific operational needs.

1. Personnel - Personnel employed in the Physical Security Branch consist generally of former investigators, technicians and individuals with prior experience in the fields of physical security, safety, electronics and engineering.
2. Functions - In accomplishing its general responsibilities, the Physical Security Branch is involved in the following specific functions:
 - a. Conducts inspections of facilities proposed for occupancy by the Agency for the purpose of determining their suitability from a physical security standpoint.
 - b. Maintains a continuing surveillance of Agency buildings and installations to insure the effectiveness of physical security measures and devices.
 - c. Security indoctrinates employees entering on duty in the Agency by means of a class which includes a security lecture and security movie.
 - d. Conducts the security processing of new employees, which includes fingerprinting, photographing, execution of the Secrecy Oath and reading of the Security Regulations.
 - e. Makes and issues Agency badges and credentials and controls their use.
 - f. Supervises the guard force, which consists of approximately 325 guards.
 - g. Maintains a staff of approximately 30 receptionists who process about 10,000 visitors per month.
 - h. Maintains a staff of Night Security Officers who are on duty during non-working hours in order to handle such security situations as may arise during those hours.

- i. Conducts investigations of reported security violations, determines the responsibility for such violations and controls the procedures for charging security violations to the responsible employees.
- j. Conducts through the guard force and Night Security Officers periodic inspections of headquarters buildings to discover possible security violations.
- k. Conducts the necessary investigation in cases involving special security situations or cases involving the loss, theft or mishandling of classified documents or materials.
- l. Maintains control over the safeskeeping equipment of the Agency; changes the combinations and repairs such equipment.
- m. Maintains a program for the training of personnel and issuance of firearms and firearms credentials to authorized Agency personnel, other than overseas personnel.
- n. Controls the collection and destruction of classified waste, which amounts to between 50 and 55 tons per month.
- o. Conducts technical security inspections for surreptitiously installed devices and conducts research into the latest technical security developments.
- p. Has general supervision over the issuance of Agency Security Regulations and continually reviews such regulations to insure that adequate regulations exist for security guidance to employees. In connection with this, the Branch gives advice to various offices on the interpretation of Security Regulations.
- q. Furnishes on special occasions armed guard support for the movement of classified documents and materials.
- r. Maintains a safety program, which includes periodic inspections of Agency buildings and installations from a safety standpoint to insure that adequate safety measures are provided for the protection of employees and buildings.

3. Organization - In order to efficiently perform its functions, the Physical Security Branch is sub-divided into the following sections on an informal basis.

a. Building Security - This section generally supervises those functions involving protection of the buildings from a physical security standpoint, such as building inspections, the Night Security Officers, guards, safe technicians, receptionists and badging program.

b. Investigative - This section conducts the necessary investigations in cases of security violations, lost or mishandled classified documents or materials and other cases requiring investigation, as well as conducting the security indoctrination of new employees.

c. Safety - This section conducts the surveys and makes such recommendations as are necessary to insure the safety of personnel and buildings.

d. Technical Security - This section conducts the inspections to detect surreptitiously installed devices.

e. Firearms - This section supervises the firearms program.

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-6-

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