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FUNCTIONS OF PHYSICAL SECURITY SECTION

	1. To be responsible to the Chief, Security Division, for the
25X1A6a	security ofinstallations, except those involving the
	Office of Special Operations, to prevent unauthorized access to, or
	compromise of, all CIG activities.

- 2. To prepare and enforce necessary security regulations as may be required for CIG installations, except those pertaining to OSO.
- 3. To initiate and maintain a system of pass control as may be required for installations, with the assistance of the Physical Security Unit of the Special Operations Security Section.
- the premises of individual CIG installations except those pertaining to the Office of Special Operations.
- 25X1A

 5. To maintain and supervise a receptionist staff for all

 IIG installations where a receptionist may be required, except

 in cases involving only the Office of Special Operations.
 - 6. To indoctrinate all new employees, except those of SO, upon their reporting for duty with CIG, and conduct such other periods of instruction and Security indoctrination as may be directed by the Chief, Security Division, or higher authority.
 - 7. To interview all personnel, except those of OSO, in the process of terminating employment with CIG, and instruct them regarding security requirements.

security Division, or higher authority.

7. To interview all personnel, except the

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- 8. To change all safe combinations, except those of OSO, when a change of combination is necessary, and maintain a file of sealed combinations that may be used in an emergency.
- 9. To investigate fires, the loss of classified documents, and security violations and make such other investigations, inspections, or surveys as may be directed from time to time, with respect to CIG less OSO.
- as may be required for the Security Division, other than the OSO

 Investigative Staff and other purely Special Security Section functions.

 Also, this Section will make the necessary checks to insure an ample supply of security forms being available at all time.