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LI 10-350-2
SECURITY
15 March 1956

INSTRUCTION NO.
LI 10-350-3

SUBJECT: Telephone Security

25X1A

REFERENCE: Agency Regulation [REDACTED]

REVISION: Procurement & Supply Office Regulation No. OPS/10-6,
dated 13 March 1952

1. GENERAL

The purpose of this Instruction is to implement the referenced Regulation and to set forth information regarding the responsibilities of Staff and Division Chiefs, as well as security practices to be followed by all employees within the Office of Logistics.

2. RESPONSIBILITIES

Staff and Division Chiefs are responsible for determining that Agency and Logistics Regulations, Notices, and Instructions pertaining to the safeguarding of classified information are strictly adhered to when using telephones.

3. EMPLOYEE SECURITY PRACTICES

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a. Attention is particularly directed to that portion of Agency Security Regulation [REDACTED] paragraph 3(b)(1), which reads:

"The presumption must be that every conversation by telephone or interoffice communication systems will be overheard by unauthorized persons. Telephone and interoffice communication wires are not protected; therefore, classified matter must never be discussed over such facilities. When using unlisted outside telephones, employees should bear in mind that such facilities are not more secure than lines through the Agency switchboard. When answering the telephone, an employee shall normally give the telephone extension only. In certain areas special telephone instructions may be issued by the supervisor. When a person requests information over the telephone and there is any doubt regarding his identity or the necessity for his requiring the information, the employee will take the caller's name and telephone number and offer to return the call. Employees will not transmit information about CIA to unknown or unauthorized persons."

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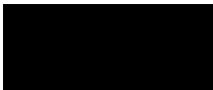
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- b. It should be noted that the prohibition quoted in paragraph (a) above applies to classified information. This means that there are details about a classified subject which in themselves are not "classified information" and may be discussed on the telephone. This, however, puts the responsibility for decision as to what is "classified information" on the person presenting it and thus great care must be exercised. It is also important that a person called on the telephone who receives what he considers to be "classified information", call this to the other person's attention for reconsideration as to whether security is being violated. If there is a continuing doubt in the mind of the recipient of such information, he should terminate the call promptly and offer to continue the subject matter by personal conversation or by mail, as the distance between the two persons may dictate.

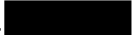
FOR THE DIRECTOR OF LOGISTICS:


Chief, Administrative Staff

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Distribution:
All Employees

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