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INSTRUCTION NO.  
LI 1-140-3

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LI 1-140-3  
ORGANIZATION  
24 April 1956

SUBJECT: Organization and Functions - Security Staff

1. MISSION

Under the technical guidance of the Director of Security, develop and interpret security policies and furnish assistance in safeguarding Agency classified information pertaining to the Office of Logistics.

2. FUNCTIONS

- a. Report directly to the Director of Logistics and act as his direct representative on all security matters concerning the Office of Logistics.
- b. Advise Office of Logistics personnel both headquarters and field, regarding security measures necessary in their daily operations and administration.
- c. Confer with the Director of Security on all Office of Logistics security matters affecting Agency-wide security policy and recommend desirable CIA security policies as related to Office of Logistics operations.
- d. Coordinate with the Director of Logistics and the Director of Security action to be taken on security violations or compromises involving the Office of Logistics.
- e. Prepare or direct the preparation of internal security directives, notices and regulations subject to the approval of the Director of Logistics and the Director of Security, as appropriate.
- f. Review Office of Logistics proposals, plans, projects and activities where security is a major factor and indicate adequacy or inadequacies from a security standpoint.
- g. Serve in a liaison capacity on all security matters relating to other Agency components and the Office of Logistics.
- h. Initiate security clearance procedures and maintain necessary records in all cases where, in order to accomplish its objectives, the Office of Logistics must disclose classified information to non-Agency individuals.

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- i. Conduct inspections of Office of Logistics installations, present and proposed, to insure that the security facilities are adequate for the protection of sensitive materials and activities and that proper security measures are being enforced.
- j. In relation to the classified contract program of the Office of Logistics, establish initial contact, initiate clearances, brief contractors regarding Agency security requirements, and conduct inspections of the contractors' facilities to determine that the contractor has adequate security provisions in accordance with the sensitivity of the production and the classification of the contract.
- k. Conduct special security studies and perform any other duties, inspections and investigations as requested by the Director of Logistics and/or the Director of Security.

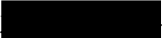
3. ORGANIZATION

See Organization Chart (LI 1-140-1)

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JAMES A. GARRISON  
Director of Logistics

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