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OFFICE OF SECURITY WEEKLY STAFF MEETING

Room 4E 64

13 February 1975

1. Police Liaison Contacts

Referencing recent media coverage of the use of Fairfax County Police badges by Agency personnel, Mr. Kane suggested the possibility that other former police liaison contacts may express concern or request guidance from Office personnel with reference to past arrangements of a similar nature. Mr. Kane emphasized that if any such request is from a media representative, in accordance with Agency policy, it should be referred to the Assistant to the Director, Mr. Thuermer, who handles all press inquiries. If a request is received from a former police liaison contact, and solicits guidance with reference to the release of information about previous liaison assistance involving the Agency, the requester should be advised that the decision does not rest with us. Nevertheless, the circumstances of the requester's problem should be elicited and he should be told that we prefer that he not identify Agency personnel or training sites. If the requester solicits verification of facts, he should be told that we will look into his query and recontact him. All cases of such inquiries will be brought to the attention of the Director of Security through appropriate channels.

2. Investigations of Agency Activities

Mr. Kane indicated that developments have been moving slowly in the investigations of Agency activities. Although the Department of Justice has just about completed its review, the Senate Committee is still getting organized and the House Committee has really taken no action.

Mr. Kane indicated that the Associate Deputy Directors of the Agency are to visit [redacted] to meet with Agency personnel [redacted]

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brief them on the status of the investigations and to bring to them the Director's views in this area. Already planned for this purpose are trips to [redacted] by the ADD/I and to [redacted] by the ADD/A. [redacted] field offices will be included in these plans.

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3. Freedom of Information Act

Mr. Kane called attention to the fact that the FOIA amendments which take effect on 19 February are already having a significant impact on Agency activities. With reference to Office of Security records, the guidance of the General Counsel has been solicited. A problem exists with reference to the releasability of security file information to Office of General Counsel. Although security files will not be released outside the Office, they will be made available for review by Office of General Counsel representatives on our premises in the presence of a security officer.

4. Reassignments

The Deputy Director of Security announced the following professional reassignments:



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5. Quality Step Increases

The Deputy Director of Security also announced the presentation of a Quality Step Increase to [redacted] at NPIC where she is currently assigned.

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6. Top Secret Document Inventory

Referencing a request to all Office components in November 1974 to conduct an inventory of their Top Secret holdings and the fact that action on this request in some areas had been delayed due to the priority requirements in support of the President's Commission, the Deputy Director of Security (P&M) asked that attention to this request be renewed as soon as possible in order to complete the project. The inventory must be made prior to initiating a new pilot program for controlling Agency Top Secret documents.

7. Two-sided Xeroxing

The Chief, Administration and Training Division called attention to the fact that the Office is under pressure with reference to the Xerox copier in the Office of Security Registry. He pointed out that the model currently installed is economical to operate only if 40% of its use involves two-sided copying. The rate of two-sided use for the copier during January 1975 was only 6%. Unless this percentage is drastically increased, the Office may be forced to replace it with other copier equipment. Such replacement could necessitate reconfiguration of the Registry, since substitute models are larger in size, slower, but less costly to operate when one-sided copying is done. All Office personnel are strongly encouraged to use the two-sided capability as a rule.

8. Video Tape - "Up the Organization"

The video tape, "Up the Organization" will be shown at 1000 hours, 14 February in the OS Conference Room, 4E 64, Headquarters. All Office of Security supervisors are urged to attend. This viewing is open to other Office personnel as well. An overflow audience will be accommodated by a second viewing at 1100 hours.

9. Badge Machine

The Deputy Director of Security (PTOS) advised that on 7 February outstanding safety and fine arts considerations associated with the access control device of the planned Security Access Control System had been satisfactorily addressed. A request for price quotations for the entrance units and guard consoles has now been placed with the manufacturer.

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10. Summer Employees

The Deputy Director of Security (PSI) advised that of the 270 summer employees submitted for clearance processing, 10% have indicated some use of drugs. As a result, a special seminar is being held [redacted] to consider the best way to investigate these drug use cases without revealing to informants contacted that the applicant may possibly have a drug problem.

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11. [redacted]

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