CONFIDENTIAL

27 March 1963

MEMORANDUM FOR: Director of Security

THROUGH   : Deputy Director of Security (PPS)

SUBJECT   : Security Classifications Given to Office
                     of Logistics Contracts

     1. As you know, we are working on a program which we
hope will decrease the tendency on the part of a great number of
Agency personnel to classify semi-automatically most papers
SECRET instead of considering other classifications. As soon
as we learn of the results of the discussions at the �manual▉   25X1A
Conference of the FE paper on the use of CONFIDENTIAL, we
intend to prepare a similar but expanded guide for all Agency
personnel.

     2. We have noted a situation connected with the Office of
Logistics classified contracts which we believe could be corrected

25X1A at this time without waiting for the issuance of our Agency-wide
guide. ▉▉▉▉▉ gives the Director of Logistics the respon-
sibility of approving the classifications proposed by the components
requesting the classified contracts. We feel that it is probable
that the Office of Logistics has fallen into the habit of semi-
automatically accepting the SECRET classification routinely given
by the requesting component. This is based upon information
informally received to the effect that less than 1% of their con-
tracts are CONFIDENTIAL whereas almost all of the rest are
SECRET.

     3. A savings in money, manpower, and time could very
well result if a number of these contracts were found to be
CONFIDENTIAL instead of SECRET. This latter classification
requires the contractor to give more protection for the storage
of material and security re-inspections are conducted at more
frequent intervals.

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GROUP 1
Excluded from automatic
downgrading and
declassification
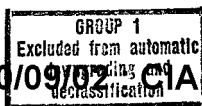
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4. This was discussed with ███████████Chief, OL   25X1A
Security Staff, on 26 March 1963, who advised that the attached
memorandum signed by you would assist him in requiring
justification from the components requesting the contract if the
classification were higher than CONFIDENTIAL.

5. It is requested that you sign the attached memorandum
to the Office of Logistics.

███████████████████████████   25X1A

Assistant Deputy Director of Security (PPS)

Attachment:
 Memo for D/S signature

Distribution:
 Orig & 1 - Adse
      1 - ADD(PPS) w/att.
      1 - C/PhySD w/att.
      1 - Chrono w/o att.

OS/ADD(PPS):KAL:jmj (27 Mar 63)

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| UNCLASSIFIED | X | CONFIDENTIAL | | SECRET |

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD(PPS)	3/28	
2	D/S	3/28	
3			
4			
5			
6	ADD(PPS) - For mailing.	29 MAR 1963	

ACTION		DIRECT REPLY			PREPARE REPLY	
APPROVAL		DISPATCH			RECOMMENDATION	
COMMENT		FILE			RETURN	
CONCURRENCE		INFORMATION		2	SIGNATURE	

Remarks:

25X1A

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
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