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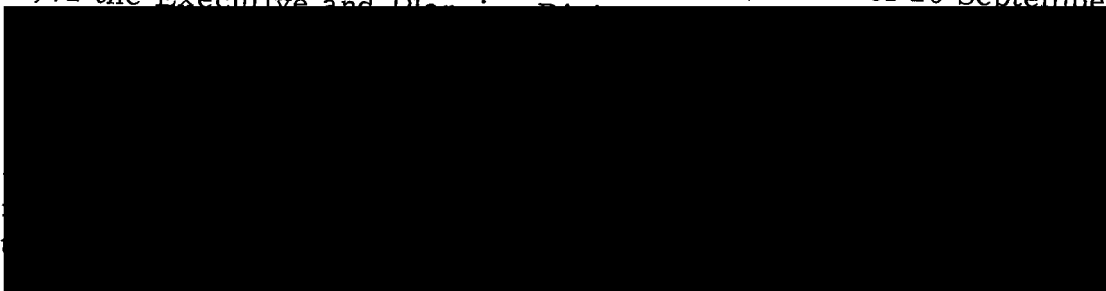
26 September 1972

MEMORANDUM FOR: Chief, Administration and Training Staff

SUBJECT : Internal Management Review

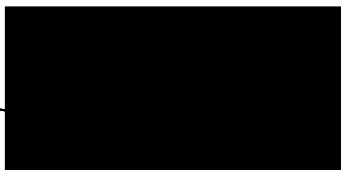
1. Attached herewith is certain sensitive material relating to the Executive and Planning Division and the Special Security Center.

2. Attention is directed to the fact that the Executive Staff has received rather drastic personnel cuts through the years and that both components are operating under strength for the responsibilities which have been placed on these units. As of 20 September 1972 the Executive and Planning Division...



25X1A

3. It is to be noted that the Executive Staff is basically a policy support organization operating under a broad charter of agreements and understandings which do not necessarily come within the purview of the missions and functions listed in HBI-14g. The order of functional priority is open to further discussion.



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Executive Staff

cc: DD/PTOS
DD/IOS
DD/PS
C/SRS
C/ES

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CLASSIFIED BY	008246
EXEMPT FROM GENERAL DECLASSIFICATION	
SCHEDULE OF E.O. 11652, EXEMPTION CATEGORY:	
§ 5E(1), (2) (3) or (4) (circle one or more)	
AUTOMATICALLY DECLASSIFIED ON	
MDDP	
(unless impossible, insert date or event)	

24 AUG 1972

MEMORANDUM FOR: Chief, Executive Staff

SUBJECT : Mission and Functions of the Executive
and Planning Division

1. In response to your request of 10 August 1972, the functions of this Division have been reviewed in detail for the purpose of identifying priorities, duplicating and marginal activities.

2. The mission of this Division is to serve as a policy and planning component of the Office of Security in security matters which transcends specific organizational components. In this connection, we also serve as the focal point for the coordination of action papers received from other CIA elements requiring an Office of Security position and the signature of the Director of Security or his deputy. Tab A lists the functions of this Division and the responsible officers assigned to the various functions.

3. As suggested in the 10 August 1972 memorandum, the review considered the following points:

a. Reorganization - As of 15 August 1972, the Division was composed of five (5) professional and three (3) clerical employees. On or about 1 September with the "winding up" of the historical project, one professional employee [REDACTED] is being transferred to the Special Security Center. When the transfer is effected, the Division will have five (5) employees located in the Chamber of Commerce Building and two (2) employees in the Headquarters Building.

b. Realignment of Personnel - After 1 September 1972, the Division will consist of only four (4) professional employees, one of whom is limited to records management.

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functions. The other responsibilities will be undertaken by the remaining three (3) professionals. In view of the diverse and numerous functions of the Division, no re-alignment is feasible.

c. Increased Emphasis on Key Security Functions - The Division responds to outside requests which reflect increased emphasis on key security functions.

d. Elimination of Marginal Security Responsibilities - What may be considered marginal activities, i. e., commendation memoranda and legislative enactments, could be transferred to the directorate or staff solely concerned. However, this would not result in any increase in efficiency but would divert their manpower from their primary security functions.


e. Consolidation of Security Components - Not applicable to this Division.

f. The Possible Use of Contract Personnel Versus Staff Employees - This Division uses contract personnel on such short term projects as the writing of the OS history but the other current functions are not susceptible to contractual purposes because of the continuing long term nature of the functions involved.

g. The External Coordination Which Would be Required Before a Function is Dropped - Since most of the work of the Division is generated outside of the Executive Staff, we are not in the position to cancel low priority functions.

4. Tab B lists the functions according to priorities. The order of priority is based upon the importance of the activity of the mission of the office, the level at which a request is made and the frequency which the activity occurs.

5. If further information is required, please advise.

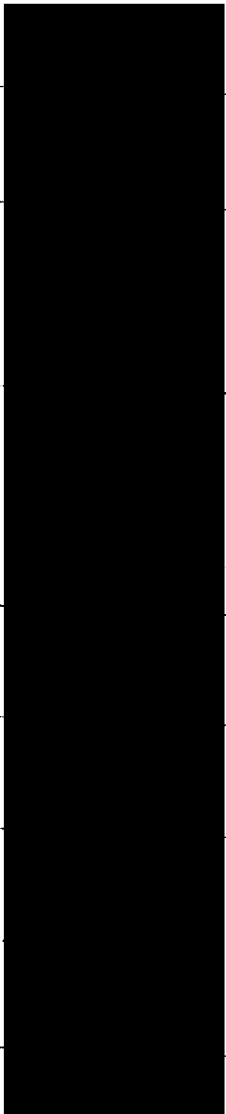

Chief, Executive and Planning Division

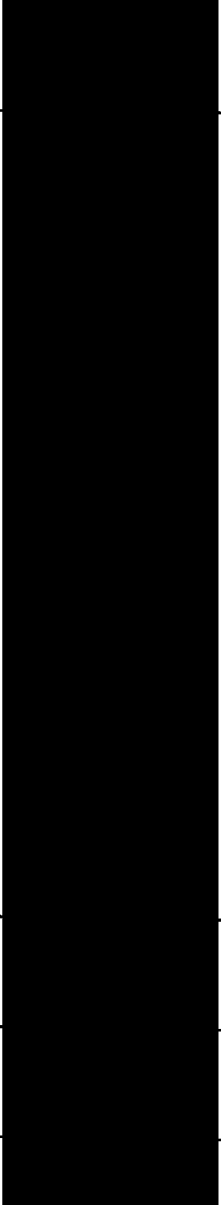

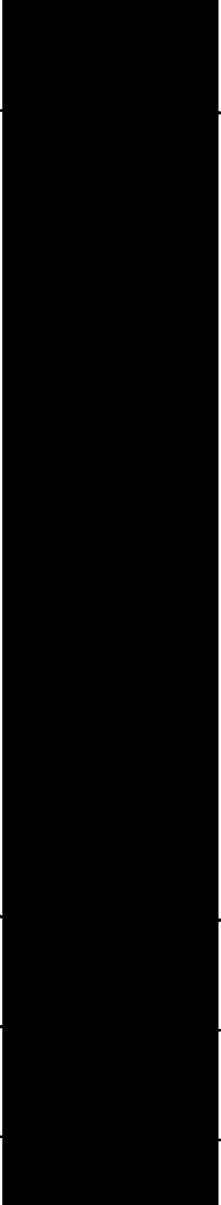
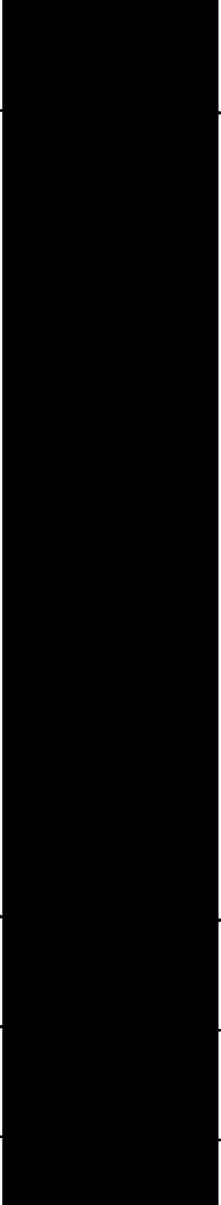
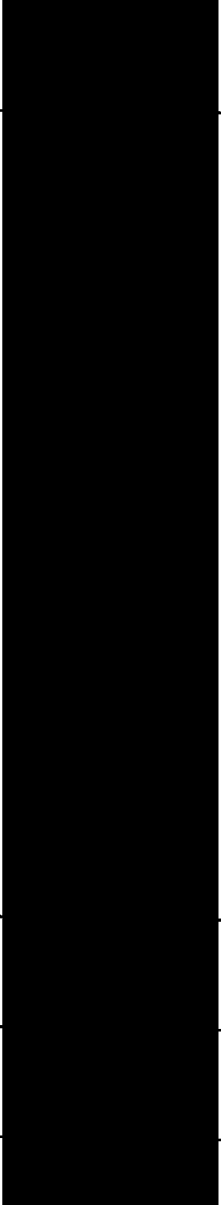
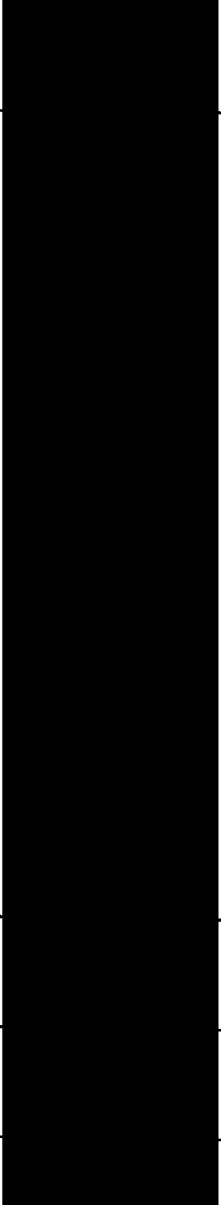
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TAB

Office of Security
EXECUTIVE AND PLANNING DIVISION
FUNCTIONAL ASSIGNMENTS

August 1972

FUNCTION	RESPONSIBLE OFFICER(S)
1. Chief, Executive & Planning Division	 25X1A
2. USIB Security Committee (Secretary)	
3. NDPC - DCI Member Alternate Contact Point	
4. Policy and Planning Support (See Attached for detail activities)	
5. CIA Board of Review - OS Member	
6. CIA Regulations and Notices	
7. OS Directives and Notices	
8. Legislation & Executive Orders	
9. NIE and SNIE Security Reviews	

FUNCTION	RESPONSIBLE OFFICER(S)
10. Unauthorized Disclosures (See attached)	 25X1A
11. <u>REPORTS</u> a. Annual - PFIAB b. Annual - Records Holdings and Equipment Inventory c. Monthly - OS Statistical  e. Annual - Subscription Renewals for Executive Staff f. Weekly - DDS Log g. Weekly - Agenda Items for DDS Staff Meeting h. Annual - OS i. Annual - Management j. Annual - Planning Guidance k. Special Reports (as required)	
12. Budgetary Matters (Program Submission)	
13. Historical Program	
14. Records Management Program Policies and Procedures Surveys Retention Plans Forms Management Vital Materials	

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Item #4 - Policy and Planning Support

Listed below are some of the significant administrative actions taken by this Division in support of the Executive Officer and the Director of Security or his Deputy in response to outside requests (FY 1972):

1. Commendations (OS)
2. DCI and DDCI Briefing Logs
3. Security Clearance Review
4. Dulles Papers
5. Protection of Classified Information
6. Public Understanding of the Role of Intelligence
7. Legislation of Concern to CIA
8. Briefing Logs for Executive Director-Comptroller
9. Special Approval and Justification for Requisitioning Safes and File Equipment
10. Bills Introduced to Assure Classified Information is Disseminated to Congress
11. Request for Information or Recommendation (Freedom of Information Act)
12. The Recruiter's View on Youth and the Agency Image
13. Briefing of the Under Secretary of the Navy
14. Law and Order Day Ceremonies, National Police Officers Association of America, 9 October 1971, Wichita, Kansas

15. Organization of Former Employees of CIA
16. Guidelines Governing Disclosure of Classified Intelligence
17. Classification of OS Investigative Reports
18. Possible Compromise of Classified Information
19. Briefing of Dr. Albert C. Hall, Assistant Secretary of Defense for Intelligence
20. Nuclear Planning Group, NATO
21. Travel Orders
22. Proposal for Mutual Abolition of Closed Area Restrictions with [REDACTED]
23. United States Court of Approvals Concerning Defense Classification
24. Q Clearance Survey
25. Reference to CIA in GAO Reports on Medical Support on Refugee Programs in Laos
26. Intra-Agency Groups
27. Security Interface with the Department of State on Mutual Support Problems
28. Clearance of Clerical Employees
29. Forrestal Diaries (Declassification)
30. Security Support of the New Deputy Director of Central Intelligence
31. Briefing Material for the 1973 Congressional Budget Presentation
32. Overclassification and Declassification of Information

25X1A

33. FYI - Allegations and Answers
34. Recommendations Concerning a Microfilm Application for SR&CD Files
35. Proposed DCI Statement Before the Special Subcommittee on Intelligence of the Armed Services Committee, House of Representatives (Nedzi Committee)
36. Request for "Fact Booklet" Committee
37. Proposed Agenda for Meeting on Planning
38. Procedures for Issuance of U. S. Savings Bonds
39. Current Review of Director of Central Intelligence Directives
40. Defense Against the Assassination or Kidnapping of Certain Government Officials, Report of Interdepartmental Committee on Internal Security (ICIS) dated 8 March 1972
41. 
42. Delegations of Authority to Classify National Security Information
43. Vulnerability Study of Non-CIA Facilities
44. Revisions of EO 10501
45. Implementation of EO 11652 and Related NSC Directive
46. Intra-Agency Security Committee Activities

25X1A

Item #10 - Unauthorized Disclosures

Listed below are action papers involving unauthorized disclosures. Coordination was effected with the Special Security Center as required:

1. Unauthorized Disclosures in the News Media
2. Possible Unauthorized Disclosures in the News Media - 1959 through 31 December 1968
3. "Anderson Papers"
(Jack Anderson--Washington Post Newspaper)
4. "Anderson Papers" Investigation
(Preliminary Report)
5. Unauthorized Disclosures - Washington Post Articles 17, 19, 21, 24, 27, and 28 December 1971 by Jack Anderson
6. "New Spy Satellites Planned for Clearer, Instant Pictures," Washington Post Article by Michael Getler (3)
7. Unauthorized Disclosure of Classified Information
(Article Entitled "U.S. Girds for Survival in Electronic Warfare" Published 21 February 1972 in Aviation Week & Space Technology)
8. Washington Post Article, "The Air War" by Mr. Peter Osnos dated 17 April 1972

TAB

OS GOALS/PRIORITIES
REPORT

GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions 25X1A			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
Administration and Support (See Tab A)	1	x			NA	NA	No Reduction/Savings	
Reports	2	x			NA	Req by DDS and other CIA officials	No Reduction/Savings	
USIB Security Committee Activities	3	x			NA 25X1A		No Reduction/Savings	
NDPC Activities	4	x			NA	NDPC 1/2	No Reduction/Savings	
Budgetary (Program Submission)	5	x			NA	DDS OPPB	No Reduction/Savings	

OS GOALS/PRIORITIES
REPORT

GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions 25X1A			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
CIA Regulations and Notices	6	x			NA	NA	No Reduction/Savings	
Records Management	7	x			NA	25X1A [REDACTED] DDS, ExDir Compt	No Reduction/Savings	
Unauthorized Disclosures (See Tab A)	8	x			NA	NA	No Reduction/Savings	
OS Directives and Notices	9	x			NA	NA	No Reduction/Savings	
Legislative and Executive Orders	10	x			NA	NA	No Reduction/Savings	

OS GOALS/PRIORITIES
REPORT

GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions			COORDINATION		REDUCTIONS/SAVINGS	
		25X1A Yes	Partially	No	Internal	External	Personnel	Funds
Historical Program	11	x			NA	DDS, CIA Historical Staff	No Reduction/Savings	
NIS and SNIE Security Reviews	12	x			NA	Req by DDP	No Reduction/Savings	
CIA Board of Review	13	x			NA	25X1A [REDACTED]	No Reduction/Savings	

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Attachment to:
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TAB B

ORGANIZATION OF THE SPECIAL SECURITY CENTER

1. The Special Security Center (SSC) as an element of the Executive Staff, Office of Security is structured as a staff organization (Figure 1) which permits a division of specialized activities under authority delegated from the Director of Security according to function.

2. The SSC may also be viewed as a line organization (Figure 2). Authority is passed down directly from the Chief, Executive Staff to the Chief, SSC to the subordinate officers in charge of particular activities. Each section on the same level of authority is a complete, independent self-contained unit. The head of each section is supreme in his own field and is responsible only to the Chief of the SSC. Contact between these sections is established through the Chief, SSC.

3. In practice, it is found that the SSC operates best as a combined line-and-staff organization because it combines the best features of both structures. Control is maintained through the clear-cut and individual delegation of authority and responsibility while operating efficiency is maintained through the flexible employment of available specialists and manpower. This approach also satisfies the need for coordinating the work of the specialists and forces them to look beyond their individual fields to the aims of the Center as a whole. We are thus able to pool abilities, experience and judgment; furnish a clearing house for common problems; secure a meeting of the minds to appraise results; broaden the viewpoint of members and develop new leadership.

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TAB D

Memo for Director of Security,
Subject: "Realignment of SPINT
Security Staff Functions" from
Chief, Executive Staff, dated
14 January 1970, SSC-0018-70

B. The SSC is Charged with Simplifying Compartmented Controls.

"What I am looking for is a series of specific recommendations for action which can be taken within CIA without changes in the community compartmentation systems for the time being. These changes hopefully would ease the bureaucratic burden of our present compartmentation systems, encourage dissemination of material to those who need to know and improve compartmentation of truly delicate matters. I would hope Mr. Taylor might develop drafts of memoranda on which I could consult the Deputy Directors before implementing them as procedural changes within CIA."

Memo for Director of Security, Subject:
"Compartmentation Systems", from
Executive Director-Comptroller,
dated 20 March 1972

C. Uniform TOP SECRET Controls.

(1) On 10 May 1972 at the Deputy's Meeting, the Executive Director-Comptroller charged the Office of Security to establish a uniform control procedure for control of TOP SECRET material including Compartmented material.

(2) At the Deputy's Meeting on 2 June, Mr. Colby expressed continuing interest in the results of Office of Security efforts along these lines and instructed that the uniform procedure be "no tighter than required by Executive Order 11652 for the protection of TOP SECRET material."

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25X1A

The Functions of the Special Security Center are:

1. To develop and recommend to the members of USIB, policy standards for the compartmentation of, access to, and information on sensitive intelligence operations, activities and products within the purview of the [REDACTED]

25X1A

2. To formulate, coordinate and maintain instructions for guidance in the administration of special security procedures and controls by all echelons of participating departments and agencies, domestic and overseas activities including consultants and contractor support activities concerning:

(1) Personnel and physical security including document and equipment security.

(2) Automatic Data Processing and associated materials and functions.

(3) Information dissemination procedures.

3. To provide as requested security advice to committees of the USIB.

4. To provide similar services, advice and guidance to foreign governments participating in U.S. compartmented intelligence activities.

5. To conduct security briefings of those members of the non-USIB elements of the Executive Branch of the Government and staff members of CIA on the need to protect compartmented intelligence.

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TAB E

6. To review and survey the security standards, practices and procedures employed by USIB departments and agencies and their contractors in relation to approved compartmentation policies, procedures and controls; and to make recommendations for practical improvement to the USIB members concerned.

7. To provide security support in establishing secure control areas, clearances and the movement of documents and material for those civilian agencies of the government approved for access to and use of compartmented material, e. g., Department of Interior, NASA, President's Office of Science and Technology, Office of Management and Budget, Office of Telecommunication Policy, Department of Justice, Bureau of Narcotics and Dangerous Drugs, Project ARGO and others such as the President's Foreign Intelligence Advisory Board, National Aeronautics and Space Council, and Institute for Defense Analysis.

8. To meet with any of the security officers in USIB and non-USIB agencies and their contractors and consultants dealing with compartmented materials to discuss and resolve security problems.

9. To summarize and brief the Director of Security and his staff on items contained in the DDI's daily finished intelligence products.

10. To provide day-by-day security support to the DDI including:

- (1) Support to the CIA SIGINT Officer and TCO/CIA.
- (2) Support to the Information Requirements Staff, DDI.
- (3) Support to the DDI Security Officer.
- (4) Support to the DDI Registries, OCI and NPIC.

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TAB E

11. To provide security support to Executive Secretary to the USIB groups dealing with SALT; including movement of intelligence materials to SALT sites, survey of SALT sites, coordination on SALT security matters with the Department of State, ACDA and the JCS.

12. To formulate uniform procedures within CIA for the control of compartmented intelligence materials and collateral TOP SECRET materials as directed by the Executive Director-Comptroller.

13. To formulate a series of recommendations as requested by the Executive Director-Comptroller for the simplification within CIA of compartmented control procedures.

14. To structure and conduct security reorientation programs as called for by DCID 1/14, "Uniform Personnel Security Standards and Practices Governing Access to Sensitive Compartmented Information."

25X1A

15. To serve the Support Directorate as Compartmented Intelligence Control Officers.

25X1A

16. To serve as the CIA address of [REDACTED] and [REDACTED] mail from outside the Agency.

25X1A

17. To provide personnel support to the Director of Security in his role of Chairman, Security Committee, USIB; to serve as CIA members of the Committee's Working Group, Study Group, Ad Hoc Panels, etc. on activities unrelated to compartmented matters.

18. To conduct investigations as directed by the Director of Security in event of unauthorized disclosures of intelligence.

19. To review publications of former CIA staff personnel.

20. To perform other duties as assigned by the Director of Security.

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TAB F

CURRENT DUTIES AND ACTIVITIES

This section is included to point out a comparison between what the Special Security Center is officially charged with as listed (TAB E) in the previous statement and what the Special Security Center is able to accomplish with its present staff complement.

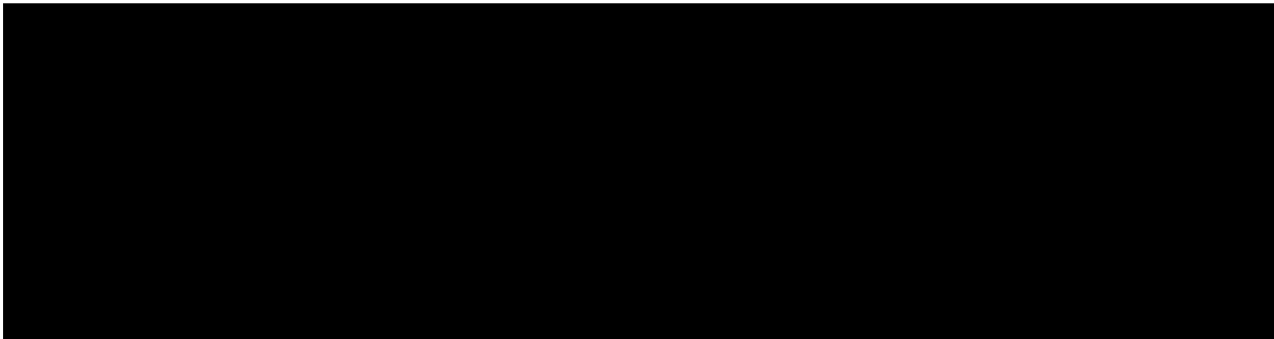
Develop Policy Standards.

The SSC recognizes that significant updating of its policy standards are indicated in review of today's needs for compartmented intelligence. With the exception of the [REDACTED] subcompartment, little has been done in the T/KH area since 1956. Very little has been done with relation to the industrial and consultative spheres. The expanding interests of the civilian scientific community in satellite reconnaissance capabilities will force attention to possible needs for variation if not modification in standards with which the intelligence community is now comfortable. Further security guidance in the ADP field is a compelling need that the SSC has been able to address only on an ad hoc basis. The two recent charges of the Executive Director-Comptroller resulting from the Pettibone Review are currently the subject of action within CIA under the chairmanship of the SSC. But lack of manpower and time renders SSC attention and capability to do necessary on-site reviews and investigations minimal.

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Security Advice to USIB Committees.



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25X1A [REDACTED] under the SIGINT Committee (and its CIA implementing
25X1A 120) was virtually terminated when the SSC was reduced a position
at the retirement of [REDACTED] Security advice to GMAIC, the
Information Handling Committee, the Critical Collections Require-
ments Committee and the Communications Committee are not
included in the purview of SSC capabilities except on an ad hoc
basis.



25X1C

Security Briefings.

The SSC is able to do very few of the security briefings. The majority of the in-house briefings are handled by CIB. Because of the overall pressures in these times of economies most of the in-house indoctrinations to compartmentation consist of reading a rather sterile book and signing a secrecy form. To provide a more concrete example of numbers of briefings and where conducted--but not addressing quality, the SSC has compiled the following table. (See attached memo for C/SSC)

Reorientation.

The DCID 1/14 requires security reorientation programs to be presented by departments and agencies participating in the compartmented control systems. No such program has been structured since DCID 1/14 was issued.

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Support Civilian Agencies.

The SSC is not able, in our opinion, to provide an acceptable level of security support to the growing number of civilian agencies, study groups, scientific disciplines and special review groups with an authorized access to compartmented materials. A large number of locations have been approved to handle and retain compartmented materials on waivers.

Availability for Consultation.

The relationship between the SSC and other agencies is maintained on an acceptable level but there is no formal program of liaison meetings, seminars, or plain old fashioned get-togethers. Thus the SSC marks this function low in priorities but makes sure that time is always found, opportunity always made, and ad hoc requests always answered.

TAB

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OS GOALS PRIORITIES
REPORT

Attachment to:
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TAB G

GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
Establish and interpret policy standards on compartmentation of sensitive intelligence for the U. S. [REDACTED]	1 25X1C	X (2) (a)			DCI	USIB & non-USIB, White House [REDACTED]	No Reductions Possible	25X1C
Prepare, coordinate and disseminate implementing manuals	2	X (2) (a)			DCI	USIB & non-USIB [REDACTED]	No Reductions Possible	25X1C
Simplify and unify compartmented controls	3			X		Ex Dir-Compt	No Reductions Possible	
Develop uniform Top Secret controls in compliance with Executive Order 11652	4			X		Ex Dir-Compt	No Reductions Possible	

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OS GOALS/PRIORITIES
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GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions 25X1A			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
Serve as Security Advisor to USIB Committees, SIGINT, COMIREX, SECOM	5		Requested by Chairman. We now provide less support than minimal acceptable level according to consumers.	X		USIB Committees Involved	No Reductions Possible	
Support civilian agencies, White House, non-USIB in protection of compartmented intelligence	6	X (2) (k)	We now conduct less support than minimum acceptable level according to consumers of this service		DCI	White House, Ex Branch of Gov't, non-USIB elements	No Reductions Possible	
Support [redacted] participating in the T/KH program	25X1C 7 25X1C		Requested by implication in terms of agreements between DCI and [redacted]	X	DCI		No Reductions Possible	
Conduct security briefings and debriefings on compartmented intelligence programs and projects	8	X (2) (g) (k)			DCI	non-USIB agencies & White House	No Reductions Possible	
Conduct reorientations on security requirements of compartmented intelligence	9		Charged by [redacted] this function is not being carried out, (2) (g)		DCI & D/Sec.		25X1A	

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OS GOALS/PRIORITIES

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GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
Available for consultation on security problems related to compartmented intelligence	10	X (2) (k)			DCI	USIB & non-USIB Commonwealth countries	No Reductions Possible	
Conduct security inspections and surveys to insure compliance with compartmented intelligence policies and procedures in CIA and other agencies and participating [redacted] 25X1C	11	X (2) (f) (m)	While responsible for this function, the SSC has not been carrying it out more than .5% of time and then only on local non-USIB sites		DCI 25X1C	USIB members & non-USIB & [redacted]	SSC now conducts less than .5% of its mission in this area. No further cuts possible.	
Support the U. S. intelligence efforts in the SALT discussions. Escorting material, survey of storage site, coordination with State Security.	12	X (2) (p)			Director of Security and DDI	of Security and State	No Reductions Possible	
Serve as the compartmented control office for the DDS	13	X			DDS		No Reductions Possible	
Serve as the CIA address for receipt of mail from outside CIA in matters of compartmented [redacted] and T/KH material 25X1A	14		Performed as outgrowth of responsibilities as TSO/CIA and [redacted]			DDS&T, DDI & DIA (Army, Navy, AF)	1% of GS-14 \$250 1% of GS-7 \$100	\$350

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OS COAST GUARDIAN REPORT

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GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions 25X1A			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
Investigate leaks of compartmented intelligence and security violations	15	X (2) (b)			D/Sec.		50% of GS-14 20% of GS-7	\$12,500 2,000 \$14,500
Daily support to the DDI including security support to CIA SIGINT Officer, security support to TCO/CIA, security support on international briefing trips, security support DDI/Security Officer	16	X (2) (g)			D/Security and DDI		If eliminated completely	
Staff support to D/Security as Chairman, Security Committee, USIB	17			X	D/Security		13% of GS-14	Salary \$3,770
Review publications from Office of Special Assistant Public Affairs and disseminate them to interested elements of the OS.	18			X	D/Security		6% of GS-14	Salary \$1,562

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GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions 25X1A			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
At 9:30 daily meeting of senior OS officers conduct briefing on contents of compartmented publications.	19	Yes	Partially	No	Internal	External	Personnel	Funds
		Originated	at direction of	X C/ES	D/Security		10% of GS-14	Salary \$2,500
Other duties as assigned by D/Security		Usually of (X)			D/Security		Average 10% of GS-14	Salary \$2,500
		short duration given No. 1 priority when they occur						