

17 MAR 1976

MEMORANDUM FOR: Director of Security
FROM : ██████████ 25X1A
Chief, Policy and Plans Group
SUBJECT : Preclusion of the Use of Office
Resources in Improper Domestic
Intelligence Activities

1. Action Requested: This memorandum requests your approval of a program to preclude the use of Office of Security resources in improper domestic intelligence activities.

2. Basic Data:

a. The Letter of Instruction from the Deputy Director for Administration for the Director of Security dated 3 July 1975 included a task to "review and establish control procedures for all security activities which will preclude the use of Office of Security resources in improper domestic intelligence activities."

b. This tasking was formulated into an Office level objective (OS-O-10-56) assigned to the Policy and Plans Group to "establish and implement by 31 January 1976 systems and procedures for all Office activities to preclude the use of resources in improper domestic intelligence activities."

c. The Policy and Plans Group, as the action element on this objective, has completed a study of the issues and options associated therewith. This memorandum constitutes a proposal to satisfy the objective and the tasking from the DDA.

3. Staff Position:

a. Based on its review of the requirement and options associated with its fulfillment, Policy and Plans Group has concluded that a positive program should be instituted which would educate, motivate, and insure compliance. The key ingredients in any program designed

to preclude the involvement of the Office in improper domestic intelligence activities are:

- (1) An orientation of employees as to what constitutes proper and improper activities.
- (2) Motivation on the part of employees to adhere to Agency policy.
- (3) A review program to determine compliance.

25X1A b. Pertinent to the education of Office of Security employees is the definition and promulgation of guidelines concerning the propriety of Office activities. Basic to such definition are the provisions of Headquarters Regulation [redacted] portions of Executive Order 11905, and the supplementary procedures established by the Attorney General concerning the implementation of Executive Order 11905. In addition, prudence suggests that these policy issuances be translated to some extent with regard to their specific application to Office of Security activities.

c. After considering a number of options, the Policy and Plans Group proposes for your approval the following program:

25X1A (1) Headquarters Regulation [redacted] selections from Executive Order 11905, and the Attorney General's implementing instructions would be disseminated on an annual basis to all Office employees as a reading requirement; on the annual occasion of this dissemination these policy issuances would be covered by a memorandum signed by you which would both translate the essential elements of the regulatory issuances into security language and transmit your personal emphasis on the necessity to comply with these regulations. Your memorandum would also reiterate the established policy that any employee should feel free to bring to his supervisor's attention or your own any issue that raises a question in his mind as to the propriety of any Office activity.

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(2) Chiefs of division level components of the Office, [REDACTED]

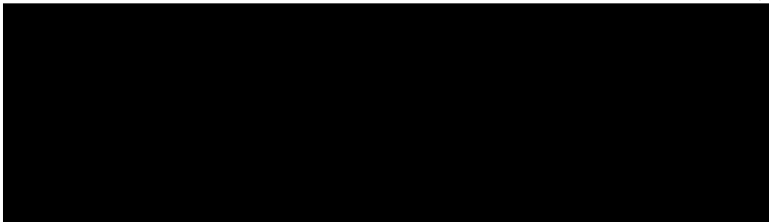
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required to brief all employees under their supervision on an annual basis concerning the details of the policy issuances; this briefing would include an opportunity for employees to pose questions to insure their full understanding of the policy requirements. Chiefs of division level components following such annual briefings would attest by memorandum to you that they have afforded such a briefing to all their employees.

(3) In order to insure a degree of compliance with Agency policy in this area, a number of Office employees representing a random sample would be interviewed each year to determine whether such employees had any question about the propriety of tasks assigned to them during the previous year. This interview program would be implemented outside of normal command channels under the administration of the Policy and Plans Group and using the personnel assigned to that group and selected other individuals in the Office.

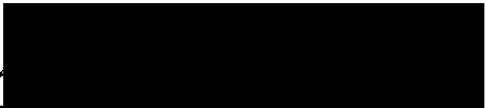
4. Recommendation: Your consideration and approval of the elements of the program outlined in paragraph 3c above is requested. Following such approval, the Policy and Plans Group will pursue implementation of the program and will prepare a report for the Deputy Director for Administration in satisfaction of his tasking in your Letter of Instruction.

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APPROVAL:

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Robert W. Gambino
Director of Security

22 MAR 1976
Date

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