

Office of Security

Trends and Highlights

JANUARY

1974

P M

DIRECTORATE

ADMINISTRATIVE - INTERNAL USE ONLY

INFORMATION SYSTEMS SECURITY GROUP

Trends and Highlights

January 1974

HIGHLIGHTS

1. A preliminary statement of user requirements and general operational concepts for the Community Limited Access Intelligence Register (CLAIRE) System was prepared in response to the DCI's request for a "bigot list" control system. The statement is serving as a basis for a feasibility study by the Office of Joint Computer Support, which will be completed in February.
2. Development of a Security Position and Employee Control System (SPECS) was completed during the month and became operational. The System is already producing reports for the use of the Personnel Branch and the Career Board.
3. On 18 January an initial draft Intelligence Community computer security policy paper was disseminated to members of the USIB Computer Security Subcommittee for their review and comment. This effort represents the first stage of development of a comprehensive community policy issuance on computer security.
4. During the month, NPIC surfaced an intention to purchase and install 500 new computer terminals. Discussions arranged by the ISSG with appropriate Agency components identified security and TEMPEST requirements associated with NPIC procurement of these terminals; further, a coordinated approach to defining the security requirements was developed.
5. The ISSG initiated a coordinated Agency position of nonconcurrency in the matter of a proposed United States Communications Security Board (USCSB) National COMSEC Plan for Computer Systems. The Agency position developed in conjunction with the Offices of Communications, Joint Computer Support, and the Comptroller suggested a positive alternative to defining the separate responsibilities of the USCSB, the USIB, and individual agencies with reference to the traditional, the communications, and the emanations security aspects of computer operations.

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6. A briefing and guidance was provided representatives of the Federal Bureau of Investigation on Agency techniques in securing floor cells in the Headquarters Building used for classified data distribution lines. The floor cell locking devices developed under Office of Security direction for the Headquarters Data Grid were specifically mentioned. This FBI interest arises from a similar requirement for data distribution in the new FBI Headquarters Building.

7. Security guidance was furnished to the Office of Joint Computer Support concerning a Defense Intelligence Agency request to use OJCS computing facilities for emergency backup to a DIA computer system.

ANALYSIS

1. The ISSG work load in January was considerably higher than December. A significant portion of the case load related to ADP support activities, including the evaluation of CENBAD, the implementation of SPECS, and the definition of CLAIRE requirements.

2. On 11 January the entire Group moved from the Chamber of Commerce Building to Headquarters. A ten per cent increase in operational efficiency is being realized since "travel time" has been eliminated as a significant factor in conducting day-to-day business.

TRENDS

The significant increase in ISSG activities in January is expected to continue through at least February and March in all program categories. The ADP support area will continue to demand increased resource allocation; however, steps have been initiated which are expected to bear fruit by 1 April to transfer a large amount of the ADP support activities to the clerical support staff of the Group. This transfer may allow the increasing requirements to be absorbed by an increase in clerical rather than professional personnel.

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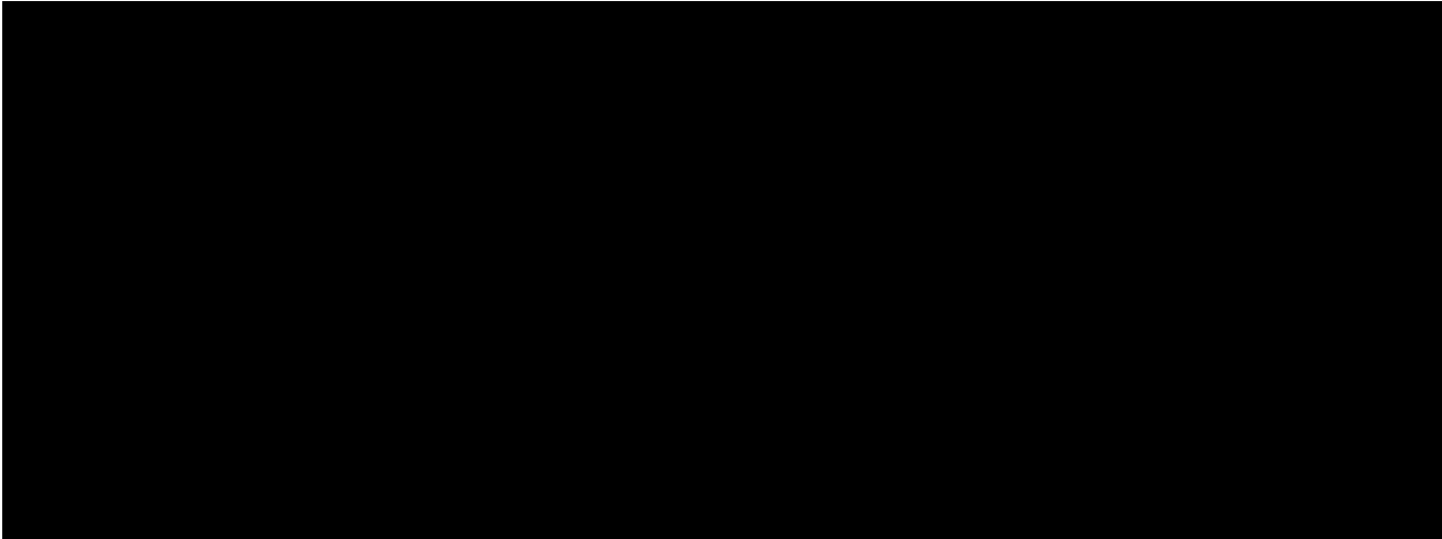
PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

January 1974

STATINTL

Budget and Fiscal Branch



3. The major distribution of the W-2 Wage and Tax Statement 1973 forms by 11 January was a significant achievement. Not only does the distribution date set a new record, but it was also made possible by the new payroll system.

Personnel Branch

1. An Assignment Preference Form and related procedures were developed to replace the Individual Career Advancement Program. In this connection, the components of the Office of Security have been asked to re-evaluate the professional positions under their cognizance to permit

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Plans, Programs and Administration Division Monthly Report for January 1974

an updating of the Office of Security Professional Positions ICAP book. Many positions have been eliminated or changed in thrust as a result of the overall Office reorganization last July 1973.

STATINTL

2. [REDACTED] of the Office of the DD/M&S was briefed on the operation of the Office of Security Clerical Career Board. [REDACTED] is reviewing Clerical Career Management techniques within the M&S Directorate. The objective of this review is to either establish a Directorate-wide Clerical Career Service or to standardize the procedures and policies governing Clerical Career management in the various offices of the Management and Services Directorate.

STATINTL

Plans, Programs Branch

1. A trial "Office of Security Monthly Report of Trends and Highlights for December 1973" was compiled in a new format and circulated. The first formal report will be prepared in February 1974 covering the data generated in January.

2. The delegations of authority to classify national security information was reviewed, and the Chief, Information Systems Analysis Staff/DDM&S, was advised of certain changes necessitated by recent reassignment actions.

3. Briefing material was furnished the DD/M&S covering the major activities of the Office of Security. This material is to be used in an overall briefing effort to be given Vice President Gerald R. Ford in early February.

4. Considerable preliminary staff work was done covering the preparation of FY 1975 and 1976 Office Objectives and decisions packages.

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SPECIAL SECURITY CENTER

Trends and Highlights

January 1974


1. Security guidance was provided to the DD/I related to a new Agency intelligence publication, the National Intelligence Daily (NID).

2. Secretary services were provided at the 22 January meeting of the Security Committee, and a Security Advisor participated in weekly meetings of the Committee on Imagery Requirements and Exploitation, in addition to a special working group engaged in a major modification of compartmented intelligence security controls.

3. Staff actions in support of the USIB Security Committee included preparation of the following papers:

- a. USIB Policy Concerning Hazardous Activities by Personnel Provided Access to Compartmented Intelligence
- b. USIB Directive 1/11, Security Committee
- c. Report of Survey: Current Practices With Respect to the Handling of Materials Within Sensitive and Narrowly Held Sub-Classifications of the Major Compartmentation Systems
- d. Report of Survey: The Dissemination and Handling of National Intelligence Estimates and Inputs to National Security Study Memoranda

4. Compartmented Intelligence security briefings and debriefings were conducted with 22 CIA and 30 non-CIA personnel. The non-CIA personnel included officials of the U. S. Information Agency, Drug Enforcement Administration, Office of Emergency Preparedness, Departments of Justice and Commerce, Federal Aviation Administration, National Security Council, Federal Bureau of Investigation, National Oceanic and Atmos-



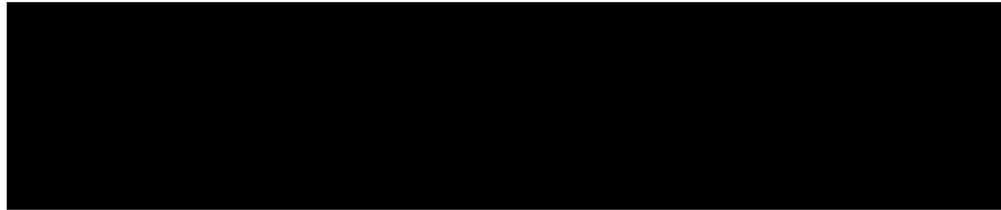
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Special Security Center Monthly Report for January 1974

5. Accredited facilities were at the following locations for the storage of compartmented intelligence materials:



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6. A facility was disestablished at the Office of Emergency Preparedness located in the Winder Building, Washington, D. C.

7. A representative of the Special Security Center participated in the deliberations of an ad hoc interdepartmental group engaged in considering appropriate changes to [redacted] security policy.

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8. Other activities included resolving a security clearance processing procedural problem related to a NASA contractor involved with compartmented intelligence matters, approving, from the standpoint of security, the dissemination of a National Intelligence Estimate to foreign governments, providing advice, to the Subcommittee on Overhead Reconnaissance Systems of the SIGINT Committee on a matter related to compartmented intelligence data, and assisting the National Archives in the development of security procedures for the storage and handling of compartmented intelligence materials.

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SECURITY RECORDS DIVISION

Trends and Highlights

January 1974

1. Examination of the work measurement statistics shows relatively small changes in those activities which make up the bulk of the Security Records Division's work. These activities are Case Processing, Filing and Case Analysis.
2. The Indices Activities which normally go hand in hand with the SRD activities mentioned above show an increase during the current period which is directly attributable to the project to purge the Office of Security Personal Index of names which are no longer pertinent due to the passage of time. One of the purposes of this project is to hold the index at a level of two million entries. The Office of Security Personal Index contained 1,977,675 entries as of 31 January.
3. The Communications Activities statistics are distorted by the addition of figures for the pouch manifest activities. This was a new activity in FY 1974 which has now been discontinued. Since the February statistics will no longer include pouch manifest activities, the statistics for the communications activities will again be comparative to FY 1973.
4. The Computer Support and Compartmented Information Activities indicate a real increase in work load over FY 1973.
5. The report form has been changed for the Microfiche/Retirement Activities to reflect a new policy governing the retirement of files. In January, SRD discontinued retiring files to the Records Center and recalling older files from the Records Center to be microfiched. Files meeting retirement criteria are now immediately microfiched. The number of retired Security files held by the Records Center will tend to decline as they are recalled and reactivated. As of 31 January, 251,929 Security files had been retired of which 16,649 had been recalled and reactivated.
6. In general, the activities of the Security Records Division in January were at normal levels after the sub-normal month experienced in December because of the holidays.

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SECURITY RECORDS DIVISION

Work Measurement Statistics - January 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through January 1973		Cumulative Through January 1974		% Productivity + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
1. Case Processing	1. Cases opened based on requests for a security clearance	16132	10	15525	11	- 12.7
2. Indices Activities	2. Collective total of manual name searches, cards filed, names changed, cards typed, cards purged, names grouped, security documents numbered	100813	8	126274	7	+ 43.1
3. Filing Activities	3. Collective total of files requested, files pulled, folders filed, security documents filed, files recharged, FSU requests, scope searches	491211	14	427429	12	+ 1.5
4. Computer Support Activities	4. Collective total of names searched, case searches, systems update transactions, CIB transactions, Miscellaneous Keypunch Activity, 1050 Telecommunications transactions	426905	10	552105	10	+ 29.4
5. Communication Activities	5. Collective total of pouch manifest items, teletype, dispatch, Agency cable and non-Agency cable traffic handled	37390	3	61169	4	+ 23.6
6. Case Analysis Activities	6. Collective total of cases completed, case summaries prepared, and reference material reviewed and summarized	8592	5	8250	5	- 4.0
7. Information Services Group Check Activities	7. Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors, and ISG checks levied on OS	11731	2	8293	2	- 29.3

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SECURITY RECORDS DIVISION

Work Measurement Statistics - January 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through January 1973		Cumulative Through January 1974		% Productivity + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
8. File Retirement Activities	8. Collective total of files reviewed for retirement/microfiche, files retired, and files microfiched.	39417	3	24624	3	- 37.3
9. Microfiche Activities	9. Collective total of pages prepared and files filmed.	52151	2	251623	9	+ 7.2
10. Compartmented Information Activities Recordkeeping	10. Collective total of changes to master record, names searched, and cable actions.	175077	10	272479	10	+ 55.6
11. Compartmented Information Activities - Briefings	11. Briefings/debriefings conducted.	1308	1	1442	1	+ 10.3
12. Outside Agency Name Check Activities	12. Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	48460	3	50029	3	+ 3.2
	CUMULATIVE TOTALS	1409187	71	1799242	78	+ 16.2

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PERSONNEL SECURITY & INVESTIGATIONS DIRECTORATE

Trends and Highlights

January 1974

1. The significant trend for January 1974 was an increase in total receipts over December 1973. However, it might better be described as a return to normal after the holiday season. This trend is highlighted as follows:

	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>
Total Cases Received	2355	1571	2508
Total Field Cases Received	901	712	1062
Total Field Office Investigative Assignments Received	1754	1123	1639

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2. A third polygraph examiner slot was established in the [redacted] Station and will be filled by the end of the fiscal year.

3. The Interrogation Branch, Security Support Division, has completed a study of polygraph examination questions with a view towards the changing and expanding of the questions so as to bring the coverage in line with the real problems of today.

4. Steps were undertaken to assist Western Hemisphere Division, DDO, in the movement of pouches to and from [redacted] Headquarters by means of the [redacted] The Office of Security, [redacted] Field Office has established a pouch account with [redacted] and will [redacted] as the focal point for the receipt and delivery of the pouches. These steps were taken as a result of the intended cancellation of [redacted] flights at the end of the fiscal year, which has been used for pouch deliveries in the past.

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5. Effective 1 January 1974, a field office territorial realignment [redacted]

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Monthly Activities of the PSI Directorate

(January 1974)

Clearance Division Activity

Total Cases Received	2508
Total Field Cases Received	1062
Total Cases Processed	2416
Total Field Cases Processed	1054
Total Cases Pending	3671
Total Field Cases Pending	1961

Field Office Investigative Assignments

Total Received	1639
Total Completed	1418
Total Pending	2361

Security Support Activity

Operational Support

Total Headquarters and Field Field Office Manhours	4811
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1101
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Interrogation Research

Overt	153	(91-fav; 30-note; 28-unfav; 4-incl)	
Covert	2		
Total			155

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CLEARANCE DIVISION

Time Factors in Processing Overt & Semi-Covert Cases

January 1974

1. PROCESSING TIME (For * <u>84</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS IN INVESTIGATION	DAYS IN RESEARCH AND APPRAISAL		TOTAL DAYS
		SRD	CD	
	40	4	7	51

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	1
b. 31 to 60 days	71
c. 61 to 90 days	11
d. 91 to 120 days	1
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	11	1
	Total	12

*This figure does not include 5 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 89 CASES.

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DIRECTORATE

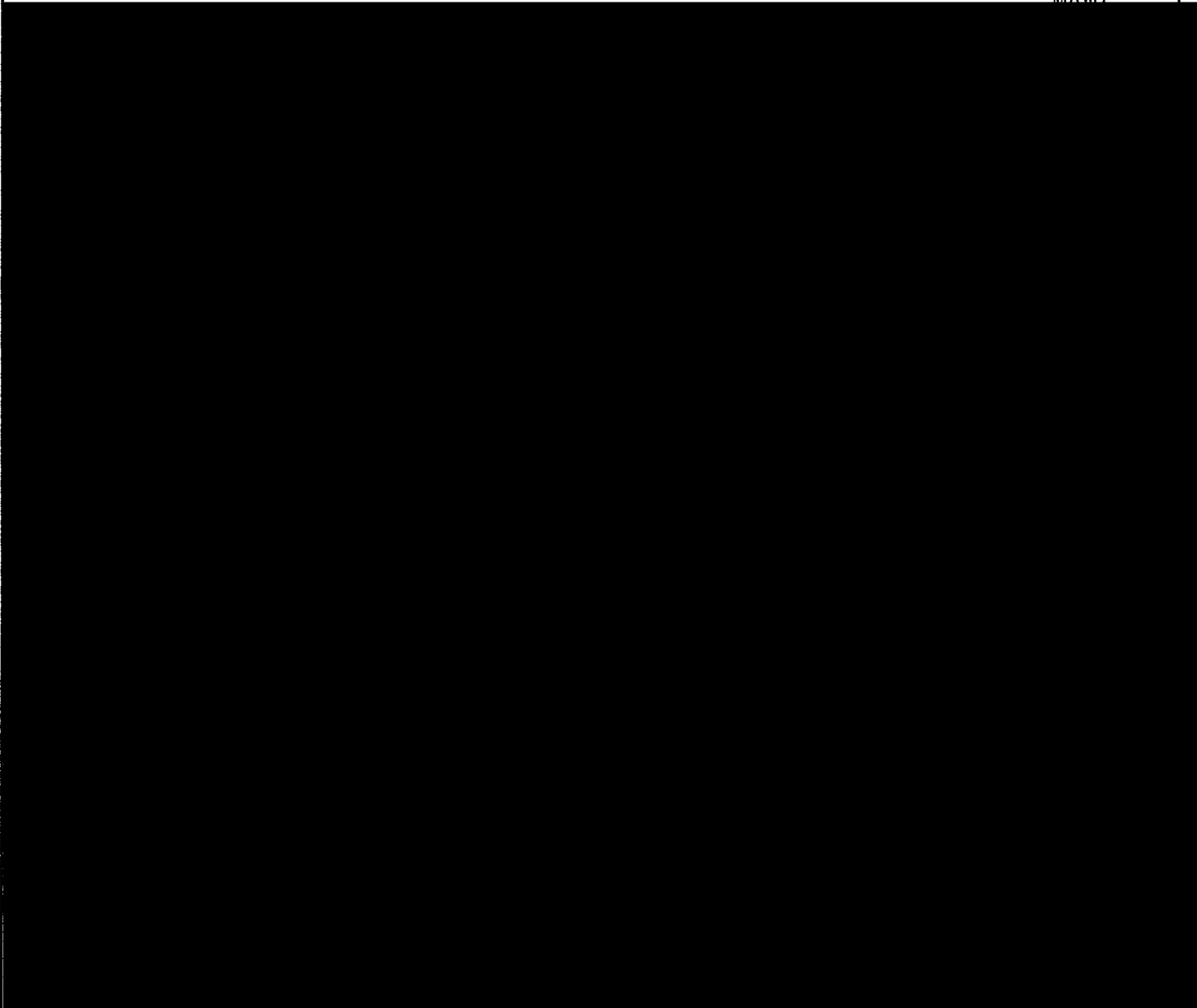
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PHYSICAL SECURITY DIVISION

January 1974

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PhySD Monthly Report for January 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-74</u>	<u>Mgmt. Objec- tive-74</u>
3. <u>SECURITY VIOLATION PROGRAM</u>			
Headquarters Investigations Completed	75	508	_____
Overseas Violations Correlated	<u>38</u>	<u>133</u>	_____
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)			
	<u>1</u>	<u>10</u>	_____
4. <u>HEADQUARTERS ACTIVITIES</u>			
Security Duty Office			
Incidents Involving Written Reports	60	448	_____
Security Assistance Cases	<u>1,187</u>	<u>9,830</u>	_____
[REDACTED SECTION]			
Security Services			
Security Equipment Service Calls	920	13,775	_____
Special Support Assignments	<u>90</u>	<u>673</u>	_____
Escort Assignments	689	4,443	_____
Armed Escort Assignments	<u>12</u>	<u>90</u>	_____
5. <u>SAFETY</u>			
Safety Inspections Completed	2	11	_____
Headquarters Safety Support Actions	<u>38</u>	<u>205</u>	_____
Accident Investigations and Reviews	<u>39</u>	<u>350</u>	_____
Analytical and Statistical Reports Prepared	<u>0</u>	<u>5</u>	_____

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PhySD Monthly Report for January 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-74</u>	<u>Mgmt. Objec- tive-74</u>
5. <u>SAFETY (continued)</u>			
After Hours Drills Accomplished	<u>1</u>	<u>1</u>	<u> </u>
Fire Protection and Prevention			
Briefing and Training Sessions	<u>0</u>	<u>3</u>	<u> </u>
Equipment Tests	<u>0</u>	<u>0</u>	<u> </u>
Educational and Promotional Actions (Safety Literature Distributed)	<u>3,556</u>	<u>21,112</u>	<u> </u>
6. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>			
Man-Days on Overseas TDY	<u>0</u>	<u>168</u>	<u> </u>
Man-Days on Domestic TDY	<u>18</u>	<u>97</u>	<u> </u>
Total Man-Days on TDY	<u>18</u>	<u>265</u>	<u> </u>
7. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>			
Man-Days in Internal Training	<u>63</u>	<u>579</u>	<u> </u>
Man-Days in External Training	<u>0</u>	<u>1</u>	<u> </u>

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Technical Division Monthly Report for January 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-74</u>	<u>Mgmt. Objec- tive-74</u>
3. <u>BRIEFINGS AND SERVICES</u>			
<u>Briefing Program</u>			
Briefing Conducted	12	74	
Personnel Briefed	<u>453</u>	<u>1931</u>	
<u>Training</u>			
Personnel Trained in Security Equipment	<u>5</u>	<u>63</u>	
<u>Procurement</u>			
Material Requisitions Initiated	<u>24</u>	<u>127</u>	
Dollar Value of Procurements Initiated	<u>\$79,396.88</u>	<u>\$285,926.02</u>	
4. <u>*ENGINEERING AND PLANNING</u>			
Liaison Meetings with Other Agencies	<u>6</u>	<u>30</u>	
R&D Contracts Followed	<u>14</u>	<u>14</u>	
Dollar Value of Contracts in R&D	<u>\$664,000</u>	<u>\$664,000</u>	
Technical Division Contracts Monitored	<u>10</u>	<u>10</u>	
Dollar Value of Technical Division Contracts	<u>\$799,000</u>	<u>\$799,000</u>	
Visits with Contracts	<u>24</u>	<u>178</u>	
*E&PD statistics are being updated and recompiled to reflect a more accurate presentation of this data.			
5. <u>INTERAGENCY TRAINING CENTER</u>			
Weeks of Regularly Scheduled Training	<u>3</u>	<u>13.6</u>	
Number of Students	<u>33</u>	<u>120</u>	
Weeks of Special Training	<u>1</u>	<u>2.6</u>	
Number of Students	<u>5</u>	<u>21</u>	

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Technical Division Monthly Report for January 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-74</u>	<u>Mgmt. Objec- tive-74</u>
6. <u>TECHNICAL DIVISION TRAVEL</u>			
Man-Days on Overseas TDY	<u>0</u>	<u>1,024</u>	<u> </u>
Man-Days on Domestic TDY	<u>36</u>	<u>139</u>	<u> </u>
Total Man-Days on TDY	<u>36</u>	<u>1,163</u>	<u> </u>
7. <u>TECHNICAL DIVISION PERSONNEL IN TRAINING</u>			
Man-Days in Internal Training	<u>25</u>	<u>140</u>	<u> </u>
Man-Days in External Training	<u>0</u>	<u>0</u>	<u> </u>

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