STATINTL

21 APR 1975

MEMORANDUM FOR: ███████████████

SUBJECT : Review of Office Functions and Activities
(Security Records Division)

I. PURPOSE AND DESCRIPTION

A. The purpose of the Security Records Division (SRD) is to provide services which are essential for the maintenance, control and retrievability of information which is developed as a result of Security case processing activities; and to provide other services which logically derive from the fact that SRD is the funnel for distribution of correspondence and the central repository of accumulated information which has been generated by Security case processing operations.

B. As of April 1975 the staffing complement of SRD was 73, assigned in the organizational structure as follows:

Office of the Chief/SRD	4
Chief, Records & Services Branch (R&SB)	1
Communications Section	7
Processing Section	10
Indices Section	6
Files Section	11
Case Analysis Branch (CAB)	7
Outside Agency Name Check Staff (OANCS)	4
Systems Support Branch (SSB)	12
Microfiche and Retirement Branch (M&RB)	11

C. The organizational structure is established so that a majority of the requests can be serviced efficiently by people who are trained in specific activities. However, there are times when, for the sake of efficiency, an activity may be performed in any one of several organizational units. For example: Office of Security Case Controls and Reports (OSCCAR) Initiation Actions may be coded in R&SB (Processing Section), in CAB, or in SSB. Which unit performs the activity depends upon the routing of the request which, in turn, depends upon the nature of the request, the type of case, the information which is developed from the indices search, and various other factors. When a certain activity may be performed in different organizational units, it is listed as an activity of each unit.

II. FUNCTIONS AND ACTIVITIES

A. SRD Management

The general management functions of SRD are performed by the
Chief, assisted by the Deputy Chief and other SRD personnel as
required. SRD management is directly responsible for efficient
use of resources which cost about $1,500,000.00 annually---about
$1,100,000.00 from the Office of Security budget, plus about
$400,000.00 in assessed charges from OJCS in support of computer
systems which are managed by SRD. The timeliness, quality and
accuracy of SRD's products contribute to the efficient use of re-
sources in other Agency components and in other Government agencies.
The goal of SRD is to improve or expand services while utilizing
personnel, space and money with optimum efficiency. Achieving
this goal requires a constant awareness of the environment, as
well as an intimate knowledge of the people, the processes and
the product of SRD. SRD management activities include:

1. Investigates and evaluates the potential of technological
advances in information processing techniques and equipment, storage
equipment, microform techniques and equipment, duplicating machines
and devices.

2. Selects systems, equipment and devices which will improve
efficiency, and arranges for their installation and utilization.

3. Evaluates information concerning Agency and Office direc-
tions and trends, policies, directives and regulations. Implements
and monitors changed policies and procedures within SRD to insure
that the Division operates in harmony with the intent of higher
level Agency and Office management.

4. Resolves conflicts with other Office and Agency components
who serve or are served by SRD, when there are differing inter-
pretations of Agency or Office policies and when joint action is
required for implementation.

5. Serves on Career Panels and Career Boards which recom-
mend Office personnel for assignments, QSI's and promotions.

6. Establishes, implements and monitors the personnel policies
and procedures of SRD, insuring conformance with Agency and Office
policies, and that SRD personnel have appropriate opportunities
for consultation, training, career guidance and advancement.

7. Establishes, implements and monitors the security and
safety policies and procedures of SRD, insuring conformance with
Agency and Office policies.

8. Formulates Division and Office objectives and action plans
for the concurrence of the Director of Security. Implements pro-

⸱cedures to insure that objectives are met.

9. Participates with other OS components in establishing the ⸱ground rules and procedures for case processing within SRD, for the creation of index records, the selection of materials which create a Security dossier and which may be added to it.

10. Establishes and monitors policies and procedures which insure the accountability, retrievability and protection of Security dossiers.

11. Participates with other OS components in establishing the policies and procedures for the release of investigative information to outside agencies. Establishes procedures to insure that the requests of outside agencies are authentic, that they are properly serviced, and that appropriate controls are exercised in the release of information.

12. Provides suitable representatives for management advisory groups, intra and inter Office committees and panels.

13. Maintains statistics reflecting status and production with respect to ongoing activities in SRD, and submits reports to higher level management.

14. Briefs representatives from outside agencies and Security customers concerning the operations of SRD.

15. Prepares memoranda in response to specific requests from Office of Security management, explaining SRD operations for purposes of management review and/or planning.

16. Insures responsive action to special requests from high level Agency officials in those instances where SRD has the facilities, special access to information, and necessary expertise. Examples:

      a. Screening of invitations for Alumni day.
      b. Screening of records of visitors.
      c. Reviewing and summarizing the contents of Security dossiers of Congresspersons.
      d. Special xeroxing services.

B. R&SB--Processing Section

ACTIVITIES-

1. Prepares index cards.

2. Prepares case control cards.

3. Selects appropriate bio data to be reproduced in the format and quantity necessary to meet investigative needs and prepares bio data sheets.

4. Maintains xerox and ditto equipment.

5. Sets up Security folders which have been microfiched.

6. Sets up files.

7. Extracts and types pertinent investigative data from submitted PHS's for use in the investigative processing of clearance requests.

8. Prepares DODCI requests when appropriate.

9. Maintains liaison with OSC/OC for the purpose of resolving problems of mutual concern.

10. Codes OSCCAR Initiation Actions.

11. Maintains daily statistics.

12. Schedules indices checks.

13. On an individual case basis determines if OS name checks are required and initiates IPS checks when needed.

14. Reproduces case control cards and biographical data sheets through utilization of Xerox and Ditto machines.

15. Proofreads and assembles biographical data sheets and case control cards with corresponding covert clearance requests and forwards to appropriate Security component.

16. Assists in the processing of covert clearance requests.

17. Consolidates overt and covert files when subject possesses both, and changes all SANCA records.

18. Transfers reference material to subject file when Ident, and changes SANCA records as well as notifying CIB for their records.

19. Keeps up-to-date file cards on known abbreviations for specific geographic areas.

20. Continues to study present procedures to see how they can be improved.

21. Works with other Section Chiefs to resolve problems relating to case processing procedures.

22. Prepares Fitness Reports.

23. Reports T&A for Processing Section.

24. Cross-trains all Processing employees as soon as they thoroughly learn one desk.

B. R&SB--Files Section

ACTIVITIES-

1. Pulls dossiers on request and forwards them to requesting OS components.

2. Pulls dossiers for new cases already in process and forwards them to CAB for analysis and review.

3. Charges or recharges dossiers to the proper OS components.

4. Refiles security dossiers.

5. Files correspondence in OS dossiers.

6. Numbers correspondence for inclusion in proper OS dossiers.

7. Prepares lists of delinquent OS dossiers charged out more than 90 days.

8. Retrieves delinquent dossiers from component that has them.

9. Prepares statistical reports on the Sections' activities.

10. Trains new employees and cross-trains experienced employees.

11. Locates misfiled correspondence and dossiers.

12. Helps the Indices Section operate the Priority Request Unit Desk by pulling dossiers on a priority basis for various OS components which requires special handling.

13. Prepares Fitness Reports.

14. Reports T&A for the Files Section.

15. Works with the other Section Chiefs in the Branch to resolve problems of mutual interest.

16. Checks SEADORS Master List for dossiers that have been sent to Records Center and note retirement data for recipient use.

17. Assures that dossiers leaving the Division are marked with purge stamp.

18. Operation of Xerox 3600I and Ditto Machine.

19. Retrieves any request for Microfiche.

20. Conducts index searches by using a Delta Data Computer Terminal or by a manual check of the Indices.

D. R&SB--Indices Section

ACTIVITIES-

1. Reviews Personal History Statements, Personal Security Questionnaires and other biographical materials to select names to be keypunched for the computer runs.

2. Reviews security dossiers and SANCA search results to eliminate "hits" that are not identical to persons of interest.

3. Acts as receptionist in a secure and restricted area.

4. Files and purges cards in the OS Master Index.

5. Numbers correspondence to be filed in OS dossiers.

6. Conducts name searches using the Delta Data Computer Terminal or the OS Manual Index as requested by authorized OS personnel.

7. Inputs names into the SANCA system and the Master Index upon request.

8. Inputs impersonal names into the impersonal name index upon request.

9. Compiles statistical reports as needed.

10. Receives files and update sheets (from Microfiche and Processing) and processes by adding, updating or deleting from the Master Index.

11. Consolidate overt and covert dossiers into one subject dossier.

12. Trains new employees and cross-trains experienced employees.

13. Prepares Fitness Reports.

14.   Reports T&A for the Indices Section.

15.   Works with the other Section Chiefs in the Branch to re-solve problems of mutual interest.

16.   Pulls and charges out Security dossiers as requested on a priority basis.

E.   R&SB--Communications Section

ACTIVITIES-

1.   Analyzes incoming cables for the Office of Security, in-suring proper distribution to interested components, and that copies are directed to the OS Registry and the Director of Security as appropriate.

2.   Analyzes outgoing cables for the Office of Security, in-suring proper format, cryptos and addresses.

3.   When necessary, removes pseudonyms and cryptonyms from messages, inserting true names through reference to the SRD true name card file or to DDO/IP/SD.

4.   Verifies that reference cables were received in OS as noted on incoming messages.

5.   Maintains cable log by posting the IN number or the DIR number, subject, and source; and noting internal distribution.

6.   Maintains cable chrono file.

7.   Retrieves old cables from Cable Archives when requested.

8.   Through DDO/IP/SD, obtains pseudonyms and aliases for OS personnel as requested.

9.   Expedites transmission of immediate action cables by hand carrying to DD/PTOS for transmission over the green phone.

10.   Analyzes and disseminates all non-Agency cables, State cables, State Airgrams, Department of Defense Intelligence In-formation Cables for the Office of Security.

STATINTL 11.   Receives all dispatches and telepouches from the Information Processing Division, DDO, including ▊▊▊▊ Analyzes to determine dissemination. Sterilizes by deleting cryptonyms and pseudonyms and inserting true names and identities.

12. Maintains logs, controls and chrono files on dispatches and telepouches. Locates and retrieves references as necessary.

13. Analyzes, sterilizes and reproduces Quarterly Reports of Security Activities from stations overseas, and routes to interested Divisions in OS indicating action to be taken.

14. Correlates and forwards to the appropriate component all Office of Security Survey Reports of field stations which are pouched via split transmittal.

15. Insures Office of Security compliance with Agency rules and regulations that govern the procedures of cables, dispatches and telepouches.

16. Receives requests for Security case processing actions and prepares the SRD abstract control card which establishes the routing for each request.

17. Determines and documents the "Type of Case" which governs the routing to Sections in the Clearance or Security Support Divisions, and the nature of processing within SRD.

18. Assembles materials in the appropriate type of folder for subsequent processing in SRD and other Security components, and delivers cases to the next processing station.

19. Maintains the control of a case as it progresses through SRD by filing copies of the abstract control card.

20. Produces a daily report of total cases received, closed and pending which highlights the progress of high priority cases, and a monthly production and status report.

21. Each morning sets up and tests three (3) half-duplex KW-7 units which are used for secure teletype (TWX) communications with field offices.

22. Processes draft TWX messages to field offices by keying for direct transmission or by keying for tape and subsequent tape transmission.

23. Proofreads outgoing TWX messages to insure accuracy.

24. Logs outgoing and incoming TWX messages for proper control and reference, and maintains chrono files.

25. Reviews contents of incoming TWX messages to determine appropriate components.

26. Dismantles and secures cryptographic equipment before departing each day.

27. Provides entrance controls and information services for a secure and restricted area.

28. Opens and sorts incoming mail for the Office of Security.

29. Sorts and routes mail for internal Office of Security distribution.

30. Sorts and routes outgoing mail of the Office of Security.

31. Provides pick-up and delivery service for Office of Security components within the Headquarters building.

32. Collects classified trash within SRD. Delivers classified trash to appropriate reception point, or monitors destruction as required.

33. Manifests outgoing field office mail and ckecks WFO manifest.

34. Prepares receipts for mail which is sent to OS components which are not serviced by SRD.

35. Maintains a $500 imprest stamp fund.

36. Controls and distributes all Headquarters regulations, notices, bulletins and handbooks for the Office of Security and maintains copies for reference. Obtains additional copies of regulations on request.

37. Xerox and distributes all OS Directives, notices, bulletins, minutes of weekly meetings, and vacancy notices for the Office of Security.

38. Wraps, addresses and receipts various types of material including OS files to be delivered to OS offices, outside the Headquarters Building by OL/M&CB courier services.

39. Securely wraps, addresses, weighs and affixes postage for all material going to OS field offices. Prepares registry receipt and assigns registered mail number to packages. Prepares courier receipt and delivers to OL/M&CB for dispatching to the Post Office.

40. Opens and reviews incoming investigative field reports, determines which reports should be recorded in the OSCCAR system before preparing for delivery to the interested office.

F.   R&SB--Office of the Chief

ACTIVITIES-

1.   Supervises and manages the personnel and the activities of Processing, Files, Indices and Communications Sections.

2.   Maintains property and supply inventories, ordering and reordering as appropriate.

3.   Compiles, analyzes and correlates machine runs to maintain a current list of Office of Security personnel who have authorized access to security dossiers and to information from index records.

4.   Researches computer listings of Contract Employees submitted by the Office of Personnel, and provides Security File Numbers and other data needed for their system.

5.   Keeps up-to-date information on Branch employees.

6.   Maintains records of SRD after hours access list to secure areas.

G.   Systems Support Branch

ACTIVITIES-

1.   Insures, by reviewing output and by frequent contact with customers, that the systems meet information requirements.

2.   Defines, for OJCS action, the logic required to satisfy new or changed information requirements.

3.   Insures that the computer systems operate with optimum economy, efficiency and reliability by:

      a.   Participating in the selection of appropriate equipment.
      b.   Arranging the schedule for training of operators and installation of equipment and systems.
      c.   Coordinating with other Security and OJCS components on new or changed procedures and operations.
      d.   Monitoring down-time of terminals and delinquency of computer runs, and taking corrective action as required.
      e.   Analyzing computer output to determine existence of software problems, and obtaining programming changes as required.

4.   Insures that systems are supported with adequate back-up procedures by:

    a. Periodically obtaining updated magnetic tape copies
of data and programs and arranging for their storage
at a safe location.

    b. Insuring the periodic creation of back-up disk packs.

    c. Retaining punched card add, change and delete actions
until master files are updated and validated.

5. Insures that data are processed in conformance with se-
curity requirements by:

    a. Controlling issuances and changes in USER ID's and
PASSWORDS.

    b. Routing computer print-outs to authorized personnel
only.

    c. Examining the monthly audit trail report and reporting
any evidence of unauthorized access.

6. Establishes and maintains adequate documentation which
explains the file and record lay-outs, the data items in each re-
cord, the necessary rules for input and output, and code diction-
aries for each of the systems supported by the Branch.

7. Maintains appropriate machine and systems manuals, proce-
dures handbooks, and other reference materials required for Branch
operations.

8. Collects meaningful statistics concerning Branch activities
and prepares reports for management.

9. Insures the timely and accurate execution of procedures
which are required each night to update files and obtain the stan-
dard reports which are produced by the various systems.

10. Formulates requests or executes necessary procedures to
obtain non-standard reports from the various data bases.

11. Monitors changes in OJCS hardware and software, insuring
that such changes do not impact adversely on the reliability and
efficiency of computer systems which are supported by the Branch.

12. Explains to Office of Security customers the operation of
ADP systems; trains and assists their personnel who are participating
in systems operations.

13. Designs and implements small ADP projects for the Office
of Security, using the Agency's Virtual Interactive System.

14. Diagnoses problems caused by equipment malfunction and
arranges for the correction of such deficiencies. When necessary,
coordinates the efforts of hardware and software technicians in

·solving system problems.

15. Performs on-line updating of sub-files on disk storage
·(such as the SPECLE Clearance Library, the Government and In-
dustry Parent Organizations) which are essential for the proces-
sing of regular input and output transactions.

16. Performs key-punching services in support of automated
systems of other Agency components.

17. Updates, maintains and queries the Leak Data Base.

18. Examines, sorts, assigns and controls incoming source doc-
uments and doded forms which are to be processed in the Branch.

19. Analyzes source materials to identify the appropriate trans-
action to be executed.

20. Edits source materials to detect and correct errors prior
to the execution of input transactions.

21. Selects and executes the appropriate coding for SANCA
searches, in order to produce information needed by the requester.

22. Queries the OSCCAR data base, analyzing existing infor-
mation in order to determine the required data to achieve intended
update.

23. Prepares and/or verifies in proper punched card format
the data needed to add, change or delete records in SANCA, OSCCAR
or SPECLE.

24. Reviews Security folders which represent cases-in-process,
identifies events which have occurred, and codes transactions re-
quired to produce a current OSCCAR record in the computer.

25. Operates the following data processing machines required
for a variety of transactions:

    a. IBM 029 keypunch-interpreter
    b. UNIVAC 1701 keypunch-verifier
    c. UNIVAC 1710 keypunch-verifier-interpreter
    d. IBM 1050 Tele-Communications configuration, which
        consists of a printer, a control unit, a card reader,
        a typewriter and a card punch.
    e. IBM 082 Card Sorter and Counter
    f. Delta Data 500G terminal
    g. Texas Instruments Printer

26. Prepares and/or verifies in proper punched card format

the data needed to transmit a Name Check Request to DCII (Holabird).

27. Analyzes and interprets reply cards from Holabird. Stamps interpreted results on a card and routes to the appropriate Security component.

28. Receives Name Check Requests from DCII (Holabird). Submits these cards for a SANCA search, then routes to the DDO/IP for their processing. Any errors from either system are corrected and resubmitted. When both SANCA and DDO/IP have "No Record", the results are transmitted to Holabird. ("Hits" or possible "hits" are evaluated and released by other SRD components).

H. Case Analysis Branch

ACTIVITIES-

1. When there is certain specified existing information, analysts perform the first detailed examination of all types of cases submitted to the Office of Security for security clearances or investigations. They review computer search results of names appearing on personal history statements or other biographical data forms in order to:

    a. Determine the sufficiency of the Indices searches.
    b. Determine if such names are identical with individuals or organizations listed in security files and records.
    c. Conduct additional research to properly identify and develop all pertinent security information.

2. Prepare summaries where positive or possible identification can be made, to present pertinent security and suitability information that will assist in the scheduling of subsequent investigation.

3. Clerical activities within the Branch:

    a. Types all summaries on Form No. 1147 (Case Analysis), utilizing established criteria.
    b. Initiates the Office of Security Case Control and Reporting (OSCCAR) System.
    c. Logs and forwards all cases upon completion of the Case Analysis Branch's function.
    d. Recharges all cases that are forwarded outside of the Division by the Branch.
    e. Maintains statistical records on the various types of cases processed by the Branch for preparation of monthly and annual statistical reports that are incorporated into Division reports.

4. Security Control Officer activities include:

   a. Reviews IP/DDO index search results to determine if "hits" are identical to submitted name.
   b. Orders pertinent 201 files and/or reference material from IP file room.
   c. Responsible for obtaining previously charged out material.
   d. Charges out all IP material that is forwarded out of the Branch.
   e. Processes requests for FBI documents submitted by OS personnel.
   f. Responsible for returning all IP material to proper destination.

5. Information Control Assistant activities include:

   a. Submits name traces to IP/DDO for search of their foreign index.
   b. Upon return of name check results:
      (1) Separates "No Records" from possible hits.
      (2) Stamps "No Records" and forwards results to requester.
      (3) Gives possible hits to the Security Control Officer for review.
   c. Maintains logs and statistical records of IP checks processed in the Branch.
   d. Processes expedite requests for 201 files and/or IP Index, utilizing the telephone and/or personal visit.
   e. Responsible for routing all IP material to concerned OS components.

6. Provides support for DDO/Information Processing, External Inquiry Branch by searching the OS Master Index to ascertain if the Office of Security has a record identical to name check requests.

7. If the search reflects a "No Record", the IP/EIB is notified immediately.

8. When the search reflects a "hit", the corresponding OS file is pulled and reviewed to see if it contains CIA generated investigations that are releasable to other government Agencies.

9. If the information is non-derogatory, it is given to IP/EIB, but if it is of a derogatory or questionable nature, the file is given to the SRD, OANC Staff and IP/EIB is alerted to contact them.

10. Maintains the Leak Data Base for the Office of Security by:

a. Inputting new information.
b. Extracting information on requests from OS components.
c. Keeping files on each individual leak which contains all pertinent of known information.
d. Supplying, upon demand, a current listing of all leaks recorded in the data base.

11. Preparing Fitness Reports and Letters of Instruction on Branch personnel.

12. Maintaining Time and Attendance (T&A) records and locater cards on Branch personnel.

13. Preparing Branch Memoranda and statistical reports.

I. <u>Microfiche and Retirement Branch</u>

<u>ACTIVITIES-</u>

1. Supports the microforms program for the Office of Security.

2. Serves as the focal point for liaison with other Agency components and vendors regarding areas of mutual micrographic interest relating to new techniques and equipment.

3. Provides advice, guidance and assistance, upon request, concerning the application of microform techniques for reduction of OS information holdings.

4. Obtains, reviews and analyzes Security files to determine eligibility for microfiche which also includes:

a. The detection of discrepancies and inconsistencies with file numbers, subject names and the contents of material within a dossier. Conducts research necessary to resolve and correct same.
b. Combining certain types of files except when heavy indexing precludes the consolidation in which case a memorandum is prepared and placed in each to cross-reference the other.
c. Removing erroneous, extraneous, duplicate and other non-essential material from the records.
d. Judging the photographic quality of file material for microfiche versus retention.
e. Determining if transposition or recompilation of bio-graphic data, clearance actions, etc., within the file will better serve the organization and integrity of the record.
f. Correlating the filming of additional records found on subjects with previously microfiched records and deletes

the most recent record from the master index.

g. Retaining record of files containing little information for destruction at a later date.

h. Contacting other components regarding the presence of flag sheets, TS, polygraph, codeword or Eyes Only material.

5. Conducts a comparison analysis of file numbers and names from the contents of each file with the file numbers and names on a SANCA printout to determine if the master index is accurate and sufficiently all encompassing to provide search hits and, if not, initiates corrective action.

6. Prepares files for microfiche by examining each document to assure its relevance to the file, removal of all metal fasteners, mounting of small items on standard paper, organizing order of material and establishing the grouping of pages for microphotography.

7. Operates NCR step and repeat microfiche camera, Recordak rotary and planatry cameras, 3M reader/printer, Bell & Howell reader/printer and microfiche viewers.

8. Types and proofs titles to be photostated for use in microphotographing dossiers.

9. Types transposition of material to be photographed, memorandums and various types of reports.

10. Logs outgoing and incoming microfiche and titles to Printing Services Division for processing.

11. Coordinates flow of work material through various processing stages to completion.

12. Correlates incoming processed microfiche with corresponding files.

13. Proofs processed microfiche with hard copy files judging quality and content prior to destruction of the hard copy material.

14. Checks proofed files to assure jackets contain correct microfiche and appropriate stamps and returns both the files microfiched and those reviewed but not microfiched to the shelf in chronological order.

15. Retrieves and correlates title sheets with files requiring photographic retakes.

16. Prepares requisitions, memoranda and statistical logs and reports.

17.   Prepares LOI's, promotion requests, and Fitness Reports.

18.   Trains and cross-trains employees.

19.   Maintains separate repository in the M&RB for original copies of microfiche.

20.   Handles Branch mail, telephone calls, receives visitors, reports time and attendance, ~~time~~ and maintains Branch records.

21.   Disposes of classified waste and maintains cubic footage record of amount destroyed.

22.   Attends equipment demonstrations, seminars and other Agency training courses.

23.   Services request for files and/or microfiche in transit in the M&RB.

24.   Establishes and prepares guidelines and instructions regarding microfiche activities.

25.   Designs and implements statistical reporting forms and graphs, etc., unique to microfiche operation.

26.   Performs minor equipment maintenance and repairs.

27.   Supervises and oversees the daily activities of employees assigned to the M&RB.

28.   Conducts Branch staff meetings.

J.   <u>Outside Agency Name Check Staff</u>

FUNCTION-
Release, under controlled conditions, Agency Investigative information contained in Personnel Security files to the 376 officially accredited representatives of 49 Federal Agencies and Departments.

ACTIVITIES-

1.   Receive and review requests for accreditation of Federal representatives of Federal Agencies to ensure all necessary biographic and clearance data has been furnished.

2.   Perform the following accreditation procedures:

a.   Initiate Indices Search and obtain Subject file, if any.

b. Prepare Form 123 (Request for Approval of Liaison) for each individual and submit to Certification Section, I&CB/CD.

c. Prepare memorandum of approval for accreditation to interested Federal Agency with a copy to Agency Office of Personnel.

d. Prepare Form 239 (Request for Postage) for each letter.

e. Prepare 3x5 card containing all necessary accreditation information for retention.

f. Prepare Form 2001 (Request for Visitor-No-Escort Badge) and submit to Clearance Division for approval. Resubmit Form 2001 annually for each representative requiring renewal of the VNE Badge.

g. Remove 3x5 card when representative is no longer accredited.

3. Process external inquiries (telephonic and written) for name trace from 49 Federal Agencies assuring the orderly processing of these inquiries through SRD Indices Section and the DDO/

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4. Ascertain if identical any Subject file furnished by Indices Section.

5. Officially notify requester of a "No Record" received by Indices Section and DDO/External Inquiry Branch.

6. Release DDO/Clandestine Intelligence Reports to Federal Agencies securing the signature on a Document Receipt of the accredited representative.

7. Mail Agency Personnel Security Pledge and name check release, Form 2689, to Federal Agencies and Departments under existing secure procedures.

8. Reassemble all "striped" material back into the proper Personnel Security file in chronological order.

9. Log in and out and recharge, as appropriate, all Personnel Security Files received in staff.

10. Perform a Security and Cover Analysis of Overt Subject Files.

11. Coordinate with higher authority on sensitive cases and with Central Cover Staff when Subject is under any cover status.

12. Initiate memorandum requesting consideration for permission to release polygraph or other derogatory information.

13. Prepare Overt Subject files for releasing by "stripping" the file of all personnel investigative reports and a copy of a Personnel History Statement.

14. Prepare Form 2689 (Personnel Security Pledge and Name Check Information Release) indicating the results of National Agency Checks and the date and level of any clearance granted.

15. Place personnel investigative reports, which have been stamped with an Agency control stamp, along with a copy of a Personnel History Statement and Form 2689 in a sterile separate folder for release to accredited Federal representative.

16. Review covert Subject files and release Name Check results by preparing Form 2689 if no field investigation was performed.

17. Prepare a request for coordination on Covert Subject files containing field investigative reports.

18. Refer Covert Subject files and Form 2689 to the appropriate section in Clearance Division for their action and approval for release.

19. Respond to requests for the CIA Internal Source Registry providing records of National Agency Checks and Background Investigations consistent with Security and Cover.

20. Maintain close rapport and liaison with 49 Federal Government and Departments represented by 376 accredited Agents and Representatives, providing assistance and guidance.

21. Contact Clearance Division Liaison for assistance in unusual instances where request is beyond the function of the OANC Staff.

22. Prepare statistical reports on the Staff activities.

STATINTL

Chief,
Security Records Division