

SECRET

EYES ONLY

19 December 1972

MEMORANDUM FOR: Director of Security

SUBJECT : Possible Reorganization of the Executive Staff

1. Reference is made to your recent request that a review be made of the Executive Staff for the purpose of determining whether a reorganization might streamline procedures and/or eliminate slots.

2. This is to advise that the professional TO of the Executive Staff is [redacted] of these slots being assigned to the Special Security Center, and [redacted] being assigned to the Executive and Planning Division. [redacted] is assigned to the Pentagon and really does not come under the day-to-day administrative control of the Special Security Center; [redacted] is a Records Management Officer whose area of responsibilities is rather specialized; and [redacted] devotes the majority of his time to the Security Committee.

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3. The mission of the Executive and Planning Division is to serve as a policy and planning component of the Office of Security in security matters which transcend specific organizational components. On the basis of my experience in the Executive Staff, it has become obvious that [redacted] are very heavily engaged in coordinating and otherwise preparing position papers that are of direct concern or interest to the Deputy Director of Security or the Chief, Administration and Training Staff. There is a rather close working relationship with A&TS on "planning papers" wherein EPD pulls together supporting reports from all elements of the Office of Security, whereas A&TS addresses the "personnel and money" aspects of the problem. Some overlap and confusion does exist.

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4. With respect to the Special Security Center, it strikes me that the unit is still operating under a broad charter of responsibilities developed in about 1962, when they had a personnel strength of [REDACTED]. At the present time it would be much more realistic to limit the activities of the Center, particularly as it relates to security surveys of codeword facilities, briefings, etc., and concentrate on the establishment of security policy, and the interpretation of security policy, related to the compartmented programs. In considering the activities of the Special Security Center, it should be noted that: (a) the unit is basically under-strength for what it is attempting to accomplish; (b) overage personnel such as [REDACTED] do much to keep the unit functioning, and (c) [REDACTED] is looking towards retirement in early 1973, thus he is not getting involved in any significant programs.

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5. From an overall standpoint the Executive Staff is functioning at a serious disadvantage, at the present time, because the Executive and Planning Division is located in the Chamber of Commerce Building. It is anticipated that EPD will soon move to the Headquarters Building in an area immediately adjacent to the Special Security Center.

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6. In effect the two major elements of the Executive Staff are not really "Centers" or Divisions, and operating procedures leave much to be desired from a management standpoint. With a view towards streamlining the operation, we might possibly eliminate the GS-15 [REDACTED] slot in SSC, cut a secretarial slot in EPD, and organize along any of the following lines:

- A. Combine the SSC and EPD, while limiting their charter to overall "policy" matters, either in standard security or compartmented areas.
- B. Transfer the responsibilities of EPD to Chief, A&TS, and have the Executive Officer concentrate his efforts on the problems of the Special Security Center.


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- C. Split up the responsibilities of EPD between A&TS, command channels, and SR&CD (records management).

7. I leave this to your discretion. At this point I lean towards option 6. A., but would suggest that we defer a final decision about sixty days, until the move has been completed and we have had an opportunity to further assess the overall operations of the Executive Staff. We might give up the Bagranoff slot at any such time that the Office of Security is pressured for further cuts from the top.

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Acting Chief, Executive Staff

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: 25X1A Acting Chief, Executive Staff	EXTENSION	NO.
	5861	DATE 19 December 1972

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

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	RECEIVED	FORWARDED		
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