

C-O-N-F-I-D-E-N-T-I-A-L

*CLMS  
Action Due  
22 Oct*

ODP # 0-1327

1 October 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
Deputy Director for Science and Technology  
Deputy Director for Operations  
Comptroller  
General Counsel  
Legislative Counsel  
Inspector General

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FROM: [REDACTED]  
Chief, Regulations Control Division  
Office of Information Services

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SUBJECT: Proposed Revision of HHB [REDACTED] Manual for Security Procedures  
in Agency Areas, Offices, and Buildings, DRAFT A (Job #9244)

FOR YOUR CONCURRENCE OR COMMENTS:

1. The attached proposal was initiated by the Office of Security as a complete revision of this handbook. The following changes are marked by arrows:

- a. The term "SACS" has been substituted for "badge" processing in several places.
- b. In paragraph 2b(4) after-hours exit procedures are spelled out.
- c. In paragraph 2c(3)(a)(1) the VNE list is amended to include members of the Intelligence Oversight Board.
- d. In paragraph 2d(1) Form 4038 is to be used to report lost badges.
- e. In paragraph 2d(2) a security violation will be given for failure to make a timely report of a lost or stolen badge.
- f. In paragraph 2d(4) individuals at Headquarters Building who have forgotten their badges may now report to any FPO, rather than being required to go to the Main Entrance receptionist.
- g. In paragraph 2e procedures for malfunctioning badges or forgotten code numbers have been revised.

WARNING NOTICE - INTELLIGENCE  
SOURCES AND METHODS INVOLVED

DERIVATIVE CL BY 018131  
REVIEW ON 1 OCTOBER 2000  
REASON A9c.5.2

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- h. In paragraph 2h(1) VNE after-hours procedures are spelled out.
- i. In paragraph 2h(2)(a) and (d) receptionists' office hours have been curtailed.
- j. Paragraph 2h(5) is a new paragraph on foreign liaison badge holders.
- k. In paragraph 4a changed hours on Headquarters compound gates are given.
- l. Not used.
- m. Paragraph 6 is a new paragraph on care of Agency badges and their use in SACS equipment.
- n. In paragraph 8a there is a clarification of the need-to-know principle.
- o. Paragraphs 8b(3) and c(1) contain revisions of procedures for non-Agency personnel such as char force and repair personnel.
- p. In paragraph 8c(2)(b) there is a prohibition against full signature on work orders.
- q. Paragraph 9a(2) requires denial of requests for classified information on nonsecure phones.
- r. In paragraph 9b(2) there is a clarification of the term "sterile telephone".
- s. In paragraph 9c(1)(b) restrictions on red line use are more clearly spelled out.
- t. Paragraph 9d contains an extensive revision for use of gray/green line system.
- u. Paragraph 9e has up-to-date information on Agency telephone directories.
- v. In paragraphs 10b and 11a(2)(b) new procedures are added on pushbutton door locks and vault door closing.
- w. In paragraph 13 designation by Operating Officials is required for pneumatic tube operators, and penalties for unauthorized use of the tube system are added.
- x. In paragraph 14 the term "instant camera" is substituted for "Polaroid."

y. Paragraph 15a is a new paragraph on carbon paper.

z. Paragraph 18 contains many clarification changes in security check procedures, particularly for secondary checkers. (C)

2. Two deletions are of interest:

a. Escorted visitors are no longer prohibited from using the South Cafeteria.

b. The paragraph concerning Thermofax machines has been removed. (U)

3. Please forward your concurrence and/or comments to the Regulations Control Division by 23 October 1980. A concurrence sheet is attached for your convenience. Any questions may be directed to [REDACTED] extension 6758. (C)

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Attachments:

- A. Concurrence Sheet
- B. Proposed Revision of HHB [REDACTED]

cc: AO/DCI  
AO/RMS-CTS  
SSA/DDA  
D/IS  
OC  
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