

ODP-0-1424
28 October 1980

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MEMORANDUM FOR: Chief, Regulation Control Division
Office of Information Service

THROUGH : Chief, Management Staff, ODP

FROM : [REDACTED], SO/ODP

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

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1. Security procedures in dealing with modern technology are noticeably missing from the proposed revision of HHB [REDACTED]. Many offices in the Agency have some type of computer equipment and the users need written guidance on computer security. The notable increase in the fabrication and use of micro-form creates the potential for the compromise of classified information in large volume but in a small package. These subjects, if not appropriately covered in HHB [REDACTED] then, must be given a volume of their own to ensure Agency employees know of the security hazards and their responsibilities in protecting the materials, equipment and information. (C)

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2. There is no description of procedures for the removal of classified materials and magnetic media from Agency Buildings. (C)

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3. Employees should be aware of the Badge indicators and their description especially those that may be on Visitor-No-Escort Badges. (C)

4. The hours of access for a facility access badge are not specified. (C)

5. In the description of Secure Voice Systems, the HHB does not state whether a Secure Voice Instrument may or may not be left unattended. (C)

CONCUR:

CONFIDENTIAL

[REDACTED]
DEEMING BY: 064971
DECL & REV ON 28 Oct 2000
DERIVED FROM 49c.52

Chief, Management Staff, ODP

Date