

Registry
JAN 21 1980

22 JAN 1980

ODP # 0-244

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Training
Director of Data Processing
Chief, Information Services Staff

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: Secondary Security Check Procedures

1. The Office of Security called my attention to the fact that of the 11 security violation incidents charged to this Directorate in November 1979, 5 might have been avoided if secondary security check procedures had been in effect.

2. I wish to remind addressees that Headquarters Handbook [redacted] paragraph 18c, places the responsibility on operating officials for ensuring that security check officers are designated and made responsible for a final after-hours security check of the area under his jurisdiction. It is essential that this requirement is followed if security violation incidents are to be avoided.

STATINTL

STATINTL

[Redacted signature block]

Don I. Wortman

DDH
B...

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Secondary Security Check Procedures

FROM: Don I. Wortman
Deputy Director for Administration
7D18 Hqs.

EXTENSION

NO.

ODP # 0-094

DATE

27 Jan

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

1. D/ODP
2D0185 Hqs.

1/27 J

2.

23 Jan AD

3.

23 Jan CR

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SO/ODP

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15.

please give D/ODP a status report by component of those who do and those who don't have secondary security checks

Also, please bring up at Friday's STAFF meeting. Flex

J

Carol - I've passed the orig of this on to SO/ODP -- didn't know if you needed copy as backup; if so, where's this

(24)