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DD/S 63-5044

*DM*

27 NOV 1963

**MEMORANDUM FOR: Deputy Director of Central Intelligence**

**SUBJECT : Inventory of Actions of Interest to the Office of  
the Director**

1. The attached list represents the major action items for which DD/S offices have a responsibility and in which the Office of the Director has a particular interest. It includes some items in which O-DCI has not formally expressed an interest but of which we think you should be aware. I have not listed actions or activities of a routine or recurring nature which are current and the status of which is known in the Director's office.

2. Steps have been taken to have appropriate action on the items in the attached list concluded as soon as possible.

Signed

L. K. White  
Deputy Director  
for Support

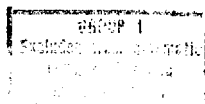
**Attachment**

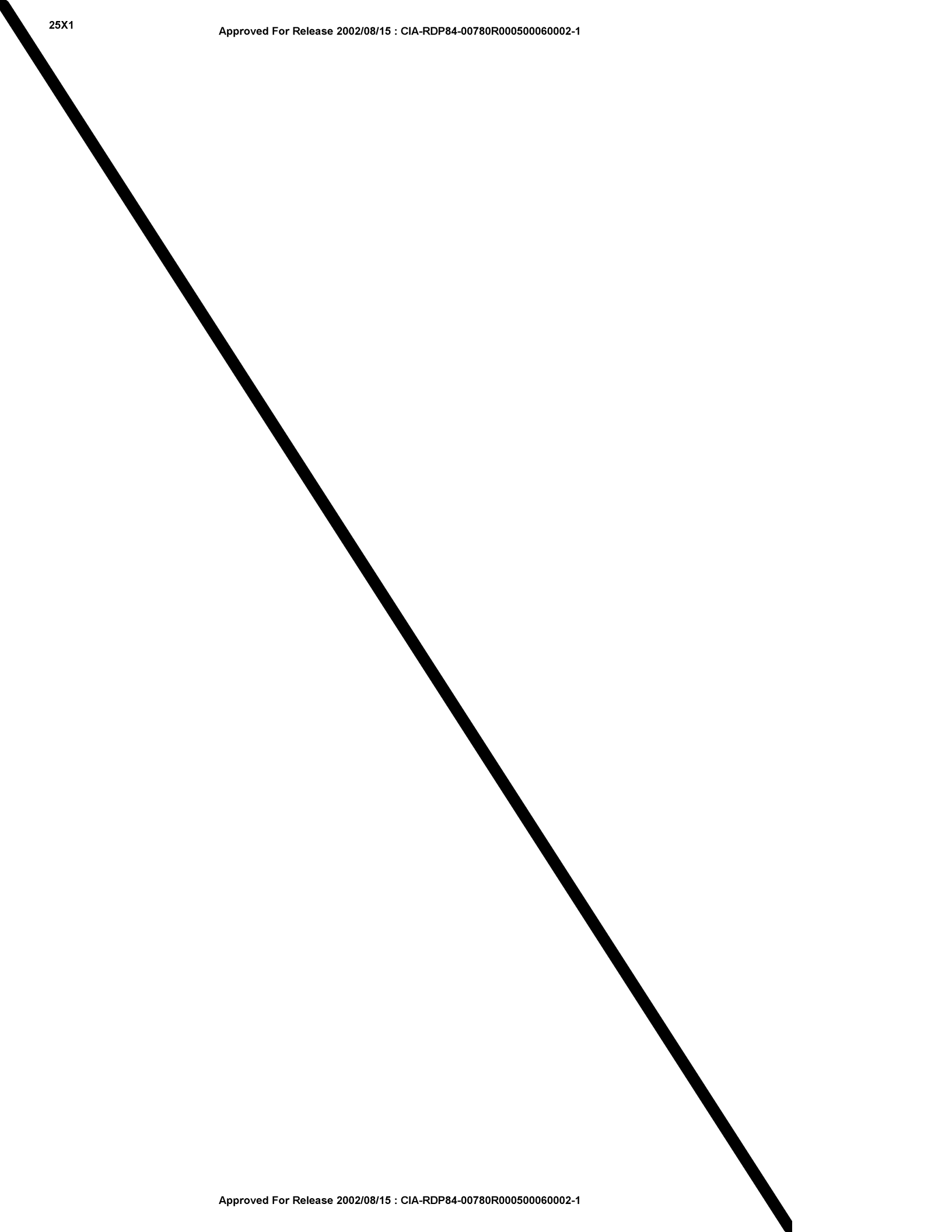
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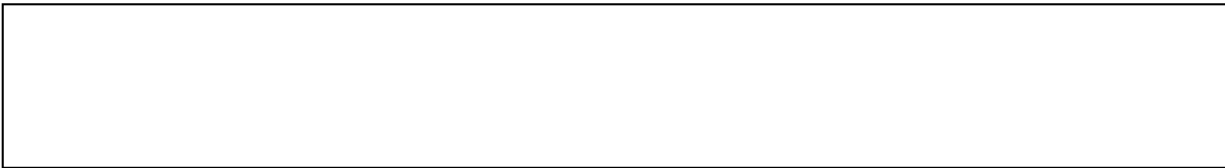
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**Reduction in Workload or Increase in Funds for Printing Services Division/OL**

At the present rate of production PSD is short approximately \$350,000 of funds required in the current fiscal year. A committee has been appointed to review printing requirements to determine if the printing workload can be reduced.

To the extent the printing workload cannot be reduced by the equivalent of \$350,000 in costs it will be necessary to obtain funds from the Comptroller or arbitrary reduction in the workload must be accomplished by 31 December 1963.

**Need for Additional Funds for Logistics in Addition to Printing Services Division Requirements**

Logistics submitted a report on the need for \$743,000 in additional funds in FY 64 to the Comptroller on 10 September 1963. OL must plan curtailment in services and support to the extent that these funds are not made available.

FP&BC to determine what funds can be made available to Logistics in order that OL can plan the proper course of action.

**Air Conditioning - Headquarters Building**

GSA has identified four general problem areas. Definitive studies of corrective action required have been completed on two of these general areas.

GSA to conduct definitive studies of the two additional general problem areas and contract for the necessary corrective action.

Action Item

Action Required

**Proposed Building for Printing Services  
Division at Langley**

A building at Langley centralizing printing services would greatly improve efficiency in this field. We believe that such a building could be constructed using the \$1,730,000 left over from the construction of the headquarters building if these funds are approved by the Bureau of the Budget and our committees for this purpose.

DCI to determine whether steps should be taken to seek Bureau of the Budget and Congressional committee approval to use the funds left over from the construction of the headquarters building to construct a printing services building.

**Downtown Office Space**

We have pressed the GSA to locate approximately 500,000 square feet of office space in Washington in order to provide space required by expansion and in order to vacate the several buildings in the metropolitan area now occupied by the Agency. GSA does not wish to take this matter before their Appropriations Committee and has asked instead that the Agency pay the rent during the term of the lease.

We are ready to discuss with the Comptroller and Bureau of the Budget the financing of this undertaking and this must be completed before further action can be taken.

**Incentive Contracting**

Policy approval has been obtained from O-DCI to negotiate where possible incentive contracts for procurement of services, materiel and possibly Research and Development.

Logistics will initiate a program of incentive contracting in the negotiation of new contracts which are susceptible to the incentive method.

**Early Retirement Legislation**

Passed by the House. Awaiting action by the Senate Armed Services Committee.

Coordination of cost estimates with the CSC. One meeting has been held. Meetings scheduled for 22 and 25 November canceled; to be rescheduled.

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Action Item	Status	Action Required
Integration of Personnel Information	Phase I completed. Phase II scheduled for completion by 1 December.	Follow-up as necessary to ensure timely completion.
Evaluation Form for Supervisors	A special form to be used in recording evaluations of the performance of supervisory responsibilities is being drafted.	Scheduled for completion by 11 December.
Lecture(s) on Supervision	The Executive Director has requested a list of topics be compiled for inclusion in a lecture or series of lectures for headquarters' supervisors.	The first rough listing is being refined and revised. Completion scheduled for mid-December.
Accessibility of Personnel Regulations	Arrangements are near completion for placing manuals of selected personnel regulations in the various branch libraries and announcing to employees that they may consult these regulations when they desire.	Follow through to completion.
Contract Employment in the United States	A survey is being made of the contract employees at headquarters [redacted] to determine the current circumstances of their use.	Completion scheduled for 16 December.
Salaries of Summer Employees	A study is being made of the salaries to be paid to summer employees in 1964.	Recommendations to be ready by 15 December.
Employee Association	Proposed by-laws have been coordinated and are being prepared for discussion with the leaders of the present employees' recreation group.	It is expected that a Board of Directors for the new association can be elected by mid-December.

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**Use of Negro Employees**

As a follow-up to a statistical report on the use of negro employees, a small group of cases who apparently have not been assigned to positions commensurate with their education and training are being reviewed with the Career Service concerned. In addition, a study is being made of white employees who hold four-year degrees and have been in grade for four years or more to determine whether their use is consistent with their apparent qualifications.

It is expected that this project will be completed during February 1964.

**Personnel Security Review**

The Office of Security and the IG have completed a review of personnel security procedures in CIA.

Modification of regulatory issuances to increase emphasis on supervisory responsibilities, to standardize procedures for reporting employee absences, and to improve communications with persons returning from overseas assignment. Security indoctrination programs will be revised to ensure adequate coverage of the supervisory role in security. While proceeding with this action, we await from O-DCI assignment of the responsibility to implement IG recommendations.

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Action Item

Status

Action Required

Personnel Security Reviews --  
Community

All military and civilian employees of the Department of Defense assigned to NFIC are now being security investigated and processed in the same manner as CIA personnel.

The Director of Security is assisting the Department of Defense in its study of personnel security procedures being undertaken by the Assistant Secretary of Defense (Manpower).

Involuntary Separations

A draft revision [redacted] involuntary Separations, was submitted on 26 November 1963 for coordination by the major components of the Agency.

Coordination and publication. 25X1

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Damage Assessment of [redacted]  
Case

Each Agency component originating documents possibly seen [redacted] has been sent a list of such documents together with damage assessment forms and the review is now proceeding throughout the Agency. A preliminary damage assessment was reported on 20 November.

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Separate reports from the components will be received by the Office of Security which will integrate them and submit a final report to the Director on or about 1 January 1964.

Top Secret and Codeword  
Control

The Office of Security is coordinating an Agency-wide review of the procedures used for the handling and accountability of top secret and codeword materials. Questionnaires have been prepared and circulated to people having document control responsibilities and to selected users of the information involved.

When returned, the questionnaire will be tabulated and analyzed. Actual inspections of procedures must be completed before recommendations for changes can be made.

Action Item

Status

Action Required

Control of Sanitization and Downgrading of Sensitive Intelligence

The USIB Security Committee has completed its review of the procedures for the sanitization and downgrading of COMINT and F-KH materials. A final report of the committee to the Board is now being coordinated with the SIGINT committee, the Committee on Overhead Reconnaissance, and the Guided Missile Astronautic Intelligence Committee of the USIB. Completion of coordination action has been requested by 6 December. A working group of the COMOR Committee has been formed and has started a detailed review of the downgrading and sanitization procedures issued by COMOR. It is expected that this report will be completed within ninety days.

Reports will be submitted to USIB as soon as studies are completed.

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Action Item	Status	Action Required
Security Reindoctrination Program	The Security Reindoctrination Program designed to alert all Agency employees to the recent techniques and tactics of the opposition, particularly the Soviet Intelligence Service, to penetrate the Agency and emphasizing the security responsibility of the supervisor is now under construction.	Follow through to completion.
Bureau of the Budget Briefing	The Office of Security has been advised by the Chief, Budget Division that the Bureau of the Budget will be interested in reviewing policy, personnel and budget aspects of security systems within CIA from "the standpoint of proliferation." It is expected that the Bureau of the Budget will submit a list of questions to be answered by the Director of Security in briefing the Bureau of the Budget sometime during December.	A Committee has been organized in the Office of Security to respond to the questions as soon as they are received.

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Action Item	Status	Action Required
Integration of Employee Information Influencing Personnel Actions	X By 24 October 1963, the Personnel Security Division had completed its review of all security files in the Agency and sent to the Office of Personnel Information relevant to purpose of records integration.	Continue the flow of information in the future.
Study of Industrial Security	The Office of Security will shortly conduct a comprehensive and long-range study of the security aspects of all relationships with contractors.	Complete the study.
Training Selection Board	Action Memorandum A-304 dated 24 October 1963 directed the establishment of a training selection board. A draft notice to establish the board has been prepared and is being reviewed.	Redraft and final editing for publication.
OTR Conducted Training	A review is to be conducted of all training not currently under OTR to determine the justification for its exclusion. (Memo to DD/S from EXD/r dated 29 Oct 63, subj: [redacted])	We await assignment by O-DCA of responsibility for the conduct of the study.
OTR Staffing Problem	DD/S Memo to DDCI dated 3 July 1963 sent through Comptroller for concurrence requesting an increase of 96 positions in OTR ceiling, and a budget increase of \$900,000 in FY 64, and \$900,000 in FY 65.	Awaiting action by the Comptroller.

<b>TRANSMITTAL SLIP</b>		DATE
		27 November 1968
<b>TO:</b> Colonel White		
ROOM NO.	BUILDING	
REMARKS:		
Recommend your signature.		
V.T. VRT		
<b>FROM:</b>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241 1 FEB 55 . REPLACES FORM 36-B WHICH MAY BE USED. GPO: 1957-O-439445 (47)