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COVER MEMORANDUM

SUBJECT: Central Intelligence Agency: Office of Security;  
Personnel Clearance Procedures

1. There is attached a summary of the functions of the Office of Security, CIA, with particular reference to the personnel clearance procedures in effect.

2. The information in the summary was obtained from Colonel Sheffield Edwards, Director of the Office of Security, and Mr.

[redacted], Deputy.

3. In conjunction with this summary, reference should be made to CIA's answers to the civilian employee written interrogatory dated April 7, 1956 (classified) and to copies of the agency's personnel regulations (unclassified).

4. It is suggested that reference be made also to the classified summary of portions of the report of the Task Force on Intelligence Activities of the Commission on Organization of the Executive Branch of the Government dated May, 1955, dealing with security, as set forth in separate memoranda dated December 20, 1956 and January 2, 1957.

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CENTRAL INTELLIGENCE AGENCY: OFFICE OF SECURITY; PERSONNEL  
CLEARANCE PROCEDURES.

I. OFFICE OF SECURITY

The Office of Security is headed by Colonel Sheffield Edwards,  
Director (GS-15), and Mr. [redacted] Deputy (GS-17), 1.  
and is divided into two major components, namely, Personnel and  
Physical Support headed by a Deputy Director, and Investigation and  
Operational Support, also headed by a Deputy Director. [redacted]

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The Personnel and Physical Support component is divided into two  
divisions, namely the Personnel Security Division and the Physical  
Security Division. The Investigation and Operational Support component  
is responsible for the Security Support Division and the operation of  
[redacted] field offices.

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PHYSICAL SECURITY DIVISION:

There are a number of sections of this Division as follows:

Technical Branch: [redacted]

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1. Summaries of the professional backgrounds of Colonel Edwards and  
Mr. [redacted] are attached as Appendix No. 1.

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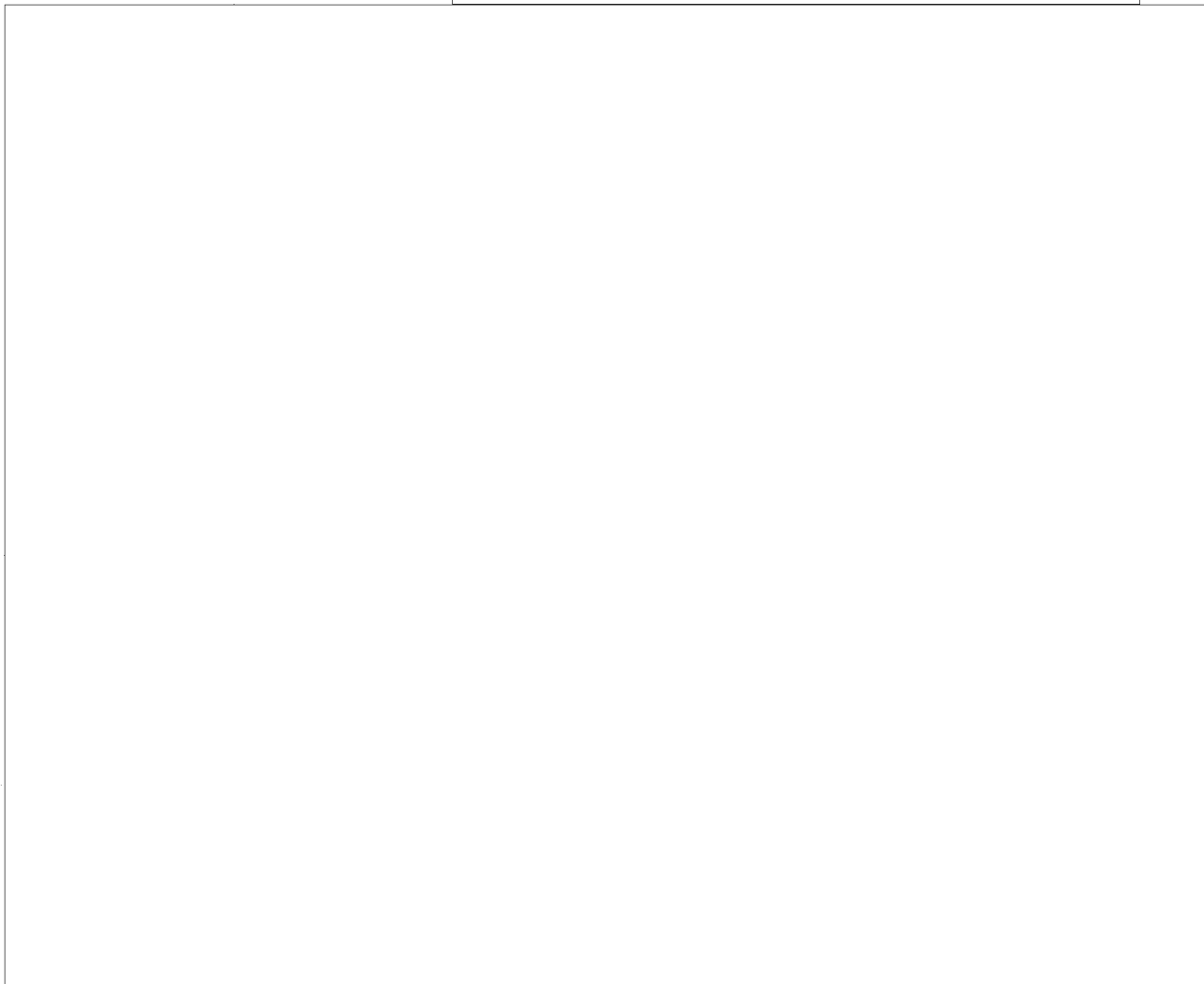


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Building Security Branch: This branch handles the guards which protect the CIA buildings.



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Physical Survey Branch: The principal duties and responsibilities of this branch involve the conduct of security surveys of Agency installations and activities to insure compliance with Agency security regulations, policies and procedures. The branch also provides security assistance and support to other components of the Agency in such matters

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[Redacted]

Employee Activities Branch: This branch is concerned with the outside activities of employees.

[Redacted]

SECURITY SUPPORT DIVISION:

There are three branches within this Division as follows:

Correspondents and Records Branch:

[Redacted]

Investigations Branch:

[Redacted]

Support Branch:

[Redacted]

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