

30 JAN 1984

MEMORANDUM FOR: Chief, Physical Security Division

25X1 FROM:

[Redacted]

Deputy Chief, Industrial Security Branch

SUBJECT: Industrial Security Seminar (U)

1. At present, two Industrial Security Seminars are booked for the current year. Time constraints have focused on the availability of Room 1A07, Headquarters, where it is most desirable to conduct these functions. ISB has, therefore, made a firm commitment for the use of that facility during the period 25, 26 and 27 June and 15, 16 and 17 October 1984. Time for early spring use of Room 1A-07 is not open and November was the only alternative offered for the latter part of the year. The third day of each booking is for one-half (1/2) day until noon. The extra half day will allow for additional workshop and question/answer time, as expressed by the majority of attendees at the last several seminars. Additionally, conducting the seminar early in the week will allow the attendees two full days to "catch-up" on their own official duties. (C)

2. These two seminars will statistically fulfill the goal set for 1984 ISB seminars. However, in reality these two functions will not fulfill the full objectives of ISB in response to the numerous requests for more frequent seminars which we have received from attendees to the past several seminars. (U)

25X1 3. It has been suggested by senior security management that thought be given to conducting one-day seminar/workshops [Redacted]. This is considered to be not only feasible but desirable from the view of keeping the contractors abreast of the most current security guidelines and policy. More importantly, it will enhance the dis-establishment of the "adversary" attitude/relationship which often pervades the security audit and will augment the "partnership" attitude so desired to aid the implementation of good security. This is of particular import for success in our mutual responsibilities to support National Programs. (C)

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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

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4. Critiques of several past ISB seminars have noted those topics which are of continued interest to Contractor's Security Officials. Although it sounds dull, Document Control and Classification is invariably at or near the top of the list. Other topics which would lend themselves well to a one-half day seminar/workshop are:

- a. The clearance/adjudication/approval/appeals process, including paper flow;
- b. Common audit findings/recommendations - a compilation of commonly found areas of inattention/concern. Such a topic would allow each contractor to view such findings in the light of their own specific operations, and
- c. technology transfer. (U)

5. Several of the major [redacted] contractors, long associated with National Programs particularly, have facilities that will lend themselves admirably to such presentations. It is suggested that a "pathfinder" trip to the [redacted] areas be authorized to explore facilities, invitee logistics and establish required support from the [redacted] in order to establish a time frame for a pilot running of a one-day seminar/workshop in those areas. The goal would be to conduct two one-day sessions; one in the [redacted] and one in the [redacted] area during a one week (same) time frame. Close coordination with the OD&E and OL Security Staffs would, of course, be a prerequisite to a successful "go" in this direction. (C)

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3 to 5 months before seminar

- 1) Memo to Central Registration Branch, OTE, for room reservation. (ON FILE)
- 2) Memo to C/LSD/OL for Executive Dining rm for first night of seminar.
 (double check with [redacted] (ON FILE) 25X1

2 months before seminar

- 1) Make up tentative schedual
- 2) Contact D/OS for finalized schedual & audience
- 3) Contact OD&E or OL/SS and request list of attendees. Have them submit list of attendees, their social security numbers, companies. Should be submitted to ISB as soon as possible.

One month before seminar

- 1) Memo to Agency executive Director requesting Money. (ON FILE)
- 2) Memo to Agency Executive Director requesting talk at seminar. (ON FILE)
- 3) Firm up schedual & speakers (ask speakers for visual aid requirements)
- 4) Contact [redacted] re coffee/donuts. (Note ISB to buy Decaf and tea.....Oct 83 conference used approximately 8 gal of coffee & 7 doz donuts daily). Use tax exempt # of Agency to save \$.

3 weeks to seminar

- 1) Memo to HSB which lists attendees and requests; a) compound admittance on seminar dates b) VIP parking for attendees c) visitor escort badges. (Prior to seminar double check with JOY in reception area for badges) (ON FILE)
- 2) Memo to HSB requesting VIP parking for ISB during seminar. (On File)
- 3) Contact Levi and/or Vi for stanchions/room dividers. Will need 8 rm dividers if in 1A07 & approximately 4 stanchions with 3 lengths of rope...one 12' & 2 6' pieces
- 4) Drop off attendee list to IN&CB for ticket certification.
- 5) Contact Security Services (1E4809) for menu boards. One to be placed at main entrance & one in front of class room. (should say Industrial Security Seminar & list dates.
- 6) Reserve area in North Cafeteria for attendee lunches.
- 7) Buy notebooks for attendees (Ginns)...\$ from PTAS petty cash
- 8) Obtain cart for Hq transportation of materials...use FPO cart/duty office.
- 9) Distribute flyer re cocktail party
- 10) Set up notebooks to include a) agenda b) critique c) common audit recommendations d) audit outline e) items needed prior to audit
- 11) Make up ID cards for attendees, ISB members, applicable host security reps and all attendees to cocktail party. Color code attendees as to discussion groups with corresponding labels (color) on notebooks. STAT
- 12) Set up conference room the night before. If 1A07 all technical difficulties to include VTR/Microphones etc call [redacted]
- 13) Arrange for adequate escorts for attendee movement in Hq Bldg.
- 14) Two weeks before seminar drop off topics/themes list to D/OS office for distribution to [redacted] if he is talking at seminar. (ON FILE)
- 15) STAT

SUGGESTIONS FOR FUTURE INDUSTRIAL SECURITY SEMINARS

---The following are a list of suggestions for future Industrial security seminars which are drawn up based on the experiences of the June and October 1983 seminars. While the following may be impractical in some instances, it is believed they would generally improve the seminar and the administration of same.

- 1) Put one person from ISB in charge of the entire seminar.
While the Chief & Deputy Chief should retain responsibility for schedule formulation, a separate ISB individual should be responsible for every other facet of the seminar to include both logistical matters as well as liaison between ISB and the hosting security component. This would not only ensure a clear line of responsibility, but also help to avoid late memos and the needless double checking that characterized the October 1983 seminar.
- 2) Attendees should be notified before the seminar that any problems or concerns they may have will be discussed at seminar workshops.
By giving the attendees some time to think about these items, it is hoped the workshops could be more productive.
- 3) Expand the seminar to 2 & 1/2 days.
The last two seminars indicated a mid day get away time would be more convenient for everyone involved. Both seminars had people missing from the last sessions due to planes to catch. Filling the extra time with pertinent information is not foreseen as a problem.
- 4) One ISB representative and one OL or OD&E rep should be assigned to each group of attendees and these two persons should be responsible at the outset for all escort activity.
During the last two seminars the escort of attendees within the Headquarters building has been inadequate at best. Defined responsibility makes it easier on us and the contractors and certainly sets a much better example.
- 5) Precheck for any other seminars being held during the same time and take necessary precautions.
During the October seminar a large seminar was also taking place. With proper preplanning we could have reserved seats in the North Cafeteria, complete with our group indicators on tables. This would promote better control and lessen the confusion.
- 6) While the agenda for the October 1983 seminar was excellent, certain minor changes should be made.
For example [] presentation should logically follow [] presentation and [] should be separated. Both were excellent and both used visual aids; they would probably have more effectiveness if they were used on separate days. The first actual presentation should offer the attendees some type of organizational overview of security.....most have no idea how we are organized especially if we invite individuals at the "working level".

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ROUTING AND TRANSMITTAL

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.		
2. <i>C/ops</i>	<i>U</i>	<i>3/12</i>
3. <i>C/PSD</i>	<i>[initials]</i>	<i>3/19</i>
4. <i>C/ISB</i>	<i>[initials]</i>	
5. <i>File Policy/Seminars</i>		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

→ DC/ISB

*THIS IS THE NEW POLICY
 FOR US. LET'S IMPLEMENT
 AND SUPPORTING DOCUMENTATION
 SHOULD BE RETAINED*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

Agency/Post <i>[Signature]</i> <i>3/11/84</i>	Room No.—Bldg.
	Phone No.

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OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

STAT

OFFICE OF THE DIRECTOR

16 February 1984



Office of Security

DD/PAS

TO:

ADD/PAS

OK

SUBJECT:



ISB CONFERENCE(S)
SEMINAR(S)

DICK - AFTER FULL CONSIDERATION & REFLECTION,
I WOULD PREFER NOT TO PURSUE
THIS. REASONS:

- AS I AM OFTEN REMINDED, WE HAVE A RESOURCE PROBLEM IN ISB. WE SHOULD STAY ON THE AUDITS AND LIMIT OUR SEMINAR EFFORTS TO ONE OR TWO PER YEAR AT HEADQUARTERS. THAT'S ALL WE CAN AFFORD.
- IF THERE IS A TOPIC OR TOPICS THAT NEED ATTENTION WE CAN ALWAYS ADJUST OUR AGOS. SEMINAR AGENDA TO ACCOMMODATE.
- IF SOMETHING BRIEF JUST MUST BE DONE ON [REDACTED] HAVE

OUR MAIN [REDACTED] ETC.
OUT THERE DO IT I.E. [REDACTED] AS WE ARE.

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MEMORANDUM FOR: Manager, Executive Dining Room, LSD/OL
3E14 Headquarters Building

It is requested that the Executive Dining Room be reserved
for:

SPONSOR: _____
(EDR Member) Phone Number _____ Component _____
Date: _____ Time: 5:30 p.m.-7:30 p.m.
Occasion: _____ Membership
Account No. _____

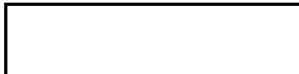
Menu Selection No. _____ at \$ _____ per person.

(If party is held in Cafeteria an additional \$.50 per person charge
will be added.)

Number of People _____

SPONSOR (Signature)

- (1) A minimum number of 40 people attending any party in the Executive Dining Room must be guaranteed. Checks must be made payable to Executive Dining Room Fund.
- (2) The sponsor for the party will be billed for the number of people specified. Should a lesser number of personnel than stated above attend the function, no adjustment in the total price will be made unless the Executive Dining Room is notified at least 48 hours before the party.
- (3) The sponsor is obligated to provide security escorts for non-Agency guests and is responsible for the conduct of all those in attendance.
- (4) The sponsor is requested to have attendees vacate the Dining Room by 7:30 p.m. to avoid additional overtime charges for the party. If foreign nationals are in attendance contact the Office of Security on extension



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Executive Dining Room

BUFFET MENUS

STAND-UP BUFFET

from 5:30 – 7:30 p.m.

All with Open Bar except Menu No. 7

<p>No. 1 \$4 per person</p> <p><i>Oven Fried Wingettes</i> <i>Barbeque Franks</i> <i>Tuna Salad Spread</i> <i>Stuffed Celery and Deviled Egg Tray</i> <i>Chips and Dip</i> <i>Crackers</i> <i>Nuts</i></p>	<p>No. 4 \$7 per person</p> <p><i>Oven Fried Chicken Drumettes</i> <i>Chicken Livers Wrapped with Bacon</i> <i>Barbeque Franks</i> <i>Sliced Roast Beef</i> <i>Sliced Ham</i> <i>Crab Spread</i> <i>Sliced Cheese</i> <i>Stuffed Mushrooms</i> <i>Relish Tray</i> <i>Chips and Dip</i> <i>Assorted Breads</i> <i>Crackers</i> <i>Nuts</i></p>
<p>No. 2 \$5 per person</p> <p><i>Oven Fried Wingettes</i> <i>Swedish Meatballs</i> <i>Tuna Salad Spread</i> <i>Assorted Finger Sandwiches</i> <i>Relish Tray with Deviled Eggs</i> <i>Crackers</i> <i>Nuts</i></p>	<p>No. 5 \$8 per person</p> <p><i>Steamship Round Carved on the Buffet Line</i> <i>(Served w/minimum of 75 persons)</i> <i>Bottom Round Beef Carved on the Buffet Line</i> <i>(Serves up to 75 persons)</i> <i>Sweet and Sour Pork Tenderloin</i> <i>Oven Fried Chicken Wingettes</i> <i>Crab Claws</i> <i>Crab Spread</i> <i>Stuffed Celery and Deviled Egg Tray</i> <i>Relish Tray</i> <i>Chips and Dip</i> <i>Party Rolls</i> <i>Crackers, Nuts</i></p>
<p>No. 3 \$6 per person</p> <p><i>Oven Fried Chicken Drumettes</i> <i>Sweet and Sour Pork Tenderloin</i> <i>Sliced Beef with Party Rolls</i> <i>Relish Tray with Deviled Eggs</i> <i>Stuffed Mushrooms</i> <i>Cheese Tray</i> <i>Chips and Dip</i> <i>Crackers</i> <i>Nuts</i></p>	<p>No. 6 Price based on menu selection</p> <p><i>Special menus can be provided for any type function.</i></p>
<p>No. 3 \$6 per person</p> <p><i>Oven Fried Chicken Drumettes</i> <i>Sweet and Sour Pork Tenderloin</i> <i>Sliced Beef with Party Rolls</i> <i>Relish Tray with Deviled Eggs</i> <i>Stuffed Mushrooms</i> <i>Cheese Tray</i> <i>Chips and Dip</i> <i>Crackers</i> <i>Nuts</i></p>	<p>No. 7 \$6 per person</p> <p><i>Wine and Cheese Party</i> <i>(No Open Bar)</i></p>

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Office of Security
Industrial Security Branch



Hereby awards this Certificate to

for attending the
Industrial Security Officers' Seminar
on this _____ day of _____ 19__

Director of Security

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Industrial Security Seminar

FROM: [Redacted] DC/Industrial Security Branch
202 Jefferson

EXTENSION: [Redacted]

NO.:

DATE: 30 JAN 1984

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. C/ISB	1/30/84		JR	1-2 [Redacted] is scouting space for a one day work shop in the [Redacted] - we can probably use [Redacted]. We
2. DC/PSD	30 JAN 1984	30/Jan	B	
3. C/PSD		30	H	
4. COPS/PTAS	6 FEB 1984	28	J	need approvals before further planning on this item.
5. DD/PTAS	10 FEB 1984	3/10	RW	the limiting factor will be people available to pull it off. JR
6. D/Security	13 FEB 1984	17 FEB 1984	X	
7. 6517 Stafford				
8.				3 to 4-5.
9.				I believe Tom/John have made an excellent proposal. Request your endorsement to go forward as proposed. C/PSD
10.				
11.				
12.				
13.				
14.				5 to 6: Agree JR
15.				Your early consideration of paragraph 3 is requested so we may make west coast arrangements for space and participation by attendees. I think this program recommended by ISB/PSD is excellent and request your

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DD/PTAS 25X1

AGENDA

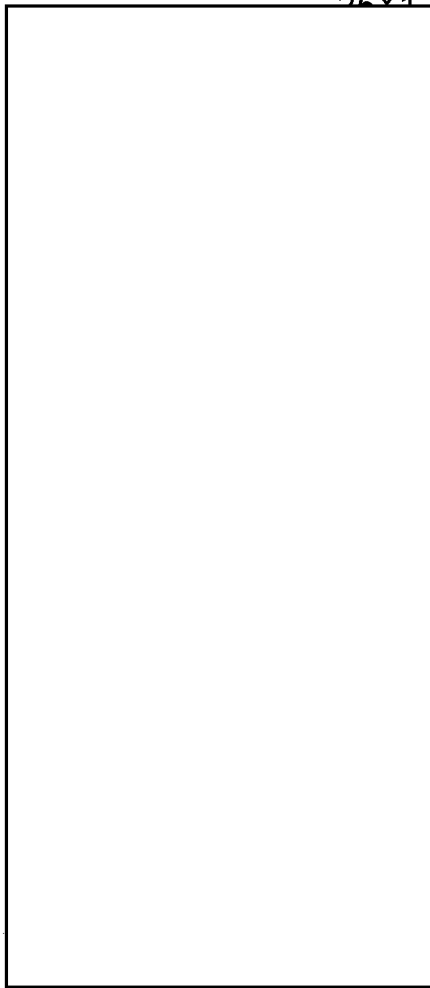
INDUSTRIAL SECURITY OFFICERS TRAINING COURSE

15 - 19 November 1982

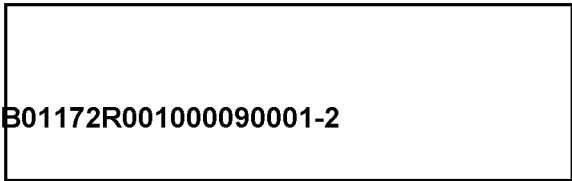
Monday
15 November 1982

- 0900 - 0930 Welcome, Orientation, Administration
Student Introductions
- 0930 - 0950 Introductory Remarks
- 0950 - 1020 Introduction to the CIA Industrial
Security Audit Program
- 1030 - 1120 Security Administration of OL
Contracts
- 1120 - 1215 Security Administration of OD&E
Contracts
- 1215 - 1330 Lunch
- 1330 - 1530 National Programs
 - Overview
 - Contracting Elements of the IC and
their relationship to the CIA
Industrial Security Program
- 1540 - 1640 Contracting Officer's Technical
Representative -
Preparation of Statement of Work
COTR's Role - Source Selection,
Monitoring Contractor Performance
Stress on teamwork demanded of the
CO, COTR, SO, and Auditor

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TUESDAY

16 November 1982

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0900 - 0940 Overview of Procurement
Statutes and Regulations
Socio Economic Programs
Formal Advertising vs. Negotiation
Procurement Organization in CIA

0940 - 1020 Source Selection
Technical Proposal
Evaluation

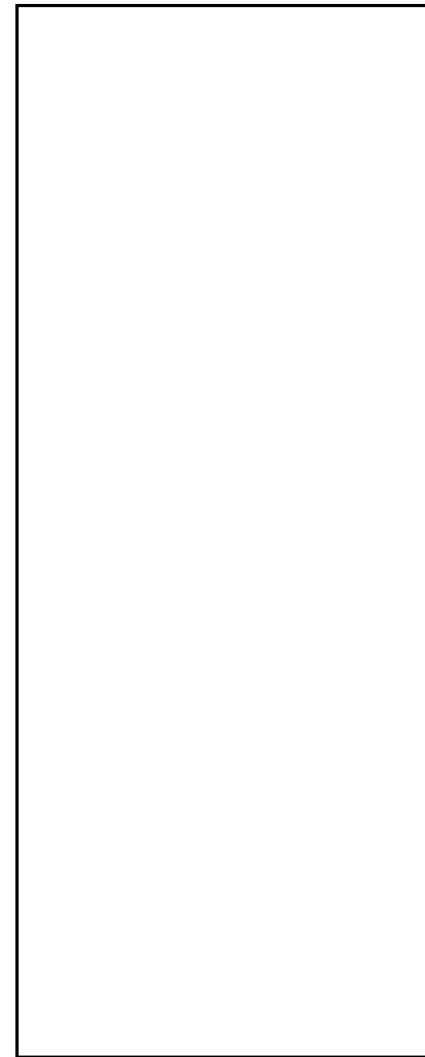
1030 - 1130 Contract Negotiation
Techniques
Cost and Price Analysis
Type of Contract

1130 - 1200 Contract Administration
COTR's Role in Contract
Administration
Changes Clause/Incentive Award Fees
Terminations

1200 - 1315 Lunch

1315 - 1400 Opposition efforts to obtain classified
information in the industrial arena

1415 - 1700 Computer Security in the Industrial
Environment



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Wednesday

17 November 1982

25X1

0900 - 1000 Soviet Espionage in Industry

1015 - 1130 The Audit
- Pre-trip preparation
- On site conduct of the audit
- Post-trip activity

1130 - 1245 Lunch

1245 - 1415 Personnel Security
- Clearance Division
Support to the Industrial
Security Program
- Polygraph Division
IPP - Goals, Scope, Results

1430 - 1530 Contractor's Security Officers

1545 - 1630 Federal Bureau of Investigation
Counterintelligence Awareness Program

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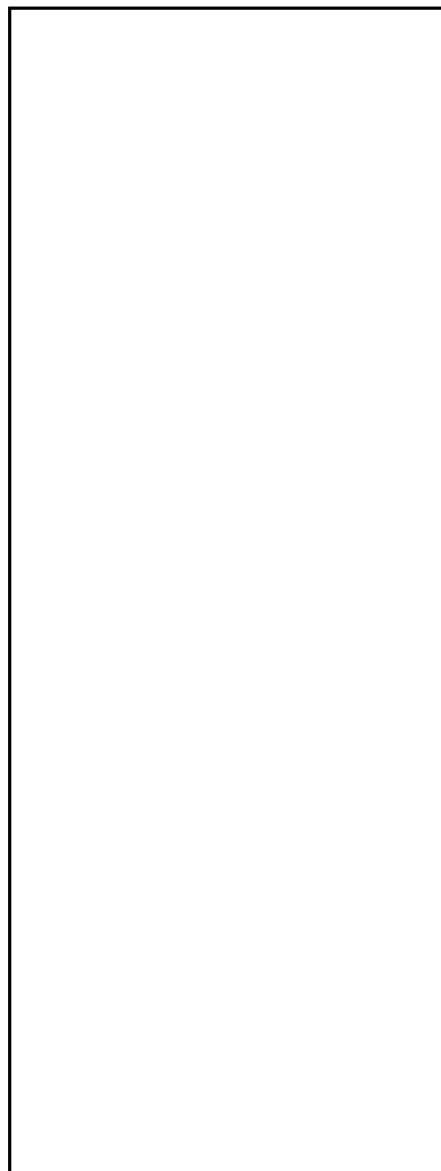
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Thursday

18 November 1982

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- 0900 - 1000 Telephone Equipment for Use
In Industry
- 1010 - 1130 Defense Investigative Service
- Another Approach -
- 1130 - 1245 Lunch
- 1245 - 1345 Communications Security in the
Industrial Environment
ComCenters - SOCOM/Agency
Equipment - keycards, etc.
TEMPEST Concerns
- 1345 - 1430 Special Security Center
Mission - Function
Relationship to Intelligence Community
Support to Intelligence Community
- CIB
4C
Briefing/Debriefing Statements
Problems with COSRs - Contractors
- 1445 - 1600 Contractor Facility SCIF Accreditations
Co-utilization
- SCI Document Control
- 1600 - 1700 Contractor's Security Officer
Systems Planning Corporation



Friday

19 November 1982

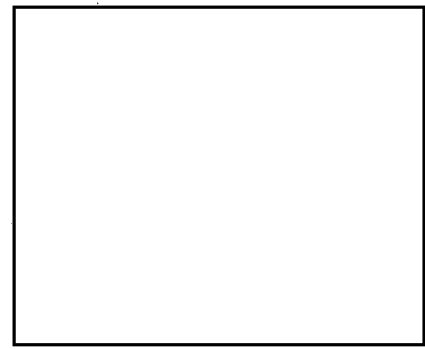
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0900 - 1130 Security Equipment for Use in
Industry
- Security Containers
- Destruction Devices
- Alarms

1130 - 1300 Lunch

1300 - 1430 National Security Agency
- NSA's Industrial Security
Program

1430 - Open Discussion



INTRODUCTION TO INDUSTRIAL SECURITY
Three Days / SI, TK, BYC, Required

0900-0915 Welcome by Industrial Security Branch
Outline Parameters of Course

0915-1000 The Agency Contracting Process by
Chief or Spokesperson for Logistics Contracts
(Paperwork, Contract #'s, Payment, Process and
Inter-governmental Statement of Work)

1000-1015 Break

1015-1100 The National Program Contracting Process by
Chief or Spokesperson for ODE Contracts

1100-1200 Organization of Logistics Security Staff and Resonsibilities
to Contractors and the Agency by Representative of Log Security

1200-1300 Lunch

1300-1400 Organization of ODE Security Staff and Responsibilities
by Representative from ODE Security Staff

1400-1430 Industrial Security Legal Requirements by Representative
from Office of the General Counsel

1430-1445 Break

1445-1530 The Industrial Clearance Process by Chief Industrial and
Certification Branch, Clearance Division
(Types of Clearances, Problems, Paperwork, Industrial Security
Officers' Responsibilities)

1530-1600 The Industrial Polygraph Program by Representative of
Polygraph Division (Present Tape)

1600-1615 Break

1615-1700 History of Agency's Industrial Security Program by the
Industrial Security Branch or Other Agency Representative

1700 End of First Day

SECOND DAY

0900-1015 Logistics Physical Security Requirements
 Alarms, Safes, Guard Forces, etc.

1015-1030 Break

1030-1145 ODE Physical Security Requirements

1145-1230 Sensitive Compartments Information Facility (SCIF)
 Accreditation by Representative of Special Security Center
 Paperwork, Rquirements, Process

1230-1330 Lunch

1330-1430 Classified Document Marking and Accountability

1430-1445 Break

1445-1530 ODE Pouch System and Requirements by ODE Records Management
 Officer

1530-1600 Logistics Security Mailing System for Communication with
 Industrial Contractors (Addresses, Registered Mail, etc.)

1600-1615 Break

1615-1715 Overview of Defense Investigative Service Industrial Security
 Program and the Agency's Relationship with DIS and DISCO

1715 End of Second Day

THIRD DAY

0900-0945	Tempest Considerations
0945-1030	STU-III's and Secure Communications
1030-1045	Break
1045-1145	Automated Information Systems Security Requirements by Representative of Information Systems Group
1145-1215	Technical Security Countermeasures Requirements by Representative of TSCM/Office of Security
1215-1330	Lunch
1330-1430	Security Education Requirements of Contractors and Industrial Security Officers Responsibilities/ Counterintelligence Awareness
1430-1445	Break
1445-1530	The Special Security Center by Chief SSC (Agency, Contractor and Community Responsibilities of the Center and Capabilities)
1530-1545	Break
1545-1630	Round Table Discussion By Industry Representatives
1630-1700	Summation of Course by Industrial Security Branch Critiques
1700	End of Course

INDUSTRIAL SECURITY OFFICERS TRAINING COURSE

Tuesday, 23 October 1984

0900 - 0915	Orientation and Administration
0915 - 0945	CIA Industrial Security Terminology
0945 - 1010	Industrial Security Branch Role and Relationship
1010 - 1100	Office of Logistics Security Staff Role and Relationships
1100 - 1200	Office of Logistics Contracting Officer's Security Representative
1200 - 1300	Lunch
1315 - 1500	National Programs Overview
1500 - 1600	OD&E Security Staff Organization & Role
1600 - 1700	Office of Development and Engineering/Contracting Officer's Security Representative

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Wednesday, 24 October 1984

0900 - 1145 The Contracting Officer's Role
and Authority

1145 - 1300 Lunch

1300 - 1400 Contractor's Special
Security Officer (CSSO)

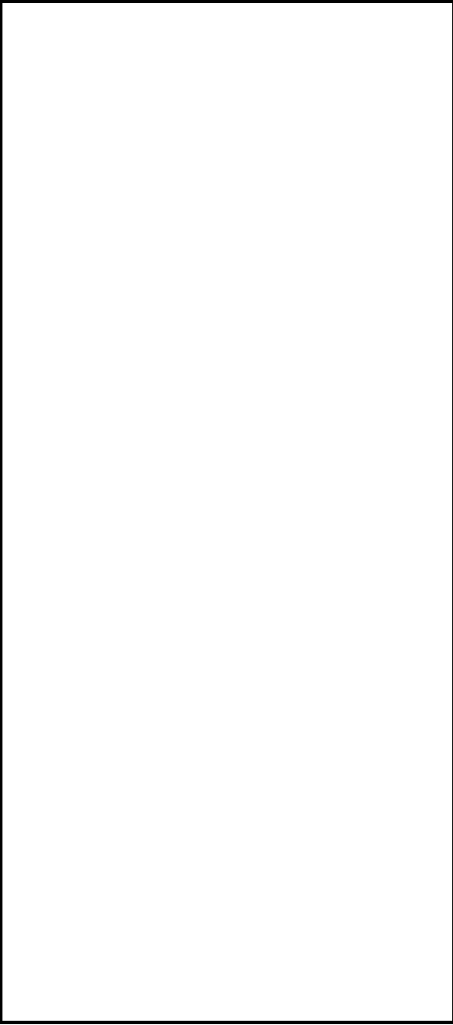
1400 - 1415 Discussion

1415 - 1515 Contracting Officer's Technical
Representative (COTR)

1515 - 1530 Discussion

1530 - 1630 Contractor's Security
Officer (CSO)

1630 - 1700 Discussion



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

Thursday, 25 October 1984

0900 - 1015 Technology Transfer

1015 - 1115 Industrial Security Approvals

1115 - 1145 Industrial Polygraph Program

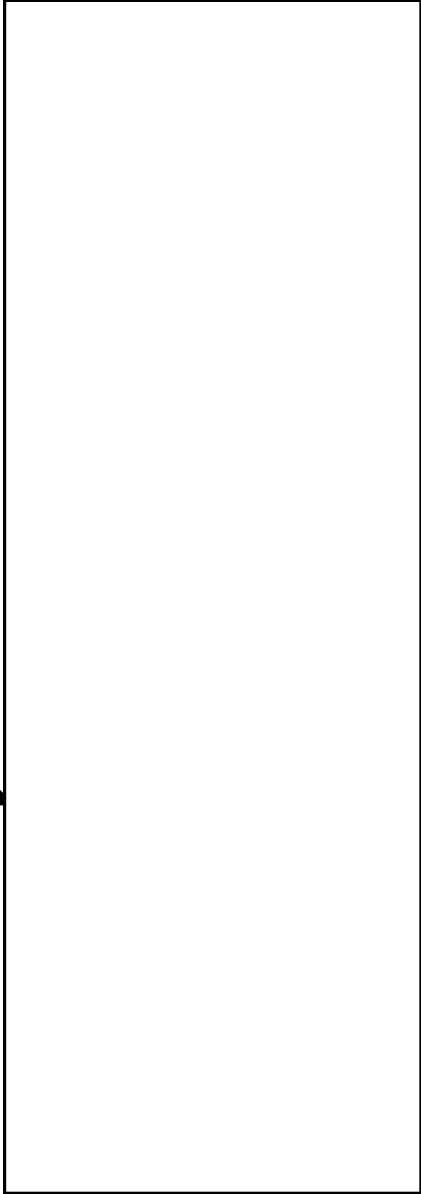
1145 - 1315 Lunch

1315 - 1415 Telephone Equipment for Use
in Industry

1415 - 1700 Special Security Center -
Mission/Function
Compartmented Information Branch
4C System

Document Control

SCIF
Accreditations
Co-utilizations



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

Friday, 26 October 1984

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0900 - 1010 Corporate Accounting Methods

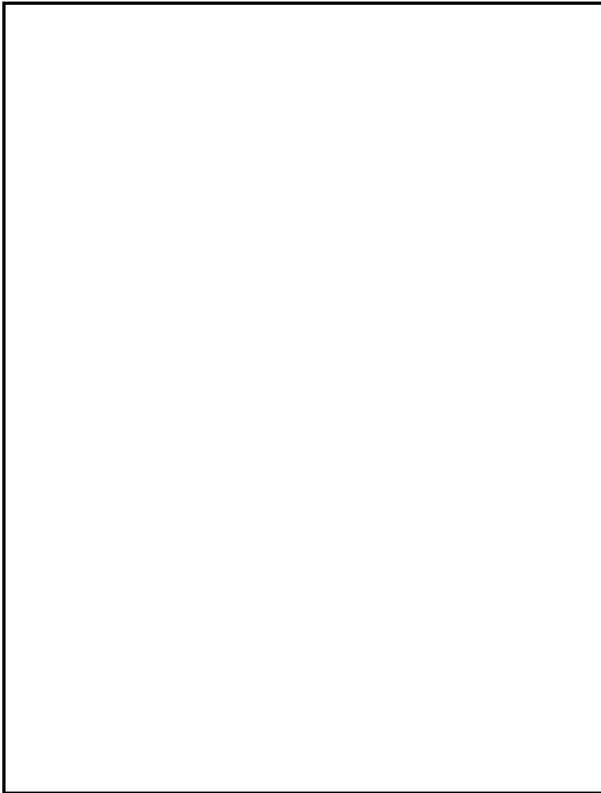
1010 - 1130 Security Audit

1130 - 1300 Lunch

1315 - 1415 Legal Aspects of Industrial
Security

1415-1515 Boyce-Lee Film

1515 - 1630 Discussion
Administrative Wrap-Up



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

SECRET

TERMS USED IN THE INDUSTRIAL SETTING

The following terms are provided to offer the student a general guideline for identifying personnel and terms used in the industrial setting. For a complete list and specific definitions of terms, the appropriate security manuals should be referenced.

Industrial Security Officers Training Course
23-26 October 1984

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SECRET

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INDUSTRIAL TERMS--PERSONNEL

AGENCY REPRESENTATIVES

- CO.....Contracting Officer.....A designated Agency representative who administers contracts. The CO writes and signs contracts, has the power to commit funds and is the final authority in the contract process.
- COTR...Contracting Officer's Technical Representative.....A designated Agency representative who handles the day to day technical aspects of the contract and has frequent interaction with the contractor's technical personnel.
- COSR...Contracting Officer's Security Representative.....The Agency security officer assigned to a contracting component who assists the CO in security matters and provides security guidance to the contractors. The COSR may be assigned to the Office of Logistics (SCI/collateral contracts) or to OD&E (SCI/BYE contracts). An individual contractor may be responsible to more than one COSR, depending on the types of contracts the company has.
- ISSO...Information Systems Security Officer.....The Agency security officer from ISSG who provides security guidance to the contractors for processing data on automated information systems.
- ISB....Industrial Security Branch.....As an independent organization within the Office of Security, ISB conducts security audits of contractor facilities to ensure compliance with Agency and Intelligence Community standards.

The contractor may also interact with various Agency personnel on technical security matters such as communication and audio countermeasures.

~~SECRET~~

SECRETCONTRACTOR REPRESENTATIVES

CSO.....Contractor Security Officer.....The security representative of the company responsible for implementing Agency security policy within the company for collateral contracts. The individual may be the corporate manager of security, an individual within the security department or in small organizations, the program manager who also handles security duties. CSO is an Agency supplied designator as actual titles vary from company to company.

CSSO.....Contractor Special Security Officer.....The Agency designator applied to the company security representative who is responsible for implementing Agency security guidelines associated with SCI contracts. Titles may vary from company to company and the CSSO may also serve as the CSO and/or BIFSCO.

BIFSCO...BYE Industrial Facility Security Control Officer.....The security representative of the company, who is mutually agreed upon by Project Headquarters and the contractor, who carries out security duties in the contractor's BYE Industrial Facility (BIF) and/or Special Compartmented Information Facility (SCIF).

DCO.....Document Control Officer.....A designated company employee responsible for all document control functions associated with the transmission, storage and accountability of Agency classified material. The individual may or may not be a security employee.

Contractors utilize various individuals that interact with the Agency COs and COTRs. Titles vary from company to company in referencing these people, but the most widely used terms include program managers and contract administrators.

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INDUSTRIAL TERMS

- DD Form 441.....A Department of Defense (DOD) Form which is a Certificate Pertaining to Foreign Affiliation. DOD requires submission of this form in ascertaining whether a contractor has foreign ownership exceeding 5% or is subject to foreign control or influence.
- OODEPS.....Owners, Officers, Directors, Executive & Personnel List. A required DOD list that depicts company positions/titles, DPOB, DOD level of clearance and citizenship. The form is utilized in determining the identity and citizenship of key corporate personnel.
- SCIF.....Sensitive Compartmented Information Facility. An accredited area, room, group of rooms or installations where SCI may be stored, used, discussed, and/or electronically processed. May also be referred to as a Secure Area or BIF (BYE Industrial Facility).
- Secure Working Area.....An Agency approved or accredited facility which is used for handling, discussing and/or processing classified material. Classified material may not be stored in a Secure Working Area.
- Document Control Center...A designated area within a secure area that handles document control functions.
- Two-Person Rule.....A requirement for contractors to staff two approved and briefed individuals in communication centers, document control centers and any other areas so designated by the COSR.
- Waiver.....Written approval by the authorized Agency Security Officer for a deviation of standards from the prescribed security guidelines. Waivers must be rejustified and revalidated on a yearly basis.

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Sterility.....This refers to any arrangements which are made to reduce the possibility of compromising the connection between Project Headquarters or the Agency with the contractor or compromising the relationship among other contractors.



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IPP.....Industrial Polygraph Program. Agency sponsored polygraph program for contractor personnel holding ISA/TS and/or SCI accesses.

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AGENCY/INTELLIGENCE COMMUNITY SECURITY GUIDELINES USED IN INDUSTRY

Collateral Contracts:

1. Standard Security Procedures for Contractors (SSPC), dated 1 May 1979; general security requirements.

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2. Security Requirements For Contractor Automated Information Systems Processing Collateral Information, dated 9 February 1982; computer/word processing security. (Similar to Appendix VI in the SSPC)

SCI Contracts:

1. BYE Industrial Security Manual (BISM) dated 1 July 1982; general security guidelines for BYE contracts.
2. U.S. Intelligence Community Physical Security Standards for Sensitive Compartmented Information Facilities, NFIB/NFIC-9.1/47, dated 23 April 1982; physical standards for SCI protection.
3. Security Requirements for Contractor Automated Information Systems Processing Sensitive Compartmented Information, dated 8 April 1982, computer/word processing security for SCI information.
4. SI/TK Manual, dated 22 August 1975. Contractors use a sanitized version. General security guidelines for handling SI/TK material.
5. SCI Reference Handbook, due to be published in September 1983. This three segment publication will serve as an indoctrination tool for Agency area and industrial security officers and will include physical, personnel and document control procedures.

Some of the above publications have annexes which provide security guidance in specific areas such as TEMPEST requirements, sound attenuation requirements, telephone and alarm requirements and personnel processing requirements.

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CRITIQUE

INDUSTRIAL SECURITY OFFICERS TRAINING COURSE

23-26 October 1984

On a scale of 1 to 5 (1 being the lowest and 5 being the highest) please rate each speaker regarding content, relevance and presentation. In addition, general comments regarding each day's agenda are solicited, i.e., why you think a particular speaker was poor or great, why you think a particular area should be dropped, etc.

Accolades are not solicited but will be accepted - the point is how can we improve the Industrial Security Officers Training Course. Please complete each day - signatures are not required.

TUES - 23 Oct 84

Content

Relevance

Presentation

STAT

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STAT

WED - 24 Oct 84

Content

Relevance

Presentation



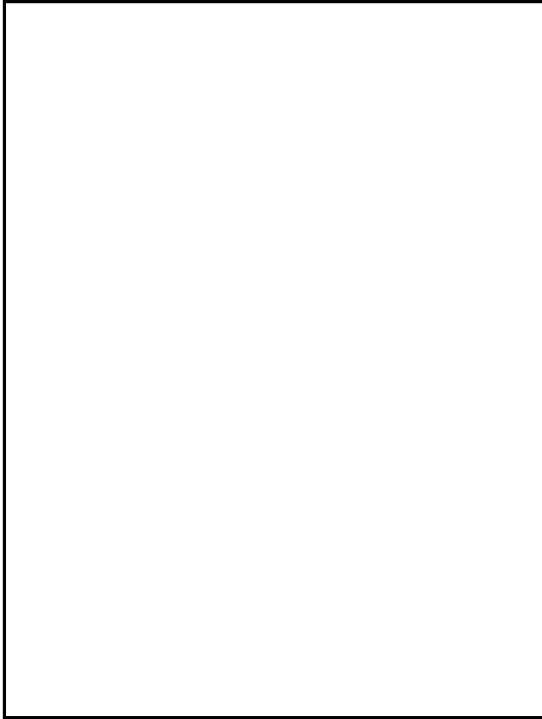
THURS - 25 Oct 84

Content

Relevance

Presentation

STAT



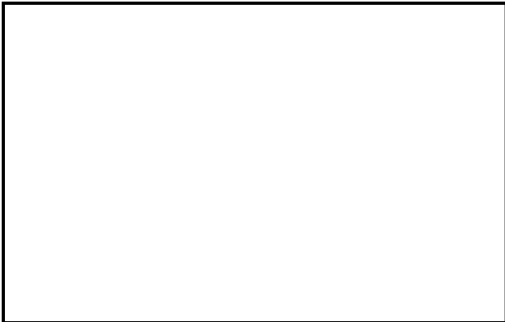
FRI - 26 October 84

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The following Governmental Agencies are NFIB members:

Central Intelligence Agency
Department of State
Department of Treasury
Department of Defense
Department of Energy
Defense Investigative Agency
National Security Agency
Federal Bureau of Investigation
Other Elements of Department of Defense Responsible for
Reconnaissance Activities.

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INDUSTRIAL SECURITY OFFICERS TRAINING COURSE

23-26 October 1984

CONTENTS

1. Procurement Authority
2. Procurement Organization
3. R&D Contract Sequence
4. Contract Administration - Team Approach
5. Types of Contracts
6. Request for Initial Security Inspection of New Sources
7. Certificate Pertaining to Foreign Interests
8. Contract Data Classification Guide (CDCG)
9. Form 88
10. Form 2420
11. Contract Inspection Report

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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10. PROCUREMENT AUTHORITY

a. AGENCY AUTHORITY

Agency procurement authority is contained in the Central Intelligence Agency Act of 1949, sections 3 and 8 (50 U.S.C. 403c and 50 U.S.C. 403j, respectively); the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 471, et seq., as amended); and Executive Order 12333.

b. DIRECTOR OF LOGISTICS' AUTHORITY

By the Director of Central Intelligence as Agency Head has authorized the Director of Logistics to

exercise all procurement authority, unless otherwise specifically delegated by the Director, except that only the head of the Agency may authorize advance payments under negotiated contracts and then only for an amount not exceeding the contract price.

c. REDELEGATION OF DIRECTOR OF LOGISTICS' AUTHORITY

(1) Contracting Officers

(a) The Director of Logistics has issued written redelegations of procurement authority to selected personnel, designated as contracting officers, the authority to enter into and administer contracts for supplies and services (including research, development, studies, and engineering services) on behalf of the Agency, subject to specific limitations set forth in each Delegation of Contracting Authority. The approval of the Director of Logistics or designee is required for a contracting officer to exceed these limitations. (Note: the term "procurement officer" is used synonymously for "contracting officer" in this handbook.)

(b) Contracting officers may redelegate their authority to knowledgeable procurement personnel if the authority to do so is included in their delegation from the Director of Logistics. When redelegation is permitted, it should not be to clerical, administrative, or other noncontractual support personnel, although this type of personnel may be involved in actions leading up to execution of a contract document. The document itself must be executed by the contracting officer.

(c) Redelegations by the Director of Logistics to contracting officers are reviewed by the Logistics and

Procurement Law Division, Office of General Counsel (OGC/L&PLD); and any further redelegations also require the review of OGC/L&PLD. Copies of all delegations and redelegations will be maintained by the Procurement Management Staff, OL.

(d) Contracting officers will be guided in their actions by this handbook, by Headquarters Regulations (see paragraph 23 for a list of HRs of particular importance), by the Federal Acquisition Regulation (FAR), and by Procurement Notes issued by the Office of Logistics (see paragraph 11d(1)).

(2) Imprest Funds

Delegations of authority to procure materiel or services under imprest-fund procedures have been granted to many Agency components. Imprest funds are approved by the Director of Finance or designee and, unless specifically prohibited in the imprest-fund charter, may be used for the procurement of supplies and services. See paragraph 54 for monetary limitations and procedures in making purchases from an imprest fund.

11. PROCUREMENT ORGANIZATION

In accordance with Executive Order 12352, the Deputy Director for Administration has designated (upon the recommendation of the Director of Logistics) a Procurement Executive with Agency-wide responsibility to oversee the development of the Agency procurement system, evaluate system performance in accordance with approved criteria, enhance career management of the procurement work force, and certify to the DCI that the Agency's procurement system meets approved

criteria. The Procurement Executive, reporting directly to the Director of Logistics, manages the Procurement Division, the decentralized research and development procurement teams, and the Procurement Management Staff (see paragraphs b, c, and d, directly below). The Procurement Executive functions as the coordinator for the creation and maintenance of uniform Agency procurement policies and procedures and as a focal point for efforts to increase the efficiency and effectiveness of Agency procurement. The Procurement Executive serves as the Agency representative on various interagency committees concerned with procurement.

b. PROCUREMENT DIVISION

(1) Procurement of production items, nonpersonal services, automatic data processing equipment, general purchases, and purchases against the General Services Administration's Federal Supply Schedules is centralized in the Procurement Division, OL. The Procurement Division is comprised of the following branches:

(a) Automatic Data Processing (ADP) and Engineering Branch, which handles the procurement of ADP equipment and related services, excluding word processing equipment.

(b) Production and Services Contracts Branch, which handles other than ADP equipment and services through contracts of the type and magnitude that require cost analysis (see paragraph 80).

(c) General Procurement Branch, which handles all other procurement, including word processing equipment. The Small Purchases Section, within this branch, is unique in that

overseas requisitioners can correspond directly with it as described in paragraph 51.



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c. DECENTRALIZED CONTRACTING TEAMS

The Director of Logistics has established a decentralized procurement system to carry out the procurement of research and development, including external analyses, studies, engineering services, prototypes, and first follow-on production where it can be reasonably demonstrated that adequate specifications or manufacturing drawings are not available to permit competitive procurement. Within the

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Directorate of Science and Technology (DDS&T), the system consists of a senior contracting officer, who is the procurement staff advisor to the Deputy Director, and contracting teams situated within operating components having sufficient contracting volume to warrant such placement. Contracting teams have also been established within the Directorate of Operations and the Directorate of Intelligence to provide procurement support for the unique activities of those offices.

d. PROCUREMENT MANAGEMENT STAFF

The Procurement Management Staff (OL/PMS) is responsible for:

(1) Assisting the Procurement Executive in establishing policies and procedures concerning the acquisition process. OL/PMS promulgates policy supplemental to that contained in this handbook and new policy in the form of Procurement Notes (PNs). PNs are signed by the Director of Logistics and are binding on all contracting officers throughout the Agency.

(2) Monitoring the Agency's procurement system and the various procurement elements and serving as intermediary between the procurement elements and the Director of Logistics whenever a matter arises that requires the involvement of the Director of Logistics. The Chief, PMS exercises contracting authority on special programs as directed by the Director of Logistics.

(3) Maintaining the automated Contract Information System (CONIF). This is an automated contract information and

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operational system that contains all significant elements of data to support the contracting officer in administering contracts and to provide essential information to Supply Division's Inventory Control System and the Office of Finance's General Accounting System. It also permits management visibility of the Agency procurement system. CONIF reports in the form of computer printouts may be requested through OL/PMS.

the Contract Information Branch, PMS,
 (4) Maintaining current contract general provisions, clauses, and forms.

(5) Serving as a point of contact for contractors attempting to establish a business relationship with the Agency.

(6) Acting as the focal point for Freedom of Information Act (FOIA) requests pertaining to Agency procurement contracts, whether classified or unclassified. All FOIA requests received by contracting officers must be referred to OL/PMS.

e. COVERT PROCUREMENT BRANCH, SUPPLY DIVISION

Procurement of commercial items in such a manner that association with the U.S. Government is hidden is vested in the Covert Procurement Branch, Supply Division. Because the Government's role is covert, many of the procedures provided in this handbook cannot be followed to the letter, but, nonetheless, the principles apply. Paragraph 58 provides specific guidelines for this covert procurement.

f. AGENCY CONTRACT REVIEW BOARD

(1) sets forth the basic charter of the Agency Contract Review Board (ACRB). The Director of Logistics and the Procurement Executive rely on the ACRB for advice and

recommendations on selected procurement actions and for review of Agency procurement policies, procedures, and practices. The chairman of the board is appointed by the Director of Logistics. The board consists of senior representatives from each directorate and advisors from the Office of General Counsel, the Industrial Contract Security Staff, OL, and the Commercial Systems Audit Division, Office of Finance.

(2) The ACRB is responsible for:

(a) Reviewing proposed noncompetitive procurements expected to total \$500,000 or more prior to solicitation of proposals.

(b) Reviewing approved procurement requests presented by contracting officers that concern contractual policy or procedural issues.

(c) Reviewing all approved procurement requests, proposed contracts, or amendments in the scope of a contract that exceed \$500,000 in valuation, plus other lesser-value actions at the discretion of the contracting officer.

(d) Reviewing overrun funding amendments when individual or collective overruns exceed \$125,000 and are more than 25 percent of the original cost estimates. Reviewing any overrun funding amendments when individual or collective overruns exceed \$500,000, regardless of percentage.

(e) Reviewing proposed cost-sharing contracts as well as any proposed contract that a contracting officer believes should be cost-sharing but in which the offeror refuses to participate.

(f) Reviewing any proposals to issue.

~~Government-furnished property to a contractor in excess of~~
~~\$500,000.~~

(3) See PN 140 for guidance concerning the procedures to be followed and the documentation required in presenting cases to the ACRB, as well as procedures for obtaining a waiver of the requirement to have cases reviewed by the Board.

g. FOCI REVIEW PANEL

The FOCI Review Panel is responsible for determining whether prospective contractors are under foreign ownership, control, or influence (FOCI) and for recommending to the Director of Logistics whether or not they should be eligible for contracting with the Agency. The panel is chaired by the Chief, PMS/OL, and includes as members the Associate General Counsel, L&PLD/OGC, and the chief of the cognizant security component for the particular organization under review. The Panel may call upon experts from within the Agency or from other Government agencies or contractors when additional expertise, investigative action, or counterintelligence analysis is required. See paragraph 46 for procedures for determining whether a contractor is subject to FOCI.

h. PROCUREMENT POLICY PANEL

The Procurement Policy Panel (PPP) consists of senior ranking contracting officers who have the responsibility of implementing Agency procurement policy and practices. The Panel is chaired by the Chairman of the Agency Contract Review Board. Items of either a policy or procedural nature are referred to the Panel by the Director of Logistics, the Agency Contract Review Board, or the Procurement Executive. Its

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findings and proposals are in the form of recommendations to the Director of Logistics. The Panel does not meet on a regularly scheduled basis but meets on call of the Chairman as the need arises.

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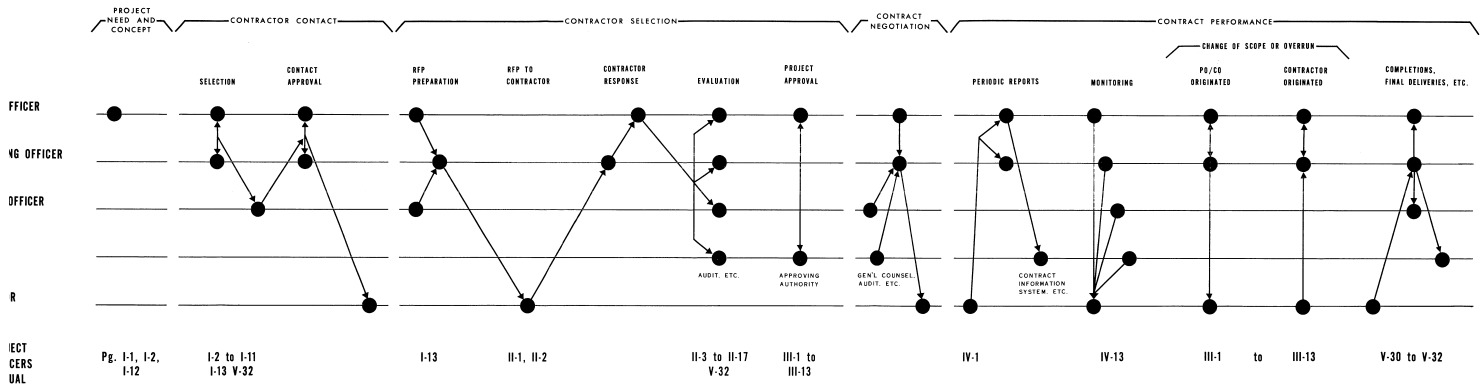
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R & D CONTRACT SEQUENCE



4

CONTRACT ADMINISTRATION

TEAM APPROACH

- CONTRACTING OFFICER - RESPONSIBILITY FOR ADMINISTRATION OF THE CONTRACT.
ONLY ONE WITH AUTHORITY TO EXECUTE AMENDMENTS.
- COTR - RESPONSIBLE FOR TECHNICAL COMPLIANCE WITH CONTRACT.
- SECURITY - RESPONSIBLE FOR COMPLIANCE WITH SECURITY PROVISIONS
- AUDIT - RESPONSIBLE FOR AUDITING COSTS INCURRED BY
CONTRACTOR IN PERFORMANCE OF CONTRACT

5

APPLICABILITY	FIRM FIXED-PRICE (Greatest Risk on Contractor)				COST-PLUS-INCENTIVE-FEE (Greatest Risk on Government)				OTHER CONTRACTUAL DEVICES (Special Uses)		
	FIRM FIXED-PRICE	FIXED-PRICE WITH ESCALATION	FIXED-PRICE INCENTIVE	FIXED-PRICE WITH REDETERMINATION	COST AND COST-SHARING	COST-PLUS- INCENTIVE FEE	COST-PLUS- AWARD FEE	COST-PLUS- FIXED-FEE	TIME AND MATERIAL (LABOR-HOUR)	LETTER CONTRACT	INDEFINITE DELIVERY
	Fair, reasonable price can be established at inception; e.g., —Reasonably definite design or performance specifications —Realistic estimates —Adequate competition —Valid cost or pricing data giving reasonable price comparisons	—Market or labor conditions unstable over extended production period	Where cost uncertainties exist and there is the possibility of cost reduction by giving Contractor (i) a degree of cost responsibility and (ii) a positive profit incentive	Stated Time or Times: quantity production-realistic price can be negotiated initially but not for later periods of performance	Cost: R&D with nonprofit organizations or educational institutions; facilities contracts	Development and test when incentive formula can provide positive incentive for effective management. Where feasible, use performance incentives together with cost schedule and incentives	(i) Level of effort for performance of services where mission feasibility is established, but measurement of performance must be by subjective evaluation; (ii) work which would have been placed under another type of contract if performance objectives could be expressed in advance by definite milestones or targets susceptible of measuring actual performance	Term Form: research, preliminary exploration, or study when level of effort is initially unknown (or development and test when a CPFF is impractical)	Not possible initially to estimate extent or duration of work (L-H used where material not involved), e.g., engineering or design services; repair, maintenance, or overhaul	Urgency requires immediate binding agreement so work can begin but time does not permit negotiation of a definitive contract	Exact time of delivery unknown
	Level of effort research contract		Firm Target Type: firm target and final profit adjustment formula can be negotiated initially	Retroactive after Completion: realistic fixed price cannot be negotiated initially; amount so small or time so short any other contract type impracticable	Cost-Sharing: R&D Projects jointly sponsored by Government and Contractor where he anticipates commercial benefit in lieu of contract fee		Completion Form: R&D when the task or job can be clearly defined, a definite goal or target expressed, and an end product required			Requirements precise needs of designated activities during a definite period not known initially	
	Initial fixed-price places 100% responsibility and risk on Contractor	ASPR Clause —Established price: ASPR 7-106 —Labor/Material: ASPR 7-107 —ceiling on upward adjustment; downward adjustment appropriate where elements escalated may fall below base levels provided in contract	Firm Target: target cost; target profit; price ceiling; profit adjustment formula	Stated Time or Times: fixed-price initially Prospective redetermination upward or downward; specific time or times for redetermination; price ceiling if appropriate	Cost: Government pays all costs but no fee	Target cost; target fee; minimum and maximum fee; fee adjustment formula (applied at end of performance)	Negotiated estimate of cost; a base fee; maximum fee; the criteria against which performance is evaluated; resulting in an award fee	Negotiated estimate of cost; fee fixed initially except for changes in the Work or Services required	Direct labor hours specified at fixed hourly rates; direct materials at 'cost' as defined by ASPR and local instructions	Maximum Government liability; include as many definitive contract provisions as possible; other provisions required by ASPR Section VII, Part 8	Definite Quantity: provision for delivery to designated points or on order
	Government and Contractor must agree on fixed price at inception	Contingencies are industry-wide and beyond Contractor control	Successive Targets: initial target cost and profit Price ceiling; firm target profit formula; and production point for application to get either a firm target and final profit formula or a fixed-price contract.	Retroactive after Completion: ceiling price; agreement to negotiate price after performance						Requirements estimated total quantity; maximum and minimum order when appropriate	Definite Quantity: stated maximum and minimum total quantity; maximum and minimum order when applicable
	If FFP level of effort, agreement must be reached on identification of effort and number of man-hours		ADEQUATE CONTRACTOR ACCOUNTING SYSTEM REQUIRED	Stated Time or Times: FFP not possible; length of pricing periods 12 months or more; Contractor's accounting system adequate; reasonable assurance of prompt redetermination	Cost-Sharing: must present evidence that there is high probability Contractor will receive substantial present or future commercial benefits	Formula should provide incentive effectiveness over variation in costs throughout the full range of reasonable foreseeable variation from target cost	Final fee determination by Government not subject to disputes clause.	Not for development of major weapons once exploration indicates engineering development is feasible	Determination that no other type of contract is suitable	No other contract type suitable; definitive contract at earliest practicable date; maximum liability limited to not more than 50% total estimated cost	Firm fixed-price, fixed-price with escalation, or fixed-price with redetermination only
	None	None	Contracting Officer	Retroactive after Completion: R&D of \$100K or less only; adequate accounting system; fair & reasonable billing price	Cost-Sharing: Individually by the Procurement Officer	Determination and Findings by Contracting Officer (except for cost-sharing)	CPAF is not for procurement where cost, delivery and incentive factors are measurable		Contracting Office	At level higher than Contracting Officer as stated in local instructions	Use only when item or service is commercial or modified-commercial in type and when recurring need anticipated
	ADVERTISED OR NEGOTIATED PROCUREMENTS	Preferred over all type Minimum administration	NEGOTIATED PROCUREMENTS ONLY	Large amount of administration required by Contractor and Government		NEGOTIATED PROCUREMENTS ONLY. "Costs" defined in ASPR XV Government auditing and administrative surveillance	Least Contractor responsibility for cost of performance.	Least Preferred contract type	NEGOTIATED PROCUREMENTS ONLY	Constant Government surveillance necessary	Greatly restricted; see NASA PR 3-408
			May also use performance incentives								Advertised or Negotiated Procurements. Delivery on orders and 'calls' under contract. Obligation of funds on order and, when applicable, on stated minimum total quantity

6

DATE _____

MEMORANDUM FOR: Chief, Security Staff, OL

FROM :

SUBJECT : Request for Initial Security Inspection
of New Source

Contractor : _____

Address : _____

Telephone : () _____

It is requested that your office make a security inspection and briefing at the subject firm with whom we propose to negotiate a classified contract. Your inspection report is required not later than _____.

PERTINENT INFORMATION:

CONTRACT:

1. Number _____
2. Description of Scope of Work/Item(s):
3. Security Classification
 - a. Agency Association _____
 - b. Work _____
 - c. Item(s) _____
 - d. Reports _____
 - e. Other _____

SUGGESTED CONTACTS:

1. Negotiator _____ Ext. _____
2. Agency Tech Monitor _____ Ext. _____
3. Proposed Contractor Contacts (Name, Title and Bio)

NAME: _____

TITLE: _____

DPOB: _____

SOCIAL SECURITY NUMBER _____

DOD CLEARANCE (if applicable) _____

7

CERTIFICATE PERTAINING TO FOREIGN INTERESTS	<i>TYPE OR PRINT ALL ANSWERS</i>	<i>Form Approved OMB No. 22-R0193</i>
--	--------------------------------------	---

PENALTY NOTICE

PENALTY - Failure to answer all questions, or any misrepresentation (by omission or concealment, or by misleading, false or partial answers) may serve as a basis for denial of clearance for access to classified Department of Defense information. In addition, Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of five (5) years imprisonment, \$10,000 fine, or both, knowingly to make a false statement or representation to any Department or Agency of the United States, as to any matter within the jurisdiction of any Department or Agency of the United States. This includes any statement made herein which is knowingly incorrect, incomplete or misleading in any important particular.

PROVISIONS

1. This report is authorized by the Secretary of Defense pursuant to authority granted him by E.O. 10865. While you are not required to respond, your eligibility for a facility security clearance cannot be determined if you do not complete this form. The retention of a facility security clearance is contingent upon your compliance with the requirements of DoD 5220.22-M for submission of a revised form as appropriate.
2. When this report is submitted in confidence and is so marked, applicable exemptions to the Freedom of Information Act will be invoked to withhold it from public disclosure.
3. Complete all questions on this form. Answer each question in either the "Yes" or "No" column. If your answer is "Yes" furnish in full the complete information under "Remarks".

QUESTION	YES	NO
1. Do foreign interests own or have beneficial ownership in 5% or more of your organization's securities?		
2. Does your organization own any foreign interest in whole or in part?		
3. Do any foreign interests have positions, such as directors, officers, or executive personnel in your organization?		
4. Does any foreign interest control or influence, or is any foreign interest in a position to control or influence the election, appointment, or tenure of any of your directors, officers, or executive personnel?		
5. Does your organization have any contracts, agreements, understandings or arrangements with a foreign interest(s)?		
6. Is your organization indebted to foreign interests?		
7. Does your organization derive any income from Communist countries or income in excess of 10% of gross income from non-Communist foreign interests?		
8. Is 5% or more of any class of your organization's securities held in "nominee shares," in "street names" or in some other method which does not disclose the beneficial owner of equitable title?		
9. Does your organization have interlocking directors with foreign interests?		
10. Are there any citizens of foreign countries employed by or who may visit your facility (or facilities) in a capacity which may permit them to have access to classified information (exclude cleared immigrant aliens in answering this question)?		
11. Does your organization have any foreign involvement not otherwise covered in your answers to the above questions?		

DD FORM 441s
1 SEP 76

EDITION OF 1 MAR 60 IS OBSOLETE

REMARKS (Attach additional sheets, if necessary, for a full detailed statement)

CERTIFICATION

I CERTIFY that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

WITNESS:

DATE CERTIFIED

By

CONTRACTOR

TITLE

ADDRESS

NOTE: In case of corporation, witnesses not required but certificate below must be completed. Type or print names under all signatures.

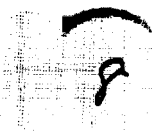
NOTE: Contractor, if a corporation, should cause the following certificate to be executed under its corporate seal, provided that the same officer shall not execute both the agreement and the certificate.

CERTIFICATE

I, _____ certify that I am the _____ of the corporation named as Contractor herein; that _____ who signed this certificate on behalf of the Contractor, was then _____ of said corporation; that said certificate was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(Corporate Seal)

SIGNATURE AND DATE



Unclassified

Confidential

Secret

Top Secret

Contractor _____ Contract No. _____

Classifier's Employee No. _____ Date _____

Contract Data Classification Guide

Item (as applicable)	Maximum Classification	Source, Term, and Reason (as necessary)
Association *	_____	_____
Government-Furnished Data and Hardware	_____	_____
A. Statement of Work	_____	_____
B. Technical Information (includes oral discussions)	_____	_____
C. Specifications	_____	_____
D. Drawings and Graphics	_____	_____
E. Computer Software	_____	_____
F. Communications Security (COMSEC) Material	_____	_____
G. Government-Furnished Equipment (includes hardware from prior contract)	_____	_____
H. Other—identify on attached sheet	_____	_____
Contractor-Produced Data and Hardware	_____	_____
A. Reports (as identified in contract)	_____	_____
1. Monthly or Preliminary Technical	_____	_____
2. Quarterly or Interim	_____	_____
3. Final	_____	_____
4. Contract Status	_____	_____
B. Manuals	_____	_____
C. Drawings and Graphics	_____	_____
D. Computer Software	_____	_____
E. Test Data, Computer Printouts	_____	_____
F. Hardware	_____	_____
1. Component	_____	_____
2. Subsystem	_____	_____
3. Breadboard	_____	_____
4. Prototype or Engineering Model	_____	_____
5. System or Finished Product	_____	_____
G. Other—identify on attached sheet	_____	_____

Statement of the Critical Security Elements of Procurement (excluding association):

* If this item is completed, this form must itself be classified when the contractor's name is added.

_____ Declassify or Review after _____

Classification when completed

Unclassified

Confidential

Secret

Top Secret

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UNCLASSIFIED

NAME OF CONTACT OFFICER	OFFICE	TELEPHONE	SIGNATURE OF APPROVING OFFICER	SIGNATURE OF TECHNICAL OFFICER
REMARKS			BUDGET CERTIFICATION: I CERTIFY THAT COST AUTHORIZATION AND/OR FUNDS ARE AVAILABLE. CHARGE COST CENTER INDICATED IN BLOCK ASTERISKED (*) BELOW.	
			SIGNATURE OF AUTHORIZING OFFICER	

REQUISITION FOR MATERIEL AND/OR SERVICES		REQ'N. DATE	REQ'N. NO.	YOU. DATE	YOU. NO.
FOR PROC. OBLIGATE ALLOTMENT NO.	REQUIRED DATE AT DESTINATION (NOT REQUIRED FOR ROUTINE REQNS. ENTER DATE ONLY IF REQUIREMENT IS FIRM)		DATE PROC. ITEMS REQUIRED IN DEPOT	DATE STOCK ITEMS REQUIRED IN TRANSPORTATION	TYPE I FPA
* CHARGE COST CENTER NO.					TYPE II FPA
			OTHER:		
			ACCOUNTABILITY TO BE ASSUMED BY STATION		
CONSIGNEE			REFERENCE		
			RECOMMENDED METHOD OF SHIPMENT (TRUCK, RAIL, SHIP, PLANE, OR POSTAL)		RECOMMENDED CHANNEL FOR SHIPMENT (COMMERCIAL, MILITARY, OTHER)
MARKING INSTRUCTIONS			PACKING INSTRUCTIONS		

SOURCE		POSTED		STOCK CONTROL REMARKS
PROC.	WHSE.	INITIAL	DATE	

ITEM NO.	STOCK NO.	EXP.	NOMENCLATURE	SC	PRICING AND EDITING DATA			
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION

SECRET

CONFIDENTIAL

UNCLASSIFIED

10

REQUEST FOR PROCUREMENT SERVICES						(1) DOCUMENT NUMBER
OFFICE/DIV/BR		PROJECT OR CONTACT OFFICER & EXTENSION			DATE OF REQUEST	
(2) TRANS CODE	(3) SOC	(4) EXPEND CODE	(5) PROPAGATION FACTOR	(6) PROJECT NUMBER	(7) PROJECT TITLE	(8) AMOUNT
		M-				I CERTIFY FUNDS ARE AVAILABLE
(9) ORN		(10) PRIME ORN		(11) REQUEST NUMBER		
(12) CONTRACTOR (if known)			PROPOSAL NO. & DATE		SIGNATURE OF BUDGET OFFICER/EXT/DATE	
					CONTRACT & TASK ORDER NO. (if known)	
(13) TYPE OF SERVICE REQUIRED				APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS		
1	RESEARCH/DEV	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable)		TECHNICAL INSPECTION IS REQUIRED BY		
2	RENTAL			<input type="checkbox"/> RECEIVING DEPOT T & I	<input type="checkbox"/> TECHNICAL MONITOR	
3	REPAIR			<input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT:		
4	MAINTENANCE			ITEMS TO BE REDELIVERED TO:		
5	MODIFICATION OTHER (specify)					
CLASSIFICATION AND STERILITY OF THE PROCUREMENT						
STERILITY	ASSOCIATION CLASS.	WORK CLASSIFICATION	HARDWARE CLASSIFICATION	REPORTS CLASSIFICATION		
SC 0	UNCLASSIFIED	UNCLASSIFIED	UNCLASSIFIED	UNCLASSIFIED		
SC 1	CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL		
SC 2	SECRET	SECRET	SECRET	SECRET		
OTHER	TOP SECRET	TOP SECRET	TOP SECRET	TOP SECRET		
AUTHORITY AND DURATION (see HHB 70-2)						
(See reverse for specific information required on requests.)						
APPROVAL						
DESIGNATION	SIGNATURE				DATE	
PROCUREMENT USE						
DATE RECEIVED	RECORDED BY	ASSIGNED TO	NEGOTIATOR			

1. SUGGESTED SOURCES (*Any sole source recommendation must include a substantive technical justification*)

2. DELIVERABLE ITEMS

REPORTS REQUIRED _____ NO. OF COPIES MONTHLY INTERIM QUARTERLY FINAL

HARDWARE (*state type and number*)

OTHER

3. GFP REQUIRED

4. SPECIAL INSTRUCTIONS



25X1

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Next 49 Page(s) In Document Exempt

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GOALS OF INDUSTRIAL SECURITY OFFICERS' SEMINARS

1. To acquaint contractor security officers with the Agency's structure, operations, concerns and personnel.
2. To raise awareness of security issues:
 - a. Counter Intelligence
 - b. Personnel Security
 - c. Physical Security
 - d. Technical Security
 - e. Communications Security
 - f. Automated Information Systems Security
 - g. Espionage
 - h. Technology Transfer
3. To present and clarify Agency security requirements
4. To provide guidance regarding and explanation of Agency security policy
5. To answer questions

Defense industrial organizations, associations, colleges and universities can contract James either for a single presentation (with questions and answers) or for a full day (residency or consulting). His topics include: **How the Russians Spy on the United States and International Espionage and Terrorism.**

Main Presentation: \$1500 plus expenses or \$2000 inclusive/flat rate, whichever is less.

Full Day/Residency: \$2000 plus expenses or \$2500 inclusive/flat rate, whichever is less.

Call (716) 664-1508 to contract James or reach him personally on tour:

- 30 March University of the Pacific, Stockton, CA. Tom Leon is contact (209) 946-2233. Topic: **Espionage and Russia.**
- 3 April Western Oregon State College, Monmouth, OR. Kym Wilson is contact (503) 838-1220 x295. Topic: **International Espionage and Terrorism.**
- 5 April Cypress College, Cypress, CA. James Sladeck is contact (714) 826-2220 x198. Topic is: **International Espionage and Terrorism.**
- 6 April Case-Western Reserve University, Cleveland, OH. Rob Knauerhaus/Howard Gordon are contacts. (216) 368-2679. Topic is: **International Espionage and Terrorism.**
- 10 April University of New Hampshire, Durham, NH. Andrew Gamble is contact (603) 862-1485. **DEBATE AGAINST PHILIP AGEE.**
- 12 April Ferris State College, Big Rapids, MI. Mark Schuelke is contact (616) 592-2606. Topic is: **How the Russians Spy on the United States**

----- Spring and Fall 1989 dates are open for colleges
----- May-August 1989 are preferred for Defense Organizations

----- Defense industrial organizations near the above campuses are encouraged to send marketing and security employees to the above public presentations.

You might remember me as the Jamestown-born author who was an assistant project engineer and worked in the field of aerospace technology in Florida. I graduated from Jamestown High School in 1958 and Case Institute of Technology in Cleveland in 1962 with a bachelor of science degree in physics.

With the knowledge of U.S. government intelligence officials, I asked my employer, Pratt & Whitney Aircraft, a division of United Technologies Corp., to "fire" me in 1971. This allowed me to change careers, become a public figure and better serve U.S. national security interests. I became an author, world traveler, a successful international speaker on government and national security affairs, but more importantly, "**bait**" for **Communist-bloc intelligence agents who were known to target fired employees of U.S. defense contractors and the intelligence community.**

With the close of the "Reagan Era", I bring to a close this latter activity, which will be the subject of a future book.

With this letter I publicly confirm all of the above. For more than two decades I have as a private citizen and at the request of the U.S. government participated in the collection and analyses of scientific, technical, political and counterintelligence information relating to Communist-bloc activities in and outside the United States.
Approved For Release 2005/07/12 : CIA-RDP96B01172R001000090001-2

Soviets have spies who love you — and more

By STEPHAN STERN
Sun Staff Writer

RIVERSIDE — Soviet agents routinely visit area bars in hopes of obtaining classified information from military and government personnel, a former CIA informant said.

Peter N. James, author of "The Air Force Mafia" and "Soviet Conquest from Space," said the KGB — the Soviet equivalent of the CIA — has a repertoire of tricks to infiltrate the U.S. security apparatus — sex, money and blackmail chief among them.

"You can bet that the KGB has government operatives throughout this area," he said. "By the way, these KGB operators don't talk with a thick Soviet accent."

James, 47, who for 10 years fed the CIA tidbits on Soviet rocketry advancements while

working for the aviation firm of Pratt & Whitney, spoke last week about KGB techniques to a roomful of students at the University of California, Riverside. The Associated Students Program Board sponsored the visit.

Eastern-bloc agents prowl the Southern California area because of the many military bases and defense contractors located here, James said.

Included are Norton Air Force Base in San Bernardino, March Air Force Base in Riverside, and the Rockwell, Northrop and Lockheed defense plants in Palmdale. Norton AFB is home of the Air Force Ballistic Missile Office, which handles research and development of all U.S. land-based intercontinental ballistic missiles.

James said that Soviet spies often employ women known as "swallows" to coax secrets from "red-blooded" men. Hidden

See SOVIETS/B2



ALAN WARREN/The

Peter James, ex-CIA informant, speaks to students at UCR.

Soviets: Spies to love you

Continued from B1

agents then photograph the encounters and blackmail the unwitting participants in a sex-for-secrets swap.

"The KGB uses them and the Americans use them, too. It's probably the most effective way to get secrets," he said.

Soviet agents groomed to speak and act like Americans also visit bars frequented by soldiers and airmen to "talk shop" and learn their vulnerabilities. Those, with financial problems will be offered money — and if they accept — the trap is shut.

Another KGB technique is to use moles planted in respected positions within the U.S. government or defense industries, James said. They may remain inactive for years, building their trust and respect with co-workers until Moscow activates them.

Even Americans away from home on business or travel can become likely targets for the Soviet espionage net. Agents known as "spotters" ply foreign hotels and restaurants looking for Westerners who appear friendly to the East.

Friendships are established, gifts of Russian champagne and caviar run freely and letters are exchanged. Then one day, subtle questions begin to make their way into the letters.

Said James, "What they'll try to do is get you to go over the line — to do what your security office would not want you to do."

His experience with the CIA and KGB began in 1965 while working as a rocket systems analyst for Pratt & Whitney in West Palm Beach, Fla. At that time, the CIA wanted to broaden its intelligence network and recruited James as an unpaid informant to pick the brains of Soviet space experts while attending overseas technology conferences for Pratt & Whitney.

He said he can legally talk about his role as an informant because he never had to sign an oath of secrecy.

The CIA would not confirm or deny James' story, but spokeswoman Sharon Foster said it is not unusual for the agency to collect intelligence from Americans who volunteer information.

James currently earns a living on the college lecture circuit. His is researching material for a third book, this one on Central America.

Ex-spy: KGB behind embassy seizure

By Fred Lowery
Staff Writer

Possibilities are good the 1979 takeover of the U.S. Embassy in Iran was orchestrated by the Soviet KGB, and not Iranian "students," former spy Peter James said yesterday.

The payoff was too good in terms of intelligence, James told the Palm Beach Round Table, and the amount of information used publicly by the Khomeini regime too sparse during the year the American hostages were held to believe the takeover was only a political outburst.

Despite what was supposed to be strict security measures to be taken in case the embassy was overrun, James said, nine safes full of classified documents were captured intact.

Included in these documents was a complete rundown of the American intelligence structure in Iran and the Middle East, including a com-

puter printout of the names and location of literally hundreds of Defense Intelligence Agency operatives and sources.

While much of the mob may have been students — "a lot of them looked awfully old to be students, though" — James said he is convinced the embassy raid itself was led by KGB operatives.

The myth the raid was led by students, James insisted, "was perpetuated by one of the KGB misinformation groups, but you can bet there was a KGB operative there to get those files."

And, he said, there is ample evidence the KGB has used terrorist groups in other countries to act as a cover to perform its missions as well.

"The KGB has gotten so sophisticated," he said, "they are using terrorist groups for political action."

The capture and bombing of three U.S. airliners by the Palestine Liberation Organization

in Jordan several years ago, he noted, becomes less of a coincidence when it is considered that one of those airliners was carrying a packet of American classified documents.

"Those documents might have been destroyed when the planes were blown up," he said, "but I rather doubt it."

The fact that these incidents and others have occurred, said James, a one-time Pratt and Whitney Aircraft engineer recruited by the CIA and Air Force intelligence in the 1960s, points out a major failing in the competence of U.S. internal security.

While many of the loopholes have been plugged through the years, others remain, thanks in large measure to the glibness of those in charge of security, he said.

"The KGB is not 10 feet tall," he said, "but our internal security is compromised by the incompetence of our own people."

(716) 664-1508

PETER N. JAMES

HUMINT SPECIALIST
25 YEARS EXPERIENCE WITH COMMUNIST BLOC OPERATIVES

By JAMEY L. SIMPSON
Round Up Staff Writer

Terrorism in the United States is just around the corner, and the national security of this country is easily jeopardized by inadequate security measures, according to a U.S. ex-intelligence operative.

Peter N. James, an aerospace engineer with Pratt & Whitney Aircraft, showed slides from his past espionage work to an audience of more than 300 at the Corbett Center Auditorium at New Mexico State University last night.

James distinguished his capacity with the CIA as working with the agency and not for it. In order to maintain his independence from the CIA, James said he financed his trips to international aerospace conferences where he was able to make his Soviet contacts.

James said he has been concerned

with this country's security procedures because the KGB, the Soviet secret service, is doing an effective job in obtaining sensitive information through a massive effort.

He also thinks that through incompetence and apathy on the part of Americans and their inability to fully comprehend what is happening, a massive amount of American secrets are finding their way to the Eastern Bloc.

James made reference to the 1979 U.S. embassy take-over in Teheran in which sensitive information of Iranian agents working for the United States fell into the hands of the Soviets.

Execution of those operatives by the KGB was the result of carelessness by U.S. employees at the embassy. That information, he said, had no business being there.

"Who gives a damn... it's someone

Please see Spy/page 3

Spy

from page 1

else's responsibility (to look after sensitive material)," James said of the mentality toward U.S. security measures.

James pointed out that tourists can take pictures of U.S. submarines off the coast of the United States or Europe and are not penalized; that, in fact, no one pays attention.

In the Soviet Union tourists would be charged with espionage.

James said that when he took a photograph of a Soviet submarine off the coast of Cuba, he could have been subjected to 30 years in Cuban prison had he been caught by Cuban authorities.

James told the audience that if Colorado Gov. Gary Hart had not been exposed by the U.S. press concerning his affair with Donna Rice, he could have been the target of KGB blackmail had he made it to the White House.



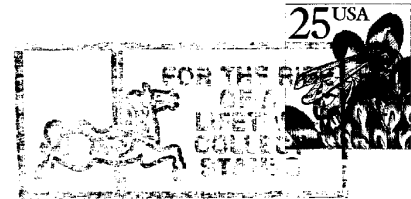
Round Up/Eric O'Connell

Spy Speaker

Former CIA spy Peter N. James talks at a press conference yesterday about how Russians and Americans spy on each other. James travels around the country speaking at colleges and to corporations about Soviet espionage.

New York 14701 USA

WHEN YOU THINK YOU'RE SAFE
THIS MAN KNOWS YOU'RE NOT



By Invitation Only

6503 Staff

STAT
STAT



Security Officer
CIA
Langley Virginia
Washington, DC 2050



STER N
FILE TYPE SELECTION SEX YOB NEXT MENU
DISPLY FROM SFN SEARCH COUNT SAVE COUNT

*** PRIMARY-NAME SEARCH BELOW ***

SFN: 0873351
SI-FULLNAME: JAMES*PETER*NICHOLAS
TYPE,SEX,CITZ,SSN: SU, M, USA,
DPOB: 19SEP40, JAMESTOWN, NY
EMP,POSITION,LOC: PRATT WHITNEY RESEARCH LAB, W PALM BEACH, FLA
LASTLOC: 23FEB90*SRD
STD DATA: /L 65PALM BEACH SHORE, FLA
REF FILE NO: 7151317
EOD,POLY,SCI:
SI-POLYNUM: 080860
KINDATA: 0475995*SP
CREATION DATE: 01JAN65

ACTIONS... ..CID.. DISP OPEN-DT CLOSE-DT BRIEF-DT TERM-DT DBRIEF
ILOAD*1 28MAY85 28MAY85

*** DOUBLE-BARREL NAME SEARCH BELOW ***

SFN: 0873351
SI-FULLNAME: JAMES*PETER*NICHOLAS
TYPE,SEX,CITZ,SSN: SU, M, USA,
DPOB: 19SEP40, JAMESTOWN, NY
EMP,POSITION,LOC: PRATT WHITNEY RESEARCH LAB, W PALM BEACH, FLA
LASTLOC: 23FEB90*SRD
STD DATA: /L 65PALM BEACH SHORE, FLA
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SI-POLYNUM: 080860
KINDATA: 0475995*SP
CREATION DATE: 01JAN65

ACTIONS... ..CID.. DISP OPEN-DT CLOSE-DT BRIEF-DT TERM-DT DBRIEF
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SFN: 0442131
SI-FULLNAME: JAMES W FITZGERALD ASSOCIATES*?*?
TYPE,SEX,CITZ,SSN: SU, , ,
DPOB: 90,
LASTLOC: 01JUN89*SRD
EOD,POLY,SCI:
CREATION DATE: 01JAN01

ACTIONS... ..CID.. DISP OPEN-DT CLOSE-DT BRIEF-DT TERM-DT DBRIEF
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