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Date \_\_\_\_\_

MEMORANDUM FOR: [ 07 ]

SUBJECT : CIA Contact Identification Credential

1. The Director of Security has authorized issuance of this Identification Credential to you because your official duties will require you to establish your identity as an employee of CIA.

2. Use of the credential will be governed by the following provisions:

(a) The credential will be carried only when necessary to conduct official Agency business. At all other times, if feasible, the credential will be secured in a CIA facility.

(b) The credential will not be utilized for personal identification purposes.

(c) The credential may be withdrawn, without notice, upon indication of misuse.

(d) Should the credential be lost, immediate notice will be forwarded to the Director of Central Intelligence, Attention: Director of Security, by the most expeditious means available; a thorough investigation will be initiated to determine the circumstances surrounding the loss and reported to the Director of Security.

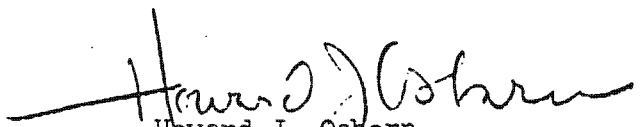
(e) Penalties for loss of credentials will be drastic and may include dismissal from the Agency.

(f) Credentials are considered as Registered Documents and are subjected to periodic accountability audits.

(g) Credentials will be returned to the Director of Security when no longer required by the individual to whom issued.

3. Deviation from the preceding provisions will result in severe punitive measures.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Howard J. Osborn  
Director of Security

4/20