

SECRET

CENTRAL INTELLIGENCE AGENCY

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COUNTRY Cuba
REPORT NO. CSCI-316/02296-65
SUBJECT Buildings and Security of the
Direccion General de Inteligencia
(DGI)
DATE DISTR. 2 June 1965
NO. PAGES 3
REFERENCES

DATE OF INFO. 1964

PLACE & DATE ACQ. Washington, D. C.
(February 1965)

FIELD REPORT NO.

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SOURCE A former Cuban IS officer who served with the Cuban Intelligence Service until April 1964.

1. The Direccion General de Inteligencia (General Directorate of Intelligence - DGI) Headquarters in "M" Building operates on a schedule from 8:00 a.m. to 5:30 p.m. daily. Personnel are required to sign time and attendance records and once in the building at 8:00 are not permitted to leave it until 5:30. They are given lunch in the building cafeteria; each has a meal ticket, issued by the Personnel Department, which is punched for each meal consumed; the DGI, not the individual employee, pays. A DGI officer from one of the departments outside the headquarters building may eat in the "M" Building cafeteria; he gets a lunch ticket from the personnel officer and also shares the mess free, the meal being deducted from his regular mess facilities in his own building.
2. The "M" Building is guarded outside by Departamento de Seguridad del Estado (Department of State Security - DSE) personnel, two at the main gate and two at the rear gate. Beside the large double wooden gates, which have metal bars to close them, there is a small door for pedestrians. It contains a peephole through which the guards can inspect anyone seeking entrance on foot or by car. Persons arriving by car sound a horn to notify the guards that they wish admittance. If the guards recognize the pedestrian or driver, they open the gate and admit them. If the person is not known, the guards ask his identity and whom he wishes to see and telephones to the person named and requests permission to admit the visitor. If permission is given, the gate is opened and the visitor proceeds without escort. Each gate guard is armed with an M-52 rifle and a PPSH or Czech M-25 machine gun, and may in addition carry a personal weapon, usually a pistol. The gates are opened by hand, not electrically.

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3. There are no DSE guards inside the DGI building, except for the guard quarters (dormitory) in "M" Building. The headquarters has two duty officers, who alternate, 24 hours on and 24 hours off. They are not officially or visibly armed, but may carry a personal weapon, usually a pistol, as many DGI officers do. Most of the pistols are U.S. 38-caliber, 45-caliber, or Soviet Red Star. Employees in "M" Building are required to lock up all documents and lock their room doors any time the room is not occupied. Keys are deposited in a key room. There is also a Secret Office, on the second floor of the building, where documents of all kinds are kept. Employees may borrow documents, signing out for them, for the day; everything must be returned at night. Generally, each officer keeps his own files, locked in a key-lock metal cabinet, in his own office.
4. Originally a building pass was required for entry into "M" Building. Each officer assigned to the building had a pass, similar in appearance to a driver's license. Officers working in departments outside the "M" Building compound, however, did not all have passes, although some did. The difficulty of obtaining a pass for entry into the building became so complicated that outside DGI employees sometimes resorted to showing their driver's licenses for admission, and successfully. There was always confusion about entrances. Finally the pass system became so cumbersome that it was abolished altogether, and admission to the compound is entirely on a basis of personal recognition by the guards, or, as noted above, by verification by telephone from an officer inside. This applies both to personnel regularly working in the building and to DGI employees from departments outside the compound.
5. The same system applies in the Departamento de Liberacion Nacional (National Liberation Department - LN) building. There are four DSE guards at the outside gate who check all incoming persons. If the guards do not recognize a person, they telephone to whom-ever the caller wishes to see in the building and obtain permission to admit him.
6. The LN Department also has a duty officer system, separate from that of "M" Building. Each officer in turn serves a 24-hour tour as duty officer; a regular roster is kept. The LN Department does not observe regular office hours like the main headquarters; because of operational necessity, officers work when they must. They are not paid overtime and are not required to sign time and attendance records. If they are working during meal hours, they receive food in the building; they do not have their own cafeteria but bring in food from the Departamento Escuelas Especiales (Department of Special Schools - EE).
7. Up to December 1963, the LN and Illegal Departments were combined in a single unit known as the MA Section (Intelligence), which occupied a large house at Calle 94 between 5 and 5a (on a corner with no house number), in the Miramar District of Havana. Personnel of the two elements shared offices indiscriminately, although there was a differentiation in their work as to illegal or guerrilla operations. In December 1963, the two functions were separated, and the LN Department moved to two buildings at 6610 and 6612 7th Avenue, between 66th and 70th Streets, in the Ampliacion de Almendares section of the Miramar District of Havana. The Illegal Department remained in the Calle 94 house about one month and then moved to a new, unknown, location in Alturas del Vedado section of Havana. The LN Department has about thirty

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- members, besides the four DSE men. The office at Calle 94 was still unoccupied in April 1964 but was guarded by two DSE men.
8. While the MA Section existed, it had a secret office like that in "M" Building, but when the section divided, LN did not establish a new secret office for itself.
 9. Only members of the DGI are admitted to DGI official installations; not even members of other government security agencies may enter the DGI buildings. Any contact a DGI officer wishes with any non-DGI employee must be made outside the official establishments. The DGI has one of its regular officers (identity unknown) stationed in the DSE headquarters to handle liaison. A DGI member who has business with the DSE applies to PINEIRO's secretary, "Vidalina", who is the official contact center in DGI headquarters, stating whom he wants to see and why. "Vidalina" gets in touch with the DGI liaison officer at DSE headquarters, and arranges with him a contact in some public place between the officers of the two services. When the appointment is made, "Vidalina" notifies the DGI requesting officer, the DGI liaison notifies the DSE responding officer, and the two meet according to the arrangements made for them. The only possible exception to the above rule is Ramon VASQUEZ, who may be a member of the DSE. Before 1961, VASQUEZ had an extensive acquaintance in the government; when the DSE was formed in 1961, he became a recruiter of personnel for it. From there, because of his large number of contacts, he extended his services to the DGI, reporting to it any persons he considered suitable for staff employment. It is not certain whether he is a member of the DSE, of the DGI, or of some other agency, or whether his activities in this line are official or unofficial. At any rate, he may enter the DGI offices whenever he wishes. He was trained in Moscow before April 1961 and at the time of the Bay of Pigs was suddenly promoted from lieutenant to captain in the G-2.
 10. The DGI has an office to which persons may apply for employment and where new recruits are interviewed. It is in Edificio 51, on the 12th floor, at 13th and N, Vedado, Havana.

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