

MEMORANDUM

January 24, 1996

To: David Marwell
From: Tracy Shycoff
Subject: Proposed Security Education Program

In accordance with the ARRB Security Directive, I am proposing the following program of on-going security education.

Each ARRB staff member is briefed by the Department of Justice upon receiving their Top Secret Clearance. Additionally, as each staff member receives their SCI clearance from the CIA they will be will briefed by the CIA. These briefings advise the staff members of their responsibilities under the appropriate security regulations and directives.

I am proposing that the ARRB Security Officer (and/or Deputy Security Officer) hold an all staff briefing to go over any rules or regulations that are specific to the ARRB and its office space (e.g., weekend access, sensitive information, violations procedure, etc.). At this briefing, all staff should receive a copy of the Security Directive. As additional staff is hired, they should receive this briefing on their first day of duty (or when they receive their clearance, as appropriate). It may be appropriate to have each employee sign a form verifying that they have received this briefing and understand their obligations.

At the termination of the Review Board, or as an individual employee leaves the ARRB, they will receive a debriefing reminding them of their on-going responsibilities regarding classified and sensitive information.

I believe the initial briefing, the follow-up briefing, and the debriefing will be sufficient to ensure that all employees are aware of and accept their responsibilities as employees of the ARRB. Please let me know if this proposal meets with your approval. If so, I will schedule the all staff briefing at the earliest possible time. If you would like to discuss this further, I am available at your convenience.