



General  
Services  
Administration

Information Security  
Oversight  
Office

Washington, DC 20405

Executive Registry  
83-0420/1

April 8, 1983

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

Section 5.2(b)(2) and (4) of Executive Order 12356 authorizes the Information Security Oversight Office (ISOO) to conduct on-site reviews of the information security program of each executive branch agency which creates or handles national security information. During the period of March 8-11, 1983, Harold Mason, ISOO Program Analyst, conducted a review of the CIA information security program to evaluate the actions taken by the agency to implement the Order and the ISOO implementing directive. Reviews were conducted in the OD & E, SOVA, and Executive Registry; ADSTAR; ISP Special Security Center; DDI-RMO, TSCADS and CRD.

One of the main themes of ISOO's review is security education. To this extent, Mr. Mason reviewed training programs the agency provides its employees on the Order and implementing directive. To evaluate the effectiveness of the training, he conducted a review of classified documents to determine if they were properly classified and the markings properly applied. Agency safeguarding procedures were also reviewed to determine if safeguarding practices for classified information met the standards established in the ISOO directive. In each of the above categories, the CIA met and exceeded the standards established in the Order and directive.

I appreciate the cooperation your staff has provided me and my staff and the efficiency with which they have established an effective information security program in compliance with the Order and implementing directive.

Sincerely,

STEVEN GARFINKEL  
Director