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DIRECTOR OF CENTRAL INTELLIGENCE  
SECURITY COMMITTEE

Date: 9 January 1985

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## MEMORANDUM FOR THE CHAIRMAN, DCI SECURITY COMMITTEE

FROM: The Chairman, Security Awareness and Education  
Subcommittee

SUBJECT: Annual Report

1. Authority and Mission - The Security Awareness and Education Subcommittee (SAES) was established by the DCI Security Committee (SECOM) on 10 June 1982. Prior to its formation the Security Awareness Working Group operated under SECOM apparatus. The SAES Charter is, in effect, the mission statement. A copy of the Charter is attached.

2. Chairman and Staff - The SAES Chairman and support staff are provided by NSA.

3. Subcommittee Members and Participants - During the past year, 14 government departments and agencies were represented on the Subcommittee. Members are as follows:

Maj. Richard P. Viau  
Lt. Ronald Gevry (Alternate)  
Mr. James D. Passarelli



Ms. Nancy Barnes  
Dr. John Miller (Alternate)  
Mr. Stephen Slaughter  
Mr. Bernard C. Lang  
Ms. Marjorie L. Forrester  
Mr. Edward W. Teets (Alternate)  
Ms. Patricia E. Kiley  
Ms. Peg Fiehtner (Alternate)



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Ms. Rita Metro	OSAF
Mr. Alan Golacinski	STATE
Mr. Al Gowing (Alternate)	STATE
Mr. Donald Stigers	STATE
Ms. Denise Forti	TREASURY/SECRET SERVICE
Mr. Robert A. McMenanin	TREASURY
Mr. Dalton McIntosh	SECRET SERVICE
	SECOM

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4. Meetings - There were 14 Subcommittee meetings during 1984. Subcommittee task groups working on special projects met in eight additional sessions.

#### 5. Major Accomplishments For 1984

a. Intelligence Community Protective Briefing on Terrorism and Espionage - During the latter months of 1983, SAES members became concerned about the possible threat posed by the 1984 Summer Olympics in Los Angeles. Although no hard evidence existed of foreign intelligence or terrorist initiatives, SAES members felt a protective briefing on terrorism and espionage should be given to all SCI cleared personnel who planned to attend. On 9 April the SAES completed and forwarded to the SECOM a final draft of a defensive security briefing for the 1984 Summer Games. The SECOM staff made minor modifications to the draft and published it under the title "Intelligence Community Protective Briefing on Terrorism and Espionage." The SECOM modifications broadened the usefulness of the briefing by making it applicable to all internationally attended events in the United States where targeting by foreign intelligence or terrorist groups is a possibility.

b. Catalog of Security Awareness Materials - In 1983 the SAES established a need for a central reference catalog with current listings of security awareness materials and personnel. A Subcommittee task force, appointed in November 1983 and headed by the DSI members, worked for months collecting and assimilating security awareness data from all member departments/agencies into a draft catalog. In September 1984 a final draft package was forwarded to the SECOM for review and approval. Although the document was returned in December for minor revisions, final approval and publication are expected in early 1985. The title of the document will be "Security Awareness and Education Handbook: People and Products."

c. Security Educator's Seminar - The SAES's first "Security Educator's Seminar" was held from 26 to 30 November

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1984 at the Department of Energy, Germantown, MD. Seventy-five security educators from 15 departments and agencies, assigned throughout the United States and overseas, attended the five day program. The 24 speakers who addressed the group included a number of senior security managers from major Intelligence Community departments/agencies. The Seminar focused on the DCI's "Minimum Standards for Security Awareness Programs in the U.S. Intelligence Community." Major topics were directed at helping attendees meet those standards. The Seminar's goal was to enhance security awareness skills, knowledge and "know-how." The program was considered a success and, as a result, additional seminars will be scheduled in the future.

#### 6. Work in Progress

a. Unauthorized Disclosures of Classified Information - During 1984 the Subcommittee spent considerable time dealing with the "leak" problem. The effort, however, has been superficial at best. Several good videotapes dealing directly with the leak issue have been identified and distributed among Subcommittee members. Most noteworthy of these are "Logan's Story" and a PBS Production, "The Constitution: That Delicate Balance." Subcommittee members have also been strongly encouraged to have their respective department/agency invite DCI spokesmen (Messrs. [redacted] to address the leak problem and present a videotaped discussion by the DCI. The Chairman of the Unauthorized Disclosure Subcommittee (UDIS) was invited to brief the Subcommittee on the UDIS's "Leak Study" and to offer suggestions on how to effectively utilize its findings. And, finally, special attention was given to the unauthorized disclosure issue during the Security Educator's Seminar. Two speakers addressed the problem (one was [redacted]), and the video "The Constitution: That Delicate Balance" was presented and followed with a discussion period.

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In the final analysis, an effective effort to counter the unauthorized disclosure problem has remained elusive. Accordingly, the Subcommittee is planning to make the leak issue its first priority during 1985. A variety of conventional (and some not so conventional) ideas are being discussed and closely examined. A paper setting forth ideas and recommendations will be forwarded to the Chairman, SECOM this Spring.

b. Security Educator's Seminar - A second Security Educator's Seminar will be planned for 1985. Lessons learned

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from the first seminar will obviously get careful attention during both the planning and implementation phases.

c. The updating and reissuance of SECOM D543 will also get priority attention during 1985. A Subcommittee task force has been appointed to expedite the tasking.

**7. Current Year Work Plan**

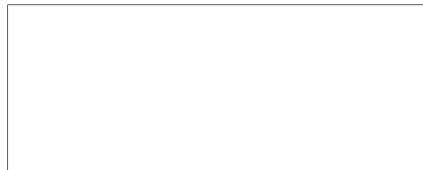
a. Identify possible solutions/countermeasures to the unauthorized disclosure problem. Set forth options and specific recommendations in a paper to SECOM.

b. Appoint a four person task force to schedule and plan a second Security Educator's Seminar.

c. Rewrite, per SECOM instruction, selected portions of the security awareness materials catalog and resubmit for final SECOM approval.

d. Expedite the updating and reissuance of SECOM D543.

8. Relevant Outside Activities - Although there are no specific items to report here, it is significant to note that a consistency in security awareness/education programs seems to be developing ever so slowly both within and outside the U.S. Intelligence Community. The DCI's Minimum Standards for Security Awareness initially published in 1979 are becoming more and more the standard, not only at headquarters locations, but at field sites and contractor facilities as well. The addition of Annex C to DCID 1/14 in 1984 will further expedite the standardization process.



Chairman, SAES

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Encl:  
a/s

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DIRECTOR OF CENTRAL INTELLIGENCE  
**Security Committee**

14 September 1983

SECURITY AWARENESS AND EDUCATION SUBCOMMITTEE  
CHARTER

**NAME/AUTHORITY.** By letter dated June 10, 1982, the Chairman of the Director of Central Intelligence's Security Committee (SECOM) advised the members of a new standing subcommittee to be known as the Security Awareness and Education Subcommittee.

**Definition.** Security Awareness and Education supports all activities and programs within the Intelligence Community which are intended to or which tend to enhance the security of classified information. The concept encompasses all steps directed at individuals having authorized access to such information:

1. Awareness - to ensure and strengthen the conviction that there is a serious hostile threat necessitating protection of information which is sensitive and critical to national security.
2. Motivation - to convince those having access that the protective measures are reasonable, necessary and practical under the circumstances, and deserving of their support and strict compliance. Further, to promote full understanding that security breaches can result in irreparable damage to the national security and that effective security requires active participation by all cleared personnel.

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3. Training - to provide those having access with sufficient knowledge of protective security procedures so that they might comply.

4. Education - to provide those having access with sufficient understanding of the rationale behind the mandatory security procedures so that their actions will always be consistent with protective security policies.

#### **Functions**

1. The Subcommittee will meet regularly in order to:

a. Establish and maintain lines of communication among all interested Security Awareness and Education components of agencies participating in SECOM;

b. Provide a medium to exchange information, materials, ideas, resources and experiences in furtherance of mutual interest;

c. Develop ideas and concepts to enhance all Security Awareness and Education Programs;

d. Provide mutual encouragement and kindle interest in pursuit of objectives of mutual interest;

e. Avoid duplication of effort in the development of programs and materials.

2. The Subcommittee will develop and maintain Minimum Standards for Security Awareness Programs.

3. The Subcommittee will report to SECOM, with recommendations when appropriate, problems in implementing Security Awareness and Education.

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4. The Subcommittee will undertake projects of universal application on an ad hoc basis and provide guidance to participants executing existing projects on the universality of their project.

The Subcommittee will promote and support the development of Security Awareness and Education materials of general benefit to participants.

6. The Subcommittee will prepare and submit to the SECOM an annual program, to include a budget, to support the development of Security Awareness and Education projects and materials.

#### **COMPOSITION AND ORGANIZATION**

1. The Subcommittee Chairman will be appointed by the Chairman of the SECOM.

2. Members will be designated by agencies represented by principals on the SECOM.

3. Observers are invited to participate from any Executive Branch entity interested in protecting national security information, subject to the approval of the Chairman of the SECOM

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