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SUBJECT: NIGHT TELEPHONE CALLS

1. ON NUMEROUS OCCASIONS IT IS NECESSARY FOR YOUR PERSONNEL TO PASS ON INFORMATION VIA TELEPHONE AFTER NORMAL DUTY HOURS. DURING THIS PERIOD OUR PHONES ARE ATTENDED BY THE NIGHT SECURITY DUTY OFFICER AND/OR THE NIGHT SECURITY GUARD. ONLY THE SECURITY DUTY OFFICERS ARE AUTHORIZED TO RECEIVE INFO PERTAINING TO OPERATIONS OR THE MOVEMENTS OF PRODUCTS AND ARE COMPLETELY CLEARED.

2. THE SECURITY GUARDS ARE GSA EMPLOYEES AND ALTHOUGH CLEARABLE THEY ARE NOT WITTING TO THE FUNCTIONS OF OUR ORGANIZATION.

3. ON OCCASIONS INFORMATION PERTAINING TO MATERIAL MOVEMENTS HAS BEEN PASSED TO THE SECURITY GUARDS BY YOUR PERSONNEL ALTHOUGH THEY WERE INFORMED OF THE ABSENCE OF THE SECURITY DUTY OFFICER.

4. REQUEST YOUR PERSONNEL BE ADVISED THAT WHEN TELEPHONING THIS ORGANIZATION AFTER DUTY HOURS AND DURING THE ABSENCE OF THE SECURITY DUTY OFFICER THAT THEY REQUEST THE DUTY OFFICER TO RETURN THEIR CALL AND LEAVE THEIR NAME AND TELEPHONE NUMBER WITH THE NIGHT SECURITY GUARD. THIS DELAY OF RECEIPT OF INFORMATION WILL ONLY BE A FEW MINUTES AS THE SECURITY DUTY OFFICER IS ONLY

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ABSENT FROM HIS STATION DURING THE PROCESS OF MAKING HIS REQUIRED SECURITY CHECKS.

5. THIS PROCEDURE WILL ELIMINATE THE INADVERTENT DISCLOSURE OF UNAUTHORIZED INFORMATION TO THE NIGHT SECURITY GUARDS WHO ARE UNAUTHORIZED TO RECEIVE SUCH INFORMATION.

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-END OF MESSAGE-

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