

**IC STAFF  
 Routing Slip**

TO:	ACTION	COORD	INFO
EO/ICS			<del>SMO</del>
D/ICS			<del>X</del>
DD/ICS			<del>X</del>
DD/RE			<del>X</del>
EA-D/ICS			<del>SMO</del> 8
SA-D/ICS			
SA-D/ICS-EP			
REO			
COMIREX			
SIGINT			
HUMINT			
MASINT			
IPC			
PBO			
PPO			
CCISCMO			X
IHC			
RDCO			
LL			X
SECRETARIAT			
ADMIN			X
REGISTRY			X
SUSPENSE: _____			
			Date
REMARKS:			

STAT  
 STAT

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR				
4	D/ICS		X		
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA	X			
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17	D/OS/DA		X		
18					
19					
20					
21					
22					

SUSPENSE \_\_\_\_\_  
Date

Remarks

D/OCA to respond over his signature.

ER 88-3957X

  
Executive Secretary

\_\_\_\_\_  
Date

**3637** (10-81)

SAM NUNN, GEORGIA, CHAIRMAN

Received: 14 Oct 88

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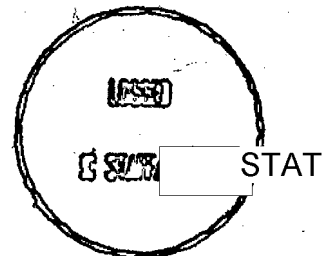
# United States Senate

*Lia LSR*

COMMITTEE ON ARMED SERVICES  
WASHINGTON, DC 20510-6050

ARNOLD L. PUNARO, STAFF DIRECTOR  
CARL M. SMITH, STAFF DIRECTOR FOR THE MINORITY

September 19, 1988



Honorable William H. Webster  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Webster:

In December of 1987 the Committee on Armed Services implemented a formal set of security procedures to strengthen and enhance our handling and protection of national security information. A copy of these procedures is enclosed. These procedures have been brought to your attention previously, but I want to reemphasize them and particularly direct your attention to Sections VII and VIII on page 6 which deal with Executive Branch departments and agencies and the receipt of classified information in Committee.

To be successful, these procedures will depend in no small measure on the cooperation we are able to receive from members of your agency. For your information, the Committee's Security Control Officer is Ms. L. Monica Chavez and she may be reached on 224-5298 should members of your office have any questions.

I hope that you will instruct all appropriate personnel in your agency of the Committee's requirements with respect to classified materials. Your cooperation will be very much appreciated.

Sincerely,

Sam Nunn  
Chairman

Enclosure

SAM NUNN, GEORGIA, CHAIRMAN

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# United States Senate

COMMITTEE ON ARMED SERVICES  
WASHINGTON, DC 20510-6050

ARNOLD L. PUNARO, STAFF DIRECTOR  
CARL M. SMITH, STAFF DIRECTOR FOR THE MINORITY

December 18, 1987

## MEMORANDUM

TO: Staff of the Committee on Armed Services and S. Res. Designees

FROM: Senators Nunn and Warner

SUBJECT: Security procedures

We have promulgated a formal set of security procedures, a copy of which is attached. Although these procedures embody the past practices of our Committee, there are important new safeguards with which you must become familiar.

Our staff has demonstrated that it is capable of protecting classified information. However, we must never become complacent about the protection of classified information. Because our committee is responsible for classified information pertaining to national defense, it is imperative that strict adherence to these procedures be maintained at all times. To ensure that all members of the staff receive and read these procedures, an acknowledgement block is at the bottom of this form.

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TO: Chief Clerk, SASC

I have received and read "Senate Armed Services Security Procedures," dated December 18, 1987. I agree to adhere to the procedures set forth in that document, and understand that failure to do so may result in disciplinary action against me, up to and including dismissal.

\_\_\_\_\_  
(typed name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

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