



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION & MANAGEMENT  
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION  
DIRECTOR, NET ASSESSMENT  
DIRECTOR, FORCE TRANSFORMATION  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Security Awareness Week - October 20-23, 2003

The Pentagon Force Protection Agency will host the Annual Security Awareness Week during October 20-23, 2003. This year's event will include a variety of presentations by security professionals from the government and private sector designed to address today's security challenges. There will also be a security awareness exhibition fair on the Pentagon Concourse during this period.

We are fully engaged in a war on global terrorism. Senior leadership participation and support in these types of events is highly encouraged. Deputy Secretary Wolfowitz's June 6, 2003 Operations Security memorandum stressed that "the protection of critical information and our intentions is essential to preserving the lives of the men and women involved in those operations, and to the success of the operations themselves." This event is an opportunity for you to discuss how to protect information and, in turn, preserve lives.

Security Awareness Week is also an excellent opportunity for your organization to conduct a "clean out day" and dispose of obsolete classified documents and materials. Special arrangements for picking up large numbers of classified burn bags can be addressed with the Pentagon Classified Waste Incinerator at (703) 695-1828. All other questions on security awareness activities can be directed to Mike Copeland, who may be reached at (703) 697-6247 or [mcopeland@pfpa.mil](mailto:mcopeland@pfpa.mil).

Raymond F. DuBois  
Director

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