

Bellomy Research, Inc.

4025 UNIVERSITY PARKWAY
WINSTON-SALEM, N.C. 27106

Job #0302

May, 1985

BRI PACKAGE TEST **SECURITY INSTRUCTIONS**

During our telephone alert and in subsequent telephone conversations you have been informed that this project is to receive the upmost security. This is to reiterate some of the information given to you during telephone conversations and to summarize information contained in other documents (Interviewer Instructions and Supervisor Information/Instructions).

1. You are being supplied with 25 copies of a form entitled "Security/Confidentiality Agreement". Everyone who is associated with this project must sign this form. In signing they will confirm that they have read the security procedures outlined on the reverse side of the form.
2. All personnel working on this job must be able to pass the security screener in terms of friends/family working in excluded jobs or for excluded companies.

After you have screened all of your employees who will be working on the screening for this project you should send the signed agreements to:

Mr. Lacy Bellomy
BELLOMY RESEARCH, INC.
4025 University Parkway
Suite 101
Winston-Salem, NC 27106

You are to follow the same procedure after assignments have been made for personal interviewing and telephone callbacks. You may send all of the forms by first class mail.

3. You are to inform employees that they are not to discuss this study with anyone who is not involved in the project.
4. All interviewing materials should remain locked when not in use. The test material should never be displayed in your office under any circumstances.
5. There is an authorized contact list being furnished, a copy is attached to this memo. Be sure that all of your people are familiar with this authorized contact list and that the procedures are followed explicitly.

Of particular importance: YOU ARE NOT TO DISCUSS THIS JOB WITH ANYONE BY TELEPHONE OR IN PERSON EXCEPT THE INDIVIDUALS LISTED ON THE FORM UNLESS YOU HAVE SPECIFIC APPROVAL.

6. Client Visits! You may be visited by a representative of our client. They will come unannounced and attempt to violate the security on this project. When a client representative identifies himself as such, you are to do nothing and say nothing until you have contacted us by telephone and obtained clearance. After clearance is completed you may talk with the representative and show them your facility being used for the test and any materials being used in the test. You must ask for a driver's license as identification before telephoning us.
7. Your interviewers should not accept any volunteers to participate in this study. Names and telephone numbers received by you may be contacted by telephone. However, you are not to take any incoming calls volunteering to participate.
8. In conjunction with our clients visiting your test sites, we requested by telephone that you furnish to us with certain information about hotels and directions to your facility. If this request has not been complied with by the time you have received this material please give us a call immediately and furnish us with the following:
 1. Recommended hotel nearby your facility
 2. Directions to your facility from:
 1. Airport
 2. Recommended hotel
9. It is very important that only qualified respondents participate in this test. Therefore, we request that you validate the information about cigarette smoking contained on the Screening Questionnaire when a reminder call is made to the respondent about their scheduled appointment.
10. The timing of this study is an integral part of the security arrangements. If this test is conducted as designed, it will be completed before any normal industrial espionage activities can be undertaken. Not only is timing important for security reasons, but it is also essential that the work be completed according to schedule or it is worthless to our client. You were informed during the alert and subsequent follow up telephone conversations that late work would not be accepted nor would we pay for it.

Should extenuating circumstances arise that prevents you from completing this job call us as soon as possible so that arrangements may be made with other interviewing locations to complete the work which will be unfinished by your facility.
11. Let me emphasize again that shipping instructions must be followed!
12. Perhaps the most important security measure you can take is to be sure that your people understand the mechanics of this job in recruiting the proper quota, completing the work according to the schedule outlined and refraining from talking about the project. Therefore, if there are any questions or you need any clarification, please do not hesitate to call. Your questions should be referred to Lacy Bellomy - (919) 722-9417.

BRI PACKAGE TEST

AUTHORIZED CONTACTS

BELLOMY RESEARCH PERSONNEL

I. Telephone

You should discuss this project by telephone only with the following personnel of Bellomy Research, Inc.:

Lacy Bellomy
Elsie Beaver
Sandy Moore

Donna Fulton
Ann Grayson
Mike Reissing

II. In-Person

The following Bellomy Research, Inc. personnel are authorized to visit test sites. You should require a driver's license as identification before admitting them to your office:

Lacy Bellomy
Elsie Beaver
Ann Grayson
Sandy Moore

Donna Fulton
Mike Reissing
Dianne Bellomy

CLIENT PERSONNEL

I. Telephone - NONE!! TALK ONLY TO BELLOMY RESEARCH PERSONNEL.

II. In Person

Client personnel will visit your facility unannounced. They will make attempts to break your security. They will try to walk past your receptionist. They will walk in and ask to participate in the "cigarette test". They will telephone and ask to participate in the "cigarette test". They will try to qualify for other test you may be conducting just to get inside your facility.

Be paranoid! Don't trust anyone!

If an individual identifies themselves as an employee of Bellomy Research's client and asks to review work and/or see your facility do nothing and say nothing until you have called us to confirm the person's identity. Don't even admit you're doing a test for Bellomy Research! Ask to see a driver's license, then call one of the Bellomy Research people listed above for confirmation.