

Here is a draft letter you can use to request approval from management to get your Employee Security Connection subscription.

To: Name of your manager and/or person who would approve your request

Re: Request to renew Employee Security Connection awareness service

I would like *[your company or agency]* to purchase an annual subscription to the Employee Security Connection. This quarterly “customizable” security awareness newsletter enables us to provide ongoing awareness training for our cleared employees at a fraction of the cost of producing it in-house. It’s also delivered electronically so there are no associated printing costs.

U.S. government security regulations require *[your company or agency name]* to provide ongoing security awareness training to our cleared workforce. Failure to provide such training can lead to the loss or compromise of sensitive and classified information caused by employee carelessness.

[Your company or agency name] security program is subject to inspection by government auditors who evaluate a host of security issues we are required to comply with regarding the protection of national security information. Paramount among these compliance issues is employee awareness. In fact, a component of the government inspection process often involves quizzing employees to assess their level of awareness of security responsibilities.

As you may know, *[your company or agency]* receives a satisfactory or unsatisfactory security rating based on the results of the government inspection. In a worst case scenario, an unsatisfactory rating can lead to suspension or loss of security clearance and government contracts. The Employee Security Connection helps to effectively mitigate this risk.

Research shows that a lack of security awareness is the number one cause of serious problems. And in the current economic climate where insider and other threats are rising, it’s more important than ever to increase employee security awareness in order to prevent costly breaches before they happen.

The most cost-effective tool to accomplish this is the Employee Security Connection. For literally, pennies per person per year, it offers a quality awareness solution that trains our employees to be security conscious throughout the year. It also provides proof-positive evidence to government security inspectors that *[your company or agency name]* takes its security responsibilities seriously.

The Employee Security Connection is produced, published and licensed by the National Security Institute — a premier provider of security awareness training for more than twenty-five years.

Here’s a brief analysis of the cost effectiveness of using this service:

Cost to Develop an In-House Awareness Newsletter

Includes staff hours needed to research, write, edit and design a professionally produced employee awareness newsletter on our own.

55 staff hours required to create each quarterly issue x 4 issues = 220 staff hours per year

220 staff hours annually @ \$100 per hr (Sal. & Benefits) = \$22,000

Annual cost of Employee Security Connection subscription = [*\$899 for basic subscription*]

Productivity Savings: \$21,101

Delivery Cost

The Connection costs only pennies per person per year.

[\$899 for basic subscription] / no. of employees = cost per employee annually (Less than the price of a cup of coffee!)

And when you factor in how many manhours we save by not incurring downtime for employees to attend numerous security awareness briefings, the cost savings and ROI are even greater.

Therefore, I request your permission to purchase the Employee Security Connection subscription.

Sincerely,

[your name]