

Security Note: 04-09

Year: 2009 Authorization: **APPROVED**

From: Director, Administration and Resource Management Division
To: Security Coordinators

Subj: PROCEDURES FOR THE CONDUCT OF CLASSIFIED BRIEFS

Ref: (a) SECNAVINST M-5510.36

1. In accordance with the reference, it is the goal of the Security Programs and Information Management Branch (ARS) to provide all agencies with the information needed to facilitate successfully, any classified briefs given in this Headquarters.

2. Per paragraph 7-13 of the reference, it is the responsibility of the briefer's Security Coordinator to ensure all aspects of the brief is conducted at the classified level. This includes location, personnel, equipment, correspondence and clean up procedures.

3. All guidelines below must be strictly adhered to.

a. All clearance levels of each participant must be verified to the classification level of the brief. Classified portions of the brief are to be separated from unclassified. Those individuals that do not possess the proper clearance level must be removed from the briefing before discussion of any classified information is conducted. The briefer must be aware of the specific time each classified period will begin.

b. All Department of Defense (DoD) agencies are required to use the Joint Personnel Adjudication System (JPAS) for visit request submission for each personnel attending the brief. Contractors must have a valid need to know to participate in the briefing.

c. Per paragraph 7-13, of the reference, all briefs must be conducted on government controlled (cleared) facilities only. Hotels or civilian conference rooms/convention centers are not authorized. When choosing a location for your brief, the space must be designated as a secure space to hold such a brief. Depending on the location, a guard may be posted at the points of ingress and egress to ensure that only authorized personnel are admitted into the briefing area.

d. Ensure all equipment is properly marked for the level of information you will be utilizing. Due to the sensitive nature of some classified information, plan in advance the coordination and functionality of your equipment.

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e. Discourage briefers from handcarrying media for the brief. Instead, encourage them to send all briefs via SIPRNET or mailing. If someone must handcarry classified information, coordinate with the briefer for storage of the material once he/she has arrived. Stress that no information is to be left in automobiles or hotels.

f. Ensure that attendance is limited to U.S. Government personnel and/or cleared DoD contractor employees. Any participation by foreign nationals or foreign representatives shall be approved, in writing, by HQMC Foreign Disclosure Officer prior to attendance to ensure that the information to be presented has been cleared for foreign disclosure. The HQMC Foreign Disclosure Officer (Plans, Policy and Operations (PP&O)) can be reached at (703) 614-4342.

g. All electronic devices must be powered off and stored externally during classified briefings.

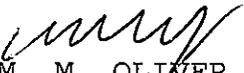
h. Note taking should be restricted during the classified portions of the brief. Individuals attending the brief, who wish to obtain the classified portion, may contact the briefer and request the information be sent via SIPRNET, mailed or faxed via secure means.

i. Personnel hosting the meeting will ensure that the area has been thoroughly searched to prevent classified material from being left in the room. Burn bags should be used and in clear view, to prevent individuals from removing classified from the area.

j. An information package should be provided to each participant before the brief commences, to forewarn individuals of Department of the Navy and Commandant of the Marine Corps policy.

4. Questions regarding this Security Note should be directed to HQMC Security Manager at (703) 614-2320.

5. This note supersedes Security Note 17-01.


M. M. OLIVER, JR.
By direction