



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:  
5520  
ARS

DEC 08 2011

Security Note 07-11

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

Subj: GUIDANCE FOR HOSTING CLASSIFIED MEETINGS IN DEPARTMENT OF  
DEFENSE (DOD) AND NON-DOD CLEARED FACILITIES

Ref: (a) SECNAV M-5510.36  
(b) HQMC IPSP SOP

Encl: (1) Security Plan Template  
(2) Request to Conduct Classified Meetings

1. In accordance with the references, Staff Agencies/Activities hosting a classified meeting in support of a conference, seminar or working group are encouraged to utilize spaces within DoD cleared facilities whenever possible. The use of these cleared spaces helps reduce the risk associated with classified sessions such as, unauthorized disclosure, or loss or compromise of classified information. The guidance below is provided to aid those responsible for the coordination of such meetings and provides instruction for such cases when DoD facilities are inadequate or unavailable.

2. Attendees and Visitor Access. The term "visitor" is defined as any person not permanently attached to the hosting command. The Joint Personnel Adjudication System (JPAS) is the application used for Visitor Requests.

a. All visiting personnel who are scheduled to attend a HQMC sponsored classified meeting or conference, must have command sponsored visit requests submitted through JPAS to the HQMC Security Management Office (SMO) Code: 540080084.

b. Visit requests must list a start and end date, POC for the meeting and reason for visit. Prior to gaining access into the meeting, visit requests will be verified in JPAS by the hosting agency.

c. In situations where meetings or conferences will contain both classified and unclassified briefs, there must be a distinct separation between the two. Those individuals that do not possess the proper clearance level must be removed from the briefing before discussion of any classified information is

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conducted. The briefer must be aware of the specific time each classified period will begin.

d. 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 the 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.

3. Working Papers. Notes taken during classified sessions must be treated as classified information and protected as outlined in the references. 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. If note taking is allowed, these working papers must be dated and marked at the top and bottom with the overall classification of the information and destroyed or converted into a final product within 180 days.

4. Security Brief. A security brief is often recommended at the beginning of each meeting day to remind those in attendance of their individual responsibilities to protect classified information which includes:

a. No discussions of classified information disclosed at the meeting, in any area not designated at the same level of the information to be discussed.

b. Ensure attendees do not allow personnel through the door if not recognized and no perimeter guard is present.

c. All non-government issued electronic devices must be powered off and stored externally during classified briefings.

d. After any classified session, 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 available in cases where classified information is discovered, to ensure proper disposal.

e. An information package should be provided to each participant before the brief commences, to inform individuals of

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Department of the Navy and Commandant of the Marine Corps  
security policies and procedures.

5. Handling, Safeguarding and Storage

a. Discourage briefers from hand carrying media for the brief. Instead, encourage them to send all briefs via SIPRNET or mailing. If someone must hand carry classified information, coordinate with the breifer for storage of the material once he/she has arrived. Stress that no information is to be left in automobiles or hotels and ensure courier authorization has been issued in card or letter form by the command Security Manager.

b. Distribution of classified material is discouraged. If briefs or media will be handed out to participants, these items must be numbered (1 of \_\_\_ ) and collected upon the conclusion of the classified portion. Classified information should be distributed over the SIPRNET whenever possible.

c. Classified information moving throughout a DoD cleared facility must bear a Standard Form cover sheet, (e.g., SF 703 Top Secret, 704 Secret, 705 Confidential). If leaving the DoD cleared facility, the information must be double wrapped and courier authorization must be carried at all times. Further guidance on the proper procedures to safeguard and transport classified information is outlined in references (a) and (b).

6. Classified Meetings in Non-DoD Facilities

a. Staff Agencies/Activities that have exhausted every means of hosting the meeting/conference at a U.S. Government agency or cleared DoD contractor facility which are subsequently unavailable or are unable to support specific requirements of the meeting/conference, may request a waiver to host the meeting/conference at a non-DoD facility.

b. Staff Agencies/Activities requesting to host a meeting/conference at a non-DoD facility must receive prior approval from the Under Secretary of Defense for Intelligence [USD(I)]. Requests must be made at least **60 days** prior to any commitment or announcement of the event.

c. Requests to conduct such meetings must include a detailed security plan as outlined in enclosure (1). Due to the special classified nature of the request, **Staff Agencies/Activities must**

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coordinate with ARS for additional security related guidance not mentioned in this security note. Failure to comply with the provisions of this security note will result in the denial of the request.

d. Requests to conduct such classified meetings shall be addressed following the example found in enclosure (2).

7. This Security Note cancels Security Note 04-09 "Procedures for The Conduct of Classified Brief" and 04-10 "Request to Conduct Classified Meetings/Conferences at Non-Department of Defense Facilities". This security note will be incorporated into the next revision of the HQMC Information and Personnel Security Program (IPSP) Standing Operating Procedure (SOP).

8. Questions regarding this Security Note should be directed to the HQMC Security Manager at (703) 614-3609.

  
R. J. GEBERTH  
By direction

Copy to:  
ARS

## Security Plan (Template)

### Overview:

(U) **Host:**

(U) **Meeting Dates and Times:**

(U) **Attendees:**

(U) **Level:**

(U) **Staff:**

(U) **Logistics:** Who is responsible for coordinating and implementing all security requirements?

(U) **Physical Security:** Detailed description of the facility to include:

- Location
- Parking
- Lodging
- Entrance/Exit
- Electrical and Emergency Power
- Water Source
- HVAC
- On-Site Security Force
- Security Systems (Intrusion Detection, Alarms, X-Ray)
- Additional conferences to be held at the facility

(U) **Emergency Response:**

- Local Law Enforcement
- Ambulance/Emergency Medical Services
- Fire and Rescue

(U) **Information & Personnel Security:**

- Access eligibility verified through JPAS.
- Badging
- Verification of Identity
- Note taking
- Security Briefing
- Storage
- Transportation

(U) **Conference Security Officer:** Full name, office, address and telephone number of the event security officer. The event security officer must possess a thorough understanding of security policy and protocol.



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IN REPLY REFER TO:  
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From: Staff Agency/Activity Command Address  
To: Under Secretary of Defense for Intelligence [USD(I)]  
Via: (1) Director, Administration and Resource Management  
Division (ARS)  
(2) Deputy Commandant for Plans, Policies and Operations,  
Security Division (PS)  
(3) Chief of Naval Operations (N09N2)  
Subj: REQUEST FOR HOSTING CLASSIFIED MEETING IN NON-DOD CLEARED  
FACILITY  
Ref: (a) Security Note 07-11  
(b) SECNAV M-5510.36  
(c) HQMC IPSP SOP

1. Per the references this agency request to conduct a classified meeting in a Non-DOD cleared facility.
2. Provide detailed information regarding this request in this paragraph. Sub-paragraphs authorized as needed.
3. Agency point of contact regarding this request is, INSERT NAME, TITLE, AND COMMERCIAL PHONE NUMBER.

SIGNATURE

Enclosure (2)