



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:

I MEFO 5510.2
SSEC

JAN 23 2013

I MARINE EXPEDITIONARY FORCE ORDER 5510.2

From: Commanding General, I Marine Expeditionary Force
To: Distribution List II

Subj: DISCLOSURE OF MILITARY INFORMATION TO FOREIGN GOVERNMENTS
AND INTERESTS

Ref: (a) DOD Directive 5230.11, "Disclosure of Classified
Information to Foreign Governments and International
Organizations," June 16, 1992
(b) National Disclosure Policy (NDP-1), October 2, 2000
(NOTAL)
(c) SECNAVINST 5510.34A
(d) MCO 5510.20B
(e) DOD Directive 5230.20, "Visits and Assignments of
Foreign Nationals," June 22, 2005
(f) DOD Directive C-5230.23, "Intelligence Disclosure
Policy," November 18, 1983
(g) MCO 4950.2
(h) MFPO 5510.20A
(i) Department of the Navy Foreign Disclosure Manual,
September 2007
(j) I MEF Command Security Procedures Concerning Foreign
Personnel Exchange Program (PEP) and Foreign Liaison

Encl: (1) Foreign Disclosure Definitions
(2) NDP-1 Disclosure Criteria, Conditions, and Limitations
(3) NDP-1 Categories of Classified Military Information
(4) I MEF International Visits Program Guidance and
Procedures
(5) Extended Visit Contact Officer Responsibilities
(6) Personnel Exchange Program Orientation Letter

1. Situation

a. This Order establishes I Marine Expeditionary Force (I
MEF) policy, procedures, authority, and responsibilities for the
disclosure of U.S. Classified Military Information (CMI) and

Controlled Unclassified Information (CUI) to foreign governments and interests, in accordance with references (a) through (i). It also establishes policies and procedures within I MEF for processing visit requests from foreign governments and organizations, to include guidance for liaison between representatives of the Marine Corps and foreign governments and interests, and implements references (a) through (j).

b. This Order applies to:

(1) All foreign disclosures of CMI and CUI defined in enclosure (1). Disclosure of military intelligence information must comply with reference (f).

(2) Any foreign nationals representing their parent governments or international organizations on official business visiting or assigned to I MEF or visiting at any location in the U.S. or abroad and discussing official I MEF business.

c. This Order does not apply to the disclosure of CMI and CUI to foreign nationals who are employed by Department of Defense (DOD) components or DOD contractors per reference (a). Such persons do not represent, nor are they sponsored by, a government. Therefore, they are not foreign representatives to whom the disclosure of CMI or CUI may be made available per this Order.

2. Mission. I MEF and its Major Subordinate Commands (MSC) routinely interact with allies, coalition partners, and foreign militaries during training, exercises, and operations. I MEF appropriately safeguards all CMI and CUI, which are considered national security assets per references (a), (b), and (d). CMI and CUI shall be shared with foreign governments only when there is a clearly defined benefit to the U.S. as outlined by references (a), (b), and (d). Disclosure of such information will be made only when authorized by an official designated in accordance with this Order and reference (d).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) I MEF supports the execution of U.S. Foreign Policy by cooperating and exercising with our allies to the fullest extent possible while safeguarding national security interests in accordance with reference (g).

(b) The disclosure of U.S. CMI and CUI to military allies is a significant aspect of cooperation. The net benefit to the U.S. and the need to safeguard and conserve U.S. CMI and CUI must be examined on a case-by-case basis by an official designated in accordance with this Order.

(c) It is essential that requests for disclosure are processed and coordinated in accordance with references (a) through (i) and this Order.

(d) The decision to grant access to CMI and CUI during visits and assignments of foreign nationals shall be consistent with the national security and foreign policy interests of the U.S. and the government-to-government principal per references (a) through (i). Only foreign nationals who represent or are officially sponsored by their governments or international organizations, i.e. official visitors, may have access to such information. This may occur only when approved by the I MEF Foreign Disclosure Officer (FDO), also known as a Designated Disclosure Authority (DDA), and in accordance with the International Visit Program (IVP) and guidance outlined in enclosure (4).

b. Concept of Operations

(1) Only a Marine Corps military or civilian official who has been appointed in writing by the Commanding General, I MEF as a DDA may authorize foreign disclosure of CMI and CUI. Reference (d) outlines requirements for a DDA appointment.

(2) Disclosure authority includes responsibility for ensuring compliance with the provisions of any treaty, agreement, statute, executive Order, directive, or instruction involving the disclosure or release of CMI or CUI to foreign governments or international organizations.

(3) No staff section or subordinate command within I MEF will disclose or direct the disclosure of U.S. CMI or CUI, not already caveated as releasable by a DDA, to a respective recipient country or international organization, except as approved or authorized by I MEF FDO.

(4) CMI or CUI originated by other U.S. Government agencies or military services may be disclosed only with the approval of the appropriate disclosure authority within the originating agency or military Service.

c. Tasks(1) Chief of Staff

(a) Appoint one or more DDAs, in writing, to manage the I MEF Foreign Disclosure program per reference (d).

(b) Establish and maintain command standard operating procedures, directives, and guidance regarding foreign disclosure and foreign visits in accordance with references (a) through (j).

(c) Ensure the I MEF FDO and other designated foreign disclosure personnel are appropriately trained, that all personnel receive required foreign disclosure education and the command has an effective foreign disclosure awareness program.

(2) Assistant Chief of Staff/Special Staff

(a) Coordinate all foreign disclosure requests, release actions and foreign visits with the command Foreign Disclosure Point of Contact (FDPOC), as defined in enclosure (1), or I MEF FDO.

(b) Integrate the I MEF FDO into planning for operations, exercises, training, acquisition programs, or other possible foreign involvement to ensure that all requirements can be supported within the construct of the event and in accordance with applicable foreign disclosure policy.

(3) Major Subordinate Commanders

(a) Designate a command FDPOC in writing to coordinate all foreign disclosure and foreign visit requests per the reference (a) through (j). FDPOCs are not authorized to make foreign disclosure decisions on behalf of a command. They will process and coordinate foreign disclosure requests and make recommendations to the I MEF FDO. FDPOCs must hold the rank of Gunnery Sergeant (E-7) or above and will possess a security clearance at least commensurate with the level of information that they are required to review.

(b) Appointed FDPOCs must complete the online Foreign Disclosure training provided at <http://www.dss.mil/cdse/catalog/international-security.html> and any additional training prescribed by the I MEF FDO. Commands shall not appoint FDPOCs until completion of prerequisite training has been confirmed by the I MEF FDO.

(c) With the assistance of the I MEF FDO, issue a written command foreign disclosure directive defining procedures to ensure I MEF foreign disclosure/release and foreign visit actions are conducted in accordance with this Order and the references (a) through (e), (i) and this Order.

(d) Maintain a current listing of all extended visitors, to include Foreign Liaison Officer (FLO) and Personnel Exchange Program (PEP) personnel. A Contact Officer, as defined in enclosure (1), must be assigned to every foreign national assigned to a Command. Duties and Responsibilities for Contact Officers are outlined in enclosure (5).

(e) Ensure MSEs review and confirm feasibility of support for all Foreign Visit Requests (FVRs), as described in enclosure (4). All FVRs must be coordinated for foreign disclosure through the I MEF FDO before the visit occurs and a Contact Officer assigned for every visit.

(f) Ensure that all personnel in the command receive the required foreign disclosure training annually and the command has an effective foreign disclosure awareness program per reference (d).

(4) Foreign Disclosure Officer

(a) Review and make determinations on all requests for the disclosure or release of CMI and CUI submitted by the I MEF Staff and major subordinate units. Determinations will be made in accordance with references (a) through (i) and the following:

1. The official representative of the Marine Corps Component that submits information for foreign disclosure review has obtained the written consent of the relevant official having original classification authority for the information.

2. The level of classified information to be disclosed does not exceed the classification level delegated in reference (b), unless a National Disclosure Policy Committee's (NDPC) Record of Action authorizes a higher level of disclosure authority. Per reference (e), exceptions to National Disclosure Policy 1 (NDP-1) shall not be granted to accommodate the assignment of FLO, PEPs, or foreign personnel arrangements. See reference (i) for instructions regarding completion of a request for Exception to National Disclosure Policy (ENDP). See enclosure (3) for a listing of NDP-1 categories of information.

3. Disclosure criteria, conditions, and limitations in reference (b) and enclosure (2) shall be satisfied.

4. CMI and CUI in document, material, or any other form, approved for foreign disclosure and release shall be transferred to the intended foreign recipient only through official government-to-government channels or through other channels that have been agreed in writing by the responsible security officials of the governments involved pursuant to references (a), (c) and (g).

5. Per references (a) through (c) and (g), it is U.S. policy to avoid creating a false impression of the U.S. Government's readiness to provide CMI, CUI, material, or technology. Initial planning with foreign governments and international organizations concerning programs that might involve the eventual disclosure of sensitive military information may be conducted only if it is explicitly understood and acknowledged that no U.S. commitment to furnish information, material, or technology is intended or implied until disclosure has been approved by the I MEF FDO.

(b) Maintain a record of all foreign disclosure and release determinations. Retain electronic copies of documents approved for foreign disclosure or release. This can be accomplished utilizing the Foreign Disclosure Management System (FDMS) located on the I MEF FDO Unclassified but Sensitive Internet Protocol Router Network (NIPR) and Secret Internet Protocol Router Network (SIPR) SharePoint websites.

(c) Coordinate foreign visits to I MEF via the Foreign Visits System (FVS) and Foreign Visits System - Confirmation Module (FVS-CM) as directed in reference (d). All foreign visitors will be checked in and out of FVS-CM by the MSC FDPOCs.

(d) Ensure all personnel receive foreign disclosure training annually and the I MEF foreign disclosure program adheres to the Inspector General's Functional Area Checklist 280.

(e) Coordinate all requests for CMI and CUI to a foreign government with the originator of the information and all stakeholders, i.e., other Marine Corps commands, Pacific Command (PACOM), Department of Defense (DOD) components or activities and all applicable U.S. government agencies.

(f) Coordinate with DC, Plans, Policies, & Operations (PP&O), on all Exceptions to National Disclosure Policy (ENDP) and requests for disclosure of CUI or CMI in NDP-1 Categories of information beyond the scope of the I MEF Delegation of Disclosure Authority Letters (DDL).

(g) Conduct inspections of I MEF MSCs on a biennial bases or as directed by the I MEF Chief Of Staff to ensure full compliance with regulations.

(h) Maintain the I MEF FDO SharePoint websites on NIPR and SIPR, ensuring that these sites contain current foreign disclosure policies, procedures, and training material.

(i) Work closely with the I MEF G-2, G-3, G-4, and G-5 to ensure early involvement in MEF level foreign exercise planning and execution.

(j) Complete the online Foreign Disclosure Officer Certification training provided at <http://www.dss.mil/cdse/catalog/international-security.html> and attend the Central Command (CENTCOM) Foreign Disclosure Officer Course located at MacDill Air Force Base, Tampa, Florida. Complete follow on training as directed by PP&O (PLU-9) per reference (d).

(5) Foreign Disclosure Point of Contact

(a) Review and forward all Foreign Disclosure Requests to the I MEF FDO utilizing the Foreign Disclosure Management System located on the I MEF NIPR and SIPR SharePoint websites.

(b) Complete the online Foreign Disclosure Officer Certification training provided at <http://www.dss.mil/cdse/catalog/international-security.html> and any additional training prescribed by the I MEF FDO.

(c) Ensure a Contact Officer is assigned for each one-time visit, all recurring foreign visits, extended visits, Foreign Liaison Officers (FLO) and Personnel Exchange Program (PEP) visitors. Ensure that every Contact Officer completes the DSS online Contact Officer curriculum provided at <https://www.dss.mil/seta/enrol/stepp.html> and assumes a working knowledge of this Order and the references. FDPOCs are responsible for maintaining Contact Officer Course completion certificates. Duties and responsibilities for Contact Officers are outlined in enclosure (5).

(d) Ensure that information to be disclosed during foreign visits is properly reviewed by the I MEF FDO and all disclosures are properly documented.

(e) Per reference (d), all commands that receive foreign visitors shall establish accounts in FVS-CM following the

guidance outlined in enclosure (4). FVS-CM is an application to track and confirm visits by foreigners that have been approved through FVS and to document one-time or recurring foreign visits as they actually occur, described in enclosures (1), (4) and (5). The FDPOC is responsible for providing the Contact Officer with a copy of the most current approved FVR prior to the visit and for checking foreign visitors in and out via FVS-CM.

(f) Ensure respective command integrates foreign disclosure awareness/indoctrination as part of their overall annual training plan. Conduct command foreign disclosure awareness training annually per reference (d).

(g) Become familiar with the Inspector General's Functional Area Checklist 280.

d. Coordinating Instructions

(1) Requests for disclosure review of CUI or CMI will be submitted to the I MEF FDO via MSC FDPOCs. FDPOCs will then submit all disclosure requests via FDMS located on the NIPR and SIPR I MEF FDO SharePoint websites. Requests that do not provide sufficient detail to enable a decision will be returned for further justification or denied.

(2) Disclosure approval does not include authority for the release of CMI, CUI, materials, or equipment outside of what is explicitly stated in the disclosure authorization. If release of information is required, requests for disclosure must indicate such and provide ample justification for physical release of documents, materials, or equipment.

(3) Foreign Visits

(a) There are three types of official foreign visits: one-time, recurring, and extended as defined in enclosure (1). Per reference (e), FVS provides the means to staff and process all three types of official visit requests by foreign nationals and alerts I MEF FDO to perform disclosure reviews on any CMI and CUI to be disclosed during the visits. The approved FVR provides the host units security assurance, certified by the foreign embassies, of the foreign visitors' security clearances when CMI will be disclosed.

(b) All foreign visits to include one-time, recurring, extended, and emergency visits require a request routed through FVS from Headquarters Marine Corps (HQMC) to I MEF, then to the host unit of that particular visit. The I MEF FDO, along with the

host unit, will determine feasibility of support depending on the exact nature and purpose of the visit. The I MEF FDO will determine what material is approved for disclosure/release during the one-time, recurring, or emergency visit using references (a) through (i). PP&O (PLU-9) will provide general guidance for extended visits in Delegation of Disclosure Authority Letter (DDL). The I MEF FDO will assist MSC FDPOCs and Contact Officers with clarification of PP&O DDLs as required.

(c) Per reference (d), the host unit shall assign a Contact Officer for each one-time or recurring foreign visit. The Contact Officer will normally serve as the point of contact for the requesting embassy. The Contact Officer for one-time or recurring visits is responsible for controlling the activities of the foreign visitor(s) and ensuring that the disclosure of CMI and CUI strictly conforms to that approved by the I MEF FDO. The MSC FDPOC will provide a copy of the one-time or recurring visit authorization prior to the visit, and should verify with the I MEF FDO that the list of visitors is current. Contact Officers must ensure that the MSC FDPOC properly documents the visit within FVS-CM.

(d) All Contact Officers will complete the DSS online Contact Officer curriculum provided at <https://www.dss.mil/seta/enrol/stepp.html> and assume a working knowledge of this Order and the references. Refer to references (c) through (e) and (h) for further information on foreign visits.

(4) Foreign Liaison Officers (FLO) and Personnel Exchange Program (PEP) Officers

(a) MSCs are directed to maintain accountability for all PEPs and FLOs assigned to their units. MSEs are directed to appoint a primary and alternate Contact Officer, in writing, for every FLO or PEP fifteen days before the FLO or PEP checks into that unit. A Contact Officer for FLOs and PEPs must be designated in writing by the Unit Commanding Officer. Contact Officers for FLOs and PEPs oversee and control all contacts, requests for information, consultations, access, and other activities of foreign nationals who are assigned to a DOD Component or subordinate organization. Contact Officers are responsible for ensuring the PEP and all co-workers understand the limitations for access to CMI and CUI. Contact officers must be equal or higher in rank than the PEP or FLO that he/she oversees per reference (d). All Contact Officers will complete the DSS online Contact Officer curriculum provided at <https://www.dss.mil/seta/enrol/stepp.html>, and any additional training as prescribed by the I MEF FDO, and will assume a working knowledge of this Order and the references.

(b) MSEs must review and adhere to the I MEF Command Security Procedures Concerning Foreign PEPs and FLOs outlined in reference (j).

(c) Per references (d) and (h) the following documents must be completed and maintained by Contact Officers for PEPs or FLOs, with copies provided to the I MEF FDO no later than two weeks after the PEP or FLO checks into the unit (all documents are found in enclosure (4)):

1. A copy of the approved extended Foreign Visit Request for each PEP/FLO assigned.

2. A copy of the DDL for the billet to which the PEP/FLO is assigned.

3. Primary and Alternate Contact Officer Appointment letters from the Commanding Officer, Commanding General or by direction for each PEP/FLO assigned to that activity per the applicable DDL.

4. Primary and Alternate Contact Officer Acceptance letters per the applicable DDL.

5. An appropriate "Understanding of Conditions and Responsibilities Letter" signed by the PEP/FLO assigned to the activity per the applicable DDL.

6. PEP Orientation Letter signed by all personnel located in the same workspace as the PEP. MSEs shall ensure that all briefs and presentations intended for the PEP are not restricted from viewing to the country of nationality of the exchange officer before viewing, in accordance with the references. Foreign nationals are permitted to take part in classified training provided it has been authorized per procedures outlined in references (a) through (e). The applicability of these directives is not affected by this Order.

(5) Meetings, Symposia, and Conferences

(a) Foreign Participation. Foreign nationals may participate in such gatherings when their participation is in accordance with reference (d) and U.S. export control policies, the I MEF FDO approves any CMI or CUI for disclosure to the proposed foreign attendees, the foreign attendees actively participate in the proceedings and there is reciprocity for the U.S. government and industry representatives.

(b) Disclosure Levels. The classification levels and categories of information authorized for disclosure vary among nations. I MEF components shall limit the level of classified information to be disclosed at meetings attended by foreign representatives to the lowest level that is common to all nations represented in accordance with reference (b). Briefers should remind audiences of overall classification levels of brief and discussion.

(6) Foreign participation in I MEF Component Classified Training Activities. Reference (i) outlines policy and procedures regarding foreign involvement in training on U.S. equipment that is classified or involves classified information pertaining to third country equipment.

(7) Reporting compromises of U.S. CMI furnished to Foreign Governments. In accordance with reference (a), I MEF components having knowledge of compromises of U.S. classified information to foreign governments shall promptly inform the I MEF FDO. The I MEF FDO shall conduct a damage assessment and forward all results via the I MEF Chief of Staff to the MARFORPAC Chief of Staff and PP&O PLU (9) or the PACOM FDO, as appropriate, for further guidance.

4. Administration. I MEF FDO and all FDPOCs will maintain a copy of this Order, all appointment letters, all references, and a record of all Foreign Disclosure or release determinations on the I MEF FDO NIPR and SIPR share drives, as appropriate. A hard-copy turnover binder will also be maintained by the I MEF FDO and Command FDPOCs. Enclosure (1) is a comprehensive list of definitions and terms used throughout the Foreign Disclosure process.

5. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities under the command of I MEF.

b. Signal. This Order is effective the date signed.



R. F. CASTELLVI
Chief of Staff

Copy to: I MEF Commanders

Foreign Disclosure Definitions

1. Assignment. The placement of a visitor who is a military or civilian employee of a foreign government or international organization on the premises of a Marine Corps component or Marine Corps contractor facility or the placement of a Marine Corps civilian or military employee on the premises of a foreign government defense installation or defense contractor facility.
2. Classified Military Information (CMI). Classified information that is under the control or jurisdiction of the Department of Defense (DoD), its departments or agencies, or is of primary interest to them. It may be oral, visual or in other form and requires protection in the interest of national defense and security in one of three classification categories (TOP SECRET, SECRET, or CONFIDENTIAL), as described in reference (o). It includes 8 categories of information described in enclosure (3).
3. Contractor Facility. A contractor facility is a plant, laboratory, office, college, university, or commercial structure with associated warehouses, storage areas, utilities, and components, which, when related by function and location, form an operating entity. (A business or educational organization may consist of one or more facilities as defined above.)
4. Controlled Unclassified Information (CUI). Unclassified information to which access or distribution limitations have been applied in accordance with national laws, policies, and regulations of the originating country. It includes but is not limited to: U.S. information that is determined to be exempt from public disclosure pursuant to DoD Directive (DoDD) 5400.7, National Geospatial-Intelligence Activity limited distribution geospatial intelligence pursuant to DoD Instruction (DoDI) 5030.59, DoD unclassified controlled nuclear information pursuant to DoDD 5210.83, and certain unclassified technical data subject to export controls in accordance with section 130c of title 10, United States Code and DoDD 5230.25.
5. Contact Officer. A Marine Corps official designated to oversee and control all contacts, requests for information, consultations, access, and other activities of foreign nationals who are assigned to or are visiting a Marine Corps component, subordinate organization, or contractor facility. A Contact Officer for extended visits must be appointed in writing.
6. Cooperative Program. For the purposes of this Order, programs that comprise one or more specific cooperative projects with a

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foreign government or international organization whose arrangements are defined in a written agreement between the parties covering research, development, test and evaluation, joint production (including follow-on support) under 22 U.S.C. section 2767, or a cooperative research and development program defined in a written agreement with North Atlantic Treaty Organization (NATO) and major non-NATO allies under 10 U.S.C. section 2350a.

7. Cooperative Program Personnel (CPP). Foreign government personnel, assigned to a multinational program office that is hosted by a DON component in accordance with the terms of a cooperative program international agreement, who report and take direction from a DON-appointed program manager (or program manager equivalent) for the purpose of carrying out the multinational project or program. Foreign government representatives described in such agreements as liaison officers or observers are not considered Cooperative Program Personnel and are treated as Foreign Liaison Officers (FLOs).
8. Delegation of Disclosure Authority Letter (DDL). A letter issued by the appropriate designated disclosure authority explaining classification levels, categories, scope, and limitations under a DoD component's disclosure jurisdiction that may be disclosed to a foreign recipient. It is used to delegate disclosure authority to subordinate disclosure authorities. (See reference (g) for an example.)
9. Designated Disclosure Authority (DDA). A military or civilian government official commonly referred to as a foreign disclosure officer (FDO), appointed by the head of an Office of the Secretary of Defense (OSD) organizational element or a DoD component or their Principal Disclosure Authority (PDA), who has been delegated authority in a DDL to control disclosures of CMI and CUI to foreign governments and international organizations. The DDA must be an official of such grade and position that the person has access to the appointing PDA or head of the OSD organizational element or DoD component.
10. Export Authorization. An approved numbered license or agreement or an authorized exemption under 22 CFR 120-130.
11. Foreign. Away from one's own native country; subject to the jurisdiction of another political unit.
12. Foreign Disclosure. The act of conveying information, in any form or manner, to an authorized representative of a foreign government.

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13. Foreign Disclosure Point of Contact (FDPOC). Officials who are appointed in writing by their commanders or by Headquarters Marine Corps to coordinate foreign disclosure reviews and to facilitate complete and timely responses to foreign requests for CUI and CMI, representing the consolidated organization positions. A FDPOC does not hold disclosure authority, unless also appointed as a DDA.
14. Foreign Disclosure System (FDS). An automated repository that provides DoD decision makers historical information to assist in making subsequent decisions regarding foreign disclosures of CMI.
15. Foreign Interest. Any foreign government, or agency of a foreign government; any form of business enterprise or legal entity organized, chartered, or incorporated under the laws of any country other than the United States or its territories; and any person who is not a citizen or national of the United States.
16. Foreign Liaison Officer (FLO). A military or civilian employee of a foreign government or international organization who is authorized by his or her government or by an international organization, and certified by a Marine Corps component for specified purposes, to conduct business with a Marine Corps component on behalf of the foreign government or international organization. FLOs stationed with a Marine Corps component shall be assigned in accordance with the terms of a FLO agreement. The FLO does not report to, or via, the Marine Corps chain of command but to his or her own government. There are three types of FLOs:
- a. Security Assistance. A foreign government representative who is assigned to a Marine Corps component or contractor facility in accordance with a requirement that is described in a Foreign Military Sales (FMS) Letter of Offer and Acceptance (LOA).
 - b. Operational. A foreign government representative who is assigned to a Marine Corps component in accordance with a documented requirement to coordinate operational matters, such as combined planning or training and education.
 - c. National Representative. A foreign government representative who is assigned to his or her national embassy or delegation in the U.S. (e.g., an attaché), to conduct liaison activities with Marine Corps components.
17. Foreign National. A person who is not a citizen or national of the United States.

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18. Foreign Representative. Any individual, regardless of citizenship or country of origin, who represents a foreign government or other foreign interest including companies incorporated in the U.S., but under foreign ownership, control, or influence (a foreign firm that has ownership of at least 51 percent of the voting stock) in dealings with a DoD component or contractor.
19. Foreign Visit. A foreign national enters or proposes to enter a Marine Corps command or Marine Corps-cleared contractor facility or to meet with employees or representatives of the facility. There are two types of foreign visits: official visits and unofficial visits. Separate definitions are provided below for official and unofficial visits.
20. Foreign Visits System (FVS). The automated system managed by the Office of the Under Secretary of Defense (Policy) (OUSD (P)) that provides staffing and database support for processing FVRs by foreign government representatives to Marine Corps component activities and cleared defense contractors.
21. Foreign Visits System - Confirmation Module (FVS-CM). An application used to track and confirm visits by foreigners that have been approved through the FVS. It may also be used to document local unofficial visits when no CUI or CMI is disclosed.
22. Government-to-Government Channels. The principle that the foreign disclosure or export of CMI and CUI is based on a decision that the information is authorized for disclosure or export to the government or international organization of the intended recipient or end-user.
23. Intelligence. The product resulting from the collection, processing, integration, analysis, evaluation, and interpretation of available information concerning foreign countries or areas.
24. International Organization. An entity established by recognized governments pursuant to an international agreement which, by charter or otherwise, is able to acquire and transfer property, make contracts and agreements, obligate its members, and pursue legal remedies.
25. Joint Information. Military Information over which two or more DoD components, or two or more Federal Departments or Agencies, exercise control, jurisdiction, or security awareness.

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26. Material. Any product or substance on or in which information is embodied. It includes information stored on automated information systems or transmitted electronically.

27. Meeting. A conference, seminar, symposium, exhibit, convention, training course, or other gathering during which classified or controlled unclassified information is disclosed.

28. Official Visit. An occasion when a foreign national visits to perform official business approved by the sponsoring government or by the international organization. Types of official visits are:

a. One-Time Visits. A single, short-term visit to a single facility for a specific purpose. A one-time visit will not exceed 30 days.

b. Recurring Visits. Multiple visits to a single facility on an intermittent basis in support of an ongoing international agreement, contract or program. A recurring visit will not exceed one year in duration. The pertinent foreign office or visitor(s) shall give the host activity at least 72 hours advance notice of the actual date and time the visit is intended, following approval of a visit. All activities have the right to refuse any visit if the visitor arrives without such notice.

c. Extended Visits. Long-term visits to a single facility on an extended basis in support of an ongoing international agreement, contract or program. Use extended visit authorizations when a foreign national is required to be in continuous contact with a DoD component or a DoD contractor facility beyond 30 days for such programs as a foreign government contract or joint program, a foreign liaison assignment, participation in an exchange program or assignment as a cooperative program personnel. Activities will normally not refuse extended visitors since their assignment is usually linked to a joint or cooperative program previously agreed to by a representative of the U.S.

29. Originating Classification Authority. The Marine Corps organization that exercises original classification authority for classified information.

30. Personnel Exchange Program (PEP). A program authorized by references (e) where military and civilian personnel of the DoD and the defense ministries/departments, and/or armed services of foreign governments, occupy positions with and perform functions

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for a host organization to promote current or future international programs, greater mutual understanding, and interoperability with allies and coalition partners. A Foreign PEP officer holds a U.S. billet and reports to his or her Marine Corps chain of command. (PEP officers shall neither act as representatives of their parent governments nor act as conduits for exchange of CUI or CMI)

31. Principal Disclosure Authority (PDA). A senior military or civilian government official appointed in writing by the head of an OSD organizational element or a DoD component as the senior foreign disclosure authority for that OSD organizational element or component, and who is responsible for establishment of an effective foreign disclosure program consistent with DoDD 5230.11. and this Order.
32. Release. To convey information in material form to a representative of a foreign government or international organization.
33. Security Assurance. A written confirmation, requested by and exchanged between government representatives, that contains the following elements: verification of the personnel security clearance level of the providing government's citizens or nationals; a statement by a responsible official of the providing government that the recipient of the information is approved by the government for access to information of the security classification involved on behalf of the government; and an obligation that the recipient government will ensure compliance with any security agreement or other security requirements specified by the U.S. Government.
34. Training. Formal or informal instruction of foreign personnel in the United States or abroad (including instruction at civilian institutions) by officers or employees of the Marine Corps, contract technicians, or contractors; correspondence courses; technical, educational, or information publications and media of all kinds; training aids, orientations, training exercises; and military advice for foreign military units and forces (including their civilian and military personnel).
35. Transfer. The physical conveyance of material from one location to another.
36. Unofficial Visit. An occasion when a foreign national who is not sponsored by his or her government or international organization visits for unofficial purposes or to conduct business which will entail access to information in the public domain.

Enclosure (1)

NDP-1 Disclosure Criteria, Conditions, and Limitations

1. Disclosure Criteria. In accordance with reference (a), disclosure of CMI in Categories 1 through 8 may be made only when all of the following criteria are satisfied.

a. Disclosure is consistent with U.S. foreign policy and national security objectives concerning the proposed recipient foreign government or international organization. For example:

(1) The recipient government cooperated with the U.S. in pursuit of military and political objectives that are compatible with those of the U.S.

(2) A specific U.S. national purpose, diplomatic or military, will be served.

(3) The information will be used in support of mutual defense and security objectives.

b. Disclosure is consistent with U.S. military and security objectives. For example:

(1) Disclosures of advanced technology, if compromised, will not constitute an unreasonable risk to the U.S. position in military technology and operational capabilities, regardless of the intended recipient.

(2) The proposed disclosure reflects the need for striking a proper balance between pursuit of our mutual defense and foreign policy objectives on the one hand, and the preservation of the security of our military secrets on the other.

c. The foreign recipient of the information will afford it substantially the same degree of security protection given to it by the U.S. Note: the intent of a foreign government to protect U.S. classified military information is established in part by the negotiations of a General Security of Military Information Agreement (GSOMIA) or other similar security arrangement. A foreign government's capability to protect U.S. CMI normally is determined by the evaluation of embassy security assessments, Central Intelligence Agency risk assessments, National Military Information Disclosure Policy Committee (NDPC) Security Survey Reports, and/or historical precedence.

Enclosure (2)

d. Disclosure will result in benefits to the U.S. at least equivalent to the value of the information disclosed. For example:

(1) The U.S. obtains information from the recipient nation on a quid pro quo basis.

(2) The exchange of military information or participation in a cooperative project will be advantageous to the U.S. from a technical or other military viewpoint.

(3) The development or maintenance of a high level of military strength and effectiveness on the part of the government receiving the information will be advantageous to the U.S.

e. The disclosure is limited to information necessary to the purpose for which disclosure is made. For example, if the purpose of the disclosure is the sale of military equipment, information on operation, maintenance, and training would be released. Research and development data, or production know-how, must be withheld.

2. Disclosure Conditions. After a decision is made to disclose CMI to a foreign government or international organization, based on the criteria listed in paragraphs 1c through 1e of this enclosure, above, or an exception to policy, release of the CMI will be contingent upon agreement by the recipient foreign government that the listed minimal conditions in the subsections 2a through 2h, below, will be met. The conditions normally are satisfied by the provisions of existing GSOMIAs. When a GSOMIA does not exist, the conditions may be included in a program-specific agreement, government contract, or similar arrangement.

a. The information or acknowledgement of its possession will not be revealed to a third-country government, organization, or person, except with the prior written permission of the originating U.S. Department Agency.

b. The information will be afforded substantially the same degree of security protection afforded to it by the U.S..

c. The information will be used only for designated military purposes, or other specified purposes.

d. The recipient will report promptly and fully to U.S. authorities any known or suspected compromise of U.S. classified military information released to it.

Enclosure (2)

e. All individuals that will have access to the CMI and material will have security clearances granted by their government at a level greater than or equal to that of the classified information involved and an official need-to-know.

f. The information will be transferred through government-to-government channels.

g. Security experts of each government will be permitted to visit the other government, when mutually convenient, to review and discuss each other's policies and practices for protecting classified information.

h. The recipient of the information agrees to abide by or meet U.S. specified special terms and conditions for the release of U.S. information or material.

3. General Disclosure Limitations. Nothing in this Order shall be construed so as to allow the disclosure of the following types of information:

a. Prohibited by Law or Agreement. Classified information, the disclosure of which is prohibited by Federal law or by an international agreement to which the United States is a party.

b. Naval Nuclear Information. Any naval nuclear propulsion information, classified or unclassified, except under an agreement negotiated pursuant to the Atomic Energy Act of 1954.

c. Proprietary Information. Classified or unclassified proprietary information, the rights to which are owned by private firms or citizens (i.e., patents, copyrights, or trade secrets) without the owner's consent, unless such disclosure is authorized by relevant legislation, and then release will be subject to such legislation.

d. National Intelligence. National Intelligence or interdepartmental intelligence produced within the National Foreign Intelligence Board structure. Such intelligence cannot be disclosed without authorization of the Director of National Intelligence.

e. National Security Telecommunications and Information Systems Security Information. The National Security Telecommunications and Information Systems Security Committee is authorized by its terms of reference to make disclosures of classified military telecommunications and information systems security equipment and information without reference to the NDPC.

Enclosure (2)

f. Counterintelligence. Operational information related to counterintelligence activities and disclosures related thereto.

g. Atomic Information. Such disclosures are made in accordance with the Atomic Energy Act of 1954.

h. Strategic Planning and Guidance. Only the Secretary of Defense or the Deputy Secretary of Defense may authorize the disclosure of plans, concepts, or other information about strategic war plans. Requests for such disclosure shall be submitted through the Chairman of the Joint Chiefs of Staff.

i. Specifically Prohibited Disclosures. The following types of classified information are specifically prohibited from disclosure:

(1) Classified information officially obtained from a foreign government, except when the information has been conveyed by the government with express written consent to its further disclosure.

(2) Combined information without prior agreement of all parties.

(3) Joint information without prior agreement of all departments or agencies having control or jurisdiction.

(4) Information originated by or for another department or agency, unless that department or agency consents to the disclosure.

(5) Intelligence information described in section I, subparagraph 5.c. (2) and section II, subparagraph 5.b. (7) of NDP-1 (reference (b)).

Enclosure (2)

NDP-1 Categories of Classified Military Information

1. Category 1 - Organization, Training, and Employment of Military Forces. Information of a general nature pertaining to tactics, tactical doctrine, techniques, and intelligence and counterintelligence doctrine and techniques. Excluded is information necessary for the operation, training, and maintenance on specific equipment covered under categories 2 and 3 below.
2. Category 2 - Military Material and Munitions. Information on specific items of equipment already in production or in service, and the information necessary for the operation, maintenance, and training. Items on the U.S. Munitions List fall within this category. This category does not pertain to equipment that is in research and development.
3. Category 3 - Applied Research and Development Information and Material. Information related to fundamental theories, design, and experimental investigation into possible military applications; it includes engineering data, operating requirements, concepts, and military characteristics required to adopt the item for production. Development ceases when the equipment has completed suitability testing and has been adopted for use or production.
4. Category 4 - Production Information. Information related to designs, specifications, manufacturing techniques, and such related information necessary to manufacture material and munitions. (Note: This Category ALWAYS requires an ENDP.)
5. Category 5 - Combined Military Operations, Planning, and Readiness. Information necessary to plan, ensure readiness for, and provide support to, the achievement of mutual force development goals or participation in specific combined tactical operations and exercises. It does not include strategic plans and guidance or North American defense information.
6. Category 6 - U.S. Order of Battle. Information pertaining to U.S. forces in a specific area. In general, disclosures of this information are limited to those countries in which U.S. forces are stationed or are in adjacent geographical areas.
7. Category 7 - North American Defense (NORAD). Information related to plans, operations, programs, and projects, to include data and equipment, directly related to the defense of North America, especially when it is organized or under the mission and control of NORAD.

Enclosure (3)

8. Category 8 - Military Intelligence. Information of a military character pertaining to foreign nations. This category of information does not include national intelligence or sensitive compartmented information under the purview of the Director of Central Intelligence (DCI).

Enclosure (3)

I MEF International Visits Program Guidance and Procedures

1. General. DoD Directive 5230.20 establishes the International Visits Program (IVP) and provides policy guidance for control over foreign visits. Foreign Visit Requests (FVR) are normally required for visits by official representatives of foreign governments or international organizations to activities and cleared contractor facilities in the U.S. or visiting at any location in the U.S. or abroad and discussing official business. Official foreign visitor access must be properly controlled to avoid inadvertent or unauthorized disclosure and to prevent unnecessary disruption to ongoing operations at Marine Corps commands where the visits take place. The final decision to host or schedule a specific visit is at the discretion of the host command or facility. All personnel who work with or have contact with foreign visitors should familiarize themselves with this Order and references (c), (e), and Chapters 8 and 9 of reference (i), which provide further guidance for conducting foreign visits.

2. I MEF Foreign Disclosure Officer Responsibilities

a. Ensure that MSC FDPOCs are aware of all official foreign visits to their commands and review and process the foreign visits using the guidance provided in Chapters 8 and 9 of the DON Foreign Disclosure Manual and this Order.

b. Regularly access the Foreign Visits System (FVS).

c. Properly staff FVRs.

d. Ensure foreign disclosure is addressed and properly documented for each visit which discloses CUI or CMI.

3. I MEF Foreign Disclosure Point of Contact Responsibilities

a. Ensure that Contact Officers are assigned for all one time or recurring foreign visitors. This assignment does not need to be in writing. Guidance regarding Contact Officers for extended foreign visitors is outlined in enclosure (5) of this Order.

(1) The Contact Officer for a one time or recurring visit should normally be the "knowledgeable U.S. point of contact" listed on the foreign visit request who coordinates the visit with the embassy.

Enclosure (4)

b. Ensure that all materials and information to be disclosed have been properly identified and reviewed by the I MEF FDO before the visit takes place.

c. Provide a copy of the most current approved FVR prior to the visit to the Contact Officer.

d. Check-in/out foreign visitors in FVS-CM and track visits against approved FVRs.

e. Establish local visits coordination procedures which outline the internal staffing process for foreign visits.

f. Establish a single account in the FVS, with individual logins set up for each person requiring access to that account.

g. Establish a single account in the Foreign Visits System - Confirmation Module (FVS-CM), with individual logins set up for each person needing access to that account.

h. Establish security measures, to include oversight by Contact Officers.

4. I MEF Contact Officer Responsibilities

a. Control the activities of the foreign visitor(s) and ensure the disclosure of CUI or CMI conforms to that authorized by the I MEF FDO. Be familiar with Chapters 8 and 9 of reference (i) and reference (e).

b. Ensure that the Command FDPOC provides a copy of the most current approved FVR prior to the visit and ensure that the foreign visitor(s) are logged into FVS-CM by the command FDPOC. Guidance regarding Contact Officers for extended foreign visitors is outlined in enclosure (5) of this Order.

5. The Foreign Visit System (FVS). The FVS is the automated system that provides staffing and database support for processing FVRs to Marine Corps component activities and cleared defense contractors.

a. The FVS is a Secure Internet Protocol Routing network-based program used for one-time, recurring or extended official visits, as defined in enclosure (1).

b. Use of FVS for visits to Marine Corps facilities at overseas locations is controlled by reference (e).

Enclosure (4)

c. Unofficial visits, as defined in enclosure (1), are outside the scope of the FVS. For a complete list of exemptions to mandatory use of FVS, see Part II, chapter 8, paragraph 20804 of reference (i).

d. The FVS is administered by the Security Policy Automation Network (SPAN) help desk. Commands can obtain guidance to establish accounts by calling the SPAN help desk at commercial (703) 696-0610, DSN 226-0610, or by sending an email to dtsaspansupport@dtsa.smil.mil.

e. I MEF FDO and MSC FDPOCs are the only personnel allowed to have FVS accounts. This eliminates confusion when staffing visits and to ensure the appropriate persons within the command have visibility and control of visits. Multiple personnel may hold individual logins for the command account. If a command currently has more than one account, notify DIRINT and DC, PP&O of the appropriate account to use for staffing visits.

f. All FVRs will be staffed via the FVS. Email notifications of pending FVRs may be set up with the SPAN help desk; however, all official actions shall take place in the FVS. Email responses will not be accepted, except in emergency or other unusual situations.

g. Before a FVR can be approved the host unit shall specify recommended clearance levels, feasibility of support, coordinating instructions, and shall ensure that any CMI/CUI to be disclosed will be approved by the I MEF FDO.

h. It is imperative that an initial foreign disclosure review is coordinated before the visit is recommended for approval in the FVS so that the anticipated clearance level for the visit and information to be disclosed is properly identified in the approved FVR. MSC's FDPOCs must include the I MEF FDO in the planning process of the visit to ensure that all materials and information to be disclosed have been properly identified and reviewed before the visit takes place.

6. The Foreign Visit System - Confirmation Module (FVS-CM)

a. All MSC FDPOCs shall use FVS-CM to document visits. The FVS-CM is a Non-secure Internet Protocol Routing network-based program that allows commands to check-in foreign visitors upon arrival and track them against approved FVRs. FVS-CM is the only system that provides actual data on foreign visits. It documents that the visit took place, names of foreign individuals who

Enclosure (4)

actually visited, and what information was disclosed. It is also a means to document unclassified, unofficial visits to commands when no FVR can be found in FVS and the command chooses not to turn the visitor away for political or other reasons.

b. FVS-CM is administered by the SPAN office. Commands can obtain guidance to establish accounts by calling the SPAN help desk at commercial (703) 696-0610, DSN 226-0610, or by sending an email to dtsaspansupport@dtسا.mil.

(1) Commands shall have only one account in FVS-CM.

(2) Multiple individuals may hold logins for the one command account.

(3) Command accounts must be accessed by those individuals who will actually check the foreign visitors onto the base or into the command, which will be the Command FDPOC.

(4) FVS-CM has a downloadable user manual to obtain guidance on navigating the system. The SPAN help desk and DIRINT are also available to assist.

Extended Visit Contact Officer Responsibilities

1. Command Responsibilities

a. U.S. Contact Officers for all extended foreign visitors to include PEP, FLO, Engineer and Scientist Exchange Program (ESEP), and Cooperative Program Personnel (CPP), must be appointed in writing by their commands. Contact Officers must be equal or higher in rank than the foreign visitor to which they are assigned. Note that Contact Officers for one-time or recurring visits need not be appointed in writing, and disclosure guidance need not be in the form of a DDL.

b. The following documents must be completed and maintained by extended visit Contact Officers, with copies forwarded to the I MEF FDO.

(1) Contact Officer Assignment Letter.

(2) Contact Officer Acceptance Letter.

(3) Appropriate Understanding of Conditions and Responsibilities Letter.

(4) PEP Orientation Letter.

Note: Examples of the above listed letters can be found later in this enclosure.

2. Extended Visit Contact Officer Responsibilities

a. Control access to CUI and CMI in accordance with references (a) through (d) and (g), local command policy, and in coordination with DDAs.

b. Act as the subject matter expert regarding the DDL and the FVR and provide guidance to all personnel who will have contact with the assigned foreign personnel.

c. Coordinate all foreign disclosure that is not clearly outlined in the DDL with the I MEF FDO.

d. Coordinate FLO actions and requests for information with the stakeholders and the DDA, as appropriate.

Enclosure (5)

e. Coordinate all visits by PEPs/FLOs to commands outside of their permanent duty stations with the host commands and ensure approved one-time or recurring FVRs are in place and that disclosure guidance has been passed to Contact Officers at the host commands.

f. Provide proper turnover with replacement Contact Officers and notify the chain of command about possible gaps in coverage.

g. Maintain copies of appropriate international agreements regarding the PEP/FLO assignments; contact PP&O (PLU) for the latest copies of agreements.

h. Complete Contact Officer training as prescribed by this Order.



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
5510
Ser
Date

From: Commanding Officer (HOST COMMAND)
To: Deputy Commandant for Plans, Policies and Operations
(PLU-9)
Subj: ASSIGNMENT AND ACCEPTANCE OF CONTACT OFFICER DUTIES FOR
(NAME OF PEP/FLO), (HOME SERVICE), PERSONNEL EXCHANGE
PROGRAM/FOREIGN LIAISON
Ref: (a) Identify Applicable Delegation of Disclosure
Authority Letter (DDL)
(b) DoD Directive 5230.20, "Subject," 22 Jun 2005

1. The U.S. Contact Officer assigned to (NAME OF PEP/FLO),
serving as (BILLET NAME) at (HOST COMMAND) from (START DATE)
through (END DATE) is:

(U.S. Contact Officer's name, Rank)
(Address)
(Phone) COMM _____ DSN _____

2. The U.S. Contact Officer is responsible for ensuring that U.S.
classified and controlled unclassified information disclosed to
(NAME OF PEP/FLO), (HOME SERVICE) is strictly in conformance with
references (a) and (b). The U.S. Contact Officer is also
responsible for controlling access to classified or controlled
unclassified materials, controlling visits to other activities,
and ensuring the disclosure limitations and restrictions are met
in the case of (NAME OF PEP/FLO).

3. The U.S. Contact Officer is responsible for full understanding
of the current disclosure authority provided by reference (a).

4. Should the Contact Officer be transferred, a new U.S. Contact
Officer will be assigned and a copy of the appointment letter
forwarded to your office.

COMMANDING OFFICER (or "By Direction")

Enclosure (5)

Appointment and Acceptance of Contact Officer Duties for (Name of PEP/FLO), (Nationality)

I accept the designation of U.S. Contact Officer and fully understand the duties and responsibilities associated with this assignment. I also understand that I must ensure that:

a. (NAME OF PEP/FLO) understands the terms of his or her certification agreement including responsibilities and limitations.

b. (NAME OF PEP/FLO) is provided access only to that U.S. classified and controlled unclassified information that has been authorized for release to his or her government and is necessary to fulfill the terms of his or her assignment.

c. U.S. co-workers and others with whom he or she has contact are informed of the limitations on access to U.S. information by (NAME OF PEP/FLO) and their responsibilities in dealing with him or her.

Contact Officer
Date

Enclosure (5)

Personnel Exchange Program Officer Understanding of Conditions and Responsibilities

I understand that I am certified as a representative of the [insert the foreign government defense organization] under the auspices of an international agreement and an extended visit authorization to the United States Marine Corps (USMC) [Insert Agency or Organization] as a Foreign Exchange Officer. I understand that my status with USMC [insert Agency or Organization] and the functions that I may perform are described in the international agreement, the request for an extended visit and the DoD authorization for the visit, which constitutes the certification for my assignment, and may not be altered except upon the request of my government and further certification by the USMC [insert Agency, or Organization]. I understand that I will be subject to the jurisdiction of U.S. federal, state, and local laws, except as provided by treaty, other specific legal authority, or the terms of any diplomatic immunity which I may have been granted. I understand that my assignment does not bestow diplomatic or other special privileges. I further understand that I am expected to comply with the following conditions and responsibilities.

(1) My Contact Officer is: [insert name of contact officer/contact officers]. I, [insert the name of the Exchange Officer] understand and acknowledge that I have been assigned as an exchange officer to the USMC [insert Agency or Organization] pursuant to an international agreement between the [insert the foreign government defense establishment] and the U.S. DoD, and that I fully understand (a) the purpose of my certification; (b) the terms and conditions of my certification; and (c) the consequences of non-compliance with the terms of the certification. I further acknowledge that I shall comply with the conditions and responsibilities of my certification and this Understanding.

(2) My activities shall be limited to the functions described in the international agreement, the certification for my assignment, and the position description for the position to which I am assigned. I will not serve in a position that will require me to act in an official capacity for the USMC organization to which I am assigned, such as commanding or rating USMC employees, performing as a security officer, making decisions on U.S. programs, or managing U.S. Government funds. Because I will work for the USMC, subject to specified legal and policy limitations, I will not concurrently perform functions as a liaison officer for my government.

Enclosure (5)

If I am requested or directed to perform any of the foregoing functions, I will immediately notify my USMC supervisor or Contact Officer.

(3) All costs associated with my assignment shall be the responsibility of my government, including, but not limited to, travel, office space, clerical services, quarters, and rations. Costs associated with duties assigned to me, to include medical and dental services as an exchange officer shall be the responsibility of the host USMC organization.

(4) If my government desires to request an extension or revalidation of my assignment beyond the original dates for which I am certified, a new request for an extended visit shall be submitted not later than 30 days prior to the expiration date of the current extended visit authorization.

(5) A Contact Officer(s) shall be assigned to sponsor me during my assignment to the USMC [insert Agency or Organization]. I further understand that I shall coordinate, through my Contact Officer, all requests for information, visits, and other business that fall under the terms of my certification. I also understand that requests for information that are beyond the terms of my certification shall be made through the office of my government's Defense Attaché in Washington, DC.

(6) Visits by me to DoD organizations or contractor facilities other than those specified in the certification for my assignment, except visits directly related to my exchange officer duties when directed by my host supervisor, shall be requested through the office of my government's Defense Attaché in Washington, DC.

(7) I shall wear my national military uniform when conducting business with the DoD or DoD contractor facilities, unless otherwise approved by my Contact Officer. I shall comply with my parent government's service uniform regulations. I may be required to wear an installation or building badge that identifies me as a foreign representative when installation or building badges are required for U.S. personnel. When not in uniform, I also may be required to wear a building or installation badge that identifies me as a foreign government representative.

(8) My duty hours are the duty hours established for USMC or U.S. contractor employees by the organization or facility to which I am assigned. I will have unescorted access to my work area at the organization or facility only during such hours, Monday

Enclosure (5)

through Friday on scheduled U.S. Government work days. Should I require access to my work area during other periods, I am required to request permission from the Command Security Officer, through my DoD supervisor or Contact Officer, and I may be accompanied by an escort during such periods. Any incremental cost incurred as a result of such non-duty access shall be reimbursed to the U.S. Government.

(9) My access to information will be limited to that information determined by my supervisor or Contact Officer to be necessary to fulfill the requirements of the certification under which I am assigned. Access to information that is not covered by the certification will be denied until such time as the extended visit authorization is amended by my government and the U.S. DoD. I also understand that I may not have unsupervised access to U.S. Government information technology systems, unless the information accessible on the system is authorized for disclosure to my government in accordance with applicable U.S. law, regulations, and policy.

(10) All information to which I may have access during my certification will be treated as information provided to my government in confidence and shall not be further released or disclosed by me to any person, firm, organization, or government of another country without the prior written authorization of the U. S. Government.

(11) I will immediately report to my supervisor or Contact Officer should I obtain or become knowledgeable of information for which I am not authorized access. I further agree that I will report to my supervisor or Contact Officer any incidents of my being offered or provided information that I am not authorized to have.

(12) If I am to act as a courier to hand carry classified material for my government, I must have courier Orders issued by my government and the necessary personal identification and security documentation required by carrier and port security officials and Customs officials. I will be required to sign a receipt for the classified material.

(13) When dealing with persons outside my assigned work area on official matters, I will ensure such persons know that I am a foreign government representative.

Enclosure (5)

(14) I understand that failure to comply with the terms of the applicable agreement, my certification, and this Understanding may result in termination of my assignment. I further understand that the termination of my assignment does not preclude further disciplinary action in accordance with applicable laws, treaties, or international agreements.

Exchange Officer Signature/ Date

Enclosure (5)

Foreign Liaison Officer Understanding of Conditions and Responsibilities

I understand that I am certified as a representative of the [insert the foreign government defense organization] under the auspices of an international agreement and an extended visit authorization to the United States Marine Corps (USMC) (insert agency or Organization) as a Foreign Liaison Officer. I understand that my status with the USMC [insert the Agency or Organization] and the functions that I may perform are described in the international agreement, the request for an extended visit and the DoD authorization for the visit, which constitutes the certification for my assignment, and may not be altered except upon the request of my government and further certification by the USMC [Insert the Agency, or Organization]. I understand that I will be subject to the jurisdiction of U.S. federal, state, and local laws, except as provided by treaty, other specific legal authority, or the terms of any diplomatic immunity which I may have been granted. I understand that my assignment does not bestow diplomatic or other special privileges. I further understand that I am expected to comply with the following conditions and responsibilities.

(1) My Contact Officer is: [insert name of contact officer(s)]

(2) I am certified to the USMC [insert the Agency or Organization] in support of the following programs: [List the programs or topics that are specified in the certification and the locations to be visited in connection each program or topic]. I, [insert the name of the FLO] understand and acknowledge that I have been assigned as a liaison officer to the USMC [insert the Agency or Organization] pursuant to an international agreement between the (insert the foreign government defense establishment) and the U.S. DoD, and that I fully understand (a) the purpose of my certification; (b) the terms and conditions of my certification; and (c) the consequences of non-compliance with the terms of the certification. I further acknowledge that I shall comply with the conditions and responsibilities of my certification and this Understanding.

(3) My activities shall be limited to the representational responsibilities of my government as specified in the international agreement and the certification for my assignment and that I am expected to present the views of my government with regard to the issues that my government and the U.S. Government have a mutual interest, as specified in the agreement [if the

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assignment is pursuant to an annex insert: or annex thereto].

(4) All costs associated with my assignment shall be the responsibility of my government, including, but not limited to, travel, office space, clerical services, quarters, rations, and medical and dental services.

(5) If my government desires to request an extension or revalidation of my assignment beyond the original dates for which I am certified, a new request for an extended visit shall be submitted not later than 30 days prior to the expiration date of the current extended visit authorization.

(6) A Contact Officer(s) shall be assigned to sponsor me during my assignment to the USMC [insert the Agency or Organization]. I further understand that I shall coordinate, through my Contact Officer, all requests for information, visits, and other business that fall under the terms of my certification. I also understand that requests for information that are beyond the terms of my certification shall be made through the office of my government's Defense Attaché in Washington, DC.

(7) Visits by me to DoD organizations or contractor facilities other than those specified in the certification for my assignment shall be requested through the office of my government's Defense Attaché in Washington, DC.

(8) I shall wear my national military uniform when conducting business with the DoD or DOD contractor facilities, unless otherwise approved by my Contact Officer. I shall comply with my parent government's service uniform regulations. I may be required to wear an installation or building badge that identifies me as a foreign representative when installation or building badges are required for U.S. personnel. When not in uniform, I also may be required to wear a building or installation badge that identifies me as a foreign government representative.

(9) My duty hours are the duty hours established for DoD or U.S. contractor employees by the organization or facility to which I am assigned. I will have unescorted access to my work area at the organization or facility only during such hours, Monday through Friday on scheduled U.S. Government work days. Should I require access to my work area during other periods, I am required to request permission from the Command Security Officer,

Enclosure (5)

through my DoD supervisor or Contact Officer, and I may be accompanied by an escort during such periods. Any incremental cost incurred as a result of such non-duty access shall be reimbursed to the U.S. Government.

(10) My access to information will be limited to that information determined by my supervisor or Contact Officer to be necessary to fulfill the requirements of the certification under which I am assigned. Access to information that is not covered by the certification will be denied until such time as the extended visit authorization is amended by my government and the U.S. DoD. I also understand that I may not have unsupervised access to U.S. Government information technology systems, unless the information accessible on the system is authorized for disclosure to my government in accordance with applicable U.S. law, regulations, and policy.

(11) All information to which I may have access during my certification will be treated as information provided to my government in confidence and shall not be further released or disclosed by me to any person, firm, organization, or government of another country without the prior written authorization of the U. S. Government.

(12) I will immediately report to my supervisor or Contact Officer should I obtain or become knowledgeable of information for which I am not authorized access. I further agree that I will report to my supervisor or Contact Officer any incidents of my being offered or provided information that I am not authorized to have.

(13) If I am to act as a courier to hand carry classified material for my government, I must have courier Orders issued by my government and the necessary personal identification and security documentation required by carrier and port security officials and Customs officials. I will be required to sign a receipt for the classified material.

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(14) I understand that failure to comply with the terms of the applicable agreement, my certification, and this Understanding may result in termination of my assignment. I further understand that the termination of my assignment does not preclude further disciplinary action in accordance with applicable laws, treaties, or international agreements.

Liaison Officer Signature/Date

PERSONNEL EXCHANGE PROGRAM: ORIENTATION LETTER

- Ref: (a) Delegation of Disclosure Authority Letter dated
15 Aug 07
- (b) MCO 5510.20B, Disclosure of Military Information to
Foreign Governments and Interests
- (c) I MEF Command Security Procedures Concerning Foreign
Personnel Exchange Program (PEP) and Foreign Liaison
Officer

1. The Command has appointed in writing a Contact Officer for the Command PEP. The Contact Officer is responsible for ensuring the PEP and all co-workers understand the limitations for access to CMI and CUI.
2. The command shall ensure that all briefs and presentations intended for the PEP are not restricted from viewing to the country of nationality of the exchange officer before viewing, in accordance with reference (a).
3. A PEP officer is a foreign exchange officer that is filling a U.S. military billet and is authorized to see classified information necessary to perform the duties associated with that billet up to the classification levels outlined in his Delegation of Disclosure Letter (DDL). Any information the PEP receives should be marked as REL TO his country, but does not need to be marked as such. Products marked only as SECRET without "REL TO" caveat, but that fall within the duties of their billet and the guidance of the appropriate DDL can be made available to the PEP, in accordance with the guidance provided in reference (d).
4. All binders and products classified as "NOFORN" or that have instructions that prohibits them from being shared with foreign nationals shall be secured in a safe or vault whose combination is not known by the exchange officer. Material in use shall remain in U.S. control at all times and never left unattended.
5. Foreign visitors not permanently assigned to the command are not authorized access to any CMI or CUI that has not been approved for release to their country of nationality.
6. Reference (a) must be adhered to concerning the various limitations and restrictions that apply to PEP's.

Enclosure (6)

7. Emails sent to any PEP or Foreign Liaison Officer must be authorized for release to that individual's country of citizenship.
8. Monitors in the immediate area of the PEP's workstation should be shielded using screen filters that reduce visibility from various angles to minimize inadvertent access by foreign personnel.
9. Combinations to GSA approved security safes shall be granted only when the contents of the safe are approved for viewing in accordance with the above listed references.
10. All CMI or CUI that is not authorized for release or that is questionable shall be directed to Mr. Gary Hanson, MARFORPAC Command Security Manager and Foreign Disclosure Point of Contact, for review and forwarding for disclosure/release consideration.
11. The SIPRNET REL account for the exchange officer will be programmed to prevent access to restricted data electronically in accordance with the MARINE CORPS NETWORK OPERATIONS AND SECURITY COMMAND (MCNOSC) guidance. This system does not filter emails. It is the responsibility of all command personnel to ensure that any email forwarded to the Command PEP is authorized for his review in accordance with the listed references.

Full Name / Signature _____ Date _____

Witness Full Name / Signature _____ Date _____

This letter shall be kept on file with the PEP contact officer for as long as the command member is with the command or until the command no longer has a PEP billet.

File

Original: Contact Officer

Copy to: I MEF FDO/DDA

Enclosure (6)