



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
SSEC/SEC
10 JUN 2013

Policy Letter 5-13

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

Subj: IMPLEMENTATION OF DERIVATIVE CLASSIFICATION TRAINING

Ref: (a) Executive Order 13526 of December 29, 2009

1. Situation. This policy establishes I Marine Expeditionary Force (I MEF) policy, procedures, authority, and responsibilities for the training and record retention of military and civilian personnel who have need to apply derivative classification as outlined in reference (a). In accordance with reference (a) all command personnel who have a reason to produce derivatively classified products must, at a minimum, receive derivative classification training once every two years.

2. Mission. I MEF and its Major Subordinate Commands (MSC) regularly produce derivatively classified products in support of, but not limited to, exercises, future operations and current operations. In accordance with reference (a), only those personnel who have received appropriate training shall be permitted to apply derivative classifications. Only when the conditions of this policy have been met will the authority to apply derivative classifications be authorized and recognized.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Immediately implement procedures that provide training in the proper application of the derivative classification principles of reference (a).

(b) At a minimum all personnel that request or possess a Secret Internet Protocol Network (SIPRNET) account

complete derivative classification training.

(2) Concept of Operations

(a) Individuals requesting a SIPRNET account must complete derivative classification training and present a certificate of training to their Command Security Manager prior to the endorsement of section III of the System Authorization Access Request (SAAR).

(b) Effective immediately all SECRET and above cleared personnel, that have an active SIPRNET account, shall receive derivative classification training by 31 July 2013. Those that fail to complete the training may have their SIPRNET accounts disabled until the training can be certified by their Command Security Manager.

(c) Training for I MEF and I Marine Expeditionary Force Headquarters Group command element personnel shall be provided via a PowerPoint presentation located on the I MEF Security Managers SharePoint website.

(d) I MEF MSC's and I MHG Major Subordinate Elements (MSE's) are directed to implement a method of training that meets all the conditions of this policy and reference (a).

(3) Tasks

(a) Commanding Officer

1. Direct the implementation of derivative classification training.

2. Ensure training is provided, at a minimum, once every two years.

(b) Command Security Manager

1. Develop and provide derivative classification training.

a. The I MEF Command Security Manager shall post a derivative classification brief on the I MEF Security

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manager SharePoint on the Non-Classified Internet Protocol Network (NIPRNET) that may be used by I MEF and its MSC's and I MHG and its MSE's.

b. The I MEF Command Security Manager shall make available a letter, to be added to all SAAR requests provided by the I MEF G6 Helps Desk, identifying the requirement for derivative classification training.

2. Retain a record of all command personnel that have completed the training.

3. Provide training, no less than, once every two years.

4. Administration and Logistics. I MEF Command Security Manager and all MSC and I MHG MSE Security Managers shall retain a copy of this policy letter and the reference.

5. Command and Signal

a. Command. This policy 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

UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
 Box 555300
 Camp Pendleton, CA 92055-5300

1. DATE 3 June 2013

2. OPERATION CODE

X ORIGINATOR OF ROUTE SHEET
 A APPROPRIATE ACTION
 B SIGNATURE
 C CONCURRENCE
 D INFORMATION
 E RETENTION
 F RETURN TO:
 G COMMENT(S)

3. SUBJECT: **Policy Letter 5-13**

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE/URGENT		

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)
 SGT SMITH SSEC 725-9104

11. REMARKS AND SIGNATURE:

Purpose: Routed for COS review and signature
Recommendation: Forwarded for signature.

RS
 Sgt Smith

4. RTNG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG				
		DCG				
1	A, B	COS			6/7	CS
		SERGEANT MAJOR				
		CMD MASTER CHIEF				
x	A	SSEC				
		AC/S, G-1				
		AC/S, G-2				
		AC/S, G-3				
		AC/S, G-4				
		AC/S, G-5				
		AC/S, G-6				
		AC/S, G-7				
		AC/S, G-8				
		COPS				
		FOPS				
		ADJUTANT				
		RLO				
		IMA				
		SJA				
		PAO				
		INSPECTOR				
		SURGEON				
		CHAPLAIN				
		CAREER RETEN SPEC				
1	x	SECURITY MANAGER				
		SSEC ADMIN				

RECEIVED
 JUN 03 2013
 BY: Sgt Heim