



UNITED STATES MARINE CORPS

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

I MEFO 5510.2B

SSEC

EEB 10 2020

I MARINE EXPEDITIONARY FORCE ORDER 5510.2B

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

Subj: DISCLOSURE OF MILITARY INFORMATION TO FOREIGN GOVERNMENTS AND INTERESTS

- Ref:
- (a) DOD Directive 5230.11, "Disclosure of Classified Military Information to Foreign Governments and International Organizations," June 16, 1992
 - (b) National Disclosure Policy (NDP-1) October 2, 2000 (NOTAL)
 - (c) SECNAVINST 5510.34B, "Disclosure of Classified Military Information and Controlled Unclassified Information to Foreign Governments, International Organizations and Foreign Representatives," January 11, 2019
 - (d) DOD Directive C-5230.23, "Intelligence Disclosure Policy," November 18, 1983
 - (e) MCO 1520.11F, "International Affairs Program," March 27, 2013
 - (f) MCO 5510.20B, "Disclosure of Military Information to Foreign Governments and Interests," December 21, 2012
 - (g) DOD Directive 5530.3, "International Agreements," June 11, 1987
 - (h) DOD 5400.7-R, "DOD Freedom of Information Act Program," September 4, 1998
 - (i) Title 10 of United States Code, Section 311
 - (j) DOD Directive 5230.20, "Visits and Assignments of Foreign Nationals," June 22, 2005
 - (k) Department of the Navy Foreign Disclosure Manual, March 29, 2019
 - (l) MARADMIN 110/19
- Encl:
- (1) I MEF International Visits Program Guidance and Procedures
 - (2) Extended Visit Contact Officer Responsibilities
 - (3) Personnel Exchange Program: Orientation Letter

1. Situation.

a. I Marine Expeditionary Force (MEF) regularly trains and interacts with allied nation forces, partner nations, and other foreign militaries throughout the Indo-Pacific Command and Central Command areas of responsibility through theater security cooperation exercises and operations. Caution must be exercised to avoid the unintentional or unauthorized disclosure or release of Classified Military Information (CMI) or Controlled Unclassified Information (CUI). This Order establishes I MEF policy, procedures, authority, and responsibilities for the disclosure of United States (U.S.) CMI and CUI to foreign governments and interests, in accordance with references (a) through (l). 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.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. This Order applies to:

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

(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. Per reference (a), 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. 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. Cancellation. I MEFO 5510.2A

3. Mission. I MEF will appropriately safeguard all CMI and CUI considered national security assets in accordance with references (a), (b), and (c). CMI and CUI will be shared with foreign governments only when there is a clearly defined benefit to the U.S. as outlined by references (a), (b), and (c). Disclosure of such information will be made only when authorized by an official designated per this Order and reference (a).

4. 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 (f).

(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 per this Order.

(c) It is essential that requests for disclosure are processed and coordinated in accordance with 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 (g). Only foreign nationals representing or officially sponsored by their governments or international organizations, to include official visitors, may have access to such information. This may occur only when approved by either the I MEF Foreign Disclosure Officer (FDO), a Major Subordinate Command (MSC) FDO, or a Major Subordinate Element (MSE) FDO and per the International Visit Program and guidance outlined in enclosure (1).

(2) Concept of Operations

(a) Only a Marine Corps military or civilian official who has been appointed in writing by the Commanding General, I MEF, an MSC Commanding General, or an MSE Commanding Officer as an FDO may authorize foreign disclosure of CMI. For CUI, disclosure authority is delegated to a Marine Corps military or civilian official who has been appointed in writing by an FDO as a Foreign Disclosure Representative (FDR).

(b) 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.

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

(d) 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.

b. Subordinate Element Missions

(1) Chief of Staff

(a) Designate an FDO, in writing, to manage the Foreign Disclosure Program in accordance with the references.

(b) Issue written command foreign disclosure directives and procedures.

(2) Assistant Chiefs of Staff/Special Staff

(a) Coordinate all foreign disclosure requests, release actions, and foreign visits with the command 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) MSC and MSE Commanders

(a) All General Officer commands and MSEs with delegated disclosure authority will designate a command FDO, in writing, to coordinate all foreign disclosure requests and foreign visits per the references.

(b) Maintain a current listing of all foreign liaison officers (FLOs) and foreign personnel exchange program (PEP) officers within your organization that have occasion to receive information within the purview of this order.

(c) Ensure all personnel receive annual foreign disclosure training as required and the command Foreign Disclosure Program adheres to the Inspector General's Functional Area Checklist on Foreign Disclosure, 5510.2.

(4) I MEF FDO

(a) Review and make determinations on all requests for the disclosure or release of CMI and CUI submitted by I MEF personnel. Determinations will be made in accordance with the references and with 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 record of action authorizes a higher level of disclosure authority. Per references (e) and (i), exceptions to National Disclosure Policy 1 (NDP-1) shall not be granted to accommodate the assignment of FLOs, PEPs, or foreign personnel arrangements. See reference (f) for a listing of NDP-1 categories of information.

3. Disclosure criteria, conditions, and limitations in references (b) and (f) 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 the references.

5. Per the references, 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, an MSC FDO, or an MSE FDO as appropriate.

(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 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 (f). All foreign visitors will be checked in and out of FVS-CM with appropriate disclosure decisions properly outlined.

(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, 5510.2.

(e) Coordinate all requests for CMI and CUI to a foreign government with the originator of the information, all DOD components or activities, and all applicable U.S. government agencies.

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

(g) Conduct inspections of I MEF MSCs 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 FDO certification training provided on Marine Net, FDO1INTR01. Complete follow-on training as directed by PP&O (PL) per reference (e).

(k) Contact I MEF G-2X Counterintelligence Authority to coordinate support to foreign visits as required.

(5) I MEF FDR

(a) Review and forward all CMI 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 FDO Certification training provided on Marine Net, FDO1INTR01, and any follow-on training as directed by PP&O (PL) per reference (e).

(c) Ensure a Contact Officer is assigned for each one-time visit, all recurring foreign visits, extended visits, FLOs, and PEP visitors. Ensure that every Contact Officer completes the Marine Net Contact Officer Course, FDO2CTOF01, and assumes a working knowledge of this Order and the references. FDRs are responsible for maintaining Contact Officer Course completion certificates. Duties and responsibilities for Contact Officers are outlined in enclosure (2).

(d) Ensure that CMI to be disclosed during foreign visits is properly reviewed by an appropriate FDO and that all disclosures are properly documented.

(e) Per reference (f), all commands that receive foreign visitors shall establish accounts in FVS-CM following the guidance outlined in enclosure (1). 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), (2) and (3). The FDR is responsible for providing the Contact Officer with a copy of the most current approved Foreign Visit Request (FVR) prior to the visit and for checking foreign visitors in and out via FVS-CM.

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

(g) Become familiar with the Inspector General's Functional Area Checklist, 5510.2.

c. Coordinating Instructions

(1) Requests for disclosure review of CMI will be forwarded to the first FDO in the chain of command. Requests for disclosure review of CUI will be forwarded to the first FDR with delegated authority in the chain of command, or to an FDO if no such FDR exists. Format for disclosure requests is contained in reference (f). This can be accomplished by letter or email and should include supporting rationale. Requests that do not provide sufficient detail on which to base a decision will be denied or returned for further justification, as appropriate.

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

(3) Foreign nationals are permitted to take part in classified training provided it has been authorized per procedures outlined in references (a), (b), (c), and (f). The applicability of these directives is not affected by this Order.

(4) Authorization for foreign visits is governed by reference (c). Disclosure of CMI and CUI during those visits is subject to the provisions of this Order.

(5) All command-designated FDOs must complete the Marine Corps Resident Foreign Disclosure course provided by Headquarters Marine Corps (HQMC).

(6) Foreign Visits

(a) There are three types of official foreign visits: one-time, recurring, and extended as defined in reference (f). Per reference (j), FVS provides the means to staff and process all three types of official visit requests by foreign nationals and alerts the appropriate FDOs to perform disclosure reviews on any CMI and CUI to be disclosed during the visits, as appropriate. The approved FVR provides the host unit's 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 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 and release during the one-time, recurring, or emergency visit using references (a) through (g). PP&O (PL) will provide general guidance for extended visits in a DDL. The I MEF FDO will provide FDOs and Contact Officers with clarification of PP&O DDLs as required.

(c) 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 or visitors and ensuring that the disclosure of CMI and CUI strictly conforms to that approved by the appropriate FDO. FDOs 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 their local FDO properly documents the visit within FVS-CM.

(d) All Contact Officers will complete the Marine Net Contact Officer Course, FDO2CTOF01, and assume a working knowledge of this Order and the references. Refer to references (c) through (e) and (j) for further information on foreign visits.

(7) FLOs and PEP Officers

(a) MSCs and MSEs are directed to maintain accountability for all PEPs and FLOs assigned to their units. MSCs and 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's Commanding Officer or appropriate delegated authority. 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 or FLO and all co-workers understand the limitations for access to CMI and CUI. Contact Officers must be equal or higher in rank to the PEP or FLO that he or she oversees. Each unit must provide their local FDO the projected rotation date for each assigned contact and alternate contact officer to ensure that there is no gap in responsibilities pertaining to each PEP and FLO.

(b) MSCs and MSEs must review and adhere to the I MEF Command Security Procedures concerning PEPs and FLOs.

(c) Per references (e) and (j), 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:

1. A copy of the approved extended FVR for each PEP or FLO assigned.

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

3. Primary and alternate Contact Officer appointment letter from the Commanding Officer, Commanding General, or by direction for each PEP or FLO assigned to that activity per the applicable DDL.

4. Primary and alternate Contact Officer acceptance letters per the applicable DDL.

5. An "Understanding of Conditions and Responsibilities Letter" signed by the PEP or 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 or FLO. MSCs and MSEs shall ensure that all briefs and presentations intended for the PEP or FLO are not restricted from viewing to the country of nationality of the 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 (d). The applicability of these directives is not affected by this Order.

(8) Meetings, Symposia, and Conferences

(a) Foreign Participation. Foreign nationals may participate in such gatherings when their participation is in accordance with reference (f) and U.S. export control policies, the I MEF FDO approves any CMI and 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 shall remind audiences of overall classification levels of briefs and discussion.

(9) Foreign Participation in I MEF Component Classified Training Activities

(a) Receiving training on U.S. equipment. A foreign national may receive training on U.S. equipment that is classified or involves classified information, normally if the equipment is in the inventory of or is to be acquired by the trainee's Government after the following:

1. The prospective trainee's government has concluded an international agreement or signed a purchase agreement with the United States to acquire the equipment and training.

2. The Defense Security Cooperation Agency issues an International Military Education and training order for the training.

3. Unique training associated with exchange assignments that has been properly vetted by HQMC and required parties.

(b) Conducting training on U.S. equipment. A foreign national may conduct training on U.S. equipment that is classified, or involves classified information, if the item has been sold or otherwise provided to the foreign national's government and the U.S. Government has specifically approved the provisions of such training to any third party that is involved.

(c) Third-Country Equipment. Foreign nationals may receive or conduct training on equipment provided by a third-country that is classified or involves third-country classified information only with the prior written consent of the government that provided the equipment.

(10) Requests for Classified Documents

(a) Disclosure Review. Official requests for classified documents by a foreign representative shall be forwarded to the first FDO in the chain of command at the originating I MEF component for review.

(b) Reference Lists and Bibliographic Material. To avoid false impressions and proliferation of requests for CMI that is not releasable to the requestor, the I MEF components shall:

1. When practical, not reference non-releasable documents.

2. Discourage release of documents that have reference lists or bibliographies that have not been sanitized as appropriate. Identify the requestor's specific requirements and provide only the U.S. information that satisfies that requirement and is determined to be releasable.

(11) 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 their local FDO. The I MEF FDO shall conduct a damage assessment and forward all results via the I MEF Chief of Staff to Marine Forces Pacific Chief of Staff and PP&O for further guidance.

5. Administration. The I MEF FDO, and all subordinate FDOs, will maintain a copy of this Order, appointment letters, references, and a record of all Foreign Disclosure or release determinations on their NIPR and SIPR share drives as appropriate. A hard-copy turnover binder will also be maintained. Reference (f) has a comprehensive list of definitions and terms used throughout the Foreign Disclosure process.

6. 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.


J. L. OSTERMAN

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 (FVRs) 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) and (e), which provide further guidance for conducting foreign visits.

2. I MEF FDO Responsibilities

a. Ensure that subordinate FDOs and FDRs 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 Department of the Navy 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 Representative Responsibilities

a. Ensure that Contact Officers are assigned for all one-time or recurring foreign visits. This assignment does not need to be in writing. Guidance regarding Contact Officer for extended foreign visitors is outlined in enclosure (2) of this order. The Contact Officer for one-time or recurring visits should normally be the "knowledgeable U.S. point of contact" listed on the FVR who coordinates the visit with the embassy.

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 and check-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 security measures, to include oversight by Contact Officers.

4. I MEF Contact Officer Responsibilities

- a. Control the activities of the foreign visitor or visitors and ensure the disclosure of CUI or CMI conforms to that authorized by the I MEF FDO.
- b. Ensure that the Command FDR provides a copy of the most current approved FVR prior to the visit and ensure that the foreign visitor or visitors are logged into FVS-CM by the Command FVR. Guidance regarding Contact Officers for extended foreign visitors is outlined in enclosure (2) of this Order.

5. The FVS

- a. The FVS is the automated system that provides staffing and database support for processing FVRs to Marine Corps component activities and cleared defense contractors. The FVS is a SIPR network-based program used for one-time, recurring, or extended official visits and defined in reference (g).
- b. Use of FVS for visits to Marine Corps facilities at overseas locations is controlled by reference (e).
- c. Unofficial visits, as defined in reference (e), are outside of the scope of the FVS.
- d. The FVS is administered by the Security Policy Automation Network (SPAN) help desk. Commands can obtain guidance to establish accounts by emailing the SPAN help desk at dtsaspansupport@dtsa.smil.mil.
- e. 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.
- f. Before an FVR can be approved, the host unit shall specify recommended clearance levels, feasibility of support, coordinating instructions, and shall ensure that any CMI to be disclosed will be approved by the I MEF FDO or subordinate FDO.
- g. 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. Subordinate FDOs and FDRs 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 FVS-CM

- a. All MSC FDOs shall use FVS-CM to document visits. The FVS-CM is a NIPR 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 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 emailing the SPAN help desk at dtsaspansupport@dtsa.mil.

Extended Visit Contact Officer Responsibilities1. 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 or MSC FDO.

- (1) Contact and Alternate Contact Officer Assignment Letters
- (2) Contact and Alternate Contact Officer Acceptance Letters
- (3) Contact and Alternate Contact Officer Training Certificates
- (4) Signed Understanding of Conditions and Responsibilities Letter
- (5) Signed PEP Orientation Letter

(6) Signed Limited Distribution Non-Disclosure Agreement for National Geospatial Agency Camp Pendleton Special

2. Extended Visit Contact Officer Responsibilities

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

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, MSC FDO, or MSE FDO as appropriate.

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

e. Coordinate all visits by PEPs or 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 or FLO assignments; contact PP&o for the latest copies of agreements.

PERSONNEL EXCHANGE PROGRAM ORIENTATION LETTER

- Ref: (a) Delegation of Disclosure Authority Letter dated [insert DDL date]
(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 Officers

1. The Command has appointed in writing a Contact Officer, [insert name and rank of the 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) above.

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 (a) above.

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) above must be adhered to concerning the various limitations and restrictions that apply to PEP's.

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 the I MEF Foreign Disclosure Officer 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 Cyberspace Operations Group (MCCOG) 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

12. 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