



**UNITED STATES MARINE CORPS**  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
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IN REPLY REFER TO:  
5510  
SECMGR

POLICY LETTER 4-09

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

Subj: COMMAND SECURITY PROCEDURES CONCERNING FOREIGN PERSONNEL  
EXCHANGE PROGRAM (PEP) AND FOREIGN LIAISON OFFICERS

Ref: (a) Delegation of Disclosure Authority Letter dated  
August 15 2007  
(b) MCO 5510.20A, Disclosure of Military Information to  
Foreign Governments and Interests  
(c) E-mail from Cindy Davis, Program Analyst Foreign  
Disclosure, PP&O, PLU-72, Headquarters U.S. Marine  
Corps dated 25 August 2009

Encl: (1) I MEF PEP Orientation Letter

1. Purpose. Provide amplifying guidance on the security requirements concerning the Multi-National work environment of the I Marine Expeditionary Force (I MEF) Command Element (CE) and its subordinate commands.

2. Situation. The I MEF CE and its subordinate commands currently host Personnel Exchange Program (PEP) billets and are routinely visited by foreign liaison officers. Personnel who work with and within proximity to the foreign exchange officers and foreign liaison officers must have an understanding of the limitations concerning access to Classified Military Information and the security requirements necessary to support a multi-national work environment.

3. Mission. Minimize the potential risk of inadvertent disclosure of Classified Military Information (CMI) and Controlled Unclassified Information (CUI), in accordance with the references, to foreign nationals working with and/or visiting this command and its subordinates.

4. Execution

a. The Command shall appoint in writing a Contact Officer for PEP billets. The Contact Officer is responsible for

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ensuring the PEP and all co-workers understand the limitations for access to CMI and CUI. The Contact Officers will familiarize themselves with the references.

b. The command shall ensure that all briefs and presentations are not restricted from viewing to the country of nationality of the exchange officer before viewing, in accordance with reference (a).

c. 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 (c).

d. All binders and products classified as "NOFORN" or that have instructions not to disclose to foreign personnel shall be secured in a safe or vault whose combination is not known by the exchange officer.

e. 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.

f. Reference (a) must be adhered to concerning the various limitations and restrictions that apply to I MEF PEP's.

g. Emails sent to any PEP or Foreign Liaison Officer must be authorized for release to that individuals country of citizenship.

h. Monitors should be shielded using screen filters that minimize visibility from various angles to minimize inadvertent access by foreign personnel.

i. 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.

j. 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

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of Contact, for review and forwarding for disclosure/release consideration.

k. 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.

l. The section hosting foreign exchange officers and foreign liaison officers shall require all personnel working with or within proximity to the foreign exchange officer to review and sign the I MEF PEP Orientation Letter. This letter shall be kept on file with the Contact Officer. A new letter will be required annually as a measure of security awareness training. See enclosure (1).

5. Command and Signal.

a. Point of Contact I MEF Point of Contact is YC-02 Steve R. Monzon, at commercial (760) 763-2681.

G. M. RYAN  
Chief of Staff

Distribution list