



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:  
5239  
SEC/IA/jro  
15 JUL 2011

POLICY LETTER 11-11

From: Commanding General  
To: Distribution List

Subj: PROTECTION OF CLASSIFIED INFORMATION ON DEPARTMENT OF  
DEFENSE SECRET INTERNET PROTOCOL ROUTER NETWORKS (SIPRNET)

Ref: (a) MARADMIN 226/11  
(b) USCYBERCOM CTO 10-133, 27 Nov 11  
(c) USCYBERCOM CTO 10-133A, 27 Nov 11  
(d) USCYBERCOM CTO 10-133 Change 2, 4 Jan 11  
(e) USCYBERCOM CTO 10-133 Change 3, 14 Feb 11  
(f) I Marine Expeditionary Force Order P5510.1D,  
Information and Personnel Security Program, 18 Nov 09  
(g) SECNAV M-5510.36

Encl: (1) Procedures for Transferring Classified Information  
onto SIPRNET Removable Media  
(2) SIPRNET Write to Removable Media Exemption Request  
(3) Removable Media Classified Record of Transfer (RMCRT)  
Version 2  
(4) Classified Material Transfer of Custody

1. Situation. Information in all forms is a strategic asset that must be protected. Recent compromises of classified documents through Wikileaks highlights the vulnerability of classified information and the importance of following and enforcing the policies and regulations established to protect that information.

2. Cancellation. Policy Letter 1-11.

3. Mission. This Policy establishes and authorizes the ongoing development of procedures relating to the proper handling and transferring of I Marine Expeditionary Force

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(I MEF) classified data using all forms of removable media on  
the Secret Internet Protocol Router Network (SIPRNET).

4. Execution

a. Commander's Intent. Reinforce higher headquarters'  
policies applicable to the transferring of all classified data  
onto all forms of removable media and take aggressive action to  
prevent its unauthorized disclosure.

b. Concept of Operations. All I MEF personnel must be  
familiar with the safeguarding methods and practices pertaining  
to classified information. The enclosures are intended to aid  
in safeguarding and reducing the compromise of classified  
information; they are the procedures that must be followed when  
transferring all classified information to removable media via  
the SIPRNET.

c. Tasks

(1) Commanders. Ensure that you actively maintain  
information protection measures within your command.

(2) Leaders. Read, understand, and follow the  
information located in the references; follow the procedures  
contained in the enclosures when transferring any classified  
data onto removable media.

5. Administration and Logistics. Points of contact regarding  
this Policy letter are the I MEF Command Security Manager and I  
MEF Information Assurance Manager.

6. Command and Signal. This Policy applies to all military,  
civilian, and contracted support personnel assigned to the  
I MEF.



R. F. CASTELLVI  
Chief of Staff

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