



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:  
5200  
SSEC  
20 Dec 12

POLICY LETTER 11-12

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 30 2012  
(b) MCO 5510.20B, Disclosure of Military Information to  
Foreign Governments and Interests

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 Command Element (I MEF CE) and its subordinate commands.

2. Situation

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

3. Mission. Minimize the potential risk of inadvertent disclosure of 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 primary and alternate Contact Officer for every PEP and FLO billet fifteen days before a PEP checks into a unit. A Contact Officer is a

government or military employee designated, in writing, to oversee and control all contacts, requests for information, consultations, access, and other activities of foreign nationals who are assigned to a Department of Defense (DoD) Component or subordinate organization. Ultimately, Contact Officers are responsible for ensuring that the PEP and all co-workers understand the limitations for access to CMI and CUI.

b. Contact officers must be equal or higher in rank than the PEP or FLO that he/she oversees per reference (b). All Contact Officers will complete the Defense Security Service (DSS) online Contact Officer curriculum provided at <https://www.dss.mil/seta/enrol/stepp.html>, or other training directed by the I MEF Foreign Disclosure Officer (FDO), and obtain a working knowledge of this Order and the references.

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 their Delegation of Disclosure Letter (DDL). Any information the PEP receives should be classified as REL TO their 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.

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. Emails sent to any PEP or FLO must be authorized for release to that individuals country of citizenship.

g. SIPR monitors located in vicinity of PEPs or FLOs should be shielded using screen filters that minimize visibility from various angles to minimize inadvertent access by foreign personnel.

h. Combinations to Government Services Agency (GSA) approved security safes shall be granted only when all the contents of the safe are approved for viewing in accordance with the above listed references.

i. All CMI or CUI that is not authorized for release or that is questionable shall be directed to the I MEF FDO/Designated Disclosure Authority (DDA), for review and forwarding for disclosure/release consideration.

j. The SIPRNET REL account for the exchange officer will be programmed to prevent access to restricted data in accordance with the MARINE CORPS NETWORK OPERATIONS AND SECURITY CENTER (MCNOSC) guidance. The system does not filter subject, content, or attachments in emails. It is the responsibility of all command personnel to ensure that any email forwarded to the Command PEP is authorized for review in accordance with the listed references.

k. 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. Administration and Logistics. N/A.

6. Command and Signal

a. Point of Contact. I MEF FDO/DDA is Capt Maia Molina-Schaefer, at commercial (760) 725-9856.



R. F. CASTELLVI  
Chief of Staff

DISTRIBUTION: LIST I

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 (1)

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.

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Full Name / Signature

Date

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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 (1)