



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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MARINE EXPEDITIONARY UNIT BULLETIN

From: Commanding Officer
To: Distribution List

Subj: DISCLOSURE OF MILITARY INFORMATION TO FOREIGN GOVERNMENTS AND INTERESTS

Ref: (a) DOD Directive 5230.11, "Disclosure of Classified Information to Governments and International Organizations," June 16, 1992
(b) SECNAVINST 5510.34A
(c) MCO 5510.20B
(d) I MEFO 5510.2

Encl: (1) Foreign Disclosure Point of Contact Procedures
(2) Foreign Visitor Log

1. Purpose. To publish the policy for disclosure of U.S. Classified Military Information (CMI), Controlled Unclassified Information (CUI), and foreign governments conducting official business with the 15th Marine Expeditionary Unit.

2. Background. 15th MEU and its Major Subordinate Elements (MSEs) routinely interact with allies, coalition partners, and foreign militaries during training, exercises, and operations. 15th MEU appropriately safeguards all CMI and CUI, which are considered national security assets per references (a) and (c). Disclosure of such information will be made only when authorized by an official designated in accordance with references (a) and (c). These references also establish guidance and policy within the 15th MEU for processing visits from foreign governments and organizations who are conducting official business in support of training exercises or future operational requirements in accordance with references (c) and (d).

3. Action. The 15th MEU and its MSEs will adhere to the following procedures:

a. Designate a command Foreign Disclosure Point of Contact (FDPOC) in writing to coordinate all foreign disclosure and foreign visit requests per references (a) through (d). FDPOCs are not authorized to make foreign disclosure decisions on behalf of a command. They will process and coordinate foreign disclosure requests and make recommendations to the I MEF FDO. FDPOCs must hold the rank of Gunnery Sergeant (E-7) or above and will possess a security clearance at least commensurate with the level of information that they are required to review. At a minimum, (1) FDPOC shall be designated within the Operations Section to handle the disclosure of Classified Military Information (CMI) in categories 1-7 and within the Intelligence Section to handle CMI in category 8.

b. Appointed FDPOCs must complete the required training as identified in enclosure (1). The FDPOC will submit a Security Policy Automation Network (SPAN) request to the MEF FDO in order to activate a Foreign Visit System - Confirmation Module (FVS-CM) account for logging foreign military visits within the command. Each FDPOC will keep a copy of all training certificates and other required info and records as identified in reference (c) and (d).

c. The appointed FDPOC will be involved in the planning process to ensure materials and information have been properly identified and reviewed before the foreign military visits occur within the command or any MSEs.

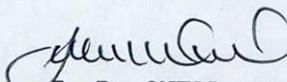
d. If a foreign officer participating in the Personnel Exchange Program (PEP) is assigned to the command, a contact officer will immediately be assigned from the section he is joining. Duties and Responsibilities for Contact Officers are outlined in enclosure (5) of reference (d). The contact officer will be responsible for the proper disclosure of CMI and CUI to the assigned PEP personnel per reference (d). Additionally, the contact officer will provide all visit request information to the unit FDPOC for input into FVS-CM. The command FDPOC will maintain a current listing of all extended visitors, to include Foreign Liaison Officer (FLO) and Personnel Exchange Program (PEP) personnel.

e. FDPOCs will be responsible for ensuring all personnel in the command receive the required foreign disclosure training annually as identified in reference (d).

f. Each FDPOC will keep a log of all foreign visitors as well as any authorized disclosures that occurred during visits or extended visits of foreign military personnel in enclosure (2).

g. The point of contact regarding these instructions is the 15th MEU Assistant Intelligence Officer Captain Robert Reagles at robert.reagles@usmc.mil.

4. Applicability. This bulletin is applicable to all Marines, Sailors, DoD civilians, and Contractors permanently assigned or temporarily attached to the 15th MEU and its MSEs, and is effective on the date signed.


J. R. ONEAL

DISTRIBUTION: A

Foreign Disclosure Point of Contact Procedures

1. Review and forward all Foreign Disclosure Requests to the I MEF FDO utilizing the Foreign Disclosure Management System located on the I MEF NIPR and SIPR SharePoint websites.
2. Complete the online Foreign Disclosure Officer Certification training provided at <http://www.dss.mil/cdse/catalog/international-security.html> and any additional training prescribed by the I MEF FDO.
3. Ensure a Contact Officer is assigned for each one-time visit, all recurring foreign visits, extended visits, Foreign Liaison Officers (FLO) and PEP visitors. Ensure that every Contact Officer completes the Defense Security System (DSS) online Contact Officer curriculum provided at <https://www.dss.mil/seta/enrol/stepp.html> and assumes a working knowledge of this Order and the references. FDPOCs are responsible for maintaining Contact Officer Course completion certificates. Duties and responsibilities for Contact Officers are outlined in enclosure (5).
4. Ensure that information to be disclosed during foreign visits is properly reviewed by the I MEF FDO and all disclosures are properly documented.
5. Per reference (c), all commands that receive foreign visitors shall establish accounts in FVS-CM following the guidance outlined in enclosure (4). 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), (4) and (5). The FDPOC is responsible for providing the Contact Officer with a copy of the most current approved Foreign Visitor Request (FVR) prior to the visit and for checking foreign visitors in and out via FVS-CM.
6. Ensure respective command integrates foreign disclosure awareness/indoctrination as part of their overall annual training plan. Conduct command foreign disclosure awareness training annually per reference (c).
7. Become familiar with the Inspector General's Functional Area Checklist 280.

