



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
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II MEFO 5511.1D
G-1/CMCC

JAN 24 2020

II MARINE EXPEDITIONARY FORCE ORDER 5511.1D

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

Subj: II MARINE EXPEDITIONARY FORCE (II MEF) STANDING OPERATING PROCEDURES
FOR THE CLASSIFIED MATERIAL CONTROL CENTER (CMCC)

Ref: (a) SECNAVINST 5510.36B
(b) SECNAV M-5510.30
(c) MARFORCOM 5510.18C
(d) II MEF 5510.1E
(e) II MEF Policy Letter 3-19

Encl: (1) SOP for II MEF CMCC

1. Situation. Provide policy and guidance to II MEF regarding the effective management, operation, and maintenance of the CMCC.

2. Cancellation. II MEFO P5511.1C.

3. Mission. To publish guidance and internal control procedures regarding controlling and maintaining classified material. In addition, Major Subordinate Commands (MSCs) and Major Subordinate Elements (MSEs) will ensure a CMCC program is established at each command that holds classified material.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent. To enhance procedures, information and processes for the production, control, safeguarding, transmission, and destruction of classified material; and prevent unauthorized access or compromise to classified information or material.

(2) Concept of Operations

(a) This order establishes a formal and standard process for maintenance of the CMCC and applies to all II MEF Subordinate Commands.

(b) Directs subordinate Commanders to support the Command security Manager and CMCC Officers In-Charge (OIC) to provide adequate command attention and assistance through proper staffing and training, and security resources are appropriate to execute this program.

(c) This order is punitive in nature, violations of which are punishable under Article 92, Uniform Code of Military Justice (UCMJ).

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b. Subordinate Element Missions

(1) Implement, execute, and administer requirements of this Order and publish local command CMCC policy and procedures to ensure CMCC programs encompass the requirements of this Order and its references.

(2) MSCs and MSEs will ensure quarterly inspections, annual reviews, and clean-out days are conducted in accordance with paragraph 2002 subparagraph 7 of this order.

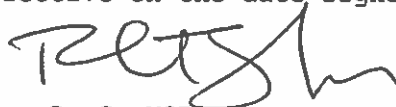
c. Coordinating Instructions

5. Administration and Logistics. Recommendations for changes to this Order should be submitted to the II MEF Adjutant. This revision contains a substantial number of changes and should be reviewed in its entirety.

6. Command and Signal

a. Command. This Order is applicable to II MEF.

b. Signal. This Order is effective on the date signed.



R. S. MORGAN
Chief of Staff

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SOP for II MEF CMCC

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CHAPTER 1

GENERAL INFORMATION AND DEFINITIONS

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GENERAL INFORMATION AND DEFINITIONS

1000. SCOPE

1. The Classified Material Control Center (CMCC) is the primary control point for all classified material held by this Headquarters and subordinate units. The CMCC is authorized to distribute Top Secret, Secret, Confidential and NATO classified material. Directorates and staff sections that have been authorized to hold classified material are designated as Secondary Control Points (SCPs). The assignment of SCPs is subject to the dynamics of the organizational structure; at a minimum, all functional areas should have one SCP assigned. Presently there are 12 SCPs:

- a. Assistant Chief of Staff, G-1
- b. Assistant Chief of Staff, G-2
- c. Assistant Chief of Staff, G-3
- d. Assistant Chief of Staff, G-4
- e. Assistant Chief of Staff, G-6
- f. Information Management Officer (IMO)
- g. Staff Judge Advocate (SJA)
- h. Staff Secretary (SSEC)
- i. Communication Strategy and Operations (COMMSTRAT)
- j. Health Service Support (HSS)
- k. Inspector General (IG)
- l. Comptroller (COMP)

2. Accountability and control of CMCC distributed classified material is maintained through a system of checks and balances, supported by a master tracker, signed records of receipt, quarterly validated inventories, inspections, restrictions on reproduction and distribution, and completed destruction reports. These checks and balances ensure a complete record of receipt, reproduction, distribution, custody and disposition.

1001. RESPONSIBILITIES. The Command Security Manager operates under the authority of the Commanding General, II Marine Expeditionary Force (MEF). The CMCC will coordinate all matters concerning the handling and safeguarding of classified material under the cognizance of the CMCC Officer with guidance from the Command Security Manager.

1002. DOCUMENTS

1. Standard Form 153 (SF-153). The SF-153 is used for the receipt, transfer, and destruction of classified material and to aid the Secondary Control Point (SCP) in accounting for distributed CMCC material within their sections (Figure 1-1).

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Figure 1-1 Standard Form 153

1. <input type="checkbox"/> TRANSFER <input type="checkbox"/> INVENTORY <input type="checkbox"/> DESTRUCTION <input checked="" type="checkbox"/> HAND RECEIPT <input type="checkbox"/> OTHER (Specify)	
2. ACCT NO. F R O M II MEF CMCC	
3. DATE OF REPORT (Year, Month, Day)	
4. OUTGOING NUMBER T-0041-16	
5. DATE OF TRANSACTION (Year, Month, Day)	
6. INCOMING NUMBER	
7. ACCT NO. T O II MEF G-4	
8. ACCOUNTING LEGEND CODES* 1. ACCOUNTABLE BY SERIAL NO. TO COR 2. ACCOUNTABLE BY QUANTITY TO COR 3. ACCOUNTABLE BY SERIAL NUMBER IAW SERVICE/AGENCY DIRECTIVES 4. INITIAL RECEIPT CONTROL IAW SERVICE/AGENCY DIRECTIVES 5. ELECTRONIC/ACCOUNTABLE TO COR 6. ELECTRONIC/INITIAL RECEIPT REQUIRED	
9. SHORT TITLE / DESIGNATOR - EDITION	10. QUANTITY
11. ACCOUNTING NUMBERS BEGINNING ENDING	
12. ALC	
13. REMARKS	
14. THE MATERIAL HEREON HAS BEEN X(one) <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> INVENTORIED <input type="checkbox"/> DESTROYED	
15. AUTHORIZED RECIPIENT	
16. (X one) <input checked="" type="checkbox"/> WITNESS <input type="checkbox"/> OTHER (Specify)	
a. Signature	b. Grade SSGT
a. Signature	b. Grade GYSGT
c. Typed or Stamped Name JAMES MOTO	d. Service USMC
c. Typed or Stamped Name JOHN HARDCHARGER	d. Service USMC
17. FOR DEPARTMENT OR AGENCY USE	

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CHAPTER 2

AUTHORITY, RESPONSIBILITY AND ADMINISTRATIVE PROCEDURES

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AUTHORITY, RESPONSIBILITY AND ADMINISTRATIVE PROCEDURES

2000. AUTHORITY. Reference (a) governs the safeguarding of classified information.

2001. RESPONSIBILITY

1. Command Security Manager. The II MEF Command Security Manager is responsible for all matters pertaining to classified material in accordance with reference (b).

2. CMCC Staff Noncommissioned Officer in Charge (SNCOIC). The II MEF. A 0629, Radio Chief, assigned to the G-1, serves as the CMCC SNCOIC. CMCC SNCOIC is directly responsible to the II MEF Security Manager for the day-to-day operations of the CMCC. In addition, CMCC SNCOIC will seek guidance from the II MEF Security Manager on all matters pertaining to classified material. The CMCC SNCOIC has the responsibility for the following:

a. Conducting quarterly CMCC inventories and reporting the findings to the Security Manager.

(1) An inventory of CMCC material consists not only of an inspection of documents on hand, but also a reconciliation of the account to ensure that all documents, whether on hand or assigned to a SCP are properly accounted for and tracked. Consequently, inventories conducted by the CMCC will include inventories by all SCPs of Secret material. Inventories will include a listing of documents by control number, title, originator and copy number.

(2) Inventories will be conducted on the following occasions:

(a) Quarterly. SCP's may request a waiver to the II MEF Chief of Staff, via the CMCC and II MEF Command Security Manager, due to operation tempo. These requests should be an exception and only submitted if prior planning has been exhausted.

(b) Upon change of SCP custodian. If a change of custodian inventory coincides with the quarterly inventory, the quarterly inventory may be waived so that only one inventory is conducted.

(c) When security containers are found open and/or a compromise or possible compromise or loss may have occurred.

(d) When an SCP custodian, clerk or person having direct access to CMCC distributed classified material is in an unauthorized absence status.

b. Ensuring a Naval Warfare Publications Library (NWPL) Custodian is assigned in writing from the Primary G-3 AC/S or Deputy. The NWPL Custodian appointee will be designated in writing, with copies of the designation letters maintained on file in the CMCC. See Figure 2-1.

c. Ensuring SCPs are designated in writing (Figure 2-2), with copies of the designation letters maintained on file in the CMCC.

d. Ensuring the SCPs submit an inventory quarterly or when any of the occasions listed in paragraph 2001.2a(2) above occur.

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- e. Ensuring that inspection discrepancies are corrected within 30 days.
 - f. Ensuring General Services Administration (GSA) approved security containers are utilized for storing all classified material held by the CMCC.
 - g. Maintaining a Standard Form (SF) 700 form, Security Container Information for all security containers and strong rooms used for storing classified material throughout all II MEF SCPs (Figure 2-3). The CMCC Master GSA Security Container combination along with the combination to the CMCC vault door will be stored in a GSA security container within the II MEF G-1. These forms will be retained until there is a combination change or a personnel change and a new SF 700 form is provided.
 - h. Reviewing the SF 701, Activity Security Checklist and SF 702, Security Container Check Sheet around the II MEF Command Element spaces in order to ensure proper use and retention. The completed forms will be retained for 90 days from last entry.
 - i. Preparing the emergency action plan/emergency destruction plan as required, reviewing annually to ensure the plan's feasibility.
 - j. In the rare instances when Top Secret material must be held in the CMCC, Top Secret documents are inventoried and pages will be checked to ensure 100 percent accountability.
 - k. Maintaining a continuous chain of receipts for all classified material controlled by the CMCC.
 - l. Maintaining a receipt system of all classified documents transferred to other commands.
 - m. Ensuring that only individuals with proper eligibility, access, and "need-to-know" are granted access to the CMCC.
 - n. Ensuring that receipt of improperly transmitted material is reported to the sender.
 - o. Maintaining a working file containing at a minimum, letters of appointment, access letters, SCPs' appointment letters, inspection results, inventories, and destruction reports. These documents will be maintained for a minimum of 2 years.
 - p. Submitting timely and accurate reports of receipts, transfers, destruction and other directed transactions to proper authority.
3. Primary and Secondary Control Point (SCP) Custodians. Primary and Secondary SCP Custodians will be appointed in writing (Figure 2-2). Primary and SCP Custodians should be Officers; Alternate SCP Custodians must be an E-6 and above. Civilian employees must be a GS-9 or higher. If assigned Manpower structure does not support this assignment policy, consult with the CMCC OIC for guidance. SCP custodians are responsible for the following:
- a. Maintaining accountability of CMCC controlled classified material in compliance with this Manual and applicable references.

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b. Ensuring that classified "working papers" (preliminary drafts, work sheets, diskettes, CDs, DVDs, etc.) are safeguarded according to their classification level, and properly processed at the end of their "working paper" shelf life (180 days).

c. Ensuring that all classified material is safeguarded within GSA Approved Security Container when not in use.

d. Ensuring that a security check is conducted at the end of normal working hours, and when the space is accessed after hours, on weekends and holidays. Document the security checks on the SF 701 form. A single SF 701 may be employed for inter-connected office spaces.

e. Ensuring that classified material is transmitted or transported in accordance with applicable references.

f. Maintaining a receipt system for classified material as outlined in this Order.

g. Ensuring only individuals with proper security eligibility, access and "need-to-know" are granted access to classified material.

h. Ensuring that classification markings are applied in accordance with reference (a).

i. Maintaining a file containing at a minimum: SCP appointment letters; SF-153 for receiving, transferring, and destroying all classified material; inspections and inventories (quarterly and internal monthly).

j. Ensuring SF 702 forms are properly completed upon opening and closing/locking each GSA Security Container (safe/vault) to include the "Checked by" column. In addition, ensure the "Checked by" column is checked by the appropriate and responsible II MEF Command Duty Officer (CDO) or Guard force each calendar day.

k. Ensuring that the CMCC SCP Checklist (Figure 2-4) is conducted quarterly.

l. Ensuring inspection discrepancies are corrected within 30 days.

m. Submitting inventory results in accordance with the quarterly schedule published by the CMCC.

n. Conducting a monthly internal inventory. The results should be maintained in the SCP turnover binder.

o. Maintaining a visitor log of all visitors.

2002. ADMINISTRATIVE PROCEDURES

1. Processing/Mailing Classified Documents. Receiving and sending classified material will be accomplished by the CMCC per the specific instructions in reference (a) and the following:

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a. When absolutely mission essential, Top Secret classified material may be received and forwarded through the Defense Courier Service (DCS). The CMCC will contact the Top Secret Control Officer (TSCO) in order to ensure a timely turnover. See chapter 9 of reference (a), for more information.

b. Secret classified material may be received and forwarded by any method authorized for Top Secret classified material or U. S. Postal Service (USPS) Registered Mail or for in-continental United States (CONUS) shipping, one of the currently authorized contract carriers (i.e. FEDEX, UPS); see the Secretary of the Navy website:

<https://portal.secnav.navy.mil/orgs/DUSNP/Security-Directorate/Information-Security/SitePages/Home.aspx> for a list of the currently authorized carriers. Additionally, a command authorized courier may transport Secret material.

c. Confidential classified material may be received and forwarded by any means authorized for Top Secret or Secret classified material, certified mail, or first class mail.

d. Upon receipt of Top Secret, Secret, or Confidential classified material, the CMCC OIC will ensure the following tasks are completed:

(1) Sign, date, and return the Record of Receipt to the originator.

(2) If the item requires accountability, enter the incoming material into the master inventory records. The following information will be included:

- (a) Control Number
- (b) Copy Number
- (c) Classification
- (d) Type of document/item
- (e) Originator
- (f) Date of Material
- (g) Declassification instructions
- (h) Registered/Certified Mail Number
- (i) Subject
- (j) Internal Section Code
- (k) Date received
- (l) Date Page Checked (Top Secret Only)
- (m) Number of Pages (Top Secret Only)

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(3) A control number will be assigned consisting of eight or six digits as required. All documents will be numbered sequentially in the order that they are received.

(4) Once a control number has been assigned, record the number, along with all other pertinent information, into the appropriate logbook for distribution. Ensure once items are distributed and signed for, the item is added to the Master Excel Tracker.

(5) The "Copy" number assigned is based on the number of copies received, not on any number assigned by another organization.

(6) Documents requiring dissemination to other units or commands will either be mailed to the appropriate command's CMCC or they will be notified for pickup.

2. Accounting and Control of Classified Material. Classified material must be afforded a level of accounting and control commensurate with its assigned classification. Accounting and control serves to limit dissemination, prevent unnecessary reproduction, and to safeguard from unauthorized disclosure.

a. Top Secret. The TSCO is responsible for receiving, maintaining accountability registers, distributing and destroying Top Secret material. All Top Secret classified material will be physically sited and page checked by the individual(s) conducting the inventory.

b. Secret. The CMCC OIC is responsible for receiving, accounting for, distribution and destruction of CMCC distributed/controlled Secret classified material. The following exceptions apply:

(1) Automated Message Handling System (AMHS) messages and e-mails (see paragraph 6 of this chapter).

(2) Working Papers (see paragraph 16 of this chapter).

3. Classified Media. Classified media (CDs, DVDs, Diskettes, Thumb Drives, Hard Drives, External Hard Drives, etc.), up to the security classification of Top Secret, will be processed for destruction by the CMCC. If the CMCC does not have the capability locally for destruction of the media, it will be transferred to the National Security Agency's (NSA) Classified Media Conversion facility.

4. Internal Distribution of Controlled Classified Material

a. Individuals with appropriate eligibility and access letter of authorization will sign and date the appropriate logbook before withdrawing any classified material from the CMCC.

b. When the document or item is no longer needed and intended to be destroyed, the SCP will prepare a SF 153 form for destruction. The SF 153 form will be signed by the CMCC OIC or CMCC SNCOIC and a witness signature will be provided by the owning sections SCP as verification of the transfer and destruction. The CMCC will adjust the master records to reflect.

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c. When CMCC distributed classified documents are to be utilized by commands, staff sections and other personnel assigned to commands outside of this Headquarters, such documents are to be receipted for only by respective command CMCC personnel.

5. Changes to Classified Material. Periodically, changes will be issued either electronically or by letter. It is essential that changes are made quickly and accurately to ensure all reference material is up to date. These changes usually take one of the following forms:

a. Page Changes. Page changes will not be entered into the accounting system independent of the basic document, but will be identified as a change to the document. The general instructions for making a page change are self-explanatory. Once the page changes are inserted, the CMCC SNCOIC or SCP custodian will accomplish the following tasks, depending on where the material is being held:

(1) File the promulgation page following the signature page of the basic document.

(2) Complete a page check when the change calls for the insertion or removal of pages, and annotate the document's cover/promulgation page.

(3) Annotate the change on the Record of Changes Page, Cover Page and inventory records.

b. Message and Pen Changes. When a change is received by message, the number of documents held will determine the number of required copies of the message. Once the change has been made, the CMCC SNCOIC or SCP custodian will:

(1) Annotate the change number in the margin bordering the change.

(2) If the change adds a paragraph too lengthy to fit in its assigned space, enter the title and paragraph/subparagraph identification in the margin of the page and refer to the appropriate change, which will be filed following the signature page of the basic document.

(3) File the change in the document following the signature page of the basic document.

(4) Annotate the changes on the Record of Changes Page, Cover Page and inventory records.

6. Processing Classified Messages

a. AMHS messages classified Secret and below are the responsibility of the individual Staff Sections or subordinate units.

(1) No central control is required for Confidential AMHS messages.

(2) Confidential AMHS messages are to be safeguarded commensurate with the security classification assigned.

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(3) Confidential AMHS messages are to be properly destroyed. No destruction report is required.

(4) The responsible directorate, staff section, or unit shall mark all printed classified material with the date printed and record it as a working paper for up to 180 days.

(5) Upon the 180 day of possession of working papers, the responsible SCP shall identify the need for these documents as either a permanent requirement to be assigned a control number by CMCC or immediately destroy the document by approved shredder. At no time shall working papers exist and accumulate past 180 days.

(6) Upon determination of the need to declare a working paper a permanent record, the SCP will submit the item(s) to the CMCC which will then record the date received, date of material, originator, classification, short title, number of copies distributed, and holder into the master inventory records and redistributed item back to SCP.

b. Top Secret AMHS messages, including "Special Handling" messages, special category (SPECAT), and "Personal For" messages are received at the II MEF CMCC.

(1) A Top Secret Disclosure Sheet (Figure 2-5) will be attached to the message and forwarded to the TSCO or the assistant TSCO with distribution instructions. Each individual who processes or takes possession of the message will sign the Top Secret Disclosure Sheet.

(2) After initial distribution has been made, only the command TSCO may authorize reproduction of Top Secret DMS messages. Top Secret DMS messages are on temporary loan to the user and will be returned to the TSCO for disposition when no longer needed.

(3) When AMHS messages of an urgent nature are received requiring an immediate response, the recipient and TSCO will both be notified promptly so that necessary action can be taken to answer the requirements of the message and simultaneously bring the message under control of the TSCO.

7. Destruction of Secret CMCC Controlled Classified Material. When destruction of Secret CMCC controlled classified material is required, the CMCC OIC will ensure the following are accomplished:

a. Prepare a SF 153 form for destruction (Figure 1-1). Under no circumstances will Top Secret material be entered on the same destruction report as containing destruction records of Secret classified material.

b. A witness present during destruction who possesses a security clearance equal to or higher than the highest classification of the material being destroyed. Prior to destruction, a witness, as well as the CMCC OIC will conduct an inventory to ensure the items(s) being destroyed match those on the destruction report.

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c. The item(s) will then be destroyed; along with the Authorizing Official's signature, the witness will also sign and date the destruction report.

d. Once the item has been destroyed, the item will be logged appropriately in the master inventory records and the destruction report filed.

e. Complete destruction in accordance with reference (a).

f. Maintain the Destruction Reports for a period of two years from the date of destruction. Top Secret destruction reports will be maintained for five years along with any letters of transmittal and records of disclosure.

g. The CMCC OIC will ensure that Secret material are destroyed by utilizing the disintegrator or approved NSA destruction equipment located within the CMCC.

h. Non-CMCC controlled Secret material (i.e., Secret AMHS messages), working papers, or Secret classified material gleaned from the Secret Internet Protocol Router Network (SIPRNET) may be destroyed within respective SCP's without making a report to the CMCC using an NSA approved crosscut shredder as long as local records are maintained.

8. Destruction of CMCC Controlled Confidential Material. CMCC controlled Confidential classified material must be returned to the CMCC for disposition/destruction when no longer required within an SCP. Other non-CMCC controlled Confidential material i.e., confidential AMHS messages, working papers, and confidential classified material collected from the Secure Internet SIPRNET may be destroyed within respective SCP's without making a report to the CMCC within 179 days as long as a local record is maintained and a NSA approved crosscut shredder is used.

9. Destruction of For Official Use Only, and Unclassified Material. Sensitive Information (SINFO) equates to unclassified information deemed as For Official Use Only (FOUO).

a. FOUO information is exempt from public disclosure under a Freedom of Information Act (FOIA) Request. SINFO is not a security classification marking; however, it is an information designation used in the Automated Information System (AIS) accreditation process.

b. All USMC unclassified AISs and networks are accredited to process information at the SINFO level, hence any unclassified information processed on SIPRNET or Not Secure Internet Protocol Router Network (NIPRNET), by default is considered as SINFO and will be destroyed in the same manner as Classified Material Information (CMI), utilizing an National Security Agency (NSA) approved cross cut shredder.

10. Original Classification of Material. The authority to originally classify information as Top Secret, Secret, or Confidential rests with the Secretary of the Navy and officials who have been delegated the authority.

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These officials are referred to as the Original Classification Authority (OCA).

a. II MEF, nor any of its MSCs or MSEs, are authorized OCAs. See reference (a) for further information.

b. A determination to originally classify information shall be made by an OCA only when the unauthorized disclosure of the information could reasonably be expected to cause damage to the national security.

11. Derivative Classification. Derivative classification is the incorporating, paraphrasing, restating, or generating, in new form, information that is already classified. The CMCC and SCPs are only responsible for the accountability, storage, and destruction of derivative classified items. Derivative classifiers of classified material such as notes, working papers, or classified naval messages will glean security classification and associated markings from source-classified material in accordance with the current edition of reference (a) and appropriate security classification guides.

12. Declassification, Downgrading, and Upgrading. The authority and procedures to declassify, downgrade, and upgrade are outlined in the current edition of reference (a). All decisions will be made by the OCA. II MEF is not an OCA and therefore cannot declassify, downgrade, or upgrade classified material. The CMCC or SCPs are not authorized to conduct these actions.

13. Distribution of Classified Documents. It is the responsibility of the SCPs to ensure classified material reproduced is properly marked and handled by their respective sections. In addition, the SCPs will notify the CMCC in order to ensure proper control of these items. Should it be necessary to distribute a CMCC controlled classified document, an SCP will contact the CMCC. The CMCC will control or distribute all classified items.

14. Media Security Classification Labels. Upon removal of media devices from the original packaging or as soon as it contains classified information, it will be labeled with a magnetic security classification label that is commensurate with the content it contained within and safeguarded accordingly:

- | | | |
|-----------------|--------|---------------------------------|
| a. TOP SECRET | Orange | SF 706, Top Secret Label |
| b. SECRET | Red | SF 707, Secret Label |
| c. CONFIDENTIAL | Blue | SF 708, Confidential Label |
| d. UNCLASSIFIED | Green | SF 710 (Sensitive Unclassified) |

15. Working Papers. Working papers are the classified notes and naval messages utilized as background and reference material in the conduct of daily activities. Because working papers are not designed for permanent retention, they do not require formal accounting. However, the following procedures are required by reference (a) and must be strictly adhered to within this Command:

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a. Material MUST be dated when it is created and stamped or written "Working Papers."

b. Each page must be marked on the top and bottom with the highest classification of any information they contain.

c. Working papers will be safeguarded in accordance with the classification assigned.

d. Working papers will be controlled within the SCP and marked as a permanent document when retained more than 179 days or when transmitted outside of this Command.

e. Working papers will be destroyed, by authorized means, when no longer needed.

f. If working papers relating to one subject area or project are maintained in one binder or folder, the entire package of material may be considered a single working paper.

g. Classified notes from a training course or conference are considered working papers.

h. The accounting, control, and marking requirements prescribed for permanent documents will be followed when working papers contain Top Secret information. All Top Secret classified material, less Sensitive Compartmented Information (SCI) and other special types of classified information will be controlled by the TSCO.

16. Receipts

a. Top Secret material will be transmitted under a continuous chain of receipts.

b. Secret material will be covered by a receipt between commands and other authorized addresses.

c. Receipts for Confidential material are not required except when transmitted to a foreign government.

17. Hand Carrying of Classified Material. Hand carrying of Classified Material must be approved by the II MEF Command Security Manager (Figure 2-5).

a. All possible precautions should be taken to preclude unauthorized disclosure of classified material whenever it is being hand carried. Classified material will be safeguarded when transported using the guidance in reference (d). For any travel requiring transportation of classified material off the installation, the classified material will be double-wrapped per reference (a).

b. Because of the inherent security risks in the hand carrying of classified material while in a travel status, hand carrying shall only be authorized in the following situations:

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(1) When classified material is required at the traveler's destination.

(2) When classified material is not available at the command to be visited or a nearby command.

(3) When classified material cannot be transmitted by other authorized secure means such as U.S. Postal Service (USPS) Registered Mail, Secure Facsimile (Fax), SIPRNET or Global Command and Control System (GCCS) due to time or other constraints.

c. When hand carrying of classified material while in a travel status is authorized, the following requirements shall be met:

(1) The classified material shall be in the physical possession of the individual at all times unless proper storage at a government facility is available. Overnight stopover is not permitted without advance arrangements for proper overnight storage in a government facility.

(2) An inventory of all classified material carried will be on file with the CMCC prior to departure from the command.

(3) All individuals authorized to hand carry classified material aboard commercial aircraft shall be designated in writing (Figure 2-6), issued a Courier Card, DD Form 2501 (Figure 2-7), and briefed by the II MEF Command Security Manager per reference (a).

(4) An inventory of all classified material carried will be conducted upon arrival at the final destination and kept on file with the CMCC.

18. Embarkation of Classified Material. The directorate and/or staff section's SCPs will coordinate with the CMCC when embarking classified material for deployment. If the already designated SCP's are not participating in the exercise/operation, an exercise/deployment SCP will need to be assigned.

a. All SCPs participating in an exercise or operation, which will require embarkation of Classified Material Information (CMI) will deliver it to the CMCC by the "No Later Than Date" assigned by the CMCC. The following are the requirements of each SCP prior to deployment of CMI:

(1) Appointment letters for the exercise/operation SCPs (Figure 2-8) must be on file in the CMCC before the material will be accepted for embarkation. The SCPs must be available at the deployment site in order to receipt for the CMI as well as possess the appropriate security clearance needed to handle the CMI.

(2) Standard Form 153, COMSEC Material Report(s) (Figure 1-1) must be filled out completely and legibly, listing each item being embarked, prior to delivering the CMI to the CMCC for embarkation.

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(a) Hand Carrying of CMI in connection with an exercise or contingency will not be permitted, without prior written authorization by the Command Security Manager utilizing the format in (Figure 2-6).

(b) Unclassified Material such as office supplies or personal gear will not be transported by the CMCC.

b. Once the SCPs for the exercise or contingency have been identified and the Classified Material Hand Receipts have been properly completed, the following process will be accomplished:

(1) The section SCP(s) will deliver the CMI to be deployed, along with three copies of the Classified Material Hand Receipt(s) (Figure 1-1) to the CMCC.

(2) A joint inventory of the CMI will be conducted between the CMCC and the SCP(s) prior to acceptance of the CMI by the CMCC. The SCP conducting the inventory must be the same SCP(s) who will sign for the material upon arrival at the deployment site.

(3) After the initial inventory is complete, one copy of the Classified Material Hand Receipt(s) will be embarked with the CMI, the CMCC representative will retain one copy, and one copy will go to the SCP(s).

(4) The CMI will be transported to the deployment site by the exercise/deployment SCP. The SCP will maintain positive control of the CMI at all times.

(5) Once at the deployment site, the SCP will conduct an inventory, and report findings to the CMCC.

(6) Upon completion of the exercise or contingency, an inventory of the CMI will be conducted by the SCP. Upon return from exercise/deployment a joint inventory between the CMCC representative and the SCP will be conducted. It is at this time that all CMI that was signed out prior to the exercise or operation, as well as any CMI that might have been generated during the deployment, be accounted for.

(7) The CMI will be transported back to this Headquarters in the same manner it was transported to the deployment site.

(8) Upon the arrival of the CMCC representative and the CMI back at this Headquarters, a fourth and final joint inventory between the CMCC and the SCPs will be conducted and all CMI will be redistributed to the appropriate Division/Staff Section.

19. Semi-annual Review Board. Each SCP will conduct a semi-annual review of all classified material to identify documents recommended for retention or destruction. These reviews will occur in May and November. The CMCC will send out a reminder of the semi-annual review with deadlines for reporting compliance to the directorates and staff sections.

20. Semi-annual Clean Out Day. The CMCC will semi-annually designate, no later than 31 May and 30 November, for each SCP to conduct a review of all

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classified material held, in conjunction with the Semi-annual Review Board, in order to identify unnecessary classified material for destruction. SCP will follow the review process outlined in reference (c).



II MEFO 5511.1D
JAN 24 2020

UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

5510
G-3
DD MMM YY

From: Assistant Chief of Staff, G-3 Division
To: Staff Sergeant Drill N. Structor 0193/8511 USMC
Subj: ASSIGNMENT AS NAVAL WARFARE PUBLICATIONS CUSTODIAN
Ref: (a) NWP 1-01
(b) NTP 4
(c) OPNAVINST 3120.32D
(d) II MEFO 5511.1D

1. In accordance with the references you are designated as the Naval Warfare Publications Library Custodian for this Headquarters. Your responsibilities and duties are set forth in the references.
2. This appointment letter supersedes all previous assignments for the subject billet.

I. M. SHARP

G-3/5
Date: _____

FIRST ENDORSEMENT

From: Staff Sergeant Drill N. Structor 0193/8511 USMC
To: Assistant Chief of Staff, G-3 Division

1. I have familiarized myself with the applicable provisions of the references and have assumed duty as the Naval Warfare Publications Custodian of this Headquarters.

D. N. STRUCTOR

Copy to: CMCC

Figure 2-1 Sample Format for Appointment of NWPL Custodian



II MEFO 5511.1D

JAN 24 2020

UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

5510
G-3
DD MM YY

From: Assistant Chief of Staff, G-3 Division
To: Captain Drill I. Sergeant EDIPI/0102 USMC
Subj: APPOINTMENT OF SECONDARY CONTROL POINT CUSTODIAN
Ref: (a) II MEFO P5511.1D Ch 2 par 2001.3

1. Per the reference, you are appointed as Secondary Control Point (SCP) Custodian for the G-3 Directorate. You are responsible for properly accounting of classified material for the directorate.

2. Point of contact is LtCol I. M. Theoic at 451-0000 or email iam.theoic@usmc.mil.

I. M. THEOIC

G-3/5

Date: _____

FIRST ENDORSEMENT

From: Captain Drill I. Sergeant EDIPI/0102 USMC
To: Assistant Chief of Staff, G-3 Division

1. I have familiarized myself with the applicable provisions of the references and have assumed duty as G-3 Directorate Secondary Control Point Custodian.

D. N. STRUCTOR

Copy to:
CMCC

Figure 2-2 Sample Format for Appointment of Secondary Control Point Custodian

SECURITY CONTAINER INFORMATION <small>INSTRUCTIONS</small> 1. COMPLETE PART 1 AND PART 2A FOR EACH OF PLANS. 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 1 AND 2A WITH THE HIGHEST CLASSIFICATION STICED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATUTENT ON REVERSE.		1. AREA ON POST (if required) 2. BUILDING (if required) 3. ROOM NO.	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE) 5. CONTAINER NO.	6. WFO, 8 TYPE CONTAINER 7. WFO, 8 TYPE, LOCK 8. DATE COMBINATION CHANGED	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE 10. <small>Remember, notify one of the following persons, if the container is being open and unattended.</small> EMPLOYEE NAME HOME ADDRESS HOME PHONE
WARNING WHEN COMBINATION ON PART 2A IS ENCLOSED THIS ENVELOPE MUST BE SAFELY GUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS					
DETACH HERE					
COMBINATION _____ (write in the figure) (last) day of _____ _____ (write in the figure) (last) day of _____ _____ (write in the figure) (last) day of _____ _____ (write in the figure) (last) day of _____					
WARNING THIS COPY CONTAINS CLASSIFIED INFORMATION ON WHEN COMBINATION IS ENTERED UNCLASSIFIED UPON CHANGE OF COMBINATION					
2A INSERT IN ENVELOPE. SF 700 (1-81) Prescribed by GSA/1500 32 CFR 2003					

Figure 2-3 Sample Standard Form 700, Security Container Information

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CLASSIFIED MATERIAL CONTROL CENTER (CMCC) SECONDARY CONTROL POINT (SCP)
CHECKLIST

SECONDARY CONTROL POINT: _____ DATE: _____
 (SEC)

SCP CUSTODIAN: _____
 (RANK, NAME, EDIPI, MOS, CLEARANCE)

SCP ASSISTANT: _____
 (RANK, NAME, , MOS, CLEARANCE)

REF: (A) SECNAVINST 5510.36B, DEPARTMENT OF THE NAVY (DON) INFORMATION
 SECURITY PROGRAM (ISP) REGULATION
 (B) II MEFO 5510.1E STANDING OPERATING PROCEDURES (SOP) FOR THE
 INFORMATION AND PERSONNEL SECURITY PROGRAM
 (C) II MEFO 5511.1D STANDING OPERATING PROCEDURES FOR THE
 CLASSIFIED MATERIAL CONTROL CENTER (SOP FOR CMCC)

SECTION HOLDINGS ANALYSIS:

_____ Internal Hard Drives
 _____ Laptop
 _____ Server
 _____ Other Type:

1. Does section hold the current edition of the references?

YES NO N/A

2. Are sections letters/inspection results on file? (II MEFO 5510.1E, 5511.1D)

a. SCP letters?

YES NO N/A

b. Quarterly inventory?

YES NO N/A

c. SCP Inspection results?

YES NO N/A

d. Action taken on discrepancy?

YES NO N/A

3. Does the SCP have an established control system for all classified material? (II MEFO 5510.1E, II MEFO 5511.1D)

YES NO N/A

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4. Are adequate controls established to prevent unauthorized individuals from being exposed or gaining access to exposed areas where classified material is adrift? (MARFORCOM 5510.18C)

YES NO N/A

5. Are classified documents removed from storage for working purposes kept under constant surveillance? (II MEFO 5510.1E, II MEFO 5511.1D)

YES NO N/A

6. Has a system of security checks at the close of each working day been established to ensure that the area is secure, and SF 701 form, Activity Security Checklist and SF 702 form, Security Check Sheet are used as part of this system? (II MEFO 5510.1E, II MEFO 5511.1D)

YES NO N/A

7. Is classified material secured in a GSA approved security container or an authorized strong room? (II MEFO 5510.1E, II MEFO 5511.1D)

YES NO N/A

8. Are SF 703, SF 704, and SF 705 (coversheets) placed on all classified documents when removed from secure storage? (SECNAV 5510.36, ISP, 7-9)

YES NO N/A

9. Are SF 7XX series magnetic media security classification labels being affixed to all classified is magnetic media diskettes, removable HDD's, CD Rom etc...? (ISP 7-9)

YES NO N/A

10. Are section security container combinations changed: (SECNAV 5510.36B, ISP, 10-12)

a. By individuals who possesses the appropriate clearance level?

YES NO N/A

b. Whenever the container is first put into use?

YES NO N/A

c. Whenever an individual knowing the combination no longer requires access to the container?

YES NO N/A

d. Whenever a combination has been subjected to possible compromise?

YES NO N/A

e. Whenever the container is taken out of service?

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YES	NO	N/A
-----	----	-----

11. Does section Emergency Destruction Plan complies with CMCC Emergency Destruction Plan? (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

12. Are portion makings on classified documents used to show the classification of sections, parts, paragraphs etc... (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

13. Are working papers dated when created? (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

14. Are working papers marked "Working Paper" on the first page in letters larger than the text? (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

15. Are working papers marked on each page with the highest classification of any information contained therein? (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

16. Are working papers protected per the classification assigned? (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

17. Are working papers destroyed by authorized means when no longer needed? (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

18. Are working paper brought under CMCC accountability after 180 days or when they released outside the command? (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

19. Is the SCP aware of the general provisions/procedures for escorting or hand carry classified information. (II MEFO 5510.1E, II MEFO 5511.1D)

YES	NO	N/A
-----	----	-----

20. Does the SCP have a list of personnel in their section who have been issued courier cards?

YES	NO	N/A
-----	----	-----

REMARKS/NOTES/COMMENTS

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(INSPECTING OFFICER'S SIGNATURE)

Figure 2-4 CMCC SCP Checklist

DOCUMENT DATA						CONTROL NUMBER	
DOCUMENT ID	SERIAL NUMBER	TYPE	SSIG	DATE RECEIVED	COPY NO.	NO. OF COPIES	
ORIGINATOR							
SUBJECT							
SUBJ CLASS			CHANGES	GOS	DISP & SECTION		

TOP SECRET

2-22



JAN 24 2020

UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

5510
G-3
DD MMM YY

From: Command Security Manager, II MEF Expeditionary Force
To: Sergeant John R. Doe 6789/0511 USMC, Courier Card #AV 29827,
Expires 06 Apr 20

Subj: AUTHORIZATION TO HAND CARRY CLASSIFIED MILITARY INFORMATION (CMI)
ABROAD U. S. COMMERCIAL AIRCRAFT

Ref: (a) SECNAVINST 5510.36B

Encl: (1) Handout "Do's and Don'ts of Hand Carrying "CMI"

1. Per the reference, you are authorized to hand carry CMI up to the security classification of Secret, abroad Commercial Aircraft identified in the itinerary below. This authorization is ONE WAY ONLY and expires 16 calendar days from date of issue.

2. Prior to your departure, you are to ensure that the CMI identified below has been processed via the MARFORPAC Classified Material Control Center (CMCC) to facilitate double wrapping per the reference. Additionally, you will ensure that secure storage arrangements are immediately available upon arrival at your destination.

3. Hand carried CMI must remain under your constant visual surveillance while traveling abroad authorized conveyances. Hand carried CMI may not be stowed in stowage compartments not within your immediate visual range. Storage within a locked briefcase under the seat in front of you is the preferred location.

4. When designated as a courier of CMI, you remain in a duty status until such time as the hand carried CMI is once again afforded secure storage at your destination. Accordingly, while conducting courier duties, activities such as sleeping and the consumption of alcoholic beverages are prohibited.

5. Itinerary:

Depart Jacksonville, NC Ellis Airport via U.S. Airways, Flt #2, 04 Jun 19 at 1750

Arrive St. Louis, IL International Airport, 05 Jun 19 at 0644

Depart St. Louis, IL International Airport via Trans World Airlines, Flt #1, 16 Jun 19 at 1140

Arrive Jacksonville, NC Ellis Airport via U.S. Airways, Flt #6, 16 Jun 19 at 1527

Figure 2-6 Sample Hand Carry Authorization Letter

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6. Description of CMI contained in double wrapping package:

One (1) Secret Hard Drive (08-SHD143 S/N 12C3456P)

7. Point of Contact at Destination: Sgt J. N. Smith, USTRANSCOM, Scott AFB, IL at DSN 576-6898

8. By copy hereof, the USTRANSCOM POC is requested to assist the courier in returning all hand carried CMI to this Command via registered mail to:

COMMANDING GENERAL
II MARINE EXPEDITIONARY FORCE (Attn: CMCC)
P.O. Box 20080
Camp Lejeune, NC 28542-0080

9. Point of contact at Parent Command/Issuing Authority. Command Security Manager, LtCol I. M. Theoic DSN: 751-7378, CML (910) 451-7378.

I. M. SHARP

Copy to:
OIC, CMCC
AC/S, G-2
USTRANSCOM Scott AFB, IL (FAX: DSN 576-8050)

Figure 2-6 Sample Hand Carry Authorization Letter (cont.)

JAN 24 2020

COURIER AUTHORIZATION		Form Number NB 768784
1. Amount (Long term, multiple amount)		2. Estimated Date
3. Amount of Material		
4. Authorized to U.S.		
5. Category (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ)		
6. Authorized Approving Official		
7. Date		
8. Signature		

DO Form 2501, MAR 88

THIS CARD IS THE PROPERTY OF THE U.S. GOVERNMENT.
ANY COUNTERFEITING, ALTERATION, OR MISUSE OF IT IS A VIOLATION OF SECTION 499, TITLE 18, U.S. CODE.

If found, drop in any mailbox

Return

TAKE THE FOLLOWING PRECAUTIONS WHILE IN TRAVEL

- Keep material in your personal custody at all times.
- Store material overnight in U.S. Government or cleared contractor facility.
- Allow only cleared individuals, with a need to know, access to the material.
- Use the most direct route.
- Do not discuss or view classified material in public.
- Immediately report security incidents to the numbers listed in Item 10 of this form.

Figure 2-7 Sample Courier Card Directives Division Form 2501

JAN 24 2020



UNITED STATES MARINE CORPS
 COMMAND ELEMENT
 II MARINE EXPEDITIONARY FORCE
 PSC BOX 20080
 CAMP LEJEUNE, NC 28542-0080

5510
 G-3
 DD MMM YY

From: Assistant Chief of Staff, G-4
 To: Officer In Charge, Classified Material Control Center

Subj: APPOINTMENT OF SECONDARY CONTROL POINT CUSTODIANS WHILE DEPLOYED TO
 KOREA IN SUPPORT OF EXERCISE ULCHI FOCUS LENS 2000 (UFL 00)

Ref: (a) II MEFO 5511.1D

1. While deployed to Korea in support of Exercise UFL 00, the below listed individuals are appointed as the Secondary Control Point and Alternate for the G-4 section in accordance with the reference. These individuals are authorized to receipt for classified material up to the security classification of Secret.

SECONDARY CONTROL POINT GRADE	NAME	CLNC	SSN	SIGNATURE
GySgt	M. R. Clean	Secret	123 45 6789	

ALTERNATE CONTROL POINT

Sgt	I. M. Well	Secret	987 65 4321
-----	------------	--------	-------------

2. This authorization will expire upon return from subject exercise.

E. M. BARK

Copy to:
 Security Manager

Figure 2-8 Sample Format for Appointment of SCP for Exercise and Operations

CHAPTER 3

EMERGENCY ACTION PLAN AND PROCEDURES

<u>TITLE</u>	<u>PARAGRAPH</u>	<u>PAGE</u>
EMERGENCY ACTION PLAN	3000	3-2
EMERGENCY DESTRUCTION SUPPLEMENT	3001	3-2

JAN 24 2020

EMERGENCY ACTION PLAN AND PROCEDURES

3000. EMERGENCY ACTION PLAN

1. The II MEF Command Security Manager shall develop an Emergency Action Plan (EAP) for the protection of classified information in case of a natural disaster or civil disturbance for the II MEF Staff Sections. It is up to the sections to be familiar with the processes contained within the EAP.
2. Emergency plans provide for the protection of classified information in a way that will minimize the risk of personal injury or loss of life. For instance, plans should call for immediate personnel evacuation in the case of a fire, and not require that all classified information be properly stored prior to evacuation. A perimeter guard or controlling access to the area will provide sufficient protection without endangering personnel.

3001. EMERGENCY DESTRUCTION SUPPLEMENT

1. Commands located outside the U.S. and its territories and units that are deployable require an emergency destruction supplement for their emergency. Conduct emergency destruction drills as necessary to ensure that personnel are familiar with the plan and associated equipment. Any instances of incidents or emergency destruction of classified information shall be reported to the II MEF Command Security Manager.
2. The priorities for emergency destruction are:
 - a. Priority One - Top Secret information.
 - b. Priority Two - Secret information.
 - c. Priority Three - Confidential information.
3. For effective emergency destruction planning, limit the amount of classified information held at the command and if possible store less frequently used classified information at a more secure command. Consideration shall be given to the transfer of the information to Automated Information System (AIS) media, which will reduce the volume needed to be transferred or destroyed. Should emergency destruction be required, any reasonable means of ensuring classified information cannot be reconstructed are authorized.

CHAPTER 4

NORTH ATLANTIC TREATY ORGANIZATION (NATO) CONTROL POINT PROCEDURES

<u>TITLE</u>	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	4000	4-2

JAN 24 2020

PURPOSE

4000. PURPOSE

1. The G-1 II MEF Adjutant Serves as the NATO Control Point Officer for the II MEF Command Element.
2. Refer to reference (e) for details regarding the program internal control procedures and the NATO material within this Command.