



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

II MEFO 5510.2A

G-1
JAN 11 2018

II MARINE EXPEDITIONARY FORCE ORDER 5510.2A

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

Subj: II MARINE EXPEDITIONARY FORCE FOREIGN PERSONNEL EXCHANGE PROGRAM
(SHORT TITLE: II MEF FPEP)

Ref: (a) MCO 1520.11F International Affairs Program
(b) MCO 5510.20B Disclosure of Military Information to Foreign Governments and Interests
(c) MCO 1610.7 Performance Evaluation System
(d) SECNAV-M 5210.1 Department of the Navy Records Management Program

Encl: (1) Contact Officer Appointment Letter
(2) Personnel Exchange Program Certification of Conditions and Responsibilities

1. Situation. II Marine Expeditionary Force (II MEF) will be assigned foreign military personnel as part of the Foreign Personnel Exchange Program (FPEP). It is imperative that these personnel are received, assigned, and integrated to meet the intent of reference (a) and to best support the mission of II MEF and its subordinate commands.

2. Cancellation. II MEFO 5510.2.

3. Mission. II MEF will ensure that FPEP personnel are received, assigned, and integrated in II MEF units in order to support the Command's mission. Care will be taken to ensure that foreign military personnel are assigned in accordance with all applicable foreign disclosure requirements and international agreements. No FPEP personnel assignments will be changed without prior coordination with the International Affairs Branch (PLU), Plans, Policy and Operations (PP&O), Headquarters, United States Marine Corps.

4. Execution

a. Commander's Intent and Concept of Operations. FPEP personnel are assigned to best support the Command's mission within the requirements and limitations of the program.

b. Major Subordinate Commands Commanding General's and Major Subordinate Elements Commander's

(1) Provide a contact officer to the Assistant Chief of Staff (AC/S), G-1, II MEF for each foreign military member assigned. The contact officer must be equal or higher in grade than the foreign military member.

(2) Provide a command sponsor to assist the foreign military member with integration into the unit and adaptation to life in the United States. The sponsor and the contact officer may be the same individual.

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(3) In accordance with the references, commands that sponsor FPEP personnel must strictly adhere to the provisions of the DDL which defines the authorities and information access allowed. Foreign officers shall not be assigned to spaces designated as open secret spaces.

(4) Be prepared to provide performance evaluation of FPEP personnel as required by reference (c) and in coordination with PLU.

(5) Provide support and coordinate visits of FPEP personnel to their respective country embassies/consulates as required. Also, be prepared to receive and host visits to FPEP personnel from their respective embassies/consulates.

(a) AC/S, G-1, II MEF

1. Serve as the office of primary responsibility (OPR) for this program.

2. Maintain a current roster of assigned FPEP personnel and coordinate replacements/rotations with the II MEF Foreign Disclosure Officer (FDO) and PLU.

3. Task subordinate commands to assign a contact officer for each FPEP member assigned. Enclosure (1) will be used to appoint all contact officers.

4. Task subordinate commands to assign a sponsor for each FPEP member assigned.

5. In conjunction with the II MEF G-3 and the FDO, determine optimal FPEP assignments.

6. In conjunction with the II MEF G-3 and the FDO, conduct a semi-annual review of FPEP assignments.

(b) AC/S, G-3, II MEF. In conjunction with the G-1 and FDO conduct a semi-annual review of FPEP assignments to ensure optimal utilization. Subordinate commands with FPEP personnel assigned must participate in this review.

(c) II MEF FDO

1. Provide required training to all contact officers.

2. Maintain the Delegation of Disclosure Authority Letter (DDL) for each country providing FPEP personnel to II MEF.

3. Advise II MEF G-1 and G-3 on FPEP assignments with regards to foreign disclosure requirements.

4. Manage the Foreign Visit System (FVS) and appropriately staff all foreign visit requests (FVRs).

5. Maintain copies of appropriate international agreements.

6. Document, as appropriate, all foreign disclosure actions for FPEP member assigned.

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7. Provide a copy of the contact officer assignment letter and certification of training to PLU as required.

8. Maintain signed copy of enclosure (2) on all FPEP personnel.

(d) AC/S, G-4, II MEF. As required, provide facilities support to II MEF G-1, FDO and subordinate commands relative to any required building modifications necessary to accommodate foreign personnel security clearance restrictions.

c. Contact Officer

(1) Control FPEP personnel access to United States Classified Military Information (CMI) and Controlled Unclassified Information (CUI) as directed by the DDL and in coordination with the FDO.

(2) Coordinate with the FDO for disclosure questions not clearly delineated in the DDL.

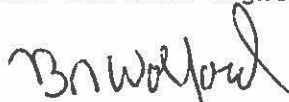
(3) Act as the command subject matter expert for disclosure and provide guidance to personnel who will have contact with assigned FPEP personnel.

5. Administration and Logistics. Records created as a result of this program will be managed per the provisions of reference (d).

6. Command and Signal

a. Command. This Order is applicable to all II MEF commands and those units assigned under the operational control of II MEF.

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


B. N. WOLFORD
Chief of Staff

Distribution: A,B



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5520
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From: Commanding General, II Marine Expeditionary Force
To: Major I. M. Marine

Subj: ASSIGNMENT TO UNITED STATES CONTACT OFFICER DUTIES ICO (GRADE, NAME, COUNTRY OF ORIGIN)

Ref: (a) DOD-I 5230.20 of 12 Aug 1998
(b) (Appropriate DDL)

Encl: (1) CONTACT OFFICER ACKNOWLEDGEMENT OF ASSIGNMENT

1. You are hereby appointed as the United States Contact Officer responsible for ensuring that classified information and controlled unclassified information disclosed to (Grade, Name, and Country of Origin) is strictly in compliance with references (a) and (b). You are also responsible for controlling access to classified materials, controlling visits to other activities, and ensuring the disclosure limitations and restrictions are met in the case of, (Grade, Name, Country of Origin).

2. You are further responsible for full understanding of the current disclosure authority provided by reference (b).

3. Should you be slated for reassignment, deployment or extended absence, you may be relieved of this assignment. However, you will retain this responsibility until your replacement has been identified, trained and officially assigned.

U. R. MARINE
By direction

Enclosure (1)

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CONTACT OFFICER ACKNOWLEDGEMENT OF ASSIGNMENT

Date

RECEIVING ENDORSEMENT

From: Major I. M. Marine
To: Commanding General, II Marine Expeditionary Force
Subj: ASSIGNMENT TO UNITED STATES CONTACT OFFICER DUTIES ICO GRADE NAME,
COUNTRY OF ORIGIN

1. I accept the designation of United States Contact Officer and fully understand the responsibilities with this assignment. I also understand that I must ensure that:

a. GRADE NAME, COUNTRY OF ORIGIN, understands the terms of his certification agreement, including responsibilities and limitations.

b. GRADE NAME, COUNTRY OF ORIGIN, is provided access only to that United States classified and controlled unclassified information that has been authorized for release to his government, and is necessary to fulfill the terms of his assignment.

c. United States co-workers and others with whom GRADE NAME, COUNTRY OF ORIGIN, has contact with are informed of the limitations regarding access to classified information and their responsibilities in dealing with him.

d. Notify the Foreign Disclosure Officer at II Marine Expeditionary Force and/or her representative and inform any changes or movements of GRADE NAME, COUNTRY OF ORIGIN, during his tour as a Personnel Exchange Program member.

e. It is required that you notify the II MEF G-1 Manpower Officer and Foreign Disclosure Officer, II MEF on absences, reassignment of duties that would remove you as the Contact Officer for GRADE NAME, COUNTRY OF ORIGIN.

/s/

Enclosure (1)

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PERSONNEL EXCHANGE PROGRAM CERTIFICATION OF CONDITIONS AND RESPONSIBILITIES

I understand and acknowledge that I have been accepted for assignment to II Marine Expeditionary Force pursuant to an agreement between COUNTRY OF ORIGIN and the United States Department of Defense. In connection with this assignment, I further understand, acknowledge and certify that I shall comply with the following conditions and responsibilities:

1. The purpose of the assignment is to gain knowledge of the organization and management activities of the command. There shall be no access to information except as required to perform the duties described in the position description to which I am assigned, as determined by my designated supervisor.
2. I shall perform only functions which are properly assigned to me as described in the position described for my assignment and shall not act in any other capacity on behalf of my government or Parent Party or Parent Organization.
3. All information to which I may have access during this assignment shall be treated as information provided to my government in confidence and shall not be further released or disclosed by me to any other person, firm, organization, or government without the prior written authorization of the United States Department of Defense.
4. When dealing with individuals outside of the immediate office of assignment on official matters, I shall inform such individuals that I am a Foreign National assigned to NAME OF UNIT.
5. I have been briefed the II MEF Foreign Disclosure Officer and shall comply with all applicable security regulations of NAME OF UNIT.
6. I will immediately report to my designated supervisor all attempts to obtain classified information or controlled unclassified information to which I may have access as a result of this assignment.

Sign and date