



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20080  
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5513  
SECMAN

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POLICY LETTER 4-18

From: Commanding General  
To: Distribution

Subj: SECURITY CLASSIFICATION GUIDES FOR PROTECTION OF CLASSIFIED  
INFORMATION AND CONTROLLED UNCLASSIFIED INFORMATION

Ref: (a) DoD Manual 5200.01  
(b) SECNAV M-5510.36  
(c) MCO 5510.18B  
(d) MARCENT SCG  
(e) USEUCOM SCG  
(f) PACOM SCG  
(g) AFRICOM SCG  
(h) SOUTHCOM SCG

1. Situation. The safety and security of the United States depend upon the protection of sensitive information, therefore, all forms of information must be safeguarded. Recent security violations pinpoint the cause of these incidents is a lack of understanding on what information is considered classified. Proper classification and marking of classified information is the best way to accomplish the protection of sensitive information.

2. Mission. This policy directs the use of appropriate security classification guidance on all classified material developed by a member of II Marine Expeditionary Force (MEF). Per references (a), (b), and (c) all II MEF personnel will properly mark all classified material before disseminating it or placing it on a shared network, such as the shared drive or II MEF Share Point Portal.

3. Execution.

a. Commander's Intent. Reduce security violations across II MEF. All personnel will properly derivatively classify and mark classified material.

b. Concept of Operations. All personnel will refer to the appropriate classification guidance of the respective Combatant Commander's (COCOM) Security Classification Guidance (SCG), in the appropriate theater, when derivatively classifying products for exercises and operations that are executed outside the continental United States. Reference (d), the Marine Forces Central Command SCG, will be used if the exercise or operation does not fall under a specific COCOM. Units operating on Unit Deployment Programs (UDP) in PACOM will use PACOMs SCG. Units operating with Baltic Sea Rotational Force (BSRF) will use USEUCOMs SCG, reference (e). Units operating with Special Purpose Marine Air Ground Task Force (SPMAGTF) Crisis Response Africa (SPMAGTF-CR-AF) will use AFRICOMs SCG, reference (g). Units operating with SPMAGTF-Southern Command (SPMAGTF-SC) will use SOUTHCOMs SCG, reference (h). Units on any Marine Expeditionary Unit will use the Navy's classification guidance while underway.

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c. Tasks.

(1) Commanders. Reinforce the importance of protecting classified information. Ensure that you actively maintain information security protection measures within your command. Close the security gaps that risk national security. Leverage the expertise within the II MEF Security Management Office.

(2) Leaders. Read, understand, and follow information located in the references; follow the procedures contained in the references when derivatively classifying products. Your efforts to protect classified material are invaluable.


(3) Security Managers. Have a copy of each of the listed references and be aware of their contents. Ensure your command adheres to the appropriate SCG depending on the mission and location of each exercise and deployment in which your unit is currently participating.

4. Administration and Logistics. The II MEF Security Manager is your best resource for understanding classification and marking principles.

5. Command and Signal

a. Command. The policy applies to all military, civilian, and contracted support personnel assigned either permanently or temporarily to a II MEF unit.

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

  
B. N. WOLFORD  
Chief of Staff

Know the risk, raise your shield.