

## **101812 Webinar**

### **Classified Meeting Requirements**

I'd like to thank the participants for holding; all lines will be in listen only throughout the entire duration of today's conference. I also wanted to inform participants that today's call is being recorded. I'd now like to turn the call over to Lisa Rainey, thank you, you may begin. Thank you, good afternoon everyone. My name is Lisa Rainey and I will be your host for the next 30 minutes. Also assisting me is Rachel who is also the producer for the webinar. I just want to let everyone know out there today we are having some technical difficulties; they're trying to make sure that everyone is getting accepted into the room, so please bear with us, and if anyone happens to get dropped from the call please try to call back. And if you know anybody out there that's trying to get connected please just continue to try and we will continue to accept individuals into the webinar. I really appreciate everybody taking the time out this afternoon to attend this webinar to receive this most valuable piece of information. But before we actually do get started into the meet today, I do have a few administrative announcements to cover. These announcements are really for the people who have not signed into a webinar before, but I just want to make sure that everybody is familiar with the process today. If you just take a look at your screen, I need you to briefly become familiar with the layout that you see here. You will find a Q&A box in which you can submit questions, your Q&A box should be off to the right of your screen, there you can go and type in any questions that you might have concerning today's topic. And I definitely will not be able to answer all the questions today, but we will capture all of those Q&As and post them to the webinar to the CDSE website under the webinars. They will be listed under the Q&As or either, excuse me they will be listed under our FAQ's that most of you have seen before. I also need you to notice you can download if you look at the bottom left of your screen it says classified meetings presentation slides, you can also download those slides if you select it in the file-share box. You can print them and take notes as we go through the presentation today. Also as we progress today, you'll notice that questions will appear on your screen, they'll be pulled in, these are poll questions and they're basically just designed to check your knowledge about the topic today.

I'd like for you if you would to please respond to each of these questions as soon as it's presented, so we can discuss the answers once we've got responses from individuals. But most important well important today, before I forget I would like for all of you if you would take just a moment to send Rachel a grand Happy Birthday wish. If you would type that in your chat box today I'm sure she has never received a Happy Birthday from over 200 to 300 individuals for right now. I would sing, but I would probably have all of you disconnect, not intentionally. So with that said and I'm not seeing anybody typing Happy Birthday today. Oh good. So let's get into the nitty gritty of today's topic. And we are going to start off with poll question number 1 which basically does ask you what is a classified meeting, and Rachel once you finish looking at all her birthday greetings, is going to pull that over. So what is a classified meeting? This is your first poll question and if I can go ahead and get some of you to respond, just to do a little check on knowledge, and I do see some of the answers coming in. And it looks like most of you are on the ball, so please don't disconnect just because you know what a classified meeting is, I do have additional information for you. A classified meeting is a meeting in which classified information is disseminated, and that is going to be what we're going to be talking about today. That's very good, Rachel if you'll go ahead and remove that for me, we're going to go ahead and get started today.

So we're going to start with if I can get everything on the screen, we're going to start with addressing the fact that any classified meeting where classified information is actually disseminated and where you have a very significant number of participants, will inherently pose risks, and some of those risks we can foresee and some of them we actually cannot. But we really need to be prepared to address those inherent risks that might come along with the situation. Classified meetings as it is defined by DoD Manual 5200.01, Volume 3, Enclosure 3, from where we're going to be pulling all our information, are those types of meetings that are conducted primarily at workshops, conferences, it could be at symposiums, seminars, exhibits, training courses, conventions and other such gatherings where classified information is disseminated. These locations are actually specified in the manual, so we need to make sure that we remember those. On the other hand, we need to keep in mind also that when we refer to classified meetings, we are not referring to these following types of meetings that you actually see populating on the screen right now, those are generally are in-house gatherings are routine gatherings of U.S government officials, kind of like those meetings that we have when we're in SCIFs or within our agencies or organizations, and we're talking classified, those don't qualify as the official classified meeting per say.

Also those classes that are conducted by DoD schools, gathering of personnel of a DoD component or a foreign government reps. Also gatherings for U.S. or foreign contractor personnel matters that are actually related to specific government contracts, programs, or projects. These do not qualify as an official classified meeting. So poll question number 2, we're going to have Rachel pull this in, and I would like for you to take a moment once this comes open we can see the question. It says select any of the following that are considered official classified meeting venues. Just to see if you were listening. We got some good responses, and just a few not so good responses. But for the most part it looks like all of you were listening pretty good. The correct answers here are classified weapons exhibit and classified missile assembly workshops. So we have the exhibits and we have the workshops, we don't have those combat operational meetings which I said were not official classified meetings and those that were conducted at DoD schools. Thank you so much for answering the question. Going to go ahead and move on.

But before we get into specifics of our requirements, we're going to talk about some risks, I want to throw out some of the concerns that you might encounter at a classified conference and two of the biggest concerns are, I'll give you a couple of seconds to guess. Okay you're probably right. But you get it, unauthorized access and unauthorized disclosure. These are two of the biggest headaches that we will probably come in contact with or participate in when it comes to a classified meeting. As a security official, actually in charge of that meeting, you must be mindful of the tactics that are used to gain information and some of them you experience not only in this venue, but also in your everyday organization you might come across some of these. But you have to be able to know when we have elicitation of members that there could be potential elicitation of the members that are attending your conference, these could be outsiders trying to find out what's going on just by general casual conversation because there are people that like to talk, and sometimes you might talk a little bit too much. You might find some individuals that might have listening devices that might not be authorized to be in that classified session. You may also have attempts to gain access; those members could be deemed as potential insider threats. They may or may not have access to that classified session, but they want to know what's going on especially on the inside. You always have people walking around in a conference wanting to know what's going on down this corridor or that corridor. So you have to be mindful to that. And threat is not something that's foreign. Threat could be of our information or property during that classified meeting session.

Just a little information now about those DoD components, I have presented this organizational chart previously on one of our last webinars, but when we talk about those DoD components, one very important factor to remember is that the classified meeting must be sponsored by a DoD component. If you look at the organization chart on the screen, the DoD components are listed in green, and I'll put a little arrow if I can get it to work for me today down here and just to kind of highlight these areas, these are your DoD components for this screen. Because the DoD component that's sponsoring that gathering remains responsible for all of the security requirements. U.S. government contractor personnel may only provide administrative support and assist in organizing that classified meeting. As such, to mitigate or to help mitigate any of these risks we might encounter, the component requesting the meeting has to follow an approval process, and that approval process is outlined with specific requirements that we're going to get into. So it might be helpful to consider some of these questions when planning a classified meeting. One thing you want to always try to consider is: Why are we holding the meeting, and as I go through these little blocks here, we're going to talk about each one these individually, why are we going to hold this meeting. More specifically where will that meeting be held, who will be attending that meeting, and what classified information will be disseminated during your meeting. And these are some very important things and questions that we have to answer prior to actually having it. Also, how will information be disseminated during and even after your meeting, and how will that information be protected, so let's get into some of these.

One of the requirements we're going to start with is that, the DoD component has to justify, that's that meeting or that conference serves the U.S. government purpose, and the use of any other approved method or channels for disseminating classified information or material are insufficient, or they even may be impractical, but we always have to remember for those of us that are, have been in the government for any amount of time anything that we do in the government it has to be in the best interest of the government and they always have to have an investment or return on their investment and they have to be able to get something out of it. So that's one very important thing that we need to remember. We have additional items that we also have to consider before a classified meeting can actually take place. That DoD component has the overall responsibility to appoint a security manager who will be responsible for specifically the development and the implementation of those minimum security requirements to ensure protection of your classified information.

But remember when we say those minimum security requirements that agencies can go above and beyond what those minimum requirements are. But the regulatory guidance will give you those minimum because all agencies might have to incorporate or implement additional security measures according to their agency policy or their DoD Senior agency official. Now let's think about that one point of where that classified meeting will be held. One very important requirement is that the meeting, conference or classified session, whatever it is, takes place only at an appropriately cleared U.S. government facility or a contractor facility, in addition that has an appropriate facility security clearance and if it is actually required for your purpose, secure storage capability. Unless and remember when I say unless exception is approved in writing in advance by the DoD component head, or that Senior agency official. And we are going to elaborate just a little bit on that exception.

Okay, that exception, generally, most classified meetings are conducted at government or cleared contractor facilities, but from time to time we have those required locations or those authorized locations might not be readily available, or they might not even meet the needs of that sponsoring component, and if we have those instances an exception will have to be requested to permit the use of any other facility other than that cleared or contractor facility. Be mindful, when this is the case, that the request for that exception, the policy must be submitted to the DoD component head or that Senior agency official in accordance with your component procedures, but remember I did say it has to be approved, it has to be in writing, and it has to be done in advance, you can't just arbitrarily say that a facility is not available so I'm going to go somewhere else, like to a hotel. Ok make sure you have the proper approval for that.

Let's talk a little bit about some of the security and potential risks that might be involved with having it outside of those cleared facilities. We need to remember that if we have to have it outside of a facility that the request has to include a security plan that actually describes how the requirements of specifically paragraph 16b and 16d of Volume 3 of the manual that I mentioned earlier, how we're going to meet these standards, and those areas that 16b and 16d actually address, talks about access control. How are we going to control access into this facility because it's not on a government installation, or it's not a cleared contractor facility? How are you going to get people in and out of there, so you have to consider that, and that has to be included inside of your security plan.

Also safeguarding. What mechanisms and how are you going to safeguard your classified information, whether it's before, during, or even after your classified session. So you're going to have information that's going to be disseminated within that same so you have to make sure that you're able to get the required, whether it's a container, whether it's a guard, or have mechanisms in place that has to be addressed in your security plan. Also physical control that goes along with the entire area. You have to think about even outside of that building perimeter. What's in that physical location of that area? The other buildings that are there, so you need to be mindful of everything as it pertains to physical control, whether it's inside that facility or in the immediate area right outside that facility, and they have to be addressed in your plan.

After-Action Report: regulatory guidance particularly specifies that not later than 90 days following the conclusion of any classified meeting or conference where you had to get an exception, that sponsoring activity has to provide an after action report to the Deputy Undersecretary Defense of Intelligence and Security or the DUDSDINS or USDI through the approving DoD component head or Senior Agency official. And that after action report has to make sure that you include a brief summary of any issues or any of the threats that you may have encountered during your event, and what action you took to actually mitigate that event or even to address that situation. So an after action I know that most of you probably do one anyway because it's required by your agency, but you have to also submit that to USDI through your component, and remember that 90 day timeframe.

Okay, let's talk a little bit about these meetings that are not held in the United States, we do have individuals that are stationed overseas or CONUS, so for those classified meetings or conferences that are actually conducted outside of the United States and they might be at a foreign installation, they may be at foreign contractor sites, often these meetings are subject to the rules and regulations of that host country and do you think that it potentially poses an additional security risk, you betcha. But you need to remember that prior to the approval of the conduct of these meetings, the DoD component, it doesn't say should or would, it says that the DoD component and it shall obtain in writing assurances that the responsible foreign government will agree to use those security measures and controls that are at least as stringent as those that are required by that manual the 5200.01, Volume 3, specifically section 16 which talks about classified meetings.

So remember I said you have to have those minimum requirements and those are for minimum requirements. But again you can go above and beyond. Alright if you need additional information please go to the area that is specified on the screen and you can read more there.

So let's now, we reviewed the why and the where of these requirements so we're going to talk a little bit now about some of those requirements that has to be addressed by the security manager when you are actually having your meeting. And one very important aspect is the who. Who will actually be coming to attend your conference? You have to identify this up front and identifying it up front will help to alleviate any unnecessary headaches in the end, well maybe not all of them, but you need to be prepared for Murphy's Law, because anytime something will happen it generally happens unexpectedly, so we need to make sure we try to address as much as we can about who is coming to our conference and how that person will actually be able to gain access. In addition there are also some other security requirements and measures that we have to be mindful of, for one, the regulation guidance actually specifies that it is wise to make sure that you segregate classified sessions from those unclassified sessions. It helps to keep a handle on that access. And speaking of that access, again, you should always limit access to only those individuals who possess an actual appropriate security clearance and a need to know. And any participation by those foreign nationals that we mentioned earlier has to go through that foreign disclosure office. And that foreign disclosure office will really assure and that assurance has to be done in writing that the information to be presented has been approved for disclosure to those foreign agency representatives who will be attending that meeting. And one good rule to practice for the sake of keeping information to a minimum is to keep that conference announcement unclassified and limited to a general description. General description means you're briefly going to list what those topics are, you may or may not even list the speakers specifically you should always include security requirements and any logistical and administrative requirements that they need to adhere to or they may have to bring to your classified meeting such as what type of identification will actually be accepted as proof of who you are when you come to the meeting. So those are the kind of things that you want to limit to your general description.

Okay it's time for poll number 3 if I can get Rachel to go ahead and bring that in for me. And this question asks: When is note taking authorized at a classified meeting? We never take notes, there's no limit on taking notes. But as I said before, remember when I said something specific as to I see a never up here. Okay well it looks like the majority of you are answering the question correctly, only when it is necessary to fulfill the U.S. government's purpose. Like I said there has to be a vested interest in it for the government to be able to take notes, so that is the correct answer. Thank you Rachel!

So our next slide is going to talk about what information to focus on in the security plan. We need to really make sure in determining what classified information and in what form that classified information is actually going to be disseminated. When it comes to recording or taking notes including notes on those classified electronic devices during that classified session, the manual specifically states "that it shall be permitted only when it is determined that the action is necessary to fulfill the U.S. purpose for the meeting" so most of you got that correct in advance. But as we know in this technological age of wonder, any information system used during that classified event that supports the creation or even the presentation of our classified information, that the technology has to meet the requirements for processing whatever level of classified information that we have there, including as appropriate, if you have to do it, TSCM which are those technical security countermeasures. So in some instances you might have to use TSCM, and generally that's done when you're using those facilities outside of the government location or a cleared contractor agency. Also, regulatory guidance talks about that unclassified laptop and computers or any hand-held information as such as those PD's or those personal electronic devices and anything that's similar shall not be used for note taking during classified sessions. But I'm going to tell you don't be dismayed because it also specifies that you can use classified computers and other similar electronic devices, those classified electronic devices only when needed to meet the intent of that meeting or that conference and appropriate protection, and TSCM requirements have been met if necessary. So all hope is not lost for those of you that are techies out there.



Let's talk just briefly about a few of the other responsibilities that do fall upon the broad shoulders of those appointed security managers, they hold everything together, most of which you probably practice on a daily basis. But you need to remember that overall, that security manager is responsible for assuring that all attendees are briefed on safeguarding procedures, not just once but throughout the entire classified conference or meeting and that would be before, during and generally after. Entry control is also, excuse me, entry is also controlled so only those people that are authorized will actually be able to gain access into that area. And anyone else has to be denied entry. We have to make sure that the perimeter control is taken care of to ensure that any unauthorized personnel cannot overhear classified discussions and also that they cannot introduce those devices that will compromise your classified meeting or that session. And when classified presentation and those discussions are not in session we need to be mindful that we always have to provide escorts for any unclear individuals that might be providing services to your meeting and those could be anyone from the cleanup crew or the people that might be setting up food if you have food at your conference, but I'm pretty confident that you can figure out what and why they may be necessary, why escorts might actually be necessary.

Do you think that an end of day inspection might be necessary or an end of day check might be necessary at your meeting? Okay I do, absolutely!

What are some of the things you should check for at the end of the day and if you have a minute, go ahead and type just a few of those in your chat box so we can see some of the things that you all are thinking of out there that might be actually necessary. I know I've seen some come in that says no classified lying around, CAC cards or other personal items shouldn't be left after the meeting, all IT devices should be turned off, and that your area should actually be secure, and that is true. You have to make sure that if nothing else all the classified information has been put up and it actually has been secured. So an inspection of that room is conducted at the conclusion of your meeting or conference, or at the end of each day if you have a multi-day session. So make sure that you do that. And one last very important area of consideration is that when we use those facilities other than our appropriately cleared U.S. government or contractor facilities for our meeting, we need to take note of a few other additional items, and at that the meeting shall not be opened to the public and that you have to conduct the 100% identification card check. You need to make sure that where you are holding your meeting, that the classified session is held away from the public area.

We also need to provide that means to secure our classified information and check for any antiterrorism standards that might be specified by the regulation. And again, don't forget that TSCM will definitely have to be conducted that is outside of the government purview. So I know that I have given you a plethora of information but always remember that the requirements for classified meetings need to actually address these specific items: why you're going to have that meeting, where you're going to have that meeting, who are going to be the audience to attend your meeting, what types of information and at what level will be disseminated at your meeting, and how that information is going to be disseminated as well as how are you going to protect your information, and how are you going to implement your security requirements. So in a nutshell, this is the most important pieces of a classified meeting and conference. Just to let you know we do have a CDSE job aid out there for you that has a bunch of definitions regarding meetings, it talk about these specific requirements. It has the procedures that you should actually go through, and it also gives you a vulnerability assessment template and a conference security plan template for you to be able to use or change as you see fit. And it also has a classified conference checklist. And you can find that out on our website and it is downloadable. And I'd also like to just kind of throw out there for you through our CDSE website, as you look at the screen here you have a ton of information; we have e-Learning courses where you can access security training. We have instructor-led courses. We have security shorts which are our 5 to 15 minutes quick block of instructioning, it gets into the down and dirty of what you actually need to know about any of the disciplines, we have them ranging from our Information Security, Industry, we have Personnel and Physical Security shorts that are out there for your purview. This is where you can find our job aids most specifically that are downloadable. We have videos, we have posters that you can also download. We also have entry level courses which are our DoD Security Specialist course for our entry level information security personnel, but it goes through all of the disciplines. You get a little bit about all of the security discipline out there, again this is instructor-led and you can access that by the link that you see on your screen. We also have a mid-level course out there for Information Security personnel who have generally been in the business anywhere from 1 to potentially 2 years and you have a functional working knowledge of the DoD Information Security program, and to see more about that you can access the link that you see on your screen currently.

And I briefly already told you about the shorts and podcasts and those training videos, all of these links are active and you can access them if you like. And I would like to do just a very quick satisfaction poll for you right now. I know that this was a lot of information but fortunately for you it is all downloadable and you will also be able to access this entire presentation and a hand out in a couple of days as well as these Q&As that you can find on our FAQ page for the webinar.

So I appreciate all of you again attending the webinar this afternoon. I would like to thank you and please be sure to visit our CDSE website that you will see listed here. In just a moment I will get that listed on the screen. And additional there is and information and security training mailbox, and we also have mailboxes for all of our other disciplines as well. If you have any other security related information, regardless of what it pertains to, please make sure that you access our site, use our resources and I really hope you all join us next month for our webinar and you will be able to find out that topic at our DSS page. So thanks again and have a wonderful afternoon!