

# Webinar Questions and Answers

## Classified Meeting Requirements

Webinar guests submitted several questions before and during the October 18, 2012 Classified Meeting Requirements session. The following responses are provided by the Center for Development of Security Excellence (CDSE).

**Question:** We have multiple classified meetings for one contract. Can the COR issue an approval letter for a one-year period to cover all classified meetings related to this contract?

**Answer:** The COR may do what falls within their parameters of authorization, however, if the meeting location is not an authorized U.S Government facility or a U.S. contractor facility that has an appropriate facility security clearance and as required, secure storage capability, the requestor must obtain an approved exception, in writing, in advance by the DoD Component Head or senior agency official. Such exception authority shall not be delegated below the senior agency official.

**Question:** How do we address Transient Electromagnetic Pulse Emanation Standard (TEMPEST) security at a non-government facility?

**Answer:** Technical Surveillance Countermeasure (TSCM) surveys shall be conducted in accordance with DoD Instruction 5240.05. When addressing this requirement, TSCM security classification guidance MUST be consulted to ensure proper classification of meeting details when associated with the use of TSCM.

**Question:** What protective measures need to be taken regarding cell phones at the secret level?

**Answer:** Use of cell phones, Personal Electronic Devices (PEDs), 2-way pagers, and other electronic devices that transmit information is prohibited at classified meetings.

**Question:** Please discuss classified note taking, removing notes, and bringing in computer equipment during the meeting.

**Answer:** Procedures shall ensure that classified information, documents, recordings, audiovisual material, information systems, notes, and other materials created, distributed, or used during the meeting are controlled, safeguarded, and transported as provisions of DoD Manual 5200.01, Volume 3, Enclosure 2 require. Recording or taking notes, including notes on classified electronic devices, during classified sessions shall be permitted only when it is determined that such action is necessary to fulfill the U.S. Government purpose for the meeting. Further dissemination of notes or documents created during a classified meeting will be decided by the DoD Component's Security Official.

**Question:** Please address policy regarding PEDs if identified within the classified session; confiscation, Remote Security (REMSEC).

**Answer:** For guidelines related to confiscation, refer to Component-specific guidelines. DoD Manual 5200.01, Volume 3, Enclosure 2 states that information systems used during the meeting or conference to support creation or presentation of classified information shall meet all applicable requirements for processing classified information, including as appropriate considerations of TSCM. Unclassified laptop computers, handheld information technologies (e.g., PEDs), and other similar devices shall not be used for note taking during classified sessions. Use of cell phones, PEDs, 2-way pagers, and other electronic devices that transmit information is prohibited. Use of classified computers and other electronic devices shall be permitted only when needed to meet the intent of the meeting or conference and appropriate protection and TSCM requirements have been met. The designated Security Manager should address in the security plan any other situations that may arise regarding the usage of PEDs.

**Question:** For government-sponsored meetings, are there hard and fast rules that apply when industry is involved?

**Answer:** If classified meetings or conferences occur at a cleared U.S. contractor location, the contractor shall comply with all applicable portions of DoD 5220.22-M and parts 120 through 130 of title 22, CFR (also known as “The International Traffic in Arms Regulations”). DoD approval for the conduct of the meeting does not constitute authorization for presentation of export-controlled information when foreign nationals attend. DoD Manual 5200.01, Volume 3, Enclosure 2 requires that appropriately cleared U.S. Government contractor personnel may provide administrative support and assist in organizing a classified meeting or conference, but the DoD Component sponsoring the gathering remains responsible for all security requirements. Facilities other than appropriately cleared U.S. Government or U.S. contractor facilities proposed for use for classified meetings and conferences shall follow the requirements outlined in DoD Manual 5200.01, Volume 3, Enclosure 2, 16.d.1-5.

**Question:** What is the criteria for a meeting room (e.g., windows need to be covered)?

**Answer:** The general rule is that routine day-to-day meetings and gatherings of DoD officials shall be conducted only at an appropriately cleared U.S. Government or contractor facilities. In addition, further instructions for physical security standards may be found in DoD Manual 5200.01, Volume 3, Appendix to Enclosure 3. It is also recommended that you follow any other guidance provided by your component or agency regarding the physical security of your meeting room.