



**Classified Meeting Requirements
DoD Information Security Program**



- Use the Q & A box to ask questions.
- These slides can be downloaded. Select the file in the File Share box below.
- This webinar will present four poll questions.

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 **Classified Meetings** 



The diagram illustrates various types of classified meetings. The meeting types are arranged in a honeycomb pattern: Workshops (top), Conference and Symposium (middle-top), Seminar, Exhibit, and Training Course (middle), and Convention and Other Gatherings (bottom). An inset shows classification labels: TOP SECRET, SECRET, CONFIDENTIAL, and TOP SECRET.

 **Not Considered Classified** 

These are NOT considered classified meetings:

- In-house gatherings
- Routine gatherings of U.S. government officials
- Operational meetings conducted in combat situations
- Classes conducted by DoD schools
- Gatherings of personnel of DoD Component and foreign government representatives
- Gatherings of U.S. and/or foreign contractor representatives on a matter related to a specific U.S. Government contract, program, or project

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 **Poll 2** 

Classified Meeting Requirements CDSE


Requirements for classified meetings address these questions:

Why? How? Where? What? Who?



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Classified Meeting Requirements CDSE



- Meeting must serve a specified U.S. Government purpose
- Maximum return on investment

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Classified Meeting Requirements CDSE

- Appoint a security manager
- Develop and implement security requirements



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Classified Meeting Requirements CDSE



- Meeting must take place at a cleared U.S. Government facility or contractor facility
- Some exceptions apply...

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Meeting Location Exceptions CDSE



If a government or cleared contractor facility is not available, an exception can be requested to permit use of alternative facilities.

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Security Considerations CDSE



Physical Control

Access Control

Safeguarding

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 **After Action Report** CDSE



Submit to DUSD(I&S) through the approving DoD Component no later than 90 days after the meeting.


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 **Foreign Installation Meetings** CDSE

- Rules of host country
- Must agree to security measures as outlined in DoD Manual 5200.01, Vol. 3., Section 16



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 **Classified Meeting Requirements** CDSE

Requirements for classified meetings address these questions:



Why?

Where?


Who?




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 **Classified Meeting Requirements** 

- Segregate classified from unclassified sessions
- Limit access
- Foreign disclosure office must approve disclosure
- Conference announcement should be unclassified and limited to general description



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 **Poll 3** 


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 **Classified Meeting Requirements** 


Requirements for classified meetings address these questions:



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 **Note Taking** **CDSE**

Unclassified electronic devices 



Classified electronic devices are acceptable if they meet the intent of the meeting.

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 **Security Mgr Responsibilities** **CDSE**

- Safeguarding procedures
- Entry control
- Perimeter control
- Escorts



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 **End of Day Checks** **CDSE**

What can you check for at end-of-day?



Conduct at Conclusion of Conference

Ensure All Classified Materials Have Been Properly Stored

Security Considerations CDSE

100% Identification Check
 Meet Antiterrorism Standards

Controlled Access
 Subject to TSCM Surveys

Secure Classified Information
 TSCM Must Be Consulted

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Classified Meeting Requirements CDSE

Requirements for classified meetings address these questions:

Why? How?
 Where? What?
 Who?

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CDSE Resources CDSE

Includes:

- Definitions
- Requirements
- Procedures
- Vulnerability Assessment Template
- Conference Security Plan Template
- Classified Conference Checklist

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CDSE Website **CDSE**

www.dss.mil/seta

Center for Development of Security Excellence
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Instructor-Led Training **CDSE**




DoD Security Specialist

- Blended curriculum of web-based and instructor-led courses
- Covers general, industrial, personnel, information, and physical security topics
- Targeted at entry-level security professionals

www.dss.mil/cdse/catalog/classroom/GS101.html

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Instructor-Led Training **CDSE**



Information Security Management

- Mid-level course provides a comprehensive review of the DoD Information Security Program
- Requires functional working knowledge of the DoD Information Security Program

www.dss.mil/cdse/catalog/classroom/IF201.html

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 **Instructional Media** 

Security Shorts
<http://www.dss.mil/cdse/shorts/>

Podcasts
<http://www.dss.mil/cdse/catalog/podcasts>

Training Videos
http://www.dss.mil/seta/training_videos.html








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 **Satisfaction Poll** 

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 **Questions** 



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	Contacts and Resources	CDSE
<p>A handout and frequently asked questions from this webinar will be posted at http://www.dss.mil/cdse/catalog/webinars/classified-meeting-requirements.html</p> <p>You may also email information security training-related questions to DSS at informationsecurity.training@dss.mil</p> <p style="text-align: right;">34</p>		
