



UNITED STATES MARINE CORPS
11TH MARINES
BOX 555503
CAMP PENDLETON, CALIFORNIA 92055

6000
CO

AUG 22 2020

REGIMENTAL POLICY LETTER 8-20

From: Commanding Officer, 11th Marines
To: Headquarters Battery, 11th Marines

Subj: CLASSIFIED MATERIAL CONTROL CENTER PROCEDURES

Ref: (a) Regt Policy 5-20 Command Security Instruction
(b) 1st MarDiv Directed Security Stand-down dtd 06 Mar 20
(c) DoDM 5200.01 Vol 3
(d) MCO 5510.18B

Encl: (1) Standard Form 153
(2) Standard Form 153 Training
(3) Mailing CMI Instructions
(4) SCP Custodian Appointment Letter

1. Overview. To provide uniformity on management of Classified Military Information (CMI) for all sections that have or will have ownership or storage areas for CMI.

2. Endstate. Inventories, transfers, and destructions are being conducted accurately and with appropriate oversight to ensure full accountability of CMI

3. Unclassified Control Measures. Controlled Unclassified Information (CUI) are materials that fall under distribution caveats such as, but not limited to, For Official Use Only (FOUO) and Personally Identifiable Information (PII). CUI may be stored by the section so long as it is under a locked container or a feature to prevent unauthorized access. CUI will be stored with the appropriate markings. Do not store CMI in the same compartment as CUI in order to avoid confusion about appropriate classification.

4. Classified Control Measures. CMI is all classified material that does not fall under the control of Key Management System (KMS) or Classified Communications Information (CCI). CMI will be stored with the appropriate classified markings under the Stand Form (SF) 700 series stickers for digital and computer based items, and banner/portion markings for paper materials. All sections that own CMI or maintain spaces where CMI storage is allowed are responsible for any transfers, inventories, additions, destructions, and documentation of CMI. The Classified Material Control Center (CMCC) with assistance from the Command Security Management (CSM) team will provide oversight and coordination respectively. All documentation for CMI will be conducted on an SF-153, enclosure (1), and adhere to the training in enclosure (2). The SF-153 will be typed out with the only handwriting being the signature; any mistakes or typos require a digital correction and reprint. All transfers, no matter the duration of time, require an SF-153 generated. All items that have serial numbers will be visually verified for all individual SF-153 generations; control numbers will not be used as the primary identifier. When the CMI item has multiple serial numbers, the Original Equipment Manufacturer (OEM) serial number of the assembly will be used.

- a. CMCC Officer. The CMCC Officer acts as an impartial third party for oversight of the CMCC program. This individual will have no ownership of CMI or areas that can store CMI. They will be assisted by the CSM team which will function as the coordinators for the CMCC program.

- b. Secondary Control Point (SCP) Custodian. The SCP Custodian is a person that is assigned the task of handling the CMI of that unit/section. The SCP Custodian must have an active security clearance at the same level of CMI handled by that SCP Custodian. The SCP Custodian is appointed in writing via the unit leader, the CSM Team, or the CMCC Officer as shown in enclosure (4). They are the section's representative for transfers, inventories, and destructions. There can be more than one SCP Custodian per unit/section. It is the responsibility of the unit/section that owns CMI or a CMI storage area to have a trained SCP Custodian at all times.

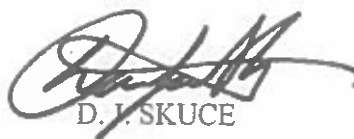
5. Inventories. Inventories will be done at a minimum once a month per month. No CUI or unclassified items will be documented on an SF-153. CMI items to be inventoried are the following: physical media (hard drives, solid state drives, storage assemblies, PCs and tablets that the storage cannot be easily removed, etc.), removable storage (CDs, zip drives, portable hard drives, floppy disks, zip drives, flash drives, etc.), official documents, and generated working papers that are over (6) months old from date of generation. In general, items that do not have the capability of non-volatile/persistent memory storage will not be inventoried nor tracked as CMI. Contact the CSM team if clarification for an item is needed. All inventories will be given to CMCC via the CSM team. Both the unit and the CMCC hold onto inventories for a period no less than (3) years. If any changes were made between the previous month's inventory and the current month, the current month's inventory must also include the SF-153 that documents the transfers, destructions, and additions.

6. Transfers. Transfers can occur between unit/section ownership, delivery and shipment from a third party, and physical movement outside of the storage area that the CMI is maintained in. All movement of classified material outside of its storage area requires an SF-153 for the transfer; the duration of time, long or short, does not matter. When the CMI item(s) return, a separate SF-153 will be generated for the return. The SCP Custodian and the representative for the unit moving the classified material will be the witness and authorized recipient. All individuals involved must have an active security clearance to the level of CMI that they are handling.

- a. Mailing Physical CMI. The mailing of physical CMI will be in accordance with ref (c) and enclosure (3). It is the senders' and end receivers' responsibility to be familiar with the requirements and manage the transfer of the CMI. It is also the responsibility of the sender and end receiver to actively update the Supply Section of intent to mail and important dates for shipping and receiving. The Supply Section will not accept CMI to ship unless shown confirmation that the receiver has acknowledged the shipment will occur. The registered mail tracking number will be given to all parties involved in the shipment. Upon receipt of mailed CMI, the end receivers must immediately retrieve that item, generate an SF-153 to document its addition onto the inventory, and stored in the appropriate storage area. Improper actions of mailing CMI for items going to and leaving 11th Marines must be documented to the CSM team.

7. Destruction. All paper material will be shredded by a GSA approved shredder to destroy CMI up to that classification. For all other CMI media, it is recommended to be transferred to the CSM team on the "11th Marines S-2 Destruction" list. Destruction will be done in coordination with Division, Camp Pendleton, or by the unit when GSA approved destruction devices are present. An SF-153 will be generated to document the destruction.

8. The point of contact is the Assistant Security Manager, Captain Daniel Williams at (760) 725-3885.



D. J. SKUCE

COMSEC MATERIAL REPORT

This is FOR OFFICIAL USE ONLY unless otherwise stamped.

1. (X one) <input type="checkbox"/> TRANSFER <input type="checkbox"/> INVENTORY <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> HAND RECEIPT <input type="checkbox"/> OTHER (Specify)					
F R O M	ACCT. NO.	3. DATE OF REPORT (Year, Month, Day)		4. OUTGOING NUMBER	
		5. DATE OF TRANSACTION (Year, Month, Day)		6. INCOMING NUMBER	
T O	ACCT. NO.	8. ACCOUNTING LEGEND CODES: 1 - Accountable by serial number. 2 - Accountable by quality. 3 - Initial receipt required, locally accountable by serial number thereafter, local accounting records must be maintained for a minimum of 90 days after suppression. 4 - Initial receipt required, may be controlled in accordance with Service/Agency directives.			
9. SHORT TITLE/DESIGNATOR - EDITION		10. QUANTITY	11. ACCOUNTING NUMBERS		12. ALC
			BEGINNING	ENDING	13. REMARKS
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14. THE MATERIAL HERON HAS BEEN (X one) →		RECEIVED	INVENTORIED	DESTROYED	
15. AUTHORIZED RECIPIENT		16. (X one) →		WITNESS	OTHER (Specify)
a. Signature		b. Grade	a. Signature		b. Grade
c. Typed or Stamped Name		d. Service	c. Typed or Stamped Name		d. Service
17. FOR DEPARTMENT OR AGENCY USE					

Previous editions are obsolete.

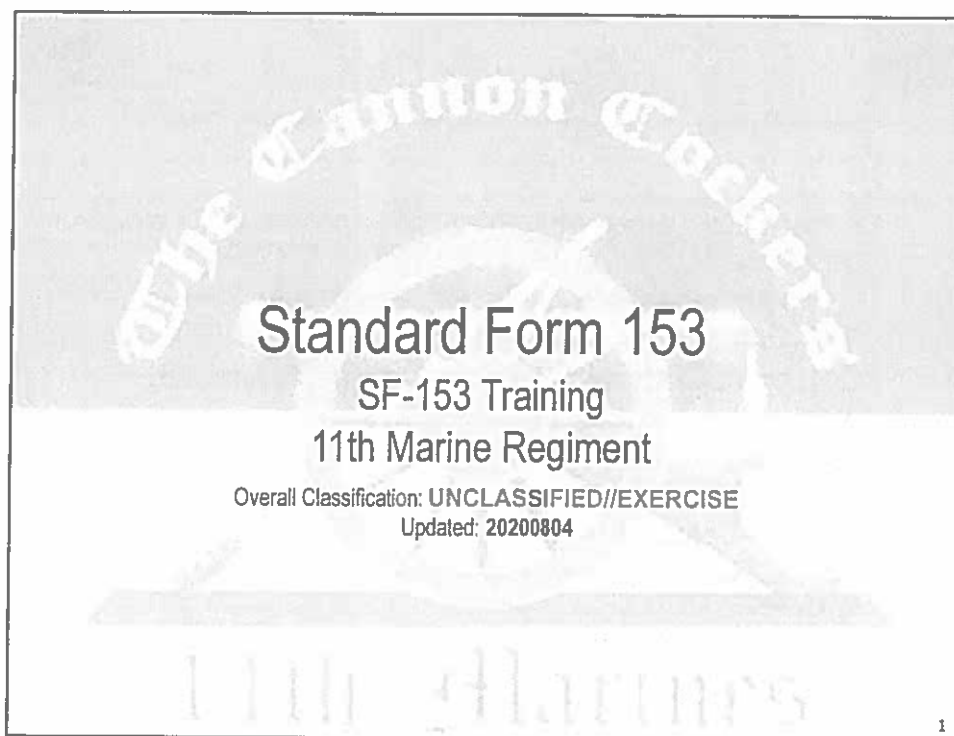
This form is FOR OFFICIAL USE ONLY unless otherwise stamped.

Reset

STANDARD FORM 153 (Rev. 8-55)
Prescribed by NASC01 - 4005

Page of Pages

Enclosure (1)



UNCLASSIFIED

What is the SF-153

- The Standard Form 153 (SF-153) is used to account for and track Classified Military Information (CMI).
- It is prepared by the issuing unit by either the Unit Leader (TAP, S-2, S-3, etc) or the Secondary Control Point (SCP)
 - The SCP is an individual who has been appointed in writing by the unit leader or Security Management Team.
- NO classified material will transfer any place or custody without an SF-153 generated and signed.

UNCLASSIFIED

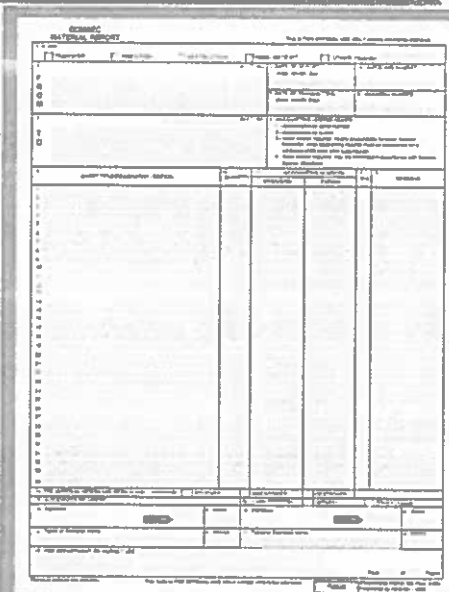
CCI is not CMI

- Controlled Communications Information (CCI) must be tracked on a **COMPLETELY SEPARATE SF-153**
 - Comm-related equipment that are not Hard Drives
- CMI and CCI should **NOT** appear on the same SF-153
 - A separate SF-153 will be generated for each
- KMI (Co-located with S-6) will be notified for coordination and oversight of CCI inventory and transfer.

UNCLASSIFIED

SF-153


- Only portion not filled out digitally will be signatures
 - NO corrections will be made using pen or pencil
 - A new form will be generated if errors are identified
- Two digital types of SF-153
 - PDF and Excel
 - Both are filled out identically
- All destructions, inventories, and receipt of CMI must have two signatures
 - Signatures are required on each page
- All items' serial numbers will be visually identified and confirmed as requested
 - The Serial numbers used will be from the Original Manufacturer
 - Control Numbers alone is **NOT** sufficient and will **NOT** be used as a method of accountability




The image shows a sample SF-153 form. It is a complex document with multiple sections. At the top, it says 'ORIGINAL MANUFACTURER'. Below this, there are several tables and fields. The first table has columns for 'Item ID', 'Description', 'Quantity', 'Unit', 'Status', and 'Remarks'. The second table has columns for 'Item ID', 'Description', 'Quantity', 'Unit', 'Status', and 'Remarks'. The third table has columns for 'Item ID', 'Description', 'Quantity', 'Unit', 'Status', and 'Remarks'. The form also includes sections for 'Signatures' and 'Comments'.

UNCLASSIFIED

SF-153 Example (Bottom)





<p>6 Galaxy C2 Tablet</p> <p>7 Galaxy C2 Tablet</p> <p>8 Galaxy C2 Tablet</p> <p>9 Galaxy C2 Tablet</p> <p>10 Galaxy C2 Tablet</p> <p>11 Galaxy C2 Tablet</p> <p>12 Galaxy C2 Tablet</p> <p>13 Galaxy C2 Tablet</p> <p>14 Galaxy C2 Tablet</p> <p>15 Galaxy C2 Tablet</p> <p>16 Galaxy C2 Tablet</p> <p>17 Galaxy C2 Tablet</p> <p>18 Galaxy C2 Tablet</p> <p>19 Galaxy C2 Tablet</p> <p>20 Galaxy C2 Tablet</p> <p>21 Galaxy C2 Tablet</p> <p>22 Galaxy C2 Tablet</p> <p>23 Galaxy C2 Tablet</p> <p>24 Galaxy C2 Tablet</p> <p>25 Galaxy C2 Tablet</p> <p>26 Galaxy C2 Tablet</p> <p>27 Galaxy C2 Tablet</p> <p>28 Galaxy C2 Tablet</p> <p>29 Galaxy C2 Tablet</p> <p>30 Galaxy C2 Tablet</p> <p>31 Galaxy C2 Tablet</p> <p>32 Galaxy C2 Tablet</p> <p>33 Galaxy C2 Tablet</p> <p>34 Galaxy C2 Tablet</p> <p>35 Galaxy C2 Tablet</p> <p>36 Galaxy C2 Tablet</p> <p>37 Galaxy C2 Tablet</p> <p>38 Galaxy C2 Tablet</p> <p>39 Galaxy C2 Tablet</p> <p>40 Galaxy C2 Tablet</p> <p>41 Galaxy C2 Tablet</p> <p>42 Galaxy C2 Tablet</p> <p>43 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UNCLASSIFIED

Contacts

- Assistant Security Manager/Intelligence Officer
 - Capt Daniel Williams
 - (760) 752-1409/3885
 - daniel.i.williams@usmc.mil
- KMI Manager/COMSEC Account Manager
 - SSgt Leah Stewart
 - SSgt Diomarys Beck
 - (760) 763-8167
 - leah.stewart@usmc.mil
 - diomarys.beck@usmc.mil

5. Place the material within the inner envelope and carefully seal the envelope to minimize the possibility of access without leaving evidence of tampering.

b. Outer wrapping requirements for classified material

1. Insert the inner envelope within the outer envelope and seal the outer envelope to minimize the possibility of access without leaving evidence of tampering.
2. Address the envelope to an official government activity or DoD contractor. Do NOT address it to an individual's name on the outer envelope.
3. Put your office's full return address on the envelope.
4. Do NOT put any markings or notations on the outer envelope that indicate that its contents are classified.

3. Methods of Transmission

There are different requirements for transporting Confidential, Secret, and Top Secret information. As simple as it might be to just pop classified documents into a post office box, or hand them over to the mail carrier, it can't be done that way. Precautions must be taken to secure classified information at all times.

The following chart is broken down by levels of classification, with helpful information, should you ever be in a position of having to transmit or transport classified information. Safeguarding classified information is the responsibility of everyone in a secure environment.

Transmission Method	Top Secret	Secret	Confidential
Direct contact between appropriately cleared personnel	X	X	X
Cryptographic Systems	X	X	X
Defense courier service	X	X	X
DoD component courier service	X	X	X
Dept of State courier service	X	X	X
Cleared U.S. military, civilian employees, or contractors	X	X	X
GSA contract holders for overnight delivery		X	X
USPS registered mail		X	X
USPS express mail		X	X
Canadian registered mail		X	X
Carriers under National Industrial Security Program (NISP) providing Protective Security Service (PSS)		X	X
Government and government contract vehicles, aircraft, and ships		X	X
Civilian reserve air fleet		X	X
USPS certified mail			X
USPS First Class Mail			X

NEEDS A TRACKING
(TRACKING NUMBER).

CAPABILITY
Page 12



UNITED STATES MARINE CORPS
11TH MARINES
BOX 555503
CAMP PENDLETON, CALIFORNIA 92055

1000
[UNIT]
DD MM YY

From: [UNIT OIC, CSM TEAM, OR CMCC]
To: [RANK AND NAME] [EDIPI]/[MOS] [SERVICE BRANCH]
Subj: APPOINTMENT AS SECONDARY CONTROL POINT CUSTODIAN
Ref: (a) SECNAVIST 5510.30A
(b) DivO 5510.13G

1. Per the references, you are hereby appointed as the Secondary Control Point Custodian for [INSERT UNIT HERE].
2. You will be guided in the performance of your duties as outlined in the references. You are therefore instructed to familiarize yourself with the references.
3. This appointment letter supersedes all previous Secondary Control Point Custodian appointment letters.

F. M. NAME

FIRST ENDORSEMENT

From: [RANK AND NAME] [EDIPI]/[MOS] [SERVICE BRANCH]
To: [UNIT OIC, CSM TEAM, OR CMCC]
Subj: APPOINTMENT AS SECONDARY CONTROL POINT CUSTODIAN

1. I have familiarized myself with the references and have assumed the duties as the Secondary Control Point for the Classified Material Control Center for [INSERT UNIT HERE].

I. M. MARINE

Enclosure (4)