



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5510.9B
C4I/CIC
21 Mar 96

MARINE CORPS ORDER 5510.9B

From: Commandant of the Marine Corps
To: Distribution List

Subj: SECURITY OF INFORMATION FOR PUBLIC RELEASE

Ref: (a) SECNAVINST 5510.25A
(b) SECNAVINST 5510.26B
(c) SECNAVINST 5720.42E
(d) SECNAVINST 5720.44A
(e) OPNAVINST 5510.1H
(f) MCO P5720.56A
(g) DoD Dir 5230.9
(h) MCO 5271.4A

Encl: (1) Procedures for Submission of Material for Security
Review

1. Purpose. To assign responsibilities and establish procedures for security review of Marine Corps matters subject to public release to prevent inadvertent disclosure of classified information.

2. Cancellation. MCO 5510.9A.

3. Background

a. Policy with respect to clearance of Marine Corps information subject to public disclosure/release is set forth in references (a) through (h).

b. By reference (a), the Secretary of the Navy assigned the Chief of Naval Operations and the Commandant of the Marine Corps responsibility for the final security review for certain categories of Department of the Navy information subject to public disclosure or release.

c. In response to reference (a), the Commandant of the Marine Corps established the Office of Security Review, within the Intelligence Division (Code CIC), to conduct final review action for the Marine Corps.

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d. Categories of information subject to final security review by the Commandant of the Marine Corps (Code CIC) are documents containing plans, policies, programs, or operations of the Department of Defense or Federal Government subject to public disclosure or release.

e. Classified information which has been reviewed, or is subject to review for declassification by appropriate authority is not intended to be the subject of this order.

4. Responsibilities

a. The Office of Security Review, Intelligence Division (Code CIC), Headquarters Marine Corps shall:

(1) Make the final security review of matters originating from the Marine Corps, by individual Marine Corps personnel, and material submitted by outside sources, including contractors performing Marine Corps classified contracts as related to those categories of information discussed in paragraph 3.d. prior to public release.

(2) Provide for consistent, authoritative, and defensible security positions.

(3) Promulgate security classification guidance with security review matters.

(4) Coordinate staffing of material submitted to cognizant staff agencies to ensure a review for Marine Corps policy and accuracy.

(5) Serve as the single point of contact with the Directorate for Freedom of Information and Security Review, Office of the Assistant to the Secretary of Defense (Public Affairs) on all security review matters.

b. Marine Corps staff agencies, commands, and activities shall:

(1) Submit to the Commandant of the Marine Corps (Code CIC) all matters as related to those categories of information discussed in paragraph 3.d. for security review in accordance with the procedures contained in enclosure (1).

(2) Establish a system for initial security review of all material prior to submission.

(3) Provide a cover letter with information to be reviewed certifying that an initial review has been conducted.

(4) When applicable, use security classification during the initial review and reference the guides in the cover letter.

5. Action

a. The Commandant of the Marine Corps (Code CIC) will make the final review of security matters submitted to this headquarters. After final review, the Director of Intelligence (Code CIC) will, if appropriate, deliver the proposed release to the Directorate for Freedom of Information and Security Review, Office of the Assistant to the Secretary of Defense (Public Affairs) for Department of Defense clearance.

b. Addressees shall conduct the initial security review to judge the security classification of the material involved in compliance with this Order and the procedures contained in enclosure (1).

6. Application to Retired Personnel. Retired personnel may avail themselves of the security review services to ensure that their proposed information release does not violate security procedures.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



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PROCEDURE FOR SUBMISSION OF MATERIAL FOR SECURITY REVIEW

1. General. Marine Corps staff agencies, commands and activities will ensure that material originated as discussed in this Order subject to public disclosure or release, and that material which meets the criteria listed below, is submitted to the Commandant of the Marine Corps (Code CIC) for security review. Cases of doubt will be resolved in favor of submission.

- a. Information of national interest.
- b. Information originated at, or proposed for release at, the seat of government.
- c. Concerns high level military or DoD policy, or U.S. Government policy.
- d. Concerns subjects of potential controversy among DoD components or with other federal agencies.
- e. Concerns the following subject areas:
 - (1) Information concerning foreign and military policy, nuclear energy, guided missiles, new weapons, significant modifications or improvements to existing weapons, systems, equipment or techniques, and chemical, biological and radiological warfare.
 - (2) Military operations, operations security, potential operations, and significant exercises.
 - (3) Material, including that submitted by Defense contractors, involving critical military technology.
 - (4) Communications security, signals intelligence, and computer security.
- f. Information concerning significant policy within the purview of other agencies of government.

2. Format. Material submitted to the Commandant of the Marine Corps (Code CIC) for security review shall be typewritten, double spaced on one side of a sheet of paper, and submitted in quadruplicate, including photographs. Copies of photographs made from paper copy machines, i.e., Xerox, are not acceptable. Still photographs without written material will be submitted in accordance with paragraph 4 of this enclosure. Material shall be submitted sufficiently in advance of the proposed release date to allow a minimum of two weeks for clearance, exclusive of mailing time. For material exceeding 3,000 words in length, the time necessary for security review is

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dependent on the subject matter. No definite release schedule for such material is practicable. Material being made available to Congress, while subject to review requirements, is outside the purview of this Order with respect to format, submission, and release date.

3. Speeches

a. Submission of speeches will require the original and three legible copies. Whenever possible, speeches should be submitted ten days in advance, exclusive of mailing time. The original must be initialed by the prospective speaker, with notation made of the organization to be addressed and the date and place of the speech. Speech outlines cannot be cleared; a full text is required, including any supplemental audiovisual material. The fact that all material used in preparing a speech has been previously cleared does not preclude the requirement for the speech to be submitted for clearance. Circumstances requiring speeches to be reviewed are as follows:

(1) The speech discusses military, national, or foreign political policies.

(2) The speech will be given by a general officer or civilian of equivalent position.

(3) When any of the criteria listed in paragraph 1 of this enclosure are pertinent.

b. Not all speeches need to be submitted to the Commandant of the Marine Corps (Code CIC) for security review. Examples of speeches which would not be submitted are:

(1) Short, extremely general and conventional patriotic remarks for Memorial Day observances, etc.

(2) Speeches for presentation to a classified or closed symposium/conference, unless foreign nationals are to be present. (Foreign nationals may participate when the symposium/conference has been approved for foreign participation and all information has been cleared for release by the appropriate disclosure authority (reference (b))).

4. Photographs, Videos, and Films. Still photographs submitted for security review shall be in quadruplicate. Copies made from paper copy machines are not acceptable. A caption will be attached to each photograph, with notation about the intended use. Videos and motion picture films submitted shall be accompanied by an index of scenes, i.e., a brief description of each scene and a script to facilitate security review. Examples of photographs normally to be referred for security review are as follows:

a. Strategic areas and airspace reservations.

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b. Aircraft, missile sites, and other matters under construction or development, and mechanized devices intended for use therein.

c. Classified details of radio and radar equipment and other electronic and related equipment.

d. Communication centers, combat information centers, and other similar sensitive spaces.

e. When any of the criteria listed in paragraph 1 of this enclosure are applicable.

5. Advertisements. Requests from commercial enterprises (including those performing Marine Corps contracts) for use of Marine Corps information for advertising purposes must contain the layout, artwork, and text of the proposed advertisement. The original and three copies must be submitted for security review when the criteria listed in paragraph 1 of this enclosure is pertinent.

6. News Release. Information based upon classified documents or sources, and proposed for news release at the national or local level, will be submitted for security review in sufficient time to permit clearance prior to the proposed declassification/release date. Subordinate commands may submit material by letter or message. A copy of all news releases proposed for clearance shall be submitted to the Commandant of the Marine Corps (Codes PAM and CIC).

7. Automatic Data Processing (ADP) Media and Electronic Information

a. ADP Media. When ADP media is used to release information to the public, hard copies of the information shall be submitted to the Commandant of the Marine Corps (Code CIC) for security review as stated in paragraph 2 of this enclosure. Commands initiating the security review must ensure the ADP media is properly cleared/declassified in accordance with reference (e), chapter 17, prior to public release.

b. Electronic Information

(1) Great care must be taken to ensure that only properly reviewed and cleared information is placed on electronic systems accessible by the general public, inclusive of replies via electronic mail (e-mail).

(2) Procedures for clearing electronic copies of information are in accordance with procedures already in place for clearing hard copy information as indicated in this Order. Provisions of reference (g) and (h) must be satisfied prior to making any information available to the public, whether it be for placement on a publicly accessible computer server or in response to e-mail queries from the general public.

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8. Other Information. Unless otherwise designated by the Commandant of the Marine Corps or higher authority, information not specified in this Order may be cleared at the lowest echelon competent to evaluate the content and implications of the information, in accordance with references (a) through (h).

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