



**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.

2

---

---

---

---

---

---

---

---



3

---

---

---

---

---

---

---

---

 **Classified Meetings** 



The diagram illustrates various types of classified meetings. At the top is 'Workshops'. Below it are 'Conference' and 'Symposium'. The next level includes 'Seminar', 'Exhibit', and 'Training Course'. At the bottom are 'Convention' and 'Other Gatherings'. A circular inset on the left shows classification levels: 'TOP SECRET' (red), 'SECRET' (orange), 'CONFIDENTIAL' (blue), and 'TOP SECRET' (red).

---

---

---

---

---

---

---

---

 **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

5

---

---

---

---

---

---

---

---

 **Poll 2** 

6

---

---

---

---

---

---

---

---



**Classified Meeting Requirements** CDSE

Requirements for classified meetings address these questions:

Why? How? Where? What? Who?



10

---

---

---

---

---

---

---

---

**Classified Meeting Requirements** CDSE



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

11

---

---

---

---

---

---

---

---

**Classified Meeting Requirements** CDSE

- Appoint a security manager
- Develop and implement security requirements



12

---

---

---

---

---

---

---

---

**Classified Meeting Requirements** CDSE



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

13

---

---

---

---

---

---

---

---

**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.

14

---

---

---

---

---

---

---

---

**Security Considerations** CDSE



Physical Control

Access Control

Safeguarding

15

---

---

---

---

---

---

---

---

 **After Action Report** CDSE



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

16

---

---

---

---

---

---

---

---

 **Foreign Installation Meetings** CDSE

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



17

---

---

---

---

---

---

---

---

 **Classified Meeting Requirements** CDSE

Requirements for classified meetings address these questions:

**Why?**

**Where?**

**Who?**



18

---

---

---

---

---

---

---

---

 **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



19

---

---

---

---

---

---

---

---

 **Poll 3** 

20

---

---

---

---

---

---

---

---

 **Classified Meeting Requirements** 

Requirements for classified meetings address these questions:



21

---

---

---

---

---

---

---

---

 **Note Taking** **CDSE**

Unclassified electronic devices 



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

22

---

---

---

---

---

---

---

---

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

- Safeguarding procedures
- Entry control
- Perimeter control
- Escorts



23

---

---

---

---

---

---

---

---

 **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

25

---

---

---

---

---

---

---

---

**Classified Meeting Requirements** CDSE

Requirements for classified meetings address these questions:

Why? How?  
 Where? What?  
 Who?

26

---

---

---

---

---

---

---

---

**CDSE Resources** CDSE

Includes:

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

27

---

---

---

---

---

---

---

---

**CDSE Website** **CDSE**

[www.dss.mil/seta](http://www.dss.mil/seta)

**Center for Development of Security Excellence**  
*Security training, education, and certification for the Department of Defense and industry*

**ACCESS SECURITY TRAINING** GO

Access our [course catalog](#) to view security training in a variety of formats:

- [eLearning](#)
- [podcasts](#)
- [Instructor-led](#)
- [webinars](#)
- [shorts](#)

**RECEIVE SECURITY EDUCATION** GO

Take [courses](#) specifically designed to prepare DoD security specialists for leadership positions and responsibilities.

**BECOME SECURITY CERTIFIED** GO

Learn about professional development opportunities:

- [SP20: Security Professional Education Development](#)
- [DoD Personnel Security Adjudicator Professional Certification](#)
- [Special Program Security Certification](#)

**VIEW SECURITY RESOURCES & JOB AIDS** GO

View our repository of security awareness resources:

- [job aids](#)
- [videos](#)
- [posters](#)

28

---

---

---

---

---

---

---

---

---

---

---

---

**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](http://www.dss.mil/cdse/catalog/classroom/GS101.html)

29

---

---

---

---

---

---

---

---

---

---

---

---

**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](http://www.dss.mil/cdse/catalog/classroom/IF201.html)

30

---

---

---

---

---

---

---

---

---

---

---

---

 **Instructional Media** **CDSE**

**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](http://www.dss.mil/seta/training_videos.html)

  
  


31

---

---

---

---

---

---

---

---

 **Satisfaction Poll** **CDSE**

32

---

---

---

---

---

---

---

---

 **Questions** **CDSE**



33

---

---

---

---

---

---

---

---

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

---

---

---

---

---

---

---

---