**Inspectors General Checklist**

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| **FOREIGN DISCLOSURE 5510.2** | | |
| This checklist applies all Marine Corps activities that interact with foreign nationals or foreign representatives during foreign visits, combined exercises, combined operations, training, acquisition programs, or other foreign involvement where sensitive information (marked CUI or with other restrictive caveats) or classified military information may be shared. | | |
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| **Functional Area Sponsor**: HQMC, PP&O (PL) | **Name of Command:** |
| **Subject Matter Expert**: Mr. Travis Miller | **Date:** |
| (DSN) 222-4342 (COMM) 703-692-4342  Org email: [PPO\_FD@usmc.mil](mailto:PPO_FD@usmc.mil) | **Inspector:** |
| **Revised**: 8 June 2021 | **Final Assessment**  **Discrepancies:**   **Findings:** |

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| **Overall Comments:** Place Here |

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| Subsection 1 – ADMINISTRATION (applies to all General Officer-level commands and  those O-6 commands that have been delegated disclosure authority) | |
| 0101 | Does the Commanding Officer have a Delegation of Disclosure Authority  Letter (DDL) from DC PP&O, DIRINT, or a senior command? If yes, show the DDL which authorizes re-delegation?  Reference: MCO 5510.20C, par 4b(1), (2), and (3) |
| Result | Comments |
| 0102 | Has the Commanding Officer appointed a Foreign Disclosure Officer  (FDO) and an alternate FDO or a Foreign Disclosure Representative  (FDR) in writing? If yes, show the appointment letter(s).  Reference: MCO 5510.20C, par 4c(11)(a) |
| Result | Comments |
| 0103 | Is the assigned FDO a US citizen, a civilian employee, GS-11 equivalent or above, a U.S. military officer, or a Staff Non-Commissioned Officer?  Reference: MCO 5510.20C, par 4c(11)(a) |
| Result | Comments |
| 0104 | Is the primary FDO the subject of a favorably adjudicated Tier 5 (T5) or T5R completed within the last 5 years? Show proof.  Reference: MCO 5510.20C, par 4c(11)(a) |
| Result | Comments |
| 0105 | If the Commanding Officer has appointed one or more FDRs in writing, do they have security clearances at least commensurate with the level of information they are required to review to assist the FDO(s), as needed? If yes, show appointment letters.  Reference: MCO 5510.20C, par 4c(11)(a) |
| Result | Comments |
| 0106 | In order to ensure foreign disclosure decisions are conducted in accordance with applicable policy, does the FDO have access to applicable Foreign Disclosure orders, directives, and instructions, i.e., MCO 5510.20C; SECNAVINST 5510.34B; Navy Foreign Disclosure Manual; DODD 5230.11; DODD 5230.20; NDP-1 (only FDOs need access to NDP-1)? Hard copies are not required, but inspector will ensure that FDO/FDR has access to all directives; FDOs must demonstrate they can access NDP-1 online.  Reference: MCO 5510.20C, par 4c(11)(b) |
| Result | Comments |
| Subsection 2 – ADMINISTRATION (applies to all other commands to whom this  functional area applies, but that have not been delegated disclosure  authority) | |
| 0201 | Does the command have one or more FDRs appointed in writing, with security clearances at least commensurate with the level of information they are required to review to assist the higher headquarters FDO(s), as needed? If yes, show appointment letters.  Reference: MCO 5510.20C, par 4b(5), par 4c(11)(a) |
| Result | Comments |
| 0202 | In order to ensure foreign disclosure decisions are conducted in accordance with applicable policy, does the FDR have access to applicable Foreign Disclosure orders, directives, and instructions, i.e., MCO 5510.20C; SECNAVINST 5510.34B; Navy Foreign Disclosure Manual; DODD 5230.11; DODD 5230.20? Hard copies are not required, but inspector will ensure that FDR has access to all directives.  Reference: MCO 5510.20C, par 4c(11)(b). |
| Result | Comments |
| Subsection 3 – FOREIGN DISCLOSURE (applies to all commands) | |
| 0301 | Has the Commanding Officer established and maintained, at the lowest supporting level, local standard operating procedures, directives, and guidance regarding foreign disclosure? Show the policy.  Reference: MCO 5510.20C, par 4c(11)(g) |
| Result | Comments |
| 0302 | Does the command FDO/FDR coordinate all foreign disclosure reviews with originators of the information, as well as all interested stakeholders? Show how originator consent is documented for each foreign disclosure decision.  Reference: MCO 5510.20C, par 4d(2) |
| Result | Comments |
| 0303 | Are disclosures and denials of CMI and CUI documented in the Foreign Disclosure Management System (FDMS)? Demonstrate the ability to navigate the system and show several decisions.  Reference: MCO 5510.20C, par 4b(10) |
| Result | Comments |
| 0304 | Has the FDO/FDR been involved from the outset regarding any plans for operations, exercises, training, acquisition programs, or other possible foreign involvement to ensure that all requirements can be supported within the construct of the event and in accordance with applicable foreign disclosure policy? Discuss involvement in plans and show foreign disclosure guidance provided for foreign visits, exercises, operations, training, and acquisition, as applicable.  Reference: MCO 5510.20C, encl (3) par 6a |
| Result | Comments |
| Subsection 4 – FOREIGN VISITS (applies to all commands that receive Foreign Visitors) | |
| 0401 | Does the command have local policy in place to track, manage, and document foreign visits? Show the policy.  Reference: MCO 5510.20C, par 4c(11)(g) |
| Result | Comments |
| 0402 | Is the FDO included in the planning process for projected foreign visits to ensure that all materials and information to be disclosed have been properly identified, reviewed, and approved before the visit takes place? Discuss the process.  Reference: MCO 5510.20C, encl (7), par 5c |
| Result | Comments |
| 0403 | When classified military information will be shared with a foreign visitor, does the FDO or other person in the command ensure that an appropriate Security Assurance has been provided by the visitor’s government? Show examples.  Reference: MCO 5510.20C, encl (3), par 2 |
| Result | Comments |
| 0404 | Does the command ensure that all foreign visits are subject to an  appropriate counterintelligence name check by an authorized  counterintelligence analysis cell at either Marine Corps Intelligence  Activity (MCIA) or the appropriate Marine Expeditionary Force (MEF)?  Explain the process.  References: MCO 5510.20C, encl (7) par 6a(4) |
| Result | Comments |
| 0405 | If the Command has disclosure authority and receives three or more foreign visits per year, has a foreign visits coordinator been appointed and does he/she log into the FVS on a daily basis to ensure all Foreign Visit Requests (FVR) are properly staffed and reviewed by an FDO, and that a recommendation to the OPR is provided for each visit? Access FVS and demonstrate the ability to navigate the system.  Reference: MCO 5510.20C, encl (7), par 6a |
| Result | Comments |
| 0406 | Does the command use the Foreign Visits System-Confirmation Module  (FVS-CM) to track all one-time and recurring foreign visits hosted by the command? FDO or person responsible for FVS-CM will access FVS-CM and demonstrate the ability to navigate the system.  References: MCO 5510.20C, encl (7), par 3a(3) |
| Result | Comments |
| 0407 | Does the FDO ensure that the appropriate number of contact officers, also known as escorts, are assigned and trained for one-time or recurring visits? Talk about how contact officers are selected.  Reference: MCO 5510.20C,encl (7) par 6a(2) |
| Result | Comments |
| Subsection 5 – FOREIGN EXCHANGE PROGRAM PERSONNEL (PEP) / FOREIGN  LIAISON OFFICERS (FLO) (applies to commands that have PEPs or  FLOs attached) | |
| 0501 | If the command has FLOs, PEPs, or other exchange personnel assigned,  has the Commanding Officer appointed a Contact Officer and an  alternate Contact Officer by name and in writing? Show the appointment  letter(s).  Reference: MCO 5510.20C, par 4b(11)d |
| Result | Comments |
| 0502 | Has the Contact Officer signed a Contact Officer Acceptance Letter per  the applicable DDL and does the command have the letter on file? Show  the letter(s).  Reference: MCO 5510.20C, encl (7), par 8a (1)(b) |
| Result | Comments |
| 0503 | If a FLO is assigned to the Command, does the Contact Officer  coordinate all visits by FLOs to commands outside their permanent duty station with the host commands, ensure approved one-time or recurring FVRs are in place, and ensure that foreign disclosure guidance has been passed to Contact Officers/escorts at host commands? Discuss the process.  Note: FVRs are only required for visits to U.S. activities, but appropriate foreign disclosure guidance is required for all foreign visits.  Reference: MCO 5510.20C, encl (7), par 8a (2)(e) |
| Result | Comments |
| 0504 | Does the Contact Officer provide proper turnover with replacement Contact Officers/alternate Contact Officers and notify the chain of command, including the FDO, about possible gaps in coverage by a Contact Officer? Explain the process/local policy  Reference: MCO 5510.20C, encl (6), par 8a (2)(f) |
| Result | Comments |
| 0505 | Has the Contact Officer ensured that FLO or PEP personnel have signed  the appropriate “Understanding of Conditions and Responsibilities Letter”  and forwarded copies of the signed letters to the first FDO in the chain of  command? Does the Command have the letter(s) on file? Show the  letter(s).  Reference: MCO 5510.20C, encl (7), par 8a (1)(d) |
| Result | Comments |
| Subsection 6 – TRAINING AND EDUCATION (applies to all commands) | |
| 0601 | Has each FDO and/or FDR completed mandatory training prescribed by PP&O and local command policy and are training certificates on file?  Show the certificates.  Reference: MCO 5510.20C, par 4a(6) |
| Result | Comments |
| 0602 | If applicable, has the Command's Contact Officer(s) for assigned  extended visitors completed Contact Officer training as prescribed by the  command FDO or DC PP&O (PL)? Are training certificates on file  (Contact Officers should have completed the MarineNet Contact Officer  Course)? Show certificate(s).  Reference: MCO 5510.20C, encl (7), par 8a (2)(i) |
| Result | Comments |
| 0603 | Does the command include foreign disclosure awareness/indoctrination as part of their overall training plans and conduct awareness training at least annually? Show training roster, certificates, or other proof that annual foreign disclosure training was conducted.  Reference: MCO 5510.20C, par 4b(9) |
| Result | Comments |