

OpMan 51 – Conducting Classified Events

Effective: March 20, 2014
Updated: February 1, 2017
Admin Review: February 19, 2021

1. **PURPOSE:** To ensure and document AOC compliance with the National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22-M, with respect to US-controlled classified information. This memorandum provides direction to the AOC staff Facility Security Officer (FSO) and US AOC classified event organizers.
2. **APPLICABILITY:** This OPMAN applies whenever it is anticipated that classified information, as defined by the NISPOM, will be disclosed during a US-controlled AOC “meeting” (conference, seminar, symposium, exhibit, convention, training course, or other such gathering) held at either the national or chapter level. For the US, compliance with the U.S. NISPOM is required because the AOC is incorporated in the United States and holds a U.S. Facility Clearance Letter (FCL). (A meeting involving non-US classified information comes under separate jurisdiction/guidance as applicable per the controlling country. US participation in those events is governed by associated US DoD foreign disclosure rules.)

Note: An FCL is an administrative determination that a company is eligible for access to classified information or award of a classified contract. (NISPOM par. 2-100)

3. **AUTHORITY AND RESPONSIBILITY:** Authority for this security policy is assigned to the AOC Executive Committee and Executive Director. Responsibility for implementing the policy is assigned to the AOC Executive Director and Facility Security Officer (FSO), with assistance from US AOC classified event organizers.
4. **POLICY:** US-controlled AOC meetings or events involving classified information will comply with the NISPOM and all other security directives applicable to the event location and information being disclosed.
5. **GUIDELINES:**
 - a) The AOC classified event organizer will inform the AOC FSO of any planned US-controlled AOC meeting or event where it is anticipated that classified information will be disclosed (“classified event”), which will be held at a cleared facility as approved by the authorizing government agency per NISPOM 6-201(b).
 - b) To meet US DoD Security Service (DSS) requirements, the AOC FSO will maintain an internal file of event memorandums that identify the sponsor and responsible Security POC for every classified event. Each US AOC classified event organizer will provide date, place, and sponsor POC information to the FSO for use in preparing the memorandum for their associated event.
 - c) For AOC classified events, the AOC FSO or classified event organizer must obtain through a proper Request for Authorization a US government sponsor willing to assume responsibility for security arrangements, including verification of attendee clearances and need-to-know for the information to be discussed, announcements, and location of meetings, and all other

NISPOM-related requirements, to include:

- i. Acting as security sponsor for the meeting or event.
 - ii. Approving the location of meetings.
 - iii. Approving all security measures and procedures for the meeting or event.
 - iv. Processing all JPAS and security clearance administrative functions for meeting or event.
 - v. Managing the storage and/or distribution of all classified materials created by, or distributed at, or presented during the meeting or event.
 - vi. Obtaining documentation (papers/script/viewgraphs) of the presentations from the speakers and approving the same.
 - vii. Approving an agenda approved for publication.
 - viii. Approving the Security Site Plan for the meeting or event.
 - ix. Verifying the security approval of all papers to be presented, and approving all classified presentations and speakers, for the meeting or event.
 - x. Approving all announcements and advertisements for the meeting or event which reference that classified information will be disclosed.
- d) US AOC classified event organizers are reminded of their responsibility to comply with the following NISPOM guidance: “Approval of the authorizing agency (government sponsor) shall be obtained for all announcements of the meeting. Announcements shall be unclassified and shall be limited to a general description of topics expected to be presented, names of speakers, and administrative instructions for requesting invitations or participation.” (NISPOM par. 6-201c.(1))
- e. US AOC classified event organizers should remind all contractors desiring to disclose classified information at a meeting of the following NISPOM requirement: “Associations are not responsible for ensuring that classified presentations and papers of other organizations have been approved for disclosure. Authority to disclose classified information at meetings, whether disclosure is by officials of industry or government, must be granted by the government agency or activity that has classification jurisdiction over the information to be disclosed. Each contractor that desires to disclose classified information at a meeting is responsible for requesting and obtaining disclosure approvals.” (NISPOM par. 6-202(c)).