



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATCL-CS

DEC 12 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CASCOM Standard Operating Procedure (SOP) for Foreign Disclosure (FD)

1. REFERENCES:

- a. Army Regulation 380-10, Foreign Disclosure and Contacts with Foreign Representatives, 14 July 2015.
- b. Army Regulation 380-5, Department of the Army Information Security Program, 29 September 2000.
- c. AR 25-50, Preparing and Managing Correspondence, 17 May 2013.
- d. AR 25-400-2, The Army Records Information Management System (ARIMS), 02 October 2007.
- e. DoD Directive 5230.11, Disclosure of Classified Military Information (CMI) to Foreign Governments and International Organizations, 16 June 1992,.
- f. DoD Directive 5230.20, Visits and Assignments of Foreign Nationals, 22 June 2005.
- g. AR 12-15 Joint Security Cooperation Education and Training, 03 January 2011.
- h. Foreign Disclosure Management System (FDMS)
<https://oeenterprise.army.mil/fdms/SitePages/Home.aspx>

2. OVERVIEW: As defined in Army Regulation 380-10; A Disclosure Program is a program under which information and materiel is evaluated for the disclosure or potential disclosure of classified/unclassified military information (CMI) and controlled unclassified information (CUI) to foreign entities. Such programs must be evaluated in their entirety, from beginning to end and include all potential disclosures of classified military information in all National Disclosure Policy (NDP-1) disclosure categories. This includes conveying information, in any form or manner, to an authorized representative of a foreign government, foreign entity supporting U.S. interests and/or

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security objectives, or international organizations. Disclosures may be accomplished through oral, visual, or documentary modes.

a. Oral disclosure refers to the ability to convey information through conversation. The limiting factor is that information that can be conveyed only through speech.

b. Visual disclosure refers to the ability to show the information. Visual disclosure also allows study and analysis of the information.

c. Documentary disclosure (also referred to as release by the intelligence community) refers to the ability and authority to convey permanent physical custody and/or transfer of the information to be disclosed in writing.

3. GENERAL: This SOP outlines the duties of the CASCOM Foreign Disclosure Officer (FDO), Foreign Disclosure Representative (FDR) and the Contact Officer (CO) for the Foreign Disclosure (FD) Office. Additionally, it establishes procedures for the processing of documents through the FD office.

4. SCOPE: This policy applies to the CASCOM Foreign Disclosure Office as well as elements and organizations requesting Foreign Disclosure support within CASCOM and all other users of the Foreign Disclosure Office located on Fort Lee, Virginia.

5. RESPONSIBILITIES:

a. The CASCOM Foreign Disclosure Officer (FDO): Is a Department of the Army (DA) civilian that is appointed to oversee the control, coordination and approval of specific disclosures of classified and unclassified information to include CMI, CUI, and Personally Identifiable Information (PII). The CASCOM FDO will make disclosure decisions on behalf of the CASCOM commander.

1) The FDO will ensure that both the Foreign Disclosure Representative (FDR) and the Contact Officer are current in all required training; Antiterrorism Level 1; Threat Awareness and Reporting Program (TARP); Foreign Disclosure Officer Certification Course; International Programs Security Requirements (IPSR).

2) The FDO will maintain a copy of the contact officer's and the Foreign Disclosure Representative's (FDR) appointment orders, training certificate, as well as pertinent administrative data in SENTRY.

3) The FDO will supervise all actions within the FD Office.

b. Foreign Disclosure Representative: Is a CASCOM and staff/school individual, designated in writing, who assists, coordinates and advises the FDO on all disclosure

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matters. FDRs can be either a DA civilian or an Army-employed contractor. FDRs will not make any disclosure decisions.

1) CASCOM FDR will review all documents submitted to the FD office and will make recommendations to the FDO for approval and/or guidance, as appropriate.

a) Each primary staff section and school within CASCOM will appoint an FDR to handle the submission of documents to the CASCOM FD office.

b) Requests for FD support will be submitted by their section FDR representative, who will forward the documents to the CASCOM FD Office.

2) CASCOM FDR will ensure all trackers, memorandums and documents are maintained and current. Weekly updates will be provided to the Contact Officer and the FDO.

c. Contact Officer: Is a DA member, appointed in writing, to oversee and facilitate all contacts, requests for information, consultations, access, and other activities of foreign nationals who are assigned to a DA component or subordinate organization as extended visitors. They will be accessible (in person, telephone, email) to the extended foreign visitors. Contact Officers must be familiar with AR 380-10. The FDO will brief the Contact Officer on duties IAW AR 380-10, Appendix O, para 1 through 6.

1) Will ensure that each foreign national Foreign Liaison Officers (FLO) and Military Personnel Exchange Program (MPEP) officer is following policy, and will report any infractions or suspicious activity to the Security Manager IAW AR 380-10, and AR 381-12.

2) Will become familiar with the specific scope and classification of the approved assignment.

3) Will complete the Army Contact Officer Certification Course and provide proof of completion to the servicing FDO.

4) Will maintain communication with all FLOs and MPEPs. Will also communicate with the CASCOM security manager and the protocol officer as appropriate for guidance on local policies. Responsibilities pertaining to FLOs can be found in AR 380-10, Appendix O-3 and O-4.

5) Will maintain current and expired Delegation of Disclosure Authority Letters (DDLs) according to the ARIMS guidance in AR 25-400-2.

6) Contact officers will assist in creating the DDLs as applicable.

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d. The FDO and FDR will review, on a weekly basis, all pertinent FD actions as required.

6. UNCLASSIFIED AND CLASSIFIED MATERIAL

a. All documents that contain CMI or CUI, will be reviewed by the CASCOM FDO, in accordance with NDP-1, before disclosure of material. The Commanding General (CG) and the FDO are the only approving authorities for release of CUI and CMI to foreign government representatives.

b. Disclosure of information will be IAW, AR 380-10, Ch. 2, para 2-3 thru 2-6.

1) Categories of CMI:

- a) Category 1: Organization, Training, and Employment of Military Forces
- b) Category 2: Military Materiel and Munitions
- c) Category 3: Applied Research and Development Information and Materiel
- d) Category 4: Production Information
- e) Category 5: Combined Military Operations, Planning and Readiness
- f) Category 6: U.S. Order of Battle
- g) Category 7: North American Defense
- h) Category 8: Military Intelligence

2. Disclosure will be based upon these criteria or references:

- a) Political Criteria
- b) Military Criteria
- c) Security Assurances

7. SENTRY: The CASCOM FDO/FDR/FDCO will log on to Secret Internet Protocol Router Network (SIPRNET) weekly to keep their account current.

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a. All SIPRNET users will comply with the SOP for Security and Usage of SIPRNET Systems.

b. Personnel with the following roles/functions will establish a SENTRY account: CASCOM FDO and FDR.

8. REVIEW OF DOCUMENTS: All FD actions will be reviewed within 72 hours of receipt by the FDO/FDR.

a. The FDO/FDR will ensure that the review is accomplished in a timely manner to ensure deadlines are met.

b. Requests for FD support must be submitted IAW Reference 1h, Foreign Disclosure Management System (FDMS) and include all applicable supporting documentation. Examples include: support forms, Foreign Visit Requests (FVRs), Request for Visit Authorizations (RVAs), Memorandums of Understanding (MOU), and Memorandums of Agreement (MOA), POIs, and Lesson Plans (LP);

c. Any incomplete requests will be returned to the requester for corrective action.

9. When submitting any documents or requests through the CASCOM Foreign Disclosure Office, requesters will:

a. Submit documents 30 days in advance of deadline to ensure proper handling, review and approval of the action being requested.

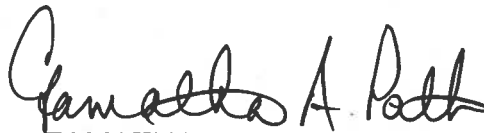
b. When creating or updating a document, ensure you are aware of the office of origin for the document or the sources used to build it.

10. SECURITY: In the event of spillage, the FDO/FDR will immediately contact the CASCOM G6 and the security office to ensure proper security steps are followed in accordance with (IAW) AR 380-5.

11. SUMMARY: This SOP provides guidance and direction to support the CASCOM Foreign Disclosure Program at Fort Lee.

12. The Point of Contact for this SOP is the Foreign Disclosure Officer, Warren Gotthardt, phone number: (804) 765-9409 and/or email warren.r.gotthardt.civ@mail.mil.

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- 5 Encls
1. Appendix 1, FD Course Material
 2. Appendix 2, FD Briefing Material
 3. Appendix 3, Course Attendance
 4. Appendix 4, Foreign Visit Requests
 5. Appendix 5, DDL

Distribution:
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Appendix 1: FOREIGN DISCLOSURE REVIEW OF COURSE MATERIAL:

1. Course Developers are responsible for keeping all written course material current and up to date. Before any new course material can be approved, a Foreign Disclosure Review of the material must be completed.

2. The Responsibility for ensuring this review is completed rests with the course developer and the FDO/FDR. Coordination between the two is essential in order to ensure that the correct rating is assigned to the course material being proposed.

3. Use the steps listed below as guidelines:

a. The course developer(s) will contact the FD Office via email in order to initiate the review process.

1) The course developer will include all references that were used in the development of the Lesson Plan (LP) or Programs of Interest (POI), including, but not limited to: the FD Worksheet, Technical Manuals (TMs), Army Regulations (ARs), and material relevant to the LP/POI from the manufacturer or proprietor.

2) Large files will be copied to a disc and brought to the FD office. The disk must be labeled properly as to content.

3) Multiple or sequential LPs or POIs can be listed on the same worksheet if the proposed FD rating is the same for all.

4) POI's must be sent with supporting LP's to ensure proper processing and revision.

b. The FD worksheet, references, and all LPs and POIs will be reviewed by the CASCOM FDR, along with the developer's recommendation. It will then be sent to the FDO for final recommendation of concurrence or nonconcurrence with the developer's recommendation.

c. If the FDO does not concur with the developer's recommendation, the FDO will then contact the developer to discuss and provide reasons for non-agreement.

1) Minor disagreements can usually be solved in a short time frame.

2) In rare situations, where agreement cannot be reached, the CASCOM FDO will consult with the TRADOC FDO for guidance and/or resolution.

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Appendix 2: FOREIGN DISCLOSURE REVIEW OF BRIEFING MATERIAL

1. When briefing Partner Nation representatives, the following procedures must be considered and taken IAW AR 380-10, chapter 3:

a. In no instance will DA CMI or CUI be disclosed to anyone other than the authorized representatives of the foreign governments or international organizations for which disclosure has been approved.

b. CMI disclosures must be limited to that information authorized to be disclosed to accomplish the purpose of the visit.

1) CMI disclosures to foreign visitors by DA or DA contractors will normally be in an oral or visual mode, or a combination of both.

2) IAW TRADOC G2, an exception to allow the disclosure in documentary form (to include notes taken during briefings or discussions) may be made, provided that the visit request security assurance specifically states that the individual may assume custody on behalf of the foreign government, and DCS, G-2, or their designee, approves the request.

c. CUI disclosures must be limited to that information authorized to be disclosed to accomplish the purpose of the visit.

1) CUI disclosures to foreign visitors by DA or DA contractors will normally be oral, visual, or a combination of both.

2) At the discretion of the FDO, an exception to allow the disclosure in documentary form (to include notes taken during briefings and discussions) may be made.

2. All briefings and slide presentations will be reviewed by the FDO prior to briefing any visiting foreign personnel.

3. All briefings will be labeled with Unclassified//FOUO on the top and bottom of each page.

4. Paper "Take-Away" copies of briefings are highly discouraged and steps should be taken to collect any paper copies at the end of the briefing.

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Appendix 3: COURSE ATTENDANCE BY FOREIGN STUDENTS

1. Requests for foreign students attendance at courses taught at Fort Lee, VA will be sent from the TRADOC FD Office. The following information can be found in AR 12-15, para 3-25. Once received, the following steps will be taken for approval or disapproval of the request:

a. The course information will be filled in on the FDMS website and forwarded to the CASCOM Course Developer for the specific course being requested. The Course Developer will acknowledge if the course is with/without restrictions or if it is not open for foreign student attendance.

1) The FD rating for each course will determine if the course is open for attendance. See the FDMS site for the FD Rating Guide.

a) FD1 rating indicates there are no restrictions to partnering nations, and normally will allow attendance by all requesting countries.

b) FD2 rating indicates there are restrictions for attendance at the course such as:

(1) Whether or not the country owns or has an intent to buy the equipment being taught.

(2) Whether or not there are restricted portions that the country should not have access to. If portions of the course contain restricted hours that the foreign student cannot attend, it will be annotated on the form along with the total hours for the course.

c) FD3 rating indicates the course is completely restricted and not open to foreign attendance.

d) Additionally, some courses are taught in phases and could potentially be at different locations and FD ratings. Each phase of the course needs to be reviewed by the FDO to ensure proper disclosure application.

b. Once the course has been approved or disapproved the CASCOM FDO will forward the request back to TRADOC FD Office with recommendation for attendance annotated on the TRADOC form that is attached to the request.

c. Dependent upon the particular course, stipulations for attendance may be warranted, such as restriction of a certain number of hours of training. The following statement will then be sent to TRADOC, "Foreign students will be required to sit out classified portions of the course that they are not cleared for." (See 1b (2) above)

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d. If phase one is approved and phase two is disapproved, the following will be sent to TRADOC, "Disapproved, with the reasoning that complete proficiency for this particular course cannot be achieved as the final phase of training is not open for foreign attendance."

e. Once the TRADOC FDO receives the request and recommendation, the action is complete for CASCOM, pending changes that may occur by direction of TRADOC/DA.

f. Foreign student attendance approvals will be kept on FDMS indefinitely.

NOTE: Examples of completed course requests are provided in FDMS.

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Appendix 4: FOREIGN VISIT REQUESTS

1. Purpose: The DA International Visits Program has been established in order to ensure CMI and CUI, to be disclosed to foreign visitors, has been properly authorized for disclosure to their governments and the requesting foreign government provides security assurances for such visitors. The DA International Visits program is managed through the Foreign Visit System (FVS) and allows for visits by requesting countries in order to further security cooperation between the United States and those countries.

2. Foreign Visit Requests (FVRs): Requests will be submitted through the FVS embassy channels by the requesting country with a clearly stated purpose and proposed visit dates.

a. TRADOC receives the request through the FVS and staffs it to the CASCOM FD Office using SENTRY, which is accessible through SIPRNET. Once it has been submitted through FVS, a NIPR notification informing the FDO of the request will also be sent. An official FVS response is required within a 10 day window via SIPRNET. The FDO is required to have daily access to FVS per AR 380-10.

b. There are three types of FVRs, and they should be submitted IAW AR 380-10, Appendix I, Section II, para I-11

1) One-time Visit Request: used to permit contact by foreign representatives with a DA element or a DA contractor facility for a single, short-term occasion (less than 30 days) and for a specific reason.

2) Recurring Visit Request: used to permit separate, one-time visits of fewer than 30 consecutive days over a specified period of time (normally one-year) in connection with a government-approved license, contract, agreement, or other program.

3) Extended Visit Request: used to permit a single visit for an extended period of time, normally 30 consecutive days or more.

c. The FDO will review the FVR and contact the POC that is listed on the request form. The FDO will confirm the POC is aware of the visit and prepared to support. They will also request the information that is to be released in the visit and review it to ensure it is in the best interest of the US to release that information and that it is releasable in accordance with NDP-1. (This is accomplished after approving the visit request).

d. The FDO will then decide and verify that the partner nation is allowed to receive that information, and inform the POC of their FD determination.

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e. The FDO will reply back to TRADOC, using FVS, informing them with all of the necessary information in the TRADOC required format, of approval or disapproval.

f. The FDO will base their decision on certain questions/criteria:

1) Will the best interest of the U.S. Army be served by approving the visit?

2) Are the purpose and dates supportable and are sufficient personnel available to support the visit?

g. TRADOC FDO will review CASCOMs response and if in agreement, forward to HQ DA G2 for final approval. The file will be kept on hand for a minimum of three months, IAW AR 25-400-2, or until visit is complete.

NOTE: FVRs will, preferably, be submitted through SIPRNET, NLT 30 days from the date of visit. Extended foreign visit requests, such as a Foreign Liaison Officer, require that a DDL accompany it; this is the responsibility of the FDO/FDR to ensure this is created and completed within the allotted time frame.

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Appendix 5: DELEGATION OF DISCLOSURE AUTHORITY LETTER (DDL)

a. A DDL is a document issued by the appropriate designated disclosure authority describing classification levels, categories, scope, and limitations related to information under Army's disclosure jurisdiction that may be disclosed to foreign governments or their representatives for a specified purpose.

b. A DDL is required for International Agreements, Foreign Liaison Officer's (FLOs), Army Personnel Exchange Programs (PEPs), Engineer and Scientist Exchange Programs (ESEPs), Cooperative Program Personnel (CPPs), weapon systems, organizations, cooperative R&D (that is, Data Exchange Annex's (DEAs)), technology research and development programs (TRPDs), The Technology Cooperation Programs (TTCPs), Requests for Proposals (RFPs), and combined military operations and exercises.

c. All DDL's will expire five years after date of approval or when the activity that required the DDL has concluded.

d. No Later Than (NLT) 90 days prior to expiration, the FD office will initiate the renewal process in SENTRY, then submit the DDL through the proper channels.

1) Submit to TRADOC for review 60 days prior to expiration.

2) Submit to DA for review 30 days prior to expiration.

e. The FDR will process and gather all necessary information.

f. The DDL, when completed, will consist of eight elements, which are:

1) Classification: the highest level of classification

2) Disclosure methods: how can information be disclosed

3) Categories permitted: which of the eight NDP-1 categories can be disclosed.

4) Scope: who is authorized to disclose the material or information, and to whom disclosure is authorized, and under what conditions.

5) Authorized for disclosure: describe the material or information under the cognizance of the disclosure authority.

6) Not authorized for disclosure: the limits of the disclosure authority, what cannot be disclosed

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7) Procedures: the business rules of the disclosure program i.e. review and transfer procedures, access to systems and networks, visit procedures, etc.

8) Re-delegation: the extent of re-delegation of disclosure authority, if any, permitted to subordinate activities.

g. A warning statement will be placed on all DDL's IAW AR 380-10, Appendix D, para D-2.

h. Once approved, the DDL will be submitted to DCS G-2 within 10 working days for signature or approval.

i. Upon arrival of FLO or MPEP to CASCOM, a terms of certification (TOC) document will be filled out, signed, and uploaded to SENTRY within 10 days. The TOC is prepared by the FD office, signed by the FLO/MPEP and the CASCOM CO, and reviewed by the FDO prior to uploading to SENTRY.