

## 673 ABW/IP Classified Meeting & Discussion Checklist

Item	Action	Done
1	INITIAL PREPARATION (Designated Meeting Security Manager)	
	Determine meeting subject and highest level of classification, to include special handling or access,	
1.1	CUI, NATO, CNWDI, SIOP, etc. If T/S SCI or SAP is included, prior coordination with appropriate	
	SSO or SAP POC is required.	
1.2	Determine if entire meeting will be classified or limited to partial classified sessions. (If	
	partial, recommend classified portion first)	
1.3	Determine where the classified material will be stored before, during, and after the meeting.	
1.4	Select meeting location that provides physical control, has GSA-approved storage containers (if	
	required) and provides protection from unauthorized audio and visual access. Areas above ground	
	floor or outside roof access is preferred.	
1.5	Identify potential attendees. Unit Security Assistants (SA) submit visit requests to host SA.	
	Identifies and clearances must be verified by host unit at entry.  Verify security clearances and confirm NDAs signed (DISS), ensure clearances meet highest level	
1.6	of classification presented.	
1.7	Holder/briefer of information responsible for ensuring Need To Know (NTK).	
1.7	Identify foreign attendees or representatives. Get approval for release of any information	
1.8	(Classified and CUI) from Foreign Disclosure Officer (FDO).	
1.0	*Any US citizen representing a foreign interest is a foreign representative.	
1.9	Announce the meeting only on a need-to-know basis via e-mail, phone, etc.	
1.10	Identify any special communication requirements.	
	Ensure classified material used for the meeting has the required classification markings and cover	
1.11	sheets are affixed to the front of the material to alert individuals of the classification level.	
	Ensure AIS equipment used to process or project classified information is approved for classified	
1.12	use. Refer TEMPEST compliance requirements/questions to the Wing WCO.	
2	INSPECT AREA PRIOR TO MEETING (Designated Meeting Security Manager)	
2.1	If not familiar with area, request building manager assistance.	
	Check everywhere; walls, ceilings and floors for suspicious objects, e.g., holes, openings, exposed	
2.2	wires, recording devices, etc.	
	Ensure all doors, windows and other openings are closed before the classified briefing begins.	
2.3	Close all blinds & curtains. First floor windows or windows visible from outside roof must be	
	covered to prevent visual access.	
2.4	Check all physically accessible areas.	
2.5	Check, touch, and lift, if possible, the following items and areas for things out of the ordinary, e.g.,	
2.5	recording devices.	
2.5.1	Trash containers.	
2.5.2	Fire extinguishers.	
2.5.3	Tables, desks, and chairs.	
2.5.4	Curtains, pictures or similar items on walls, windows and furniture.	
2.5.5	Electronics: Wall Plates, Circuit breaker boxes, etc (Use safety precautions)	
2.6	Identify and verify security clearance of attendees by checking access rosters, lists, visit requests,	
2.0	messages, etc. *Verified through DISS.	
2.7	Check briefcases, bags, and purses for unusual, unauthorized, or suspicious items, if allowed	
	beyond the entry control point.	
2.8	Ensure conversations within the meeting room or area cannot be heard by uncleared personnel	
	outside the area (doors, windows, over/through walls on dropped/false ceilings).	
3	DURING MEETING/CONFERENCE (Designated Meeting Security Manager)	
3.1	Establish a method to identify attendees for entry/reentry in real-time. (Minimal).	
3.2	If when sound acoustics are a concern, to prevent unauthorized entry/listening by posting	
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