



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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3800
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JUL 13 2018

POLICY LETTER 12-18

From: Commanding General
To: All Hands

SUBJ: SECURITY CLEARANCE POLICY FOR TOP SECRET SENSITIVE COMPARTMENTED
INFORMATION SUBMISSION

Ref: (a) DoD 5105.21-V-1
(b) DoD 5105.21-V-2
(c) DoD 5105.21-V-3
(d) CMC Washington DC I MSG Dated 191748Z Mar 09
(e) CMC Washington DC I MSG Dated 111924Z May 11
(f) MCO 1200.17D (MOS MANUAL)
(g) SECNAV M-5510.30
(h) USECNAV Memo PSI Submission Requirements Dated 27 Feb 13
(i) MARADMIN 136/13

Encl: (1) SCI Justification Letter

1. Purpose

a. Per the references, this policy delineates the command/staff billets and Military Occupational Specialties (MOS) within the Marine Air Ground Task Force Training Command that require eligibility and/or access to Top Secret Sensitive Compartmented Information (TS/SCI).

b. Per references (a) thru (c), the Special Security Office (SSO) manages and oversees all aspects related to TS/SCI security clearances within the command, including all requirements for foreign travel. Final SCI eligibility will be granted by the Department of Defense Central Adjudication Facility. SCI access will be granted by the Marine Air Ground Task Force Training Command SSO based on mission requirements and individual need-to-know. No person will be deemed to have a need-to-know solely by virtue of rank, title, or position.

2. Policy

a. The following Marine Air Ground Task Force Training Command billets are determined to possess a valid need-to-know for TS/SCI eligibility and indoctrination. Billet incumbents are exempt from the annual re-justification requirements:

EXECUTIVE STAFF

Commanding General
Chief of Staff

PRIMARY STAFF

Assistant Chief of Staff (AC/S) Communications Directorate
AC/S Communications Directorate

OTHER

Deputy AC/S Communications Directorate
All Marines possessing MOS 02XX and 26XX assigned to Marine Air
Ground Task Force Training Command.

b. Billet TS/SCI Eligibility

(1) Per reference (d) and in accordance with references (a) thru (c), billets are eligible for TS/SCI only if they directly support or handle SCI; the need-to-know principle remains in place. Those personnel who meet the above criteria require eligibility, but do not require indoctrination unless deemed necessary by the SSO.

(2) The justification in the request for access will specifically identify the type of SCI data required, why the job cannot be performed without SCI, and how the individual will use the information. Nominations should not be submitted on personnel who would have less than one year tenure following SCI indoctrination.

c. Per reference (f), the following MOS' are determined to require TS/SCI eligibility but do not require indoctrination unless deemed necessary by the SSO:

MOS 0505 - Marine Air Ground Task Force Planners
MOS 0510 - Basic Information Operations Staff Officer
MOS 0521 - Psychological Operations Noncommissioned Officer
MOS 0551 - Information Operations Specialist
MOS 0689 - Cyber Security Technician
MOS 2336 - Explosive Ordnance Disposal
MOS 5821 - Criminal Investigation Division Agent
MOS 6821 - Meteorology and Oceanography (METOC) Observer
MOS 6842 - METOC Analyst Forecaster
MOS 6852 - METOC Impact Analyst

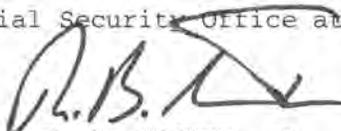
d. Any additional billets that may arise will be addressed on a case by case basis after the submission and review of the enclosure.

e. Any personnel deploying on a Special Marine Air Ground Task Force or Marine Expeditionary Unit, regardless of a Division affiliation, will need approval from I Marine Expeditionary Force SSO in order to start an investigation.

f. Interim clearances can only be requested by personnel who will be deploying and/or in direct contact with SCI, barring the individual has an Single Scope Background Investigation/Tier 5 on file.

3. All TS/SCI coordination within the command will be conducted through the Marine Air Ground Task Force Training Command SSO, located in Building 1538, Room 163, or at (760) 830-1300.

4. The point of contact is the Special Security Office at (760) 830-1300.


R. B. TURNER, JR.

DISTRIBUTION: A

SCI Justification Letter

COMMAND LETTERHEAD

SSIC
SECTION
DATE

From: Division/Branch Head
To: Senior Intelligence Officer
Via: Special Security Officer

Subj: NOMINATION REQUEST FOR ACCESS TO SENSITIVE COMPARTMENTED
INFORMATION IN CASE OF (FIRST NAME MI LAST NAME)

Ref: (a) CG MAGTFTC, MCAGCC Policy Letter 25-18

1. The following information is submitted to the Senior Intelligence Officer, Marine Air Ground Task Force Training Command as justification for requested accesses:

- a. Full Name:
- b. Full SSN:
- c. Billet:
- d. Position Description:
- e. Access Requirements: (specifically which SCI caveats are needed.)
- f. POC for requiring access to SCI is (Rank, Name) at (COMM phone#/DSN phone #) and (email address).
- g. How long and how often SCI is required: The SNO will require SCI
- h. Detailed Justification: Must state who the lead on the project is (Rank, Name) at (COMM phone#/DSN phone #) and (email address). A justification why SCI is required (The justification for SCI access must specifically identify the type of SCI data required, why the job cannot be performed without SCI, and how the individual will use the information. No person will be deemed to have a need-to-know solely by virtue of rank, title, or position per reference (a). Justifications received that state access is required to attend meetings/briefs will not be accepted. THERE NEEDS TO BE A LEGITIMATE REQUIREMENT. Justifications MUST be written by an SCI indoctrinated individual, not the individual identified in the request. If a contractor, must have contract number and attach the correct DD254.

2. Point of contact in this matter is (Rank, Name) at (COMM phone#/DSN phone #) and (email address).

I. M. DIRECTOR

Enclosure (1)