

## DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 280 FOREIGN DISCLOSURE  
Functional Area Manager: PPO/PLU  
Point of Contact: MS. CINDY DAVIS  
(DSN) 222-4342 (COML) 703-692-4342  
E-mail: [Cynthia.L.Davis@usmc.mil](mailto:Cynthia.L.Davis@usmc.mil)  
Date Last Revised: 18 November 2011
- 280 01 ADMINISTRATION
- 280 01 001 Does the command have a Delegation of Disclosure Authority Letter (DDL) giving authority to the Deputy Commandant (DC), Commanding General (CG) or Commander?  
Reference  
SECNAVINST 5510.34A; MCO 5510.20A
- 280 01 002 Does the command have a Designated Disclosure Authority (DDA) appointed in writing by the DC, CG, Commander, or by direction?  
Reference  
SECNAVINST 5510.34A; MCO 5510.20A
- 280 01 003 Is the assigned DDA a civilian employee, GS-11 equivalent or above, or a military officer (senior enlisted personnel on a case-by-case basis). Does the DDA have sufficient staff to manage the program?  
Reference  
MCO 5510.20A
- 280 01 004 Does the DDA have a copy of National Disclosure Policy-1 (NDP-1)?  
Reference  
SECNAVINST 5510.34A; MCO 5510.20A
- 280 01 005 Does the Command have access to applicable Foreign Disclosure Orders, directives and instructions?  
Reference  
MCO 5510.20A; SECNAVINST 5510.34A; NAVY FOREIGN DISCLOSURE MANUAL; DoDD 5230.1; DoDD 5230.20; NDP-1
- 280 02 FOREIGN DISCLOSURE
- 280 02 001 Does the Command have a written local Foreign Disclosure policy?  
Reference  
MCO 5510.20A

- 280 02 002 Does the Command receive official visits from foreign government or international organization representatives? If yes, does the command have local policy in place to track, manage and document foreign visits?  
Reference  
DoDD 5230.20; FVS/FVS-CM MSG DTG 191634 MAR 10
- 280 02 003 Does the DDA/FDPOC or other person in the command have an account for the DoD Foreign Visit System (FVS)?  
Reference  
DoDD 5230.20; FVS/FVS-CM MSG DTG 191634 MAR 10
- 280 02 004 Does the DDA/FDPOC or other person in the command access the FVS and complete items for action as assigned in a timely manner?  
Reference  
DODD 5230.20; FVS/FVS-CM MSG DTG 191634 MAR 10
- 280 02 005 Does a DDA review every foreign visit and ensure proper foreign disclosure reviews are completed when CUI or CMI are considered for disclosure/release during visits?  
Reference  
NDP-1, DoDD 5230.20; MCO 5510.20A
- 280 02 006 Does the command use the Foreign Visit System-Confirmation Module (FVS-CM) to track all one-time or recurring foreign visits hosted by the command?  
Reference  
MCO 5510.16A; FVS/FVS-CM MSG DTG 191634 MAR 10
- 280 02 007 Does the command have Foreign Liaison or Foreign Exchange personnel permanently assigned? If so, is the command in compliance with Foreign Disclosure policy/guidance?  
Reference  
NDP-1; DoDD 5230.20; MCO 5510.20A
- 280 02 008 Does the command have a copy of the Delegation of Disclosure Authority Letter (DDL) for each billet to which a Foreign Officer is assigned?  
Reference  
NDP-1, DoDD 5230.11 AND DoDD 5230.20; MCO 510.20A
- 280 02 009 Does the command have a copy of the approved, extended Foreign Visit Request for each foreign person assigned?  
Reference  
DoDD 5230.20; MCO 5510.20A

- 280 02 010 Does the command have a Contact Officer appointed in writing by a DC, CG, Commanding Officer or by direction for each Personnel Exchange Officer or Foreign Liaison Officer assigned to that activity and is the appointment letter maintained and on file per the applicable DDL?  
Reference  
DoDD 5230.20; MCO 5510.20A
- 280 02 011 Does the command maintain and have on file, a Contact Officer Acceptance Letter per the applicable DDL?  
Reference  
DoDD 5230.20; MCO 5510.20A
- 280 02 012 Does the command maintain and have on file, an Understanding of Conditions and Responsibilities Letter signed by the Foreign Liaison Officer or Personnel Exchange Officer assigned to the activity per the applicable DDL?  
Reference  
DoDD 5230.20; MCO 5510.20A
- 280 02 013 Does the command have a system in place to track all foreign disclosure decisions?  
Reference  
MCO 5510.20A
- 280 03 TRAINING AND EDUCATION
- 280 03 001 Has the DDA/Foreign Disclosure Point of Contact (FDPOC) completed approved FD training? Are certificates on file?  
Reference  
MCO 5510.20A
- 280 03 002 If applicable, has the Command's Contact Officer completed training in accordance with local policy?  
Reference  
DoDD 5230.20; MCO 5510.20A; FVS/FVS-CM MSG DTG 191634  
MAR 10
- 280 03 003 Does the DDA/FDPOC conduct training for units that fall within their area of responsibility?  
Reference  
MCO 5510.20A