



Job Aid: Classified In-House Gatherings and Impromptu Meetings

Protection of Classified National Security Information: Accountability, Control, and Storage

1	Ensure meeting is held in an area under the security control of Department of Commerce, a Government agency, or at an appropriately cleared U.S. contractor facility.	<input type="checkbox"/>
2	Ensure all electronic equipment maintained in the room that is capable of transmitting signals outside the room, is powered off and disconnected from electrical outlets.	<input type="checkbox"/>
3	Conduct a sound attenuation test to ensure normal conversational tone from inside the room cannot be heard intelligibly from outside the room. Note: Pay particular attention to vents, ducts, and other openings. If public address or other amplification systems are used, conduct the test with these systems on and off.	<input type="checkbox"/>
4	Assign and post cleared Department of Commerce office personnel at exterior doors and hallways to keep the room's perimeter under surveillance and prevent passers-by from stopping and listening.	<input type="checkbox"/>
5	Control access to the room. Use an attendee roster if applicable, and have sufficient backup host office personnel available, as needed.	<input type="checkbox"/>
6	Verify the identity of each participant via U.S. Government photo identification or similar documentation.	<input type="checkbox"/>
7	Ensure the security clearances of attendees are at least equal to the level of classified information to be disclosed.	<input type="checkbox"/>
8	Prohibit those without proper authorization and clearance from attending classified portions of the meeting.	<input type="checkbox"/>
9	Notify each attendee and presenter of:	
	a. The highest level of classified information to be presented/discussed and when multiple presentations are given, the specific classification (or unclassified status) of each presentation.	<input type="checkbox"/>
	b. Limits on the number of room entrances and the access controls prior to or during the meeting to prevent access by unauthorized persons.	<input type="checkbox"/>
	c. Limitations associated with classified portions of the meeting, e.g., prohibitions against photographing, note-taking, audio/video recording, using two-way radios, cellular phones, or other transmitting devices.	<input type="checkbox"/>
10	Ensure security protection for the room is maintained during breaks.	<input type="checkbox"/>
11	Comply with all security safeguards for classified information.	<input type="checkbox"/>
12	At the conclusion of the meeting, conduct an inspection of the room to ensure no classified materials have been left behind.	<input type="checkbox"/>
13	If applicable, ensure sufficient supplies are available to properly package classified materials for local attendees to hand-carry back to their office. For those outside the local area, gather, package, and mail classified materials to the attendees' office. As an alternative to couriering, all classified materials (presentations, notes, etc.) can be uploaded electronically to a classified network and delivered electronically to individuals who attended the meeting.	<input type="checkbox"/>