

**ARCTIC WARRIOR EVENTS CENTER
CLASSIFIED BRIEFING REQUEST**

Date: _____

MEMORANDUM FOR 773rd FSS/FSW- ARCTIC WARRIOR EVENT CENTER (AWEC)

FROM: _____

SUBJECT: Statement of Understanding Regarding AWEC Classified Briefings (Up to and including SECRET)

In accordance with Executive Order 13526, DoDM 5200.01 Volume 3, AWEC Operating Instructions and guidance from local Wing Cyber Operations (WCO) and Information Protection (IP) offices, the following requirements must be met to conduct classified briefings at the AWEC Facility:

1. Notification and annotation of AWEC Classified Briefing Request via AWEC Reservation procedures.
 - a. Only upon AWEC team approval, via emailed calendar invitation, can a classified briefing be hosted at the AWEC. At any time if AWEC staff determines requirements are not being met, a classified meeting can be cancelled and reported to proper management/authorities for lack of compliance and proper procedures.
 - b. Once approval has been granted the following must occur:
 - i. Appointment of Designated Meeting Security Manager (MSM).
 - ii. Completion of Classified Briefing Request.
 - iii. Review/Acknowledge current TEMPEST certification letter for AWEC Facility.
 - iv. Review/completion of 673 ABW/IP Classified Meeting and Discussion Checklist.
2. Once the meeting is adjourned, AWEC Team will review meeting space and ensure it is cleared of any classified materials that could create a potential security incident.

I, _____ as the MSM/POC, take full and sole responsibility for the compliance and proper coordination of conducting a classified briefing on _____ (date) and regulatory guidance of same. I agree to safeguard and prevent unauthorized persons from access to classified and will abide by any and all regulatory guidance from Executive Order 13526, DoD, AF and local classified guidance. At any time, if we are found to not be in compliance, I understand it will be handled as a mandatory reportable security incident and the proper authorities will be notified (Commander/WCO/IP).

- I notified AWEC Staff of intent to host a classified briefing and have been approved.
- I am or have a designated Meeting Security Manager.
- I have reviewed AWEC TEMPEST Certification Memorandum and map layout.
- I will complete the 673rd ABW/IP Classified Meeting Checklist (before and after meeting).

Unit/Organization:	
Grade:	
Full Name:	
Government Email:	
Business Phone Number:	

SIGNATURE