



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
MARINE FORCES RESERVE
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IN REPLY REFER TO:
3070
G3
12 Mar 18

From: Commanding General, Force Headquarters Group
To: All Hands

Subj: WHITE LETTER 1-18: SAFEGUARDING CRITICAL AND SENSITIVE
INFORMATION


Ref: (a) SECNAVINST 3070.2 OPSEC
(b) MCO 3070.2A

1. Purpose. This White Letter identifies critical and sensitive information utilized in the daily operations of the Force Headquarters Group (FHG) and provides guidance for the appropriate safeguard of that information.

2. Critical and Sensitive Information. Per the references, "critical" information consists of specific facts about friendly intentions, capabilities, and activities, needed by adversaries to plan and act effectively against friendly mission accomplishment. "Sensitive" information is unclassified information requiring special protection from disclosure that could cause compromise or threat to national security, the Marine Corps, individual personnel, or family members. Within the FHG, commonly used critical and sensitive information include the following:

- Plans (unit movement dates for exercises and deployments)
- Readiness/Capabilities
- VIP Travel itineraries
- Personally Identifiable Information (PII)
- Dependent information

3. Guidance. As Marines, Sailors, and civilian employees, we utilize critical and sensitive information in the performance of our duties and we are entrusted with safeguarding that information for the protection of our mission, our comrades, and our families. The protection of critical and sensitive information is as important as physical protection measures. We must treat it in accordance with the annual Operational Security and Cyber Awareness/PII training we complete annually to maintain access to the Marine Corps Enterprise Network (MCEN). Additionally, critical and sensitive information shall not be contained on unauthorized computers or mobile devices or transmitted outside of the Marine Corps Enterprise Network (MCEN).


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Distribution: All FHG Personnel