

CAUTION

Multi-Function Device AUTHORIZED to PROCESS CLASSIFIED

Primary SM: _____ Alternate SM: _____
Unit: _____ Building Number: _____ Room Number: _____
Serial Number: _____ Manufacturer: _____ Model: _____
Certification & Accreditation (C&A) package number: _____
Wing Information Assurance Officer (IAO): _____
Contractor: _____ Contract #: _____
MFD Certified Uses for Classified: Copy only Immediate overwrite enabled: _____ (SM initials)

- (1) Unit commanders authorize designated people/position to reproduce classified material within their activity. Reproduction is kept to a minimum consistent with mission requirements. Appointment memo will be posted.
- (2) Personnel reproducing classified information are knowledgeable of the procedures for classified reproduction and aware of the risks involved with the specific reproduction equipment being used and the appropriate countermeasures they are required to take.
- (3) Reproduction limitations originators place on documents and special controls applicable to special categories of information are fully and carefully observed.
- (4) Reproduced material is immediately placed under the same accountability and control requirements as applied to the original material. Extracts of documents will be marked according to content and may be treated as working papers if appropriate.
- (5) Reproduced material is conspicuously identified as classified at the applicable level and copies of classified material are reviewed after the reproduction process to ensure that the required markings exist.
- (6) Waste products generated during reproduction are protected and destroyed as classified material IAW applicable security directives.
- (7) Classified material is reproduced only on approved systems (and when applicable, properly accredited).
- (8) Foreign government information (FGI) is reproduced and controlled pursuant to guidance and authority granted by the originating government.
- (9) MFDs connected to classified ISs must be documented in the IS C&A package and approved by the DAA.
- (10) Unit commanders or equivalent, and staff agency chiefs designate MFDs for reproducing classified material.

Note: Please consult with the unit security manager or unit operating instructions if you need assistance.

Unit Commander/Equivalent Validation

Date Submitted: _____

Commander/Equivalent Signature

Wing Information Protection Approval

Date Approved: _____

Chief, Information Protection Signature