

Security Note: 05-09

Year: 2009 Authorization: **APPROVED**

From: Director, Administration and Resource Management Division
To: Security Coordinators

Subj: PERSONNEL IDENTIFICATION NUMBER (PIN) ACCESS

Encl: (1) Alarm Zone Access Authorization Form
(2) Instructions for the Alarm Zone Access
Authorization Form

1. Effective immediately, all Headquarters Marine Corps Staff Agency Security Coordinators aboard the Pentagon Reservation including the Navy Annex shall submit Alarm Zone Access Authorization Forms (enclosure 1) electronically to the HQMC ARS organizational mailbox, SMB.HQMC.SECURITY@USMC.MIL. Instructions for the completion of this form are provided in enclosure 2.

2. Upon verification of security clearance information by the HQMC Security Manager, the form will be sent to Pentagon Force Protection Agency (PFPA) for issuance of the appropriate Personnel Identification Number (PIN) and access. The Staff Agency Security Coordinator for those agencies resident in the Pentagon shall continue to receipt for their respective PIN's from the PFPA Access Control Office, room 4B644. Agencies resident within Federal Office Building (FOB) #2 will continue to receive their PIN's from the HQMC Security Office (ARS), FOB#2 room 1006.

3. All personnel assigned a PIN or access for restricted areas must have the appropriate security clearance commensurate with the level of classified material or systems contained within the specific office space. Permanent HQMC agency staff members not in possession of an appropriate security level clearance cannot be granted unescorted access into restricted areas. All visitors must be signed into the office space (Visitor Control Log) and escorted at all times regardless of the purpose of the visit.

4. Upon transfer, PCS, reassignment, or unauthorized absence, the agency Security Coordinator shall submit a new form indicating the deletion of that individual from the appropriate office space. Failure to maintain an agency's updated authorization form could result in unauthorized access to classified material, which may result in a security violation.

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5. The normal processing time for PIN/access authorization is 48 hours to 72 hours.

6. Questions regarding this Security Note should be directed to HQMC Security Manager at (703) 614-2320.

7. This note supersedes Security Notes 03-03 and 08-05.


M. M. OLIVER, JR.
By direction

Instruction for completion of the Access Request form

Block A.

Building Name: Identify the building in line #1 of Block A. NOTE: Only one building or alarm system is to be identified per access request form – a separate access form must be completed for each building/alarm system.

System: Is your system AMAG, DAQ C-3, C-4, AMAG OLC or MDI? This block is important! If more than one system is needed please fill out separate forms for each to alleviate any confusion.

Agency: The requesting agency

Zone: Identify the alarmed zone number of the area. NOTE: AMAG system alarm zones are identified by room numbers.

Room Number: List the main entry/room numbers as well as any secondary entries to the alarmed area/zone.

Room Requested continued: If you need more room.

Room/Zone Contact number: This number would ring within the area itself.

Room/Zone Alternate telephone: See above

Security Manager (SM): Name of Primary Security Manager as designated by the appointment letter on file.

SM Phone: Telephone number to contact the SM.

Alternate Security Manager: Alternate Security Manager

ASM Phone: Telephone number to contact the ASM.

Block B. Emergency Points of Contact (During Duty and Non-Duty Hours)

Modified/Changed or Updated: Check the box that is appropriate.

Check if add or delete Name SSN and Work and Home telephone numbers.

Block C. Personnel Authorization - Personnel that require access or deletion.

1. Add – To add a person to your roster.
2. Delete – To remove a person from your roster.
3. PIN - Mark if you require a PIN to grant access to your area or if on AMAG you need the personnel to be able to arm/disarm a space.
4. PIC - Mark if you require a PIC to arm/disarm a space within a DAQ system.
5. ACS – Mark if swipe access required.
6. Name – Legal name that is notated on the PNT or NCR pass.
7. SSN – This must match what is in the pass system.
(Please ensure that this number is accurate in order to process requests in a timely manner.)
8. Work Phone - self explanatory.
9. JS – This will be checked if the pass is a Joint Staff Pass so that the request can be processed in a timely manner. Please send Joint Staff Pass requests separate from all other requests.

Add all requests to the same area to these blocks, if you run out of room fill out another form or add to the current form.