



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

1650

ARS

18 Jan 12

Security Note 01-12

From: Director, Administration and Resource Management Division
(Dir, AR)

To: All HQMC Department, Staff Agencies/Activities
Commanding General, Marine Corps Recruiting Command

Subj: SECURITY COORDINATOR OF THE YEAR AWARD PROGRAM

1. Situation. The Dir, AR has approved the implementation and establishment of the Headquarters Marine Corps Security Coordinator of the Year Award Program.

2. Mission. This award program will recognize a Security Coordinator who has demonstrated exceptional performance managing their Staff Agency/Activity Security Program.

3. Execution. The award will be given to the Staff Agency/Activity Security Coordinator at the end of each fiscal year. The award will be based on the following criteria:

a. No incidents involving Information Technology (IT) Spillages for the entire fiscal year.

b. No Communication Security Violations for the entire fiscal year.

c. No Physical Security Violations for the entire fiscal year.

d. No incidents involving the conduct of a Preliminary Inquiry for the entire fiscal year.

e. Received a "Mission Capable" during the annual Security Assessment Visit.

f. Promoting Security Awareness within their respective Staff Agency/Activity.

g. Ensured all personnel assigned to their Staff Agency/Activity completed all required security training.

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h. Received Zero violations during Unannounced Security Visits.

i. Staff Agency/Activity representation at all Security Coordinator Meetings.

4. Administration and Logistics. The awards given under this program will be as followed:

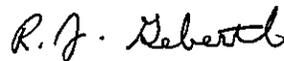
a. A wall placard that will display the name of the Staff Agency/Activity that won the award for the Year. This placard would be displayed in the ARS' office space at the Pentagon.

b. A Staff Agency/Activity Award Plaque.

c. The Security Coordinator that wins the award will receive a Certificate of Commendation signed by the Director Marine Corps Staff.

d. The plaque and Certificate of Commendation will be presented by Dir, AR during the 1st Quarter Security Coordinator Meeting of each fiscal year.

5. Command and Signal. Questions regarding this Security Note should be directed to the HQMC Security Manager at (703) 614-3609.



R. J. GEBERTH

By direction

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