

Security Note: 08-09

Year: 2009 Authorization: APPROVED

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

Subj: NOTIFICATION EMAILS FOR PERIODIC REINVESTIGATION (PR)

Ref: (a) ASD (C3I) memo of 22 Feb 02
(b) SECNAV M-5510.30
(c) CNO Memo Ser N09N2/6U871156, dtd 2 Jun 06

1. In compliance with references (a) and (b), a periodic reinvestigation (PR) must be submitted every 5 years to support access to Top Secret/SCI material, every 10 years for access to Secret material and every 15 years for access to Confidential material.

2. As a courtesy, the HQMC Security Office (ARS) will send notification emails to individuals assigned to Headquarters, Marine Corps and Marine Corps Recruiting Command 30 days before expiration. These emails allow for time for the employee to gather information and prepare all documents necessary for completion of the PR through the Electronic Questionnaire for Investigation Processing (EQIP). Reference (c) requires that reinvestigations be submitted no earlier than 30 days prior to expiration of the current investigation. Additionally, EQIP requires that once initiated by HQMC Security Office, the Personnel Security Investigation (PSI) must be completed within 30 days of the initial EQIP log-in. Failure to do so results in a request termination.

3. The additional time allowed with this notification process is necessary since ARS does not maintain copies of, nor has access to previously submitted requests for investigation (Questionnaire for National Security Position (SF 86)) unless the investigation was submitted by ARS. If previously submitted through ARS, a file copy of the most recent SF 86 is available for the employee to review.

4. The provisions of reference (b) mandate that the submission of the PR is sufficient to maintain access based on previously assigned eligibility. The investigation does not have to be completed for access to be assigned or maintained.

Subj: NOTIFICATION LETTERS FOR PERIODIC REINVESTIGATION

5. ARS will forward the notification emails directly to all Colonels and below. Staff agency/activity security coordinators will receive all notification emails for General Officers (GO) and members of the Senior Executive Service (SES) assigned to their agency/activity. ARS recommends you discuss your internal notification process with your Executive Assistant (EA) in order to make the most effective notification, to your GO/SES population.

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

7. This note supersedes Security Manager's Notes 01-07 and 05-07.


M. M. OLIVER, JR.
By direction