

**Security Note: 07-09**

Year: 2009 Authorization: **APPROVED**

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

Subj: UNANNOUNCED SECURITY VISITS (USV)

Ref: (a) SECNAV M-5510.36

Encl: (1) USV Checklist  
(2) Access Roster

1. The reference mandates the evaluation of a command security posture. As such, the Director, Administration and Resources Management Division (DirAr), Security Programs and Information Management Branch, (ARS) uses two tools (Unannounced Security Visit (USV) and Security Assessment Program in the security evaluation process of all HQMC Staff Agencies and activities. The USV is a valuable tool in mitigating the loss and risk associated with the storage and handling of classified material. As a security awareness tool, USV's are intended to reduce the number of security violations within HQMC Staff Agencies. Enclosure (1) is an USV Checklist for your use. Reference (a) establishes the requirement for Inspections, Assist Visits, and Program Reviews. Security Coordinators can use this inspection checklist and/or modify its content to meet their specific needs based upon the classified materials they maintain and an assessment of the security readiness throughout their respective staff agency. Incorporation of the USV's at the staff agency level should help to reduce the number of security violations.

2. Personnel listed on enclosure (2) will be conducting the USVs. Enclosure (2) shall serve as an access roster authorizing the individuals listed to have unescorted privileges in your space. These USV's will be conducted during normal working hours (0800-1630 Monday through Friday). These personnel will not be searching in desks or other areas considered personal in nature (i.e. wall lockers, gym bags, purses, etc).

3. Your cooperation in supporting this program is appreciated. This valued support serves to ensure that HQMC is in compliance with all Department of the Navy security policies and regulations.

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

Subj: UNANNOUNCED SECURITY VISITS (USV)

5. This note supersedes Security Manager's Note 06-07.

  
M. M. OLIVER, JR.  
By direction

USV CHECKLIST

1. ARE DOCUMENTS PROPERLY SAFEGUARDED? YES NO
2. ARE ANY COMPUTERS LEFT UNATTENDED (NIPRNET/SIPRNET)? YES NO
3. ARE ANY USER ID'S WITH PASSWORDS WRITTEN  
DOWN UNDER KEYBOARDS, MOUSE PADS, TOP OF DESK, UNDER  
DESKTOP CALENDARS ON WALLS AND BULLETIN BOARDS? YES NO
4. ARE ANY BURN BAGS LEFT UNATTENDED WITHIN AN UNSECURED  
SPACE? YES NO
5. ARE THERE ANY UNSECURED, UNATTENDED COURIER CARDS,  
BUILDING PASSES, ETC? YES NO
6. IS EQUIPMENT DESIGNATED FOR THE REPRODUCTION OF  
CLASSIFIED MATERIAL? IF SO, IS THE EQUIPMENT PROPERLY  
MARKED AND SAFE GUARDED? YES NO
7. ARE FACSIMILE (FAX) MACHINES ADEQUATELY MARKED TO  
ENSURE PERSONNEL ARE AWARE THAT IT IS/IS NOT AUTHORIZED  
FOR TRANSMISSION OF CLASSIFIED MATERIAL? YES NO
8. IS OFFICE AUTOMATION MARKED /LABELED PROPERLY? YES NO
9. ARE SF700, 701, 702 FORMS AFFIXED TO SECURITY  
CONTAINERS/SECURED DOORS AND PROPERLY FILLED OUT? YES NO
10. ARE ANY STU III KEYS OR FORTEZZA CARDS LEFT  
UNATTENDED OR UNSECURED? YES NO
11. IS THE EMERGNECY ACTION PLAN FOR THE DESTRUCTION OF  
CLASSIFIED INFORMATION POSTED? YES NO
12. ARE ACCESS ROSTERS POSTED, CURRENT, AND ACCURATE? YES NO
13. ARE ADEQUATE VISITOR CONTROL PROCEDURES IN PLACE?  
(ROSTERS, LOGBOOKS, ETC.) YES NO
14. ARE WINDOWS COVERED CORRECTLY TO PROTECT THE  
INADVERTENT DISCLOSURE OF CLASSIFIED INFORMATION? YES NO

USV ACCESS ROSTER

DEP, BRANCH HEAD ARS	WALLACE C. SIMMS	TS
SECURITY MANAGER:	KEVIN J. WHITE	TS
ASSISTANT SECURITY MANAGER:	ORLANDO ROMAN	TS
SECURITY SPECIALIST:	CHERI E. WILLIAMS	TS
SECURITY SPECIALIST	TRACY BLANCHARD	TS