

Security Note: 03-09

Year: 2009 Authorization: **APPROVED**

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

Subj: HEADQUARTERS U.S. MARINE CORPS SECURITY TRAINING PROGRAM

Ref: (a) SECNAVINST M5510.36
(b) SECNAVINST M5510.30

1. Headquarters U.S. Marine Corps Security Education Training program will continue to be web based. The information contained on the website provides an overview of security requirements as required by the references. The training is located on ARS's Website at:
<http://hqinet001.hqmc.usmc.mil/ar/ARS/ARSB/HQMCTraining.htm> and enables the user to print a certificate of completion for each of three modules, 1) Basic Information and Personnel Security, 2) Anti-terrorism and Force Protection and 3) Counterespionage Awareness, which will then be forwarded to the agency security coordinator, for inclusion in the agency security folders as documentation of training completion. Agency security coordinators will provide a roster monthly to ARS of personnel that have completed the training. The execution of the modules and printing of the three certificates requires approximately one hour and 15 minutes.
2. ARS will verify documentation of annual security education during the staff agency Security Assessment Program Visit.
3. All personnel assigned to Headquarters, Marine Corps are required to complete annual security training prior to 31 December of each calendar year.
4. Questions regarding this Security Note should be directed to HQMC Security Manager at (703) 614-2320.
5. This note supersedes Security Manager's Notes 04-05, 02-06 and 03-07.


M. M. OLIVER, JR.
By direction