



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

IN REPLY REFER TO:  
5500  
ARS

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Security Note 07-13

From: Director, Administration and Resource Management Division

Subj: HEADQUARTERS, U.S. MARINE CORPS (HQMC) SECURITY  
EDUCATION, TRAINING AND AWARENESS PROGRAM

Ref: (a) DOD M-5200.01  
(b) SECNAV M-5510.30  
(c) SECNAV M-5510.36  
(d) HQMC IPSP SOP

1. This Security Note outlines the purpose and provisions of the HQMC Security Education, Training, and Awareness Program (SETAP). The HQMC SETAP provides the necessary knowledge fundamentals to enable quality performance of security functions. The program instills and maintains continuing awareness of security requirements and familiarizes personnel with requirements to protect classified information from exposure to unauthorized persons, persons without a valid need to know, and reporting requirements listed in the references.

2. The minimum requirements of the HQMC SETAP are outlined as follow:

a. Initial Orientation Brief. The protection of government assets, people and property, both classified and For Official Use Only (FOUO), is the responsibility of all personnel. An Initial Orientation briefing will be given to all personnel (Military, Civilian, or Contractor) upon arrival to HQMC. The Staff Agency/Activity Security Coordinator will fulfill this requirement during check-in. Access to classified material will not be granted until this briefing has been completed. Completion of this orientation will be recorded by the Staff Agency/Activity Security Coordinator and the record maintained for the duration of the individual's assignment to HQMC.

b. Termination Brief. The Termination Briefing informs individuals of their continuing security responsibilities after access and assignment to HQMC has terminated. A Termination Briefing is accomplished on the individual's last day of work or

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when access to classified information is no longer required. Staff Agency/Activity Security Coordinator will conduct the Termination Briefing.

c. Security Awareness Bulletins. The purpose of the Security Awareness Bulletin is to promote security awareness and compliance with security procedures. These bulletins address security developments, threats, training aids, and resources that emerge. The increased awareness is intended to help improve the overall security posture.

d. Annual Training and Briefings

(1) Refresher Brief. The Security Refresher brief must be completed each year by all personnel assigned to HQMC. This brief reinforces the policies and procedures covered in their initial and specialized training. The Refresher Brief is available at <https://ppicss.hqi.usmc.mil/IPCPSP/Home/Home.aspx>. Completion of the Refresher Training will be recorded by the Staff Agency/Activity Security Coordinator and that record maintained for the duration of the individual's assignment at HQMC.

(2) Counterintelligence Awareness and Reporting (CIAR) Training. The CIAR training covers foreign intelligence threat and methods, including use of the internet and social networking services; insider threats; reportable information, behavior indicators and reporting procedures. In accordance with Department of Defense (DoD) Directive 5240.06, HQMC personnel are required to receive annual CIAR training. CIAR training will be delivered in person by an agent of the Naval Criminal Investigative Service (NCIS). Training dates and location will be published by the Director, Administration and Resource Management Division (DirAR), Security Programs and Information Management Branch (ARS) via separate correspondence.

(3) Antiterrorism Awareness Training. Antiterrorism Awareness Training is the basic knowledge of terrorist threat and the measures used to reduce personal vulnerability. In accordance with MARADMIN 084/12, all HQMC personnel are required to complete Level I Antiterrorism Awareness Training annually. Level I Antiterrorism Awareness Training is available at MarineNet code (JATLV10000) or at <https://atlevel1.dtic.mil/at/>.

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(4) Information Assurance (IA) Training. IA protects and defends information and information systems by ensuring their availability, integrity, authenticity, and confidentiality. In accordance with MARADMIN 288/13, all HQMC personnel must participate in fiscal year IA training. Uniformed personnel will complete MarineNet training curriculum "USMC Cyber Awareness Training", MarineNet code (CYBERM0000). Civilians will complete all annual cyber awareness training in Total Workforce Management System (TWMS). The courses are titled "DOD Cyber Awareness Challenge V1" and "Privacy and Personally Identifiable Information (PII) Awareness Training". Contractor personnel will complete MarineNet training curriculum "Civilian Cyber Awareness Training", MarineNet code (CYBERC).

e. Special Training and Briefing. Special training and briefings are occasionally required for select HQMC personnel. These include the following:

(1) Original Classification Authority (OCA) Training. OCA's receive training in the proper classification and declassification of classified national security information with an emphasis on the avoidance of over-classification. Training for newly appointed OCAs shall be provided prior to exercising of the authority and each OCA shall receive training annually thereafter. In coordination with the HQMC Security Manager, the OCA will certify in writing that the training has been received.

(2) Derivative Classifier Training. Personnel who perform derivative classification markings, regardless of media, derived from by means of reproducing, extracting, or summarization of classified information, or who apply classification markings source material, or as directed by the classification guide, must complete Derivative Classification Training prior to taking any derivative classification actions, and every 2 years thereafter. The training is available online at the Defense Security Service website, at <http://www.cdse.edu/catalog/information-security.html>.

(3) North Atlantic Treaty Organization (NATO) Brief. All personnel who require access to NATO information must possess the equivalent final U.S. security clearance based upon the appropriate personnel security investigation. Personnel must execute a briefing on NATO security requirements given by the Staff Agency/Activity

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Security Coordinator before access is granted. NATO Briefings are also required for Secret Internet Protocol Router Network (SIPRnet) accounts although no NATO access may be required.

(4) Foreign Travel Brief. Prior to conducting foreign travel (personal or business), all military, civilian and DoD contractor personnel must receive a foreign travel briefing. Personnel can schedule a briefing by contacting Headquarters Battalion, HQMC (S-3 Office), at (703) 614-1471. Personnel should visit <https://www.fcg.pentagon.mil/> for information on what is needed prior to travel, and <http://travel.state.gov/> for passport and other travel guidance.

(5) Hand-Carry Brief. Appropriately cleared personnel may request to escort or transport classified information between locations when other means of transmission or transportation cannot be used. Personnel authorized to hand-carry classified material must be informed of the security responsibilities by executing an "Agreement to Hand-Carry Classified Material" given by their Staff Agency/Activity Security Coordinator.

(6) HQMC Security Manager In-Call Brief. The Staff Agency/Activity Security Coordinators/Assistant Security Coordinators are the principal Information and Personnel Security Program (IPSP) advisors to the Staff Agency/Activity head. All newly appointed Staff Agency/Activity Security Coordinators will meet with the HQMC Security Manager for an "In-Call" to review policy, address responsibilities and to ensure Security Coordinators are provided with the necessary skill sets and knowledge to manage the Staff Agency/Activity IPSP proficiently.

(7) USMC Security Management Course. This is the primary course for security management training based on the references and is designed to be USMC specific. The course is open to all positions within command security management programs. Refer to MARADMIN 458/11 and contact DirAR (ARS) at (703) 614-3609 for additional information and course requirements.

(8) Annual Communication Security (COMSEC) Training. Annual COMSEC Training is taken by the Local Element Coordinators (LECO) and Security Coordinators who are assigned LECO duties and the responsible personnel designated by the Staff Agency/Activity Head for administration, accounting,

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handling, safeguarding and destruction of COMSEC material within their respective Staff Agency/Activity accounts. HQMC ARSC EKMS Managers will provide the LECO/Security Coordinator annual COMSEC training. LECO must also complete the Basic COMSEC User Training as described in paragraph 2.e.(9).

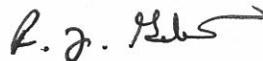
(9) Basic COMSEC User training. Personnel identified as COMSEC Users must complete the Basic COMSEC User training at least 10 days prior to signing a Communications Material Security Systems (CMS) Acknowledgment form and annually thereafter. The Basic COMSEC User training can be found at <https://ppicss.hqi.usmc.mil/IPCPSP/Home/policyDocuments.aspx#comsec>.

(10) Security Professional Education Development Program (SPeD). The SPeD Certification Program is intended to ensure that there is a common set of competencies among security practitioners that promote interoperability, facilitates professional development and training, and develops a workforce of certified security professionals. Additional information on the SPeD certification program can be found at [http://www.cdse.edu/certification/sped\\_what.html](http://www.cdse.edu/certification/sped_what.html).

(11) Sensitive Compartmented Information (SCI). The Special Security Officer (SSO) is responsible for briefing those individuals requiring access to SCI. To schedule a briefing, contact the HQMC SSO at (703) 614-3350.

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

4. This Security Note supersedes Security Note 03-09.



R. J. GEBERTH  
By direction