

Security Note: 01-08

Year: 2008 Authorization: APPROVED

From: Director, Administration and Resource Management
Division

To: Security Coordinators

Subj: HEADQUARTERS, U.S. MARINE CORPS (HQMC) INFORMATION AND
PERSONNEL SECURITY ASSESSMENT PROGRAM

Ref: (a) SECNAVINST M-5510.36
(b) SECNAVINST M-5510.30

Encl: (1) Security Assessment Checklist

1. The HQMC Information and Personnel Security Assessment Program is designed to ensure compliance with regulatory requirements and increase security awareness at the Staff Agency level.
2. The Security Assessment is designed to review procedures, inventory documents, and ensure that all issues regarding security are addressed. The enclosure will be used to serve as a guide to ensure all procedural requirements are met.
3. If your Staff Agency Information and Personnel Security process does not meet the requirements, as outlined in the references listed above, it will be rated Non-Mission Capable. Non-Mission Capable areas will be reevaluated in 30 days. If discrepancies have not been corrected, it will be reported as such in the end of year letter to the Director Marine Corps Staff. There are occasions where established procedures must be modified. These instances must be coordinated with HQMC (ARS) prior to implementation to ensure, 1) modification is authorized, 2) modification will support the goals of the HQMC Information and Personnel Security Program and 3) the modification doesn't negatively impact other agencies or organizations. Staff Agency Security Coordinators will be provided 48 hours notice of the scheduled visit.
4. Questions regarding this Security Note should be directed to the HQMC Security Manager or Assistant Security Manager at (703) 614-2320.


M. M. OLIVER, JR.
By direction

INFORMATION AND PERSONNEL SECURITY ASSESSMENT CHECKLIST

Date Last Revised: 9 Apr 08

Staff Agency _____ Security Coordinator _____

1. Does the staff agency hold the current editions of SECNAVINST M-5510.36 and SECNAVINST M-5510.30?

Reference
NONE

2. Has the Deputy Commandant/Director issued a command standing operating procedure?

Reference
SECNAVINST M-5510.36, PAR 2-1
SECNAVINST M-5510.30, PAR 2-2

3. Has the Deputy Commandant/Director ensured that the security coordinator and other security personnel receive appropriate security education and training?

Reference
SECNAVINST M-5510.36, PAR 2-1
SECNAVINST M-5510.30, PAR 2-2

4. Has the Deputy Commandant/Director approved an emergency plan for the protection and destruction of classified information?

Reference
SECNAVINST M-5510.36, PAR 2-1
SECNAVINST M-5510.30, PAR 2-2

5. Has the Deputy Commandant/Director designated, in writing, an agency security coordinator?

Reference
SECNAVINST M-5510.36, PAR 2-2
SECNAVINST M-5510.30, PAR 2-2

6. Is the staff agency security coordinator named and identified to agency personnel on command organizational charts, telephone listings, rosters, or other media?

Reference
SECNAVINST M-5510.36, PAR 2-2
SECNAVINST M-5510.30, PAR 2-3

7. If applicable, has the Deputy Commandant/Director designated in writing an agency Top Secret Control Officer?

Reference
SECNAVINST M-5510.36, PAR 2-3

Encl (1)

8. Has the agency security coordinator implemented regulations concerning the disclosure of classified information to foreign nationals?

Reference

SECNAVINST M-5510.36, PAR 2-2

9. Has the agency security coordinator developed security measures and procedures regarding visitors who require access to classified information? Is JPAS utilized for visit requests?

Reference

SECNAVINST M-5510.36, PAR 2-2

MARADMIN 077/04

10. Has the Deputy Commandant/Director established procedures for end of the day and after hours security checks, utilizing the SF 701 (Activity Security Checklist) and the 702 (Security Container Check Sheet), to ensure that all areas which process classified information are properly secured?

Reference

SECNAVINST M-5510.36, PAR 7-10

11. Has the Deputy Commandant/Director maintain a record of a SF 700 (Security Container Information) for each security container, vault or secure room door showing the location of each, the names, home addresses, and home telephone numbers of the individuals having knowledge of the combinations and who are to be contacted in the event the security container, vault or secure room is found open, unattended or if personnel are locked out.

Reference

SECNAVINST M-5510.36, PAR 10-12

12. Has the agency security coordinator ensured that all classified information is stored in a GSA-approved security container, vault, modular vault, or secure room?

Reference

SECNAVINST M-5510.36, PAR 10-3

13. Has the Deputy Commandant/Director established at least 1 day each year as a "clean-out" day, when specific attention and effort is focused on disposition of unneeded classified and controlled unclassified information as recommended by the reference?

Reference

SECNAVINST M-5510.36, PAR 10-17

14. Is the agency security coordinator a US Citizen and has the investigative/clearance eligibility requirements needed for the level of access to classified information required?

Encl (1)

Reference

SECNAVINST M-5510.30, PAR 2-6

15. Has the agency security coordinator ensured that all personnel who have access to classified information and spaces or will be assigned to sensitive duties are appropriately cleared through coordination with ARS?

Reference

SECNAVINST M-5510.30, PAR 2-4

16. Has the agency security coordinator ensured that all personnel who had access to classified information, who have transferred, separated or retired have been debriefed on the NAVMC 512 and have been removed from the access control list?

Reference

SECNAVINST M-5510.30, PAR 2-4 & 4-12

17. Has the Deputy Commandant/Director ensured personnel are made aware of the continuous evaluation program?

Reference

SECNAVINST M-5510.30, CH 10

18. Has the Deputy Commandant/Director established an Industrial Security Program?

Reference

SECNAVINST M-5510.36, CH 11

19. Has the Deputy Commandant/Director established or coordinated oversight over classified work carried out by cleared DoD contractor employees in spaces controlled by their staff agency?

Reference

SECNAVINST M-5510.36, CH 11

20. Does the staff agency Security Coordinator:

- a. Complete, issue, and sign all DD 254s?
- b. Validate all contractor facility security clearances?
- c. Verify contractor storage capability prior to authorizing release of classified information?
- d. Provide additional security requirements via the contract or DD 254?
- e. Coordinate DD 254 reviews and guidance, as needed?
- f. Verify that cleared DoD contractor employees who are used as couriers have been briefed on their courier responsibilities?

Reference

SECNAVINST M-5510.36, CH 11

Encl (1)