

Security Note: 01-10

Year: 2010 Authorization: APPROVED

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

Subj: HEADQUARTERS, U.S. MARINE CORPS (HQMC), 2010 STAFF  
AGENCY/ACTIVITY ANNUAL REPORTING REQUIREMENTS

1. This Security Note is published to identify the HQMC, staff agencies/activities 2010 annual reporting requirements and due dates, in compliance with Security Programs and Information Management Branch (ARS) requests.

2. The information contained herein, outlines each requirement with its subsequent due date for submission to ARS.

a. Monthly - 1<sup>st</sup> business day of each month for the previous month.

(1) Online Security Training - Roster containing full name of employee and date of completion.

(2) Combination Changes - Combinations for exterior/outer office space doors.

b. Quarterly - 8 March, 7 June, 6 September & 6 December

(1) \*Alpha Roster

(2) \*Information Technology (IT) Level Designations

(3) Secure Telephone Equipment (STE) Re-key.

\*Alpha rosters and IT Level Designations may be combined into one submission.

c. Semi-Annual - 11 May & 11 November

(1) Top Secret Inventories

(2) NATO Inventories

(3) \*COMSEC Inventories will occur semi-annually between February/March and August/September.

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\*COMSEC Inventories require the presence of a Local Element (LE) Control Officer.

d. Classified Material "Clean Out" will commence on the first business day of September and conclude on the last business day of October each year.

e. LE Control Officer's should review the Emergency Action Plan (EAP) and Standing Operating Procedures (SOP) once yearly to include one practice drill. Sign-in sheets should be forwarded to the EKMS Manager.

f. Update COMSEC Acknowledgement, STE Acknowledgement, and Authorization to Draw forms yearly or as personnel who have access PCS or leave the agency. Security Coordinators need to provide the EKMS manager with the forms.

3. Electronic reporting will be submitted to the following locations:

a. Training - [Mailto:SMB.HQMC.SECURITY@usmc.mil](mailto:SMB.HQMC.SECURITY@usmc.mil).

b. Combination Changes - [Mailto:Whitekj@hqmc.usmc.smil.mil](mailto:Whitekj@hqmc.usmc.smil.mil).

c. Alpha rosters and IT Level Designations -  
[Mailto:SMB.HQMC.SECURITY@usmc.mil](mailto:SMB.HQMC.SECURITY@usmc.mil).

d. Top Secret and NATO inventories -  
[Mailto:Romano@hqmc.usmc.smil.mil](mailto:Romano@hqmc.usmc.smil.mil).

e. Clean Out Confirmation -  
[Mailto:SMB.HQMC.SECURITY@usmc.mil](mailto:SMB.HQMC.SECURITY@usmc.mil).

f. STE Re-key - [SMB HQMC COMSEC@usmc.mil](mailto:SMB_HQMC_COMSEC@usmc.mil).

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

  
M. M. OLIVER, JR.  
By direction