



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

IN REPLY REFER TO:  
5500  
ARS

FEB 07 2012

Security Note 02-12

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

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

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

Encl: (1) Security Assessment Checklist

1. The HQMC Information, Personnel and Physical Security Assessment Program is designed to ensure compliance with regulatory requirements, review procedures, inventory documents, address all security related issues and increase security awareness at the staff agency/activity level.
2. Staff Agencies/Activities not meeting the requirements as outlined in the references will be rated Non-Mission Capable. Non-Mission Capable areas will be reevaluated in 30 days. Discrepancies not corrected after the 30 day reevaluation may affect the agencies/activities ability to continue to process, handle and/or store classified material. There are occasions where established procedures must be modified. These instances must be coordinated with HQMC (ARS) prior to implementation to ensure:
  - a. Modification is authorized.
  - b. Modification will support the goals of the HQMC Information and Personnel Security Program.
  - c. Modification does not negatively impact other agencies or organizations.
3. Staff Agency Security Coordinators will be provided with a 48 hour notification of the intended visit.
4. Questions regarding this Security Note should be directed to the HQMC Security Manager (703) 614-3609.

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

5. This note supersedes Security Manager's Note 02-10.



R. J. GEBERTH

By direction

**INFORMATION, PERSONNEL, AND PHYSICAL  
SECURITY ASSESSMENT CHECKLIST**

Date Last Revised: 7 Feb 2012

Staff Agency \_\_\_\_\_ Security Coordinator \_\_\_\_\_

**ADMINISTRATION**

1. Does the staff agency hold the current editions of SECNAV M-5510.36, SECNAV M-5510.30, HQMC IPSP SOP and Security Notes?

Reference  
NONE

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

Reference  
SECNAV M-5510.36, PAR 2-1  
SECNAV M-5510.30, PAR 2-2  
HQMC IPSP SOP

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

Reference  
SECNAV M-5510.36, PAR 2-2  
SECNAV M-5510.30, PAR 2-2  
HQMC IPSP SOP

4. Has the Deputy Commandant/Director ensured that the security coordinator, assistant security coordinator and security clerk/assistant received appropriate security education and training?

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

5. Does the security coordinator have direct and ready access to the Deputy Commandant or Director in order to serve as the principal advisor in matters pertaining to the staff agencies/activities security program?

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

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

Reference  
SECNAV M-5510.36, PAR 2-2  
SECNAV M-5510.30, PAR 2-3  
HQMC IPSP SOP

7. If applicable, has the Deputy Commandant/Director designated in writing, additional security responsibilities as appropriate?

-Top Secret Control Officer

Encl (1)

-Contracting Officer's Representative (For Classified Contracts)

Reference

SECNAV M-5510.36, PAR 2-3, 2-4, 2-5

SECNAV M-5510.30, PAR 2-5, 2-6, 2-7

HQMC IPSP SOP

8. Is the agency security coordinator and assistant security coordinator a US Citizen?

Reference

SECNAV M-5510.36, PAR 2-6

9. Does the agency security coordinator and assistant security coordinator have the investigative clearance eligibility commensurate with the level of access to classified information held by the agency/activity?

Reference

SECNAV M-5510.30, PAR 2-6

10. Has the Deputy Commandant/Director ensured that personnel are evaluated on the handling, creation or management of classified information with remarks made on performance evaluations and have personnel assigned to write the evaluations, been instructed NOT to enter classified information into the evaluation system?

Reference

SECNAV M-5510.36, PAR 2-1(5) (H)

SECNAV M-5510.30, PAR 2-2(2) (K)

CNO MEMO 5510 Ser N09n2/10U213071 dtd 22 Feb 2010

INFORMATION SECURITY

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

Reference

SECNAV M-5510.36, PAR 2-1

SECNAV M-5510.30, PAR 2-2

HQMC IPSP SOP

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

Reference

SECNAV M-5510.36, PAR 2-2

HQMC IPSP SOP

3. 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

SECNAV M-5510.36, PAR 7-10

HQMC IPSP SOP

4. 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

SECNAV M-5510.36, PAR 10-3

Encl (1)

5. 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  
SECNAV M-5510.36, PAR 10-17  
HQMC IPSP SOP

6. Has the Deputy Commandant/Director ensured that only appropriately cleared personnel transmit, transport, escort, or hand carry classified information per specific requirements?

Reference  
SECNAV M-5510.36, Par 9-1 through 9-5

7. Are security coordinators ensuring personnel who conduct derivative classification are appropriately trained?

Reference  
EO 13526 Part 2 Sec 2.1  
SECNAV M-5510.36  
SEC MNGR NOTE 01-11

8. Are security coordinators ensuring derivative classifications are being performed in a manner consistent with the reference.

Reference  
EO 13526 Part 2 Sec 2.1  
SECNAV M-5510.36  
SEC MNGR NOTE 01-11

9. Has the Deputy Commandant/Director implemented procedures for the control of Top Secret information and Top Secret working papers?

Reference  
SECNAV M-5510.36, Par 7-3, Par 7-7

10. Are classified working papers:

- a. Properly Marked?
- b. Stored to the same protection of classified information at the same level?
- c. Destroyed or turned into final products after 180 days from creation date?

Reference  
SECNAV M-5510.36, Par 7-6, Par 7-7

11. Is classified information created, processed and stored within the command, including information residing on classified networks, appropriately marked?

Reference  
SECNAV M5510.36, Ch 6

12. Are security coordinators ensuring Top Secret information and classified media created via the "write-to-media" function is entered and properly accounted for within the Classified Document Control Catalog (CDCC)?

Reference  
MARADMIN 225/11  
Dep. Head, Info Sys Management Branch email dtd 20110120

PERSONNEL SECURITY

1. 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  
SECNAV M-5510.30, PAR 2-4

2. Has the agency security coordinator ensured that all personnel who had access to classified information, who have transferred, separated or retired have been debriefed and removed from the access control list via submission of a swipe removal request and from posted rosters?

Reference  
SECNAV M-5510.30, PAR 2-4 & 4-12  
HQMC IPSP SOP  
SEC MNGR NOTE 04-11

3. Are security coordinators ensuring personnel surrender all DoD/HQMC credentials upon check out? Are security coordinators turning these items into the Security Office once collected?

Reference  
SEC MNGR NOTE 04-11

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

Reference  
SECNAV M-5510.30, CH 10  
HQMC IPSP SOP

5. Has the Deputy Commandant/Director ensured submissions of a Single Scope Background Investigation (SSBI), Single Scope Background Investigation Periodic Reinvestigation (SBPR) and Phased Periodic Reinvestigation (PPR) are submitted for billets coded appropriately in the Total Force Structure System (TFSMS), MOS designated or cases approved via the waiver process?

Reference  
SECNAV M-5510.30 PAR 6-1, 6-4, 6-6  
GENADMIN MSG 101326Z JUN 11

6. Have all personnel employed in or assigned to duties in IT 1, 2 or 3 positions been the subject of the appropriate background investigation?

Reference  
SECNAV M-5510.30, Par 6-8(1)(j)

7. 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  
SECNAV M-5510.36, PAR 2-2  
MARADMIN 077/04

## INDUSTRIAL SECURITY

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

Reference  
SECNAV M-5510.36, CH 11  
HQMC IPSP SOP

2. Are DD254's for classified contracts initiated by a HQMC Staff Agency/Activity signed by the HQMC Contracting Officer's Representative, Industrial Security Specialist?

Reference  
SECNAV M-5510.36 CH 11  
HQMC IPSP SOP

3. 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  
SECNAV M-5510.36, CH 11  
HQMC IPSP SOP

4. Does the staff agency security coordinator:

- a. Validate all contractor facility security clearances?
- b. Verify contractor storage capability prior to authorizing release of classified information?
- c. Provide additional security requirements via the contract or DD 254?
- d. Coordinate DD 254 reviews and guidance, as needed?
- e. Verify that cleared DoD contractor employees who are used as couriers have been briefed on their courier responsibilities?
- f. Ensure requests for contractor access to classified information do not exceed the level of classification of the Facility Clearance Level (FCL)?

Reference  
SECNAV M-5510.36, CH 11  
HQMC IPSP SOP

## PHYSICAL SECURITY

1. Has the Deputy Commandant/Director provided as needed combinations for secure office space exterior doors via SIRPNET to ARS?

Reference  
Security Note 01-10

2. Have all combinations been changed and recorded according to the provisions of the reference?

Reference  
SECNAV M5510.36, Par 10-12

3. Has the Deputy Commandant/Director maintained 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? Is the SF700 stored in a location where 24 hours access to the combination is available?

Reference

SECNAV M-5510.36, PAR 10-12

HQMC IPSP SOP

4. Has the Deputy Commandant/Director submitted all requests for the installation or repair of all locking devices (i.e X09 Safe Locks, CD X09 door combination locks, Simplex mechanical locks, Unican E-Plex 2000 mechanical push button Locks and AMAG) to ARS?

Reference

Security Note 7-10

5. Does the staff agency/activity have a valid Physical Security Survey (PSS) and Accreditation Letter (AL) on file? If not, has the security coordinator routed a request for a PSS and AL through the Physical Security Specialist?

Reference

SECNAV M-5510.36 PAR 10-3

MCO 5530.14A