

Security Note: 03-10

Year: 2010 Authorization: APPROVED

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

Subj: SECURITY CONTAINERS

1. Staff Agencies/Activities are now authorized to order Security Containers for their respective Staff Agency/Activity. Heretofore Staff Agencies/Activities were required to order Security Containers thru DirAR Division (ARS). The process was long and arduous. Going directly to the source is more advantageous to the customer.

2. When ordering Security containers Staff Agencies/Activities will utilize the National Stock Number (NSN). The staff agency/activity financial administrator will send the Purchase Request (PR) via PR Builder to Henderson Hall (HH) Supply (DODAAC M00264/M67353). In the PR comments, the financial administrator should annotate the utilization of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) to HH Supply.

3. To locate and determine the type of security container needed, the Staff Agency/Activity should utilize the following websites: www.diebold.com or www.hamiltonproductsgroup.com.

4. When ordering and purchasing a security container to be used for the storage of classified documents, components, materials, equipment, funds or weapons, the Staff Agency/Activity will ensure the container is a General Service Administration (GSA) approved security container. A GSA approved security container is a container that has a GSA label affixed to the front of the door, the front of the top drawer or the front of the control drawer.

5. For questions and assistance regarding ordering and purchasing of security containers, contact Ms. Veylenn Saunders at (703) 614-2305 or velynn.saunders@usmc.mil and Mrs. Kinita Musnug, at (703) 693-2696 or kinita.musnug@usmc.mil.


M. M. OLIVER, JR.
By direction