



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

IN REPLY REFER TO:

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ARS

MAY 03 2011

Security Note 04-11

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

Subj: HEADQUARTERS U.S. MARINE CORPS (HQMC) NEW SECURITY
CHECKOUT PROCEDURES

1. With the recent move of ARS to the Pentagon and to better serve our customer, ARS will now grant Staff Agency/Activity Security Coordinators the authority to complete the final security checkout of personnel (military, civilian and contractor) assigned to their Staff Agency. This means personnel are no longer required to physically report to the Security Office to complete their final security checkout. In addition, Security Coordinators will also be allowed to "initial off" on checkout sheets as well.

2. To ensure this process works effectively, Security Coordinators will ensure the following procedures are followed for each individual checking out:

a. Military Personnel Checkout: Read and Sign the HQMC Command Debriefing Form, the NATO Briefing Certificate (if applicable), the Security Termination Statement (if retiring or separating), Surrender the Courier Card (if applicable), the DoD Badge, and Return KSV-21 Card (ECC Card) or any COMSEC Equipment assigned to the individual (if applicable).

b. Civilian Personnel Checkout: Read and Sign the HQMC Command Debriefing Form, the NATO Briefing Certificate (if applicable), the Security Termination Statement (if retiring), Surrender the Courier Card (if applicable), the DoD Badge, the Common Access Card (CAC) (if retiring or leaving DoD) and Return KSV-21 Card (ECC Card) or any COMSEC Equipment assigned to the individual (if applicable).

c. Contractor Personnel Checkout: Read and Sign the HQMC Command Debriefing Form, the NATO Briefing Certificate (if applicable), Surrender the Courier Card Letter (if applicable), the DoD Badge, the Common Access Card (CAC) and Return KSV-21 Card (ECC Card) or any COMSEC Equipment assigned to the individual (if applicable).

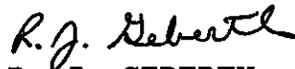
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3. Upon completion of the security checkout, the Security Coordinator will deliver the original copy of all Security Debriefing Forms listed above, including the updated CMS Acknowledgement Form, the DoD Badge, the CAC and Courier Card/Courier Letter (if applicable) to ARS, room 2A288A. Security Coordinators will retain a copy of the Security Debriefings Forms for two years from date of checkout. Security debriefing forms are items subject to inspection during yearly Assessment and Unannounced Visit Programs.

4. Staff Agencies/Activities that fail to comply with this Security Note, will forfeit the privilege of conducting internal security checkouts. Employees must then report to the Security Office to checkout with an escort provided by the Staff Agency/Activity.

5. The procedures outlined in this security note will be incorporated into the next revision of the HQMC Information and Personnel Security Program (IPSP) Standing Operating Procedure (SOP).

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


R. J. GEBERTH
By direction

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