

Security Note: 06-09

Year: 2009 Authorization: APPROVED

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

Subj: ANNUAL REVIEW OF CLASSIFIED MATERIAL HOLDINGS

Ref: (a) SECNAV M-5510.36
(b) COOP ORDER (Classified)

1. All Staff Agencies who possess classified material must complete an Annual review of classified material and report compliance to HQMC Security Manager no later than 30 September of each fiscal year per reference (a). The purpose of this mandatory review of classified holdings is to reduce the inventory of classified documents to "what is absolutely essential." This tasking can be satisfied during your annual "Clean Out" day.
2. All Staff Agencies must continually strive to reduce the amount of classified material on-hand. This active reduction effort will concurrently reduce the potential of security violations. Moreover, it will decrease the amount of man-hours required to maintain classified holding.
3. In addition, per reference (b), all Staff Agencies are required on an annual basis to review classified holdings held at the Alternate Headquarters.
4. Report compliance to the HQMC Security Manager via the organizational mail box at SMB.HQMC.SECURITY@USMC.MIL, stating that the staff agency "clean out" has been completed. Documentation of this completion will be reviewed during the Security Assessment Program.
5. This note supersedes Security Note 05-01.


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By direction