



**Robert J. Hanson**

**Supervisory SECURITY SPECIALIST**

**Command Security Manager**

**Staff CMS Responsible Officer**

**Designated Disclosure Authority**

**Head, Security Branch**

# COMMAND SECURITY

Information and Personnel Security Program (IPSP)



**MARINE CORPS BASE**

**QUANTICO, VIRGINIA 22134-5001**



## THE BASE COMMANDER

COLONEL D. J. CHOIKE, IS RESPONSIBLE FOR THE INFORMATION AND PERSONNEL SECURITY PROGRAM FOR MCB/MCCDC AND SERVICED TENANT ACTIVITIES.

# SECURITY BRANCH

**Comprised of:**

**15 Civilian Employees**

**Primary Services:**

**Information Security**

**Personnel Security**

**Electronic Key Management (EKMS)**

**CMS and COMSEC**



Security Branch is located in two separate locations and falls under the Assistant Chief of Staff, G-1, Mr. William Taylor

Information Security Program (ISP) services are located within the Classified Material Control Center (CMCC) at the General Raymond G. Davis Center, 3300 Russell Road, Room 310.

Personnel Security Program (PSP) services are located in the basement of Lejeune Hall Room 027, 3250 Catlin Avenue.

The Electronic Key Management System (EKMS) services is co-located at the CMCC.

# Information Security is responsible for;

- Classified Material:

  - U.S. Confidential, Secret and Top Secret

- Special Category (SPECAT) Material

  - NATO, NWPL, CNWDI and JMEM'S

- Industrial Security:

  - Classified contracts (DD 254)

- Physical security:

  - Inspection of classified work spaces

  - Location Security Containers

# Personnel Security is responsible for;

- Initiating Personnel Security Investigations
- Reviewing Investigations and Periodic Re-investigations (PR)
- Maintaining Access lists and rosters
- Communicating with the Department of the Navy (DON) Central Adjudication Facility (CAF)
- Continuous Evaluation
- Security Education and Training

# **CLEARANCE ELIGIBILITY and ACCESS**

Clearance eligibility is determined by the type of investigation requested and adjudicated by the DON CAF.

Access is requested by your respective Commanding Officer and granted by the Command Security Manager based on clearance eligibility, Access and NEED-TO-KNOW.

SCI access is granted by the SSO located at MCIA.

# **TRAINING REQUIREMENTS**

**ANNUAL SECURITY BRIEFS - IN HOUSE**  
(Any one with access)

**COUNTER INTELLIGENCE BRIEF - RA NCIS**  
(Secret or above access - every year)

**FOREIGN TRAVEL BRIEFS - RA NCIS**  
(C/S/TS/SCI - Employees traveling overseas)

**FORCE PROTECTION /ANTI-TERRORISM BRIEFS**  
G-3/NCIS/MCIA (Employees traveling overseas)

# FOIA

**FREEDOM OF INFORMATION ACT  
(FOIA) under TITLE 5 U.S.C. Section  
522 (b) (1) through (9)**

# SUBSTANCE OF THE FOIA

Restrictions on what information may be denied to the public.

Law allows any person to request information under the act, without restrictions on nationality or place of residence.

# FOIA EXEMPTIONS

The FOIA has nine exemption Categories. If the requested information does not fall under one of the exemptions, it cannot be withheld.

# FOIA Exemption Categories

1. Classified Information
2. Internal Personnel Rules/Practices
3. Statutes
4. Trade Secrets
5. Intra/interagency Memos & Litigation
6. **Personal Information/Medical Files**
7. Law Enforcement Investigative Records
8. Financial Operating Reports
9. Geological/Geophysical Data On Wells

# FOR OFFICIAL USE ONLY (FOUO)

What is FOUO?

DoD designation for information that falls under exemptions 2 through 9 of the FREEDOM OF INFORMATION ACT (FOIA) under TITLE 5 U.S.C. 522

Is FOUO then a security classification?

NO, but it does require a need to know and special safeguards

# EXEMPTION NUMBER 6

Personal information; SSN, home phone numbers, home addresses etc.

Required statement when documents containing FOUO are transmitted outside the DoD.

This document contains information exempt from mandatory disclosure under the FOIA. Exemption category number 6 applies.

# **SECURITY POINTS OF CONTACT**

**COMMAND SECURITY MANAGER  
MR. ROBERT J. HANSON  
3300 RUSSELL ROAD RM 310  
COML. (703) 784 6260 DSN: 278-6260**

**ASSISTANT COMMAND SECURITY MANAGER  
VACANT  
3250 CATLIN AVE RM 025  
COML. (703) 784 6270 DSN: 278-6270**

**EKMS MANAGER  
MS. MEA CASHIN  
3300 RUSSELL ROAD RM 310  
COML. (703) 784-6261 DSN 278-6261**

**INFORMATION ASSURANCE MANAGER  
MR. DENNIS KEARNS  
G-6, 3098 RANGE ROAD  
COML. (703) 784- 4357 DSN: 278-4357**

# **SECURITY POINTS OF CONTACT**

**PERSONNEL SECURITY OFFICER**

**MS. CARMEN LANIER**

**3250 CATLIN AVE RM 025**

**COML. (703) 784-5741 DSN: 278-5741**

**INFORMATION SECURITY OFFICER**

**MS. JENNIFER STEWART**

**3300 RUSSELL ROAD RM 310**

**COML. (703) 784-6265 DSN: 278-6265**

**NATO SPECAT PUBLICATION CONTROL**

**MR. JOHN BARKER III**

**3300 RUSSELL ROAD RM 310**

**COML. (703) 784-9795 DSN 278-9795**

**FOIA MANAGER**

**MS. DOLORES JOHNSON**

**3250 CATLIN AVE**

**COML. (703) 784- 2399 DSN: 278-2399**

# Most Security leaks result from:

- ❖ Negligence
- ❖ Carelessness
- ❖ Casual Conversations
- ❖ Lack of Training
- ❖ Open Sources



# Know Your Security Manager

- Be PROACTIVE
- Request help when needed
- Report
  - Security violations
  - Suspected loss or compromise
  - Incidents or problems



# QUESTIONS

