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

IN REPLY REFER TO:
5500
ARS
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Security Note 02-13

From: Director, Administration and Resource Management Division

Subj: PERSONNEL, PHYSICAL, INFORMATION AND COMMUNICATIONS
        SECURITY SYSTEM (PPICSS) DEPLOYMENT AND IMPLEMENTATION

Ref: (a) SECNAV M-5510.30

1. Situation. The Security Programs and Information Management
Branch (ARS) will deploy and implement use of the Personnel,
Physical, Information and Communications Security System
(PPICSS). PPICSS is a CAC-enabled, single-source-solution, for
security program management and support services. PPICSS is
designed to incorporate security management policy while meeting
the varying needs of HQMC customers.

2. Mission. PPICSS will accomplish the following:

    a. Automation of Personnel, Physical, Information and
Communication security service requests. These requests include
but are not limited to:

        (1) Personnel security investigations

        (2) Safe and lock service

        (3) Communication equipment issuance

        (4) Personnel check-in

    b. Classified material accountability and control.

    c. Annual training.

    d. Secured and encrypted maintenance of personnel e-records.

3. Execution. PPICSS requires account registration and
activation. ARS will facilitate all Security Coordinator
accounts. Security Coordinators will facilitate all user
accounts within their agency/activity. Security Coordinators
will receive PPICSS training on the following dates:

        - 4 March 2013 0900 - 1000
        - 4 March 2013 1300 - 1400
        - 6 March 2013 0900 - 1000
        - 6 March 2013 1300 - 1400

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Security Coordinators may register for training by sending an
email to orlando.roman@usmc.mil. Security Coordinators should
register as early as possible, as seating is limited. Security
Coordinators will begin using PPICSS on 7 March 2013 for all
security service and support requests.

4. Administration and Logistics. All HQMC military, civilian
and contractor personnel are required to maintain an e-Record
within PPICSS. PPICSS will rely on data stored within e-Records
to initialize security service requests. ARS will not be able to
provide security service to personnel who do not possess a valid
e-Record in PPICSS. Personnel will also have the opportunity to
complete annual training and upload completion certificates
directly into PPICSS; eliminating the requirement to track
training completion manually. PPICSS will replace the Electronic
Security Service Request Portal (ESSRP) and the Classified
Document Control Catalog (CDCC). To ensure degradation of
security service support does not occur, ESSRP will remain online
during March 2013. CDCC will remain online until PPICSS has
accurately captured all classified inventory information. PPICSS
can be accessed at: https://ppicss.hqi.usmc.mil/IPCPSP. PPICSS
helpdesk support will be available during normal business hours
at (703) 614-3609.

5. Command and Signal. Questions concerning information
contained within this Security Note will be directed to the HQMC
Security Manager, Mr. K. White, at (703) 614-3609.

                                   R. J. GEBERTH
                                   By direction

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