SECURITY ORIENTATION

Security Manager: Devin Stewart
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Phone number: (703) 614-3609

Use arrow keys or click with your mouse to take this training.

PURPOSE

The protection of Government assets, people, property, and information both Classified and Unclassified, is the responsibility of all personnel, regardless of how it was obtained.

Anyone with access to these resources has an obligation to protect it.

PURPOSE

You are responsible for becoming familiar with your individual security responsibilities as it pertains to your duties while assigned to Headquarters Marine Corps (HQMC).

This security orientation training describes the basic security information and common procedures that you should be aware of while assigned to HQMC.

TOPICS

- Check-in and Check-out
- Security Clearance Eligibility & Access
- Continuous Evaluation Program
- Information Security
- Personal Electronic Devices (PEDS)
- Compromise and Other Security Violations
- Information/Personnel Protection
- Information Assurance
- Foreign Travel Procedures
- Physical Security
- Security Training
- Staff Agency/Activity Security Contact Information

CHECK-IN

CHECK-IN

All personnel assigned to HQMC must check-in through their respective Staff Agency/Activity Security Coordinator.

Personnel that do not have eligibility to access classified information are not authorized to work where classified information is processed and stored.

Staff Agency/Activity Security Coordinators will ensure that all required security forms and briefs are completed and submitted to the HQMC Security Office.

When the Staff Agency/Activity determines that a contractor is onsite or offsite, the contractor must comply with HQMC security regulations. Contractor check-in procedures, are outlined in the HQMC Information and Personnel Security Program (IPSP) SOP Enclosure (6).

CHECK-OUT

CHECK-OUT

All departing personnel must check-out with their Staff Agency/Activity Security Coordinators.

All departing personnel must read and sign the HQMC Command Debriefing Form and the NATO Briefing Certificate (if applicable).

The Security Termination Statement will be read and signed by all Military and Civilian personnel that are separating, retiring or resigning.

All Military and Civilian personnel will surrender their Courier Card (if applicable) Common Access Card (CAC) for Civilian employees (if retiring, resigning, or leaving DoD) will be turned in to HR.

Contractor personnel will also surrender their Courier Letter (if applicable), and their Common Access Card (CAC).

All departing personnel will return KSV-21 Card (ECC Card) or any COMSEC Equipment to the Staff Agency/Activity LECO (if applicable).

SECURITY CLEARANCE ELIGIBILITY & ACCESS

SECURITY CLEARANCE ELIGIBILITY & ACCESS

No individual will be given access to classified information or be assigned to sensitive duties unless a favorable personnel security determination has been made. All military, civilian, and contractor personnel are subject to an appropriate investigation as required.

Investigation

- Step 1: The PSI: NACI, Tier 3, Tier 3R, SSBI, PPR, or SBPR.

Eligibility

- Step 2: Favorable eligibility determination granted by DoDCAF.
- **"Eligibility" replaced the old term "clearance"**.

Clearance Access

- Step 3: Granted by HQMC Security Manager, based on valid SF 312, "need-to-know", and once all required Security check-in briefings have been complete.

SECURITY CLEARANCE ELIGIBILITY & ACCESS

Your position sensitivity and/or duties will determine your investigation, clearance eligibility, and access requirements.

All military personnel must meet the basic investigative requirement of Tier 3 regardless of MOS or citizenship.	All officers must maintain a minimum of secret clearance eligibility based on a NACLC/Tier 3 closed within 10 years.	Clearance eligibility must be met by those in a MOS or billet with an eligibility requirement.	Investigations may not be submitted within 12 months of separation or retirement.	Clearance eligibility does not “expire” unless there is a break in service over 2 years or a security incident resulting in revocation.

SECURITY CLEARANCE ELIGIBILITY & ACCESS

- A clearance upgrade will be requested only when an individual is assigned to a billet that requires a higher level of access.
- Top Secret (TS) investigations will only be submitted to OPM for billets coded appropriately in the Total Force Structure Management System (TFSMS) or Military Occupational Specialty Manual (MOS) designated. Contact the AR Division Manpower Analyst at (703) 614-1837 for assistance.
- Employees requiring access to NATO information must possess the equivalent final U.S. security clearance.
- Periodic Reinvestigations (PR):
  - Top Secret/Top Secret (SCI) every 5 years
  - Secret every 10 years
- 30 days before expiration, HQMC Security Office will send a notification email to the individual when their reinvestigation is due.

CONTINUOUS EVALUATION PROGRAM (CEP)

CONTINUOUS EVALUATION PROGRAM

What it is	• It ensures those granted eligibility remain eligible through continuous assessment & evaluation • We must report **ANY** information that may affect clearance eligibility
What it is not	• Automatic grounds to terminate employment. • Automatically revoking eligibility
Who it is for	• It applies to **ALL** military, civilian, and contractor personnel
Who is responsible for reporting	• **EVERYONE**
What is reported	• Information pertaining to the 13 adjudicative guidelines, as identified on slide 16

CONTINUOUS EVALUATION PROGRAM

This program relies on **ALL** HQMC personnel to report questionable or unfavorable information which may be relevant to a security clearance determination.

Individuals

- Report to Supervisor, Security Coordinator, or HQMC Security Manager & seek assistance.

Co-workers

- Advise Supervisor, Security Coordinator, or HQMC Security Manager.

Supervisors/Leadership

- Recognize problems early; react appropriately to ensure a balance is maintained regarding individual's needs and national security issues. Report any problems to Staff Agency/Activity Security Coordinator or HQMC Security Manager.

YOU MUST REPORT:

(Self-report and Indicators Exhibited by Others)

- Divided Loyalty or Non Allegiance to the U.S.
- Emotional, Mental, and Personality Disorders
- Sexual Behavior
- Misuse of IT Systems
- Financial Considerations
- Alcohol Consumption
- Drug Involvement
- Foreign Preference
- Criminal Conduct
- Personal Conduct
- Foreign Influence
- Foreign Outside Activities
- Security Violations

NOTE 1: Command personnel are encouraged to review their credit reports as a value to forestall potential financial problems.
NOTE 2: Combat veterans or victims of sexual assault suffering from Post Traumatic Stress Disorder (PTSD), who seek mental health care will not, in and of itself adversely impact that individual's ability to obtain or maintain their eligibility. **PTSD IS NOT A DISQUALIFYING FACTOR.**

CONTINUOUS EVALUATION PROGRAM

Threats to classified and unclassified government assets can include:

- Insider (military, civilian, contractors, and authorized visitors).
- Criminal and terrorist activities.
- Foreign intelligence services and foreign governments.

What happens after reporting to the HQMC Security Manager?

- HQMC Security Manager submits the report to the adjudicative agency, Department of Defense Consolidated Adjudicative Facility (DoDCAF).
- Staff Agency/Activity Director/ Deputy Commandant will make a recommendation to the Director, Administration and Resource Management Division (DirAR), on the basis of all facts, to authorize, withdraw, or suspend an individual's access to classified information during the process.
- DoDCAF makes the determination whether to maintain clearance eligibility.

CONTINUOUS EVALUATION PROGRAM

Keys to an effective CEP

- Security education.
- Positive reinforcement to include management support, confidentiality, and employee assistant programs.
- Command involvement & support.
- Proper reporting.

INFORMATION SECURITY

INFORMATION SECURITY

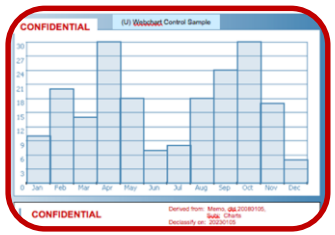
Classified information or material will only be viewed or processed when adequate protection conditions have been met to prevent any type of compromise.

Classified Information must:			
Be under the direct control by an authorized person or stored in a locked security container, vault, secure room, or secure area.	Be processed on approved equipment.	Be destroyed by one of the following authorized means: -Cross-cut shredding. -Mutilation. -Chemical decomposition.	Be discussed on secure telephones or sent via, secure communications, and/or only discussed in authorized areas.

INFORMATION SECURITY

TYPES OF CLASSIFIED INFORMATION

Classified information can include any of these and must be properly marked:

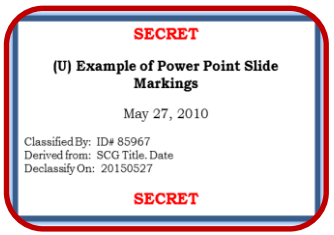


Charts

Maps, Photographs

Publications/Manuals

Documents, Reports, Messages

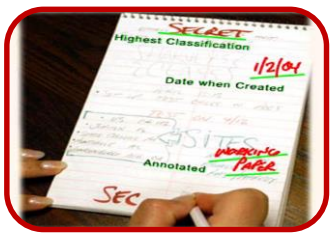


Briefing/Presentation slides

Machinery, Faxes, Scanners, Tablets

CD, DVD, External Hard Drives

Blogs, Web pages, Emails



Working papers

Reproductions

A descriptive guide outlining the proper procedures for marking classified information can be found at: http://www.archives.gov/isoo/training/marking-booklet.pdf

INFORMATION SECURITY

TYPES OF CLASSIFICATION

Original:

- An initial determination, in the interest of national security, to protect information against unauthorized disclosure.
- Authority designated by SECNAV authorizing officials to originally classify information at a given level.
- Original Classification Authority (OCA) granted by virtue of position held. Authority not transferrable.
- Training required before exercising authority.
- OCAs must have jurisdiction over information they are classifying for the first time and must use 1 or more of the reasons for classification as described in Sec. 1.4 of EO 13526.
- OCA decisions codified in Security Classification Guides.

Derivative:

- Classification markings applied to material derived from classified source material by incorporating, paraphrasing, restating, or generating in a new form.
- Marking the newly developed material consistent with the classification markings that apply to the source information.
- Receive training Annually.
- Observe and respect OCA determinations.
- Observe and respect original markings.
- Carry forward declassification instructions (using the most stringent).
- Use only authorized sources.
- Use caution when paraphrasing.
- Derivative Classifiers are identified on documents they have derivatively classified.
- List all sources.
- All authorized military, civilians, and contractor personnel can be derivative classifiers.

INFORMATION SECURITY

AUTHORIZED SOURCES

Security Classification Guide (SCG)

- Is the primary source guide for derivative classification and is prepared by an OCA. An SCG contains a collection of precise, comprehensive guidance about a specific program, system, operation, or weapons system identifying what elements of information are classified. For each element of information, the SCG includes the classification level, the reason(s) for that classification, and information about when that classification will be downgraded or declassified.

Properly Marked Source Document

- Is an existing properly marked memo, message, letter, email, etc., from which information is extracted, paraphrased, restated, and/or generated in a new form or inclusion in another document. If there is an apparent marking conflict between a source document and an SCG regarding a specific item of information, derivative classifiers must follow the instructions in the SCG.

DD 254

- Provides classification guidance to contractors performing on classified contracts. The form identifies the level of information the contractor will need to access, the required level of security clearance for access, and the performance requirements.

INFORMATION SECURITY

MARKING

What is marking?

- The physical act of indicating the highest classification level for classified information is clearly identified, to ensure the proper protection and safeguards are adhered to.

Why is classified information marked?

- Alert holders of the presence of classified information.
- Ensure proper handling controls and special safeguards are adhered to.
- Identifies the office of origin and document originator applying the classification markings.
- Prevent unauthorized disclosure.
- Inform the holders of the level of protection required and duration of classification.

Who is responsible for marking?

- It is the responsibility of the Original Classifier and Derivative Classifier (Action Officers) to properly mark classified documents.

What are the marking requirements?

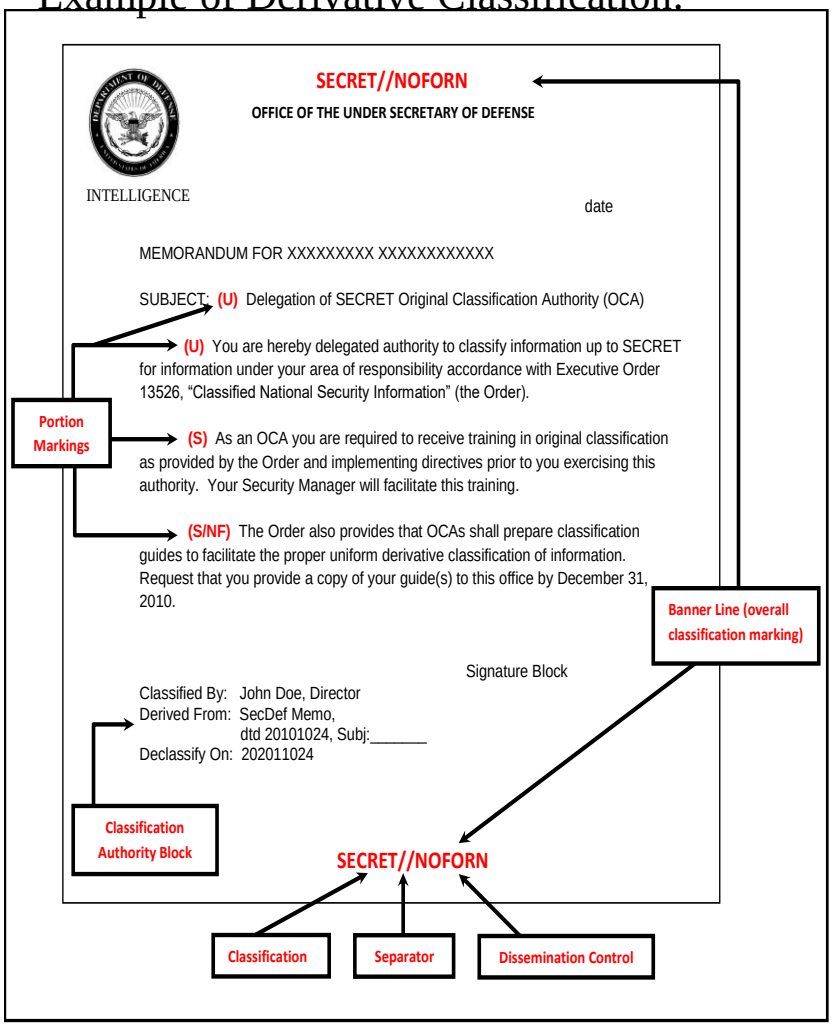
- Examples of the required markings are outlined on slides 25 and 26.

INFORMATION SECURITY

MARKING REQUIREMENTS

- All classified information shall be clearly identified by electronic labeling, designation, or marking. Must bear the following markings:
  - Banner markings must be applied on the top and bottom of all pages to include cover pages.
  - Portion Markings.
  - The Agency and office of origin.
  - Date of origin.
  - "Classified by" for original AND derivatively classified documents, "Name and Position".
  - Reason (original classification only).
  - "Derived from" line for derivatively classified documents, "Sources must be listed".
  - Declassification instructions, YYYYMMDD format.
  - Downgrading instructions, if applicable.
  - Dissemination control notices (front page).

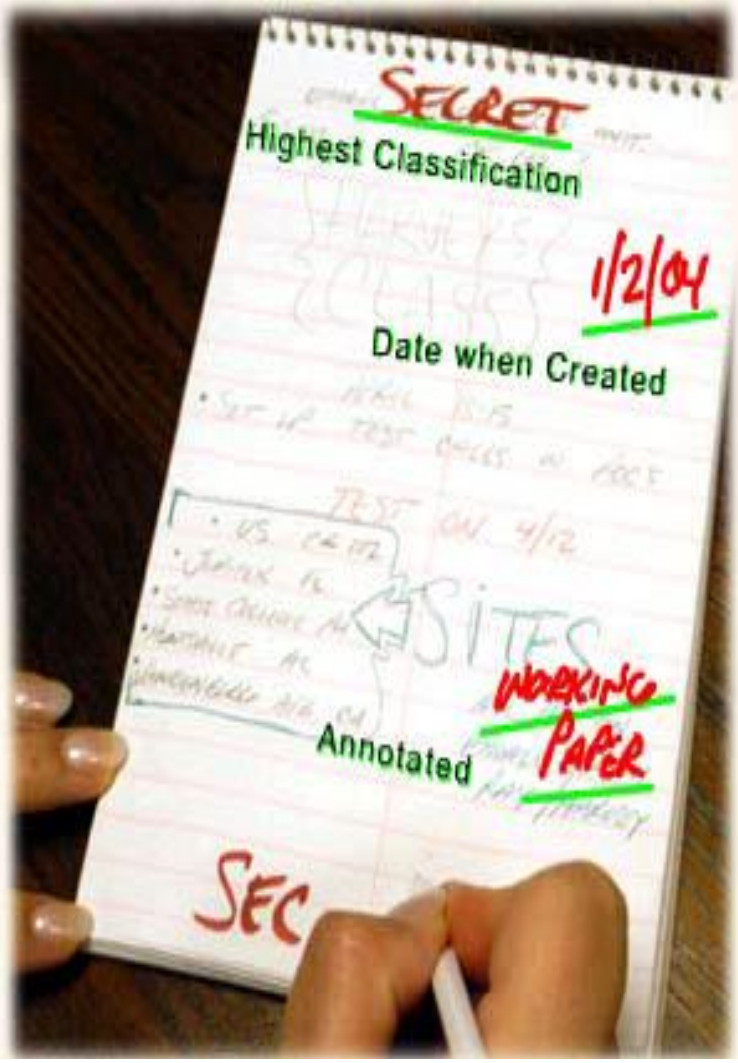
Example of Derivative Classification:



INFORMATION SECURITY

WORKING PAPERS

- Any notes taken from a training course, brief, presentation, conference, including research notes, rough drafts, and similar items that contain classified information.
- These notes shall be:
  - Marked with Highest Classification.
  - Protected in accordance with the measures required for the assigned classification.
  - Dated when created.
  - Annotated "Working Paper".
  - Marked as Final Document:
    - 180 Days.
    - Transferred.
  - Properly destroyed when no longer needed.
  - Properly transported.
  - Emails are not working papers.
  - All TS "working papers" must be marked and treated as final document.



INFORMATION SECURITY

HANDLING OF CLASSIFIED INFORMATION

Safeguarding during working hours:

- Classified document cover sheets (SF 703, SF 704, or SF 705) will be utilized to prevent unauthorized disclosure and enforce need-to-know.
- Protect all classified items regardless of form to security classification level.
- No discussions of classified topics in public or areas that permit interception.
- Do not open or read classified material where it can be seen by unauthorized persons.

Hand carrying may be authorized only when:

- The classified information is not available at destination.
- The information cannot be transmitted by secure means.
- Carried aboard U.S. carrier with courier card and authorized written approval from the HQMC Security Manager.
- Advanced arrangements have been made to store the information at an authorized facility.

INFORMATION SECURITY

Courier Authorization:

- Appropriately cleared and briefed personnel may be authorized to escort or carry classified material.
- HQMC Security Manager provides written authorization (i.e., DD form 2501-Courier Card, Courier Letter).
- Valid for no more than 2 years.
- Individual should have recurring need.
- Authorization terminated upon transfer, termination, or when escort authority no longer required.

Courier Responsibilities:

- Possess a courier card or courier letter.
- Ensure the recipient(s) have authorized access, need to know, and can properly store the material.
- Ensure material is packaged as described in enclosure 5 of the HQMC IPSP SOP.
- Courier is liable and responsible for the material.
- Never discuss or disclose classified information in public place.
- Never deviate from itinerary.
- Never leave information unattended.
- During overnight stops, ensure material is stored at military facilities, embassies, or cleared contractor facilities.

INFORMATION SECURITY

Reproduction:

- Reproduction of classified material (e.g., paper copies, electronic files, and other materials) shall only be conducted as necessary on classified printers to accomplish the Staff Agency/Activity mission or to comply with applicable statutes or directives.

Removable media:

- The "WRITE" privileges (downloading) to all forms of removable media is prohibited without an approved wavier. Removable media is defined as CD, DVD, Tape, Removable Hard-Disk-Drive, Camera etc. Staff Agencies /Activities requiring SIPRnet "Write-To" removable media capability must submit a waiver request via the HQMC Security Office.

Annual clean out:

- All Staff Agencies/Activities who possess classified material must complete a minimum of one annual review to reduce the inventory of classified documents to “what is absolutely essential”, and report compliance to HQMC Security Manager no later than 1 December of the current year.

INFORMATION SECURITY

Classified Information SHALL NOT be declassified as a result of a spillage or unauthorized disclosure through unofficial open sources (e.g., news media, periodicals, and public web sites). When asked to verify, personnel should:

- Not confirm or deny the existence of potentially classified information in the public domain, and report the incident to your Staff Agency/Activity Security Coordinator or HQMC Security Manager.
- Not contribute to further dissemination of the potentially classified information by accessing websites or social media sites on unclassified IT systems where the information may reside.
- Ensure classified information is only disclosed to personnel with Authorized Clearance, Access, Need to Know, and only via authorized channels and systems.

INFORMATION SECURITY

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

National Policies

- EO 13556
- 32 CFR Part 2002

DoD Policies

- DoDI 5200.48, Controlled Unclassified Information

Definition

- CUI is unclassified information that requires safeguarding or dissemination controls, pursuant to and consistent with applicable law, regulations, Government wide policies.

Responsibilities and Penalties for Mishandling

- All personnel of the Department of Defense (DoD) are personally and individually responsible for properly protecting CUI under their custody and control.
- Under 32 CFR Part 2002, DoD military, civilian, contractor personnel may be subject to criminal or administrative sanctions if they knowingly, willfully, or negligently disclose CUI to unauthorized persons.

INFORMATION SECURITY

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Protection

- FOUO and other CUI may NOT be posted to publicly-accessible Internet sites and may NOT be posted to sites whose access is controlled only by domain (e.g., limited to .mil and/or .gov) as such restricted access can easily be circumvented. At a minimum, posting CUI to a website requires certificate-based (e.g., common access card) or password and ID access as well as encrypted transmission using hypertext transfer protocol secure (https) or similar technology.
- During working hours, reasonable steps shall be taken to minimize the risk of access by unauthorized personnel (e.g., not reading, discussing, or leaving CUI unattended where unauthorized personnel are present). After working hours, CUI may be stored in unlocked containers, desks, or cabinets if Government or Government-contract building security is provided. If such building security is not provided or is deemed inadequate, the information shall be stored in locked desks, file cabinets, bookcases, locked rooms, etc.

Public Release

- DoD Information for Pubic Release requires that a security and policy review be performed on all official DoD information intended for public release that pertains to military matters, national security issues, subjects of significant concern to the DoD and information intended for placement on publicly accessible websites or computer servers. Documents proposed for public release shall first be reviewed at the Staff Agency/Activity levels as required by SECNAVINST 5720.44B “Public Affairs Policy and Regulation” and may or may not be found suitable for public release without higher level consideration.

Threats from Foreign Entities

- There are many threats and techniques that foreign intelligence activities may use to gain access to (CUI).
  - Examples: Airport screening or hotel room incursions, Fraudulent purchase requests or market surveys, and attempts to lure personnel into situations that could lead to bribery, blackmail, or extortion.

PERSONAL ELECTRONIC DEVICES (PEDS)

PERSONAL ELECTRONIC DEVICES (PEDS)

MEMORANDUM DTD 22 MAY 2018 FROM THE DEPUTY SECRETARY OF DEFENSE: Mobile Device Restrictions in the Pentagon

- This memorandum establishes restrictions for mobile devices anywhere within the Pentagon that is designated or accredited for the processing, handling, or discussion of classified information.

- Applies to all Department of Defense (DoD) and Office of the Secretary of Defense (OSD) Components ("Components"), as well as military personnel, civilian employees, contractors, and visitors in the Pentagon.

PERSONAL ELECTRONIC DEVICES (PEDS)

Policy:

- Personal and Government mobile devices that transmit, store, or record data are prohibited inside secure spaces within the Pentagon. Mobile devices may be used in common areas and spaces within the Pentagon that are not designated or accredited for the processing, handling, or discussion of classified information.

- Mobile devices must be stored in daily-use storage containers that are located outside the secure space. Devices must be powered off prior to being stored, and must remain powered off until retrieved.

- Signs displaying the prohibition and control procedures are posted outside all secure spaces.

PERSONAL ELECTRONIC DEVICES (PEDS)

Exceptions:

- Medical devices that have been approved based on individualized assessments consistent with the requirements of the Rehabilitation Act of 1973, as amended.

- Mobile devices having minimal storage and transmission capabilities such as key fobs used for medical alert, motor vehicles, or home security systems. This does not apply to fitness trackers that do not contain camera, microphone, cellular, or Wi-Fi technology.

PERSONAL ELECTRONIC DEVICES (PEDS)

Security Violations and Enforcement:

- Failure to abide by the rules promulgated in this memorandum and other applicable laws and regulations regarding security violations involving classified information may subject military members, civilian employees, and contractors to appropriate disciplinary and/or administrative actions, fines, or other appropriate actions, and may result in a review of the individual's security clearance eligibility. Also, military members may be subject to punishment under chapter 47 of the United States Code (also known as "the Uniform Code of Military Justice" or "UCMJ"). The Secretaries of the Military Departments will maintain regulations that make punishable, under Article 92 of the UCMJ, any violation of the restrictions imposed by this memorandum by persons subject to the UCMJ.

- In accordance with applicable rules and regulations regarding physical access to the Pentagon, persons who violate this policy may be denied access thereto.

PERSONAL ELECTRONIC DEVICES (PEDS)

Definitions:

- Secure Space: An area that has been designated or accredited for the processing, handling, or discussion of classified information.

- Mobile Device: Also referred to as a portable electronic device, a mobile device is a portable computing device that: (i) has a small form factor such that it can easily be carried by a single individual; (ii) is designed to operate without a physical connection (e.g., wirelessly transmit or receive information); (iii) possesses local, non-removable data storage; and (iv) is powered-on for extended periods of time with a self-contained power source. Mobile devices include but are not limited to laptops, tablets, cellular phones, smartwatches, and other devices with these characteristics, but exclude those devices described in 2.c, 2.d, and 2.e.

COMPROMISE AND OTHER SECURITY VIOLATIONS

COMPROMISE AND OTHER SECURITY VIOLATIONS

A security violation is the possible mishandling, loss, or compromise of classified information. Common violations are:

- Electronic spillage (i.e., emailing classified over the NIPRnet, copying classified information on an unclassified copier).
- Unsecure Open Storage Secret (OSS) rooms and/or security containers.
- Sharing classified information at a meeting with un-cleared attendees.

All security incidents involving classified information require a Security Inquiry and/or an Investigation be conducted.

- The Security Inquiry or Investigation will be conducted to determine the facts surrounding the possible mishandling, loss, or compromise of classified information/material.

Report all violations <u>IMMEDIATELY</u> to your Staff Agency/Activity Security Coordinator.

INFORMATION/ PERSONNEL PROTECTION

INFORMATION/ PERSONNEL PROTECTION

Operations Security (OPSEC)

- OPSEC is a systematic process used to mitigate vulnerabilities and protect sensitive, critical, or classified information.
- For more guidance contact Staff Agency/Activity OPSEC Manager/Coordinator.
- Review the USMC Social Media Guide at: http://www.marines.mil/usmc/Pages/SocialMedia.aspx

Antiterrorism Awareness

- Antiterrorism Awareness Program is in place to reduce the vulnerability to terrorist acts and prevent or mitigate hostile actions against personnel, resources, facilities, and critical information. For more information contact HQBN (S3 Office) at 703 614-1471.

Public Affairs (OUSMCC)

- Public release of government information must first be approved by the Office of United States Marine Corps Communications Department at:
  - Community Relations (703) 614-1034.
  - Media (703) 614-4309.

INFORMATION PROTECTION

Controlled Unclassified Information (CUI)

- CUI must be safeguarded to prevent unauthorized public access.
- Protect IT systems processing CUI from unauthorized access.
- For more guidance consult DoDI 5200.48, and SECNAVINST 5510.34.

Disclosure of CUI to Contractors

- Only by a validated need-to-know, contractors may receive CUI unless otherwise restricted.
- Do not disclose privately-owned or proprietary information without the owners consent.

For Official Use Only (FOUO)

- Is not a classification; it is a statutory marking prohibiting the automatic release of information to the public.
- The USMC uses FOUO when referring to CUI.
- For more information please view: http:www.hqmc.usmc.mil/USMC%20PRIVACY%20ACT/Index.htm

INFORMATION ASSURANCE (IA)

INFORMATION ASSURANCE (IA)

- Information assurance protects and defends information and information systems by ensuring their availability, integrity, authenticity, and confidentiality.
- You must complete IA training in the current fiscal year.
- IA training is inclusive of threat identification, physical security, acceptable use policies, malicious content and logic, and non-standard threats such as social engineering.
- Uniformed personnel will complete MarineNet training curriculum "USMC Cyber Awareness Training", MarineNet code (cyberm0000).
- Civilians will complete all annual cyber awareness training in TWMS. The courses are titled "DOD Cyber Awareness Challenge V1" and "Privacy and Personally Identifiable Information (PII) Awareness Training".
- Contractor personnel will complete MarineNet training curriculum "Civilian Cyber Awareness Training", MarineNet code (cyberc).

FOREIGN TRAVEL PROCEDURES

FOREIGN TRAVEL PROCEDURES

- All personnel possessing a security clearance are required to complete a HQMC Foreign Travel Brief and submit an online Notification of Foreign Travel form before traveling outside of the United States. The brief and the Notification of Foreign Travel Portal can be found at:https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx /
  - To submit a Notification of Foreign Travel form, personnel must have an eHQMC SharePoint Portal account. To request for an account, visit the following site: https://hqmcsupport.hqi.usmc.mil/sites/HQMCAR/default.aspx

- Personnel should also visit the Foreign Clearance Guide for specific area of responsibility requirements and the U.S. Department of State website to review Travel Warnings, Travel Alerts, individual country specific information, and to Enroll in the Department of State's Smart Traveler Enrollment Program.

  -Foreign Clearance Guide: https://www.fcg.pentagon.mil/
  -Department of State: https://travel.state.gov/content/passports/en/country.html
  -Department of State's Smart Traveler Enrollment: https://step.state.gov/step/

PHYSICAL SECURITY

PHYSICAL SECURITY

- For “Lock Outs” or when personnel are unable to access an office space, contact Staff Agency/Activity Security Coordinator.
- For “Lock Failures” personnel may only use the emergency lockout contact information posted on the exterior of each HQMC, office space.
- Combination changes for security containers, vaults or rooms (designated for Open Storage) will be changed when first placed in use, when an individual knowing the combination no longer requires access or when the combination has been subjected to compromise.
- To request assistance in changing a combination you may contact Physical Security Section at (703) 614-2305 or (703) 693-2696.

SECURITY TRAINING

SECURITY TRAINING

Derivative Classifier Training	• Personnel who perform derivative classification must complete Derivative Classification Training annualy. The training is available at: http://www.cdse.edu/catalog/information-security.html
Counterintelligence Awareness	• All HQMC personnel will receive a Counterintelligence Awareness and Reporting brief annually. This briefing will be delivered in person by an agent of the Naval Criminal Investigative Service. For class dates and availability contact your Staff Agency/Activity Security Coordinator
Antiterrorism Awareness Training	• All HQMC personnel are required to complete Level I Antiterrorism Awareness Training annually. Level I Antiterrorism Awareness Training is available at MarineNet code (JATLV10000) or at: https://atlevel1.dtic.mil/at/
Security Refresher Training	• All HQMC personnel are required to complete Security Refresher Training annually, which reinforces the policies and procedures covered in their initial and specialized training. The Refresher Brief is available at: http://www.hqmc.marines.mil/ar/Branches/SecurityProgramsandInformationManagement.aspx
Additional Training	• Contact your Staff Agency/Activity Security Coordinator for continuous training opportunities for you and your personnel such as short training sessions and online resources

STAFF AGENCY/ACTIVITY SECURITY CONTACT INFORMATION

STAFF AGENCY/ACTIVITY SECURITY COORDINATOR CONTACT INFORMATION

Assistant Commandant of the Marine Corps (ACMC)
- (703) 614-1201

Administration and Resource Management Division (AR)
- (703) 614-1837

Headquarters Marine Corps Aviation Department (AVN)
- (703) 614-2356

Command, Control, Communications and Computers (C4)
- (703)693-3464 or (703) 693-3463

Counsel for the Commandant (CL)
- (703) 614-2150

Commandant of the Marine Corps (CMC)
- (703) 614-1743 or (703) 614-2500

Deputy Commandant for Information (DCI)
- (703)639-8691

Director of Marine Corps Staff (DMCS)
- (703) 697-1668

Force Preservation Directorate (G10)
- (703) 692-5374

Headquarters and Service Battalion (H&S BN)
- (703) 614-2014

Health Services (HS)
- (703) 604-4602

Installations and Logistics (I&L)
- (703) 614-6706 or (703) 695-8655

Inspector General of the Marine Corps (IG)
- (703) 604-4626

Intelligence Department (Intel)
- (703) 614-2522

Staff Judge Advocate to the Commandant (JA)
- (703) 693-8673 or (703) 693-8401

Manpower and Reserve Affairs (M&RA)
- (703) 784-9012 (QUAN) or (703) 695-1929 (PNT)

Marine Corps Recruiting Command (MCRC)
- (703) 784-9430

Office of Legislative Affairs (OLA)
- (703) 614-1686 or (703) 692-0199

Office of Marine Forces Reserve (OMFR)
- (703) 604-4563

Office of Marine Corps Communications (OMCC)
- (703) 614-8010 or (703) 614-2445

Plans, Policies and Operations (PP&O)
- (703) 614-8497 or (703) 614-8487

Programs and Resources (P&R)
- (703) 614-1080 or (703) 614-3596

Chaplain of the Marine Corps (REL)
- (703) 614-3673

Safety Division (SD)
- (703) 604-4463

Special Projects Directorate (SPD)
- (703) 614-1515

Special Security Office SSO
- (703) 614-3350

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