



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

IN REPLY REFER TO:
5530
ARS
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Security Note 01-13

From: Director, Administration and Resource Management Division

Subj: PHYSICAL SECURITY LOCKOUT PROCEDURES

1. This Security Note is published to establish the proper procedures for physical security lockouts.
2. Normal Working Hours. When personnel are unable to access an office space, they must first contact their Agency/Activity Security Coordinator for assistance. If the Security Coordinator is unavailable, personnel may contact the Security Programs and Information Management Branch (ARS) for assistance. The ARS point of contact during working hours is the Physical Security Section at (703) 614-2305.
3. After Working Hours. When personnel are unable to access an office space, by either losing, or forgetting their DoD Badge or CAC, for assistance they must contact their Agency/Activity Security Coordinator. Personnel will ONLY contact ARS Physical Security Section during an emergency. An emergency is defined as any problem or issue occurring with the security locking mechanism (e.g. CDX-09, X-09, or card reader) failure. Losing or forgetting your Common Access (CAC), or DoD Badge does not constitute as an emergency. ARS point of contact after working hours is Mr. Taiwo Thomas at (703) 254-3541.
4. Personnel receiving assistance from ARS will be required to provide picture identification (e.g. CAC, DoD Badge, and Driver's License). During the verification process, personnel will be required to remain outside of the office space. Once verified, the individual will be provided access only if listed on the access roster.
5. Questions regarding this Security Note should be directed to the HQMC Physical Security Specialist at (703) 693-2696.

R. J. Gebert
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By direction

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ARS