



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

IN REPLY REFER TO:  
5500  
ARS  
**17 SEP 2013**

Security Note 06-13

From: Director, Administration and Resource Management Division

Subj: RESIDENTIAL STORAGE OF NATIONAL SECURITY INFORMATION  
(NSI)

Ref: (a) DOD M-5200.01  
(b) SECNAV M-5510.36  
(c) MCO 5530.14A

1. This security note is published to establish the proper procedures for the residential storage/use of National Security Information.
2. Per the references, classified national security information may not be removed from designated areas for work at home during off-work hours except as authorized by the Director, Administration and Resource Management Division (DirAR), Security Programs and Information Management Branch (ARS) and when storage requirements have been met. The DirAR has been appointed to oversee the day-to-day operations of the Headquarters U.S. Marine Corps (HQMC), Information and Personnel Security Program (IPSP) by the Staff Director, HQMC.
3. Residential storage should not be considered unless a critical operational requirement exists. When agencies/activities have determined that an operational requirement does exist, a request for residential storage of the NSI must be sent to the DirAR, (ARS) for approval. The DirAR, (ARS) decision to approve residential storage will be based on the following:
  - a. A critical operational requirement exists.
  - b. Classified national security information will be stored in a GSA approved container.
  - c. A physical security survey has been conducted to determine if the residence meets the physical security standards for the storage and processing of classified national security information.

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4. Staff Agencies/Activities shall develop, maintain, and disseminate written instructions outlining protection procedures for the NSI. These instructions must include the following:

a. Address personal control of the information at all times when not secured in a GSA-approved safe by authorized personnel only.

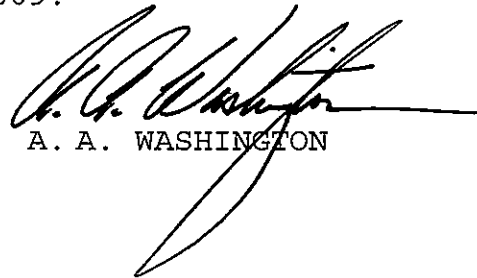
b. Maintain a record of the NSI that has been authorized for residential storage. Provide a copy of this record to the NSI recipient and the DirAR, (ARS). The words "RESIDENTIAL" should be annotated on this document.

c. Reporting procedures in the event of a compromise of classified national security information.

d. Courier acknowledgement and responsibilities during the transportation of the NSI.

5. Discovery of NSI being removed for residential storage or use without prior approval from the DirAR, (ARS) constitutes a Security Violation and may warrant suspension of access and a Security Inquiry.

6. Questions regarding this Security Note should be directed to ARS, at telephone (703) 614-3609.



A. A. WASHINGTON