



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

IN REPLY REFER TO:  
5000  
ARS

Security Note 04-15

3 SEP 2015

From: Director, Administration and Resource, Management Division  
To: Security Coordinators

Subj: PROCEDURES FOR ORDERING SECURITY CONTAINERS AT HEADQUARTERS  
MARINE CORPS (HQMC)

1. The purpose of this security note is to provide guidance for Staff Agencies/Activities to order Security Containers for their respective Staff Agency/Activity. Heretofore Staff Agencies/Activities were required to order Security Containers through DirAR Division (ARS). The process was long and arduous. Going directly to the source is more advantageous to the customer.


2. When ordering Security containers, Staff Agencies/Activities will utilize the National Stock Number (NSN). The Staff Agency/Activity financial administrator will send the Purchase Request (PR) via PR Builder to Henderson Hall (HH) Supply (DODAAC M00264/M67353). In the PR comments, the financial administrator should annotate the utilization of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) to HH Supply.

3. To locate and determine the type of security container needed, the Staff Agency/Activity should utilize the following websites:  
[www.diebold.com](http://www.diebold.com) or [www.hamiltonproductsgroup.com](http://www.hamiltonproductsgroup.com).

4. When ordering and purchasing a security container to be used for the storage of classified documents, components, materials, equipment, funds or weapons, the Staff Agency/Activity will ensure the container is a General Service Administration (GSA) approved security container. A GSA approved security container is a container that has a GSA label or a GSA recertification label on the front.

5. For questions and assistance regarding ordering and purchasing of security containers, contact Mr. Taiwo Thomas at (703) 693-2696 or [taiwo.thomas@usmc.mil](mailto:taiwo.thomas@usmc.mil).

6. This note supersedes Security Note 03-10.

  
M. M. OLIVER, JR.  
By direction