



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

IN REPLY REFER TO:
5530
ARS

3 SEP 2015

Security Note 05-15

From: Director, Administration and Resource, Management
Division
To: Security Coordinators
Subj: PROCEDURES FOR REQUESTING PHYSICAL SECURITY SERVICES AT
HEADQUARTERS MARINE CORPS (HQMC)
Encl: (1) Security Services

1. The HQMC Physical Security Manager is responsible for all HQMC Physical Security matters within the National Capital Region (NCR).

2. The Physical Security Manager provides the following services:

- a. Physical Security Surveys.
- b. Restricted Area Accreditations.
- c. Security guidance for NCR renovations and new construction.
- d. Alarm System support.
- e. Access Control Requirements.
- f. Key and lock program support.
- g. Protected Distribution Systems support/installation.
- h. Emergency lock support (doors and safes). For after hour support refer to Security Note 01-13.


3. Effective immediately, all Physical Security Requests, (i.e. requests for Combination Lock Changes, Card Reader Installations, Lock Installations, Door Buzzers, AIPhones, Physical Security Surveys, Access Control Installations, etc.) and non-emergency physical security services will be requested via email to Taiwo.Thomas@usmc.mil.

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4. Staff Agencies/Activities will receive confirmation of receipt and an approximate date/time the requested services are to be performed.

5. Questions regarding this Security Note should be directed to the aforementioned personnel above.

6. This note supersedes Security Note 07-10.


M. M. OLIVER
By direction

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