



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

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MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 6-13

From: Commander, Marine Corps Installations Command (MCICOM)
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND (MCICOM) INFORMATION AND PERSONNEL SECURITY PROGRAM COMMAND SECURITY INSTRUCTION POLICY

Ref: (a) DODM 5200.01, Volumes 1-4
(b) SECNAV M-5510.36
(c) SECNAV M-5510.30
(d) MCO P5510.18A
(e) Security Service Agreement (SSA)
(f) Marine Corps Installations Command IPSP SOP

1. Situation. The policies delineated herein will serve as the controlling regulation for Marine Corps Installations Command (MCICOM) Information and Personnel Security Program (IPSP). All commands and subordinate commands will comply with guidance provided by the MCICOM Security Manager. This policy is a supplement to references (a) to (f).

2. Mission. To establish the MCICOM's IPSP in order to implement policies for controlling, processing and safeguarding classified materials.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The MCICOM IPSP incorporates the mission and vision of the Command by optimizing support to our Operating Forces, tenant commands and Marines through implementation of a proactive security program.

(2) Concept of Operations. The policies outlined are intended to represent the minimum requirements for the handling and storage of classified information. MCICOM security managers are responsible for implementation and enforcement of this Command Security Instruction. The effectiveness of this security program depends on full command cooperation.

b. Coordinating Instructions

(1) Tasks

(a) MCICOM Security Manager. The MCICOM Command Security Manager is the primary advisor for information, personnel and industrial security in addition to consistent security training. The Security Manager is responsible for:

1. Maintaining cognizance of command security functions and the command's mission. The Command Security Manager must ensure that those in the command who have security duties are kept abreast of changes in policies and procedures, and must provide assistance in solving security problems.

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2. Developing written command information and personnel security procedures, including an emergency plan which integrates emergency destruction plans where required.

3. Formulating and coordinating the command's security awareness and education program.

4. Coordinating with subordinate commands to provide guidance for training in order to keep all security staff current. Security managers may utilize an Individual Development Plan (IDP) in order to annually assess the needs of their subordinate commands for training.

5. Coordinating with command program for continuous evaluation of eligibility for access to classified information or assignment to sensitive duties.

6. Collecting, reviewing and compiling data call statistics on a quarterly basis from subordinate commands into a formatted report to submit to the Command Security Manager.

(b) Security Assistants. A network of security personnel, to include the Information Assurance Manager for G-6 and the Contracting Officer's Security Representative (COSR), will assist in the implementation of the program to include effective security, control, and utilization of classified material. The Security Assistant will support the following:

1. Managing control of an access roster, ensuring only authorized employees and properly vetted visitors have access to classified information.

2. Establishing a robust security education program that includes required briefings and promotes security awareness.

3. Ensuring all assigned personnel have a personnel security clearance/access that meets the billet requirement.

4. Establishing visitor control procedures. At a minimum, these procedures will include verification of identity, validation of personnel security clearance eligibility and access using Joint Personnel Adjudication System (JPAS) and a need-to-know determination.

c. Program Management

(1) Standard Operating Procedures (SOP). Each command and subordinate command is required to develop, disseminate and maintain their own local. At a minimum, this SOP will include the following:

(a) Accountability for the protection of classified material at the Top Secret and Secret levels.

(b) Classification and marking.

(c) Strict monitoring of the reproduction, destruction and screening of classified material.

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(d) Access and visitor control.

(e) Security education plan.

(f) Security roster.

(2) The Command Security Manager will annually conduct inspections, assist visits, and reviews of its subordinate commands to examine their overall information and personnel security posture.

(3) Safeguarding. Security Managers will ensure that all classified information is processed only in secure facilities, on accredited information technology systems, and under conditions which prevent unauthorized disclosure.

(4) Control Measures. Personnel will not remove classified information from designated offices or work areas except in the performance of their official duties and under the conditions providing protection.

4. Administration and Logistics. This policy establishes coordinated methods for maintenance of the IPSP Command Security Instruction and is applicable to all commands and subordinate commands under MCICOM. Questions regarding this IPSP should be directed to MCICOM Security, at (703) 614-8025 or by email at renee.shorts@usmc.mil.

5. Command and Signal

a. Command. This policy is applicable to all personnel within MCICOM, its various commands and subordinate commands.

b. Signal. This policy is effective the date signed.


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