



DEPARTMENT OF THE NAVY
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WASHINGTON, DC 20350-3000

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Security Note 02-23

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 (571) 256-8648.
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 CAC or DoD Badge does not constitute as an emergency. Contact the following personnel in the order listed for after working hour's emergency access: Mr. Gregory Donahue at (703) 254-3541 and Mr. Kevin White at (703) 254-3538.
4. Personnel receiving assistance from ARS will be required to provide picture identification (e.g. Common Access Card (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 (571) 256-8648.
6. This note supersedes Security Note 01-13.

A. N. SULLIVAN

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