



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

IN REPLY REFER TO:
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AR

Security Note 04-23

From: Director, Administration and Resource Management Division
(Dir, AR)

Subj: HQMC OFFICE SPACE EMERGENCY AFTER HOURS PROCEDURES

Encl: (1) Non-Disclosure Agreement Standard Form 312
(2) Emergency After Hours POC and Combo Form

1. This security note is published to establish the proper procedures for emergencies that occur after-hours that affect HQMC office spaces.
2. When the Security Programs and Information Management Branch (ARS) is notified of an emergency, (e.g. Fire, Flood or other threatening condition) by the Pentagon Force Protection Agency (PFPA) the following procedures will take place:
 - a. ARS will contact the primary/alternate Point of Contact (POC) as provided by the staff agency/activity.
 - b. Staff agency/activity emergency POC's will report to the office space where the emergency occurred. ARS will be present to assist the staff agency/activity POC upon their arrival. In some cases the office space may have been breached prior to the arrival of ARS and the Staff agency/activity POC. In these cases, PFPA will remain on site and serve to provide on-site physical security for the space until relieved by ARS and/or the Staff agency/activity POC.
 - c. Staff agency/activity POC's will perform a walkthrough of the affected space to account for all property, classified material, sensitive information, and other significant items as identified by the staff agency/activity.
 - d. Emergencies that occur within classified spaces warrant additional security measures to ensure protection of classified material. Staff agency/activity POC's will utilize enclosure (1) to ensure that all response team personnel who enter a classified space during an emergency, execute a Non-Disclosure Agreement Standard Form 312. These forms will be submitted to ARS on the following business day or as soon as practical for a 2 year retention period.

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e. Response teams may cause damage to doors, frames, or locks to gain entry. ARS will facilitate lock repair, as required. All other repairs will be coordinated with the affected HQMC Staff agency/activity and the DirAR Division, Publishing and Logistics Management Branch, Facilities Management Section (ARDD).

3. Staff agencies/activities will submit requests to change combinations for X-10/CDX-10 locks to the HQMC Physical Security Specialist, Mr. Gregory J. Donahue, at gregory.donahue2@usmc.mil. ARS will change all X-10/CDX-10 combinations and retain all the SF 700s. Only members of ARS are authorized to change X-10/CDX-10 combinations. Staff agencies/activities will submit updated emergency POC information as changes occur.

4. Questions regarding this Security Note should be directed to the HQMC Physical Security Specialist at (703) 614-3609.

5. This note supersedes Security Note 03-13.

A. N. SULLIVAN

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