



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

IN REPLY REFER TO:

5510

AR

8/29/23

Security Note 03-23

From: Director, Administration and Resource Management Division

Subj: HEADQUARTERS, U.S. MARINE CORPS (HQMC) INFORMATION AND
PERSONNEL SECURITY ASSESSMENT PROGRAM

Ref: (a) DOD M-5200.01
(b) SECNAVINST 5510.36B
(c) SECNAVINST 5510.30C
(d) HQMC IPSP SOP

Encl: (1) Inspector General Checklist

1. The HQMC Information and Personnel Security Assessment Program is designed to ensure compliance with regulatory requirements, review procedures, inventory classified holdings, addresses all security related issues, and increase security awareness at the Staff Agency/Activity level.
2. For the purposes of this security note, the enclosure, and the HQMC annual assessments, the term "Commanding Officer" means "Deputy Commandant/Director"; "Command" means "Staff Agency/Activity"; and "Security Manager" means "Security Coordinator".
3. Staff Agency/Activity Security Assessments resulting in major discrepancies or findings will be re-evaluated in 30 days. Failure to correct/mitigate major discrepancies or findings may affect the Staff Agency's/Activity's authorization to continue to process, handle, and/or store classified material. Additionally, the Director, Marine Corps Staff could deliver a formal written notification.
4. Staff Agency/Activity Security Coordinators will be notified 48 hours prior to the assessment.
5. The HQMC Security Manager or Assistant Security Manager will conduct a Staff Agency/Activity Security Assessment out-brief with the Executive Assistant.
6. Questions regarding this Security Note should be directed to the HQMC Security Office via smb.hqmc.security@usmc.mil or (703) 614-3609.
7. This note supersedes Security Note 02-16.

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Inspectors General Checklist

INFORMATION AND PERSONNEL SECURITY PROGRAM (IPSP) (5510.3)

This checklist applies to all levels of commands that operate, maintain, and secure information and information systems.

Functional Area Sponsor:

DC, I (IID)

Subject Matter Expert:

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(COML) 571-732-7936

Revised: 08 November 2022

Name of Command

Date

Inspector

Final Assessment

Discrepancies: Findings:

Overall Comments: [Place Here](#)

Subsection 1 – ADMINISTRATIVE, POLICIES AND STANDARDS

0101 Does the command have access to the current editions of DODM 5200.01, Volumes 1-3; DODM 5200.02; DODI 5200.48; SECNAVINST 5510.36B; SECNAVINST 5510.30C; and MCO 5510.18B?
Reference: MCO 5510.18B, Par 4, Execution, c. Coord Instr, (4)

Result Comments

0102 Has the Commanding Officer issued a command security instruction? Is the Instruction current and does it provide sufficient guidance to allow the execution of the program?
Reference: DODM 5200.01, vol 1, encl 2, para 9(d); SECNAVINST 5510.30C, encl 4, para 2(b)(6); MCO 5510.18B, Ch 2, para 2(a)6 and Appendix C.

Result Comments

0103 Does the Command Security Manager maintain a Turnover Binder, as required by the reference, to ensure continuity of the command's security program in the event of an unexpected change of security personnel?
Reference: MCO 5510.18B, Appendix C, para 3

Result Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

- 0104 Has the Commanding Officer designated, in writing, a command Security Manager?
Reference: DODM 5200.01, vol 1, encl 2 & 3; SECNAVINST 5510.36B, encl 2; SECNAVINST 5510.30C, encl 4, para 2(b)(1); MCO 5510.18B, Ch 2, para 2(a)(1)
- Result Comments
- 0105 Has the command forwarded the Command Security Manager Appointment letter to HQMC, as required?
Reference: SECNAVINST 5510.30C, encl 4, par 3(a)(1); MCO 5510.18B, para 2-2(3)(a)
- Result Comments
- 0106 Is the Command Security Manager a member of the commander's Special Staff?
Reference: MCO 5510.18B, Ch 2, para 3(e)
- Result Comments
- 0107 Is the Command Security Manager a US Citizen and been the subject of a favorably adjudicated Tier 5/Tier 5 Reinvestigation (T5/T5R) completed within the previous 5 years?
Reference: SECNAVINST 5510.30C, encl 4, para 3(c); MCO 5510.18, para c(2)(4)
- Result Comments
- 0108 Is the Command Security Manager named and identified to command personnel on command organizational charts, telephone listings, rosters, or other media?
Reference: SECNAVINST 5510.30C, encl 4, para 3(d)
- Result Comments
- 0109 Does the Command Security Manager have access to the Commanding General/Commanding Officer in order to serve as the principal advisor in matters pertaining to the Command's Security Program?
Reference: DODM 5200.01, vol 1, encl. 2, para 9(b) & encl 3, para 6(c)(2)(a); DODM 5200.02, sect 2, para 2.10(h); SECNAVINST 5510.30C, encl 4, para 3(b); MCO 5510.18B, Ch 2, para 3(e)

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Result	Comments
0110	<p>If applicable, has the Commanding Officer designated, in writing, additional security responsibilities as appropriate for the command? These may include:</p> <ul style="list-style-type: none">Top Secret Control Officer (TSCO)Contracting Officer's Security Representative (COSR)Security Officer/Physical Security Officer. <p>Reference: DODM 5200.01, vol 1, encl 2 & 3; SECNAVINST 5510.36B, encl 2; SECNAVINST 5510.30C, encl 3, para 2; MCO 5510.18B, Ch 2, para 5 through 9</p>

Result	Comments
0111	<p>Has the Commanding Officer established and maintained a self-inspection program for the command. This may include self inspections, program reviews, and assist visits to evaluate the security posture of the command?</p> <p>Reference: DODM 5200.01, vol 1, encl 2 & 3; SECNAVINST 5510.36B, encl 2; SECNAVINST 5510.30C, encl 4, para 2(b)(10)</p>

Result	Comments
0112	<p>If applicable, has the Commanding Officer conducted annual evaluations of the security posture of their subordinate commands?</p> <p>Reference: DODM 5200.01, vol 1, encl. 2 & 3; MCO 5510.18B, Ch 2, para 10</p>

Result	Comments
0113	<p>Has the Commanding Officer ensured the Command Security Manager and other security personnel receive appropriate security education and training within 180 days of appointment?</p> <p>Reference: DODM 5200.01, vol 1, encl 2 & 3; SECNAVINST 5510.30C, encl 3, para 2(b)(8); MCO 5510.18B, Ch 3, para 4(a).</p>

Result	Comments
0114	<p>Have all newly assigned security personnel completed all required prerequisite courses within 30 days of assignment to security duties?</p> <p>Reference: MCO 5510.18B, Ch 3, para 4(b)</p>

Result	Comments
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0115 Has the Command Security Manager formulated, coordinated, and conducted a command security education program? This includes the following briefs:

OCA Training	Derivative Classifier Training
Indoctrination	Annual Refresher
Orientation	Command Debriefing
On-the-Job Training	

Reference: DODM 5200.01, vol 1, encl 2 & 3; vol 3, encl 5; MARADMIN 384/19

Result Comments

0116 Has the Command Security Manager ensured security violations or incidents involving possible compromise are reported, recorded, and investigated, when necessary? Have copies of investigations been forwarded to HQMC (IID), as required?

Reference: DODM 5200.01, vol 1, encl 2 & 3; SECNAVINST 5510.36B, encl 2; MCO 5510.18B, Ch 4, para 12

Result Comments

0117 Are Security Servicing Agreements (SSA) in place for all organizations, not in your command, to which security services are provided?

Reference: SECNAVINST 5510.36B, encl 3; SECNAVINST 5510.30C, encl 4, para 11; MCO 5510.18B, Ch 2, para 11

Result Comments

Subsection 2 – INFORMATION

0201 Describe the established procedures for the creation, marking, storage, distribution, and destruction of Controlled Unclassified Information (CUI) within the command.

Reference: DODI 5200.48; MCO 5510.18B, Appendix C, par 2.m

Result Comments

0202 Is classified information created within the command, including information residing on classified networks, appropriately marked?

Reference: DODM 5200.01, vol 2

Result Comments

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0203 Has the Commanding Officer approved an Emergency Plan for the protection and destruction of classified information? Does this include the means to conduct "in extremis" classified material destruction? Reference: DODM 5200.01, vol 1, encl 2, para 9(d); vol 3, encl 2, para 10; SECNAVINST 5510.36B, encl 2, para 12(o); SECNAVINST 5510.30C, encl 4, para 2(b)(9); MCO 5510.18B, encl 2, para 12(a) and encl 2, Appendix D, part 2

Result Comments

0204 Does the command have a process to maintain liaison with the activity Communication Strategy and Operations officer or information security officer, as appropriate, and the operations security (OPSEC) officer to ensure that official information, including press releases and photos, proposed or intended for public release, including via website posting, is subject to a security review in accordance with the references? Reference: DODM 5200.01, vol 1, encl 2, para 9(i); SECNAVINST 5510.36B, encl 2, para 20(k); MCO 5510.18B, Appendix C, sect 2(f)

Result Comments

0205 Has the Command Security Manager implemented regulations concerning the disclosure of classified information to foreign nationals? Reference: MCO 5510.18B, Ch 4, para 15

Result Comments

0206 Does the command own any programs covered by an Alternate or Compensatory Control Measure (ACCM)? Has this ACCM been approved by the Department of the Navy (DUSN)? Reference: DODM 5200.01, vol 3, encl 2; SECNAVINST 5510.36B, encl 5, para 3(e)

Result Comments

0207 If the command is an OCA, are there established procedures to:
- Review Security Classification Guides every 5 years or as changes occur?
- Report classification changes to cognizant holders of classified information?
Reference: DODM 5200.01, vol 1, encl 6; SECNAVINST 5510.36B, encl 4

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Result	Comments
0208	If applicable, has the OCA been trained with the letter documenting such training forwarded to DUSN(S&I), via DC,I (IID)? Reference: DODM 5200.01, vol 1, encl 2, para 13(e)
Result	Comments
0209	If applicable, has the individual specifically designated to “Act” in the OCAs absence also been trained and forwarded a letter of such training to DUSN(S&I), via DC,I (IID)? Reference: DODM 5200.01, vol 1, encl 4, para 5(c)(1)
Result	Comments
0210	Has the Commanding Officer implemented procedures for the control and destruction, when no longer needed, of Top Secret information, including working papers? Reference: DODM 5200.01, vol 3, encl 3 (entire enclosure); encl 3 para 3a and para 13; NSA/CSS Policy Manual 9-12
Result	Comments
0211	Has the Commanding Officer established administrative procedures for the control and destruction, when no longer needed, of Secret and Confidential information, including working papers? Reference: DODM 5200.01, vol 3, encl 3 (entire enclosure); encl 3 para 3b and para 13; NSA/CSS Policy Manual 9-12
Result	Comments
0212	Has the Commanding Officer established procedures for end of the day and after-hours security checks, utilizing the SF 701, Activity Security Checklist, and the SF 702, Container Check Sheet, to ensure that all areas which process classified information are properly secured? Reference: DODM 5200.01, vol 3, encl 2; SECNAVINST 5510.36B, encl 2, para 12(n)
Result	Comments
0213	Has the command security manager ensured that all classified information is stored in a GSA-approved security container, vault, modular vault, or secure room?

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Reference: DODM 5200.01, vol 3, encl 3

Result	Comments
0214	Have all combinations for areas and containers protecting classified information been changed and recorded according to the provisions of the reference? Reference: DODM 5200.01, vol 3, encl 3

Result	Comments
0215	Is a copy of a current SF 700, Security Container Information, affixed inside each security container, vault or secure room? Reference: DODM 5200.01, vol 3, encl 3

Result	Comments
0216	Have Controlled Access Areas and Restricted Areas been so designated in writing by the Commanding Officer or Command Security Manager? Reference: MCO 5510.18B, Ch 4, para 1(d)(1); MCO 5530.14, para 3003

Result	Comments
0217	If the command has designated restricted areas, controlled access areas or open storage areas within the command which protect classified information, have these areas been subjected to a Physical Security Survey conducted by a school-trained, MOS 5814 Physical Security Specialist/civilian physical security specialist trained in accordance with the reference? Reference: MCO 5530.14, Ch 3, para 3001

Result	Comments
0218	Do the command's Restricted Areas meet all established requirements for the appropriate Restricted Area designation? Reference: DODM 5200.01, vol 3, App to encl 3; MCO 5530.14, encl 1, para 3

Result	Comments
0219	If an IDS is utilized, is it installed, maintained and monitored as required?

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Reference: DODM 5200.01, vol 3, App to encl 3; MCO 5530.14, para 6003

Result Comments

0220 Describe the established procedures for the dissemination of classified and controlled unclassified information originated or received by their command?
Reference: DODM 5200.01, vol 1, encl 2 & 3

Result Comments

0221 Describe the command's process for transmission (transmit, transport, escort, or hand carry) of classified information.
Reference: DODM 5200.01, vol 3, encl 4; SECNAVINST 5510.36B, encl 2, para 24

Result Comments

0222 How does the command inform couriers of security responsibilities when escorting or hand carrying classified information?
Reference: DODM 5200.01, vol 3, encl 4; SECNAVINST 5510.36B, encl 2, para 24

Result Comments

0223 Describe the command's procedures regarding visitors who require access to classified information? Is DISS (or the current system of record) utilized for visit requests?
Reference: DODM 5200.01, vol 3, encl 2

Result Comments

0224 How is the annual "clean-out day" conducted, managed, and recorded?
Reference: DODM 5200.01, vol 3, encl 3; SECNAVINST 5510.36B, encl 2, para 12(ae)

Result Comments

Subsection 3 – PERSONNEL SECURITY

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

0301 Are all personnel who have access to classified information and spaces or will be assigned to sensitive duties properly cleared through coordination with DCSA CAS and that requests for personnel security investigations are properly prepared and submitted to DCSA and monitored until completed?
Reference: SECNAVINST 5510.30C, encl 4, para 4.b(6)

Result Comments

0302 Has the command security manager ensured that all personnel who had access to classified information, who have separated or retired have completed a Security Termination Statement? Has the Security Termination Statement been forwarded to MMRP-20 for retention?
Reference: SECNAVINST 5510.30C, encl 4, para 4(b)(13); MCO 5510.18B, Ch 2, para 4 (b)(14)

Result Comments

0303 Has the command security manager ensured that all personnel execute a Classified Information Nondisclosure Agreement (SF 312) before granting initial access to classified information? Has this data been entered into DISS (or the current system of record) and forwarded to MMRP-20? Does the command provide an explanation of the SF312 (e.g. use of the SF 312 Pamphlet available at HQMC Security blog or access to Sections of Titles 18 and 50 of USC and other references on the SF 312)?
Reference: SECNAVINST 5510.30C, encl 4, para 4(b)(14) and encl 10, para 3(g)

Result Comments

0304 Has the Command Security Manager ensured that all personnel who have access to U.S. classified information are also briefed on handling requirements for NATO classified material?
Reference: DODM 5200.01, vol 1, encl 3, para 11(c); SECNAVINST 5510.36B, par 5.o, and encl 2, para 12(h), MCO 5510.18B, encl 2, para 2.c

Result Comments

0305 Are all T5/T5R submissions based on approved requirements as outlined in the references? This includes matching BIC coding on Tables of Organization and Equipment prior to submission of the request for T5/T-5R

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Reference: MCO 5510.18B, Ch 5, para 1(a) and (c)

Result	Comments
0306	<p>Are Temporary Access (formerly Interim Clearance) authorizations in compliance with current guidance? Reference: DODM 5200.02, para 5.5 and 7.16; SECNAVINST 5510.30C, encl 10, para 4.a; MCO 5510.18B, Ch 5, para 4, and Appendix F</p>
0307	<p>Is the command's Continuous Evaluation Program effective? Does the Command Security Manager receive such information as the unit legal report, SACO report, GOVCC Delinquency Report, UPB, incoming CE alerts, and any information from Force Preservation Council meetings that would suggest a threat in the command? Reference: DODM 5200.02, Sect. 11; SECNAVINST 5510.30C, encl 12; MCO 5510.18B, Ch 2, para 2(a)(14) and Ch 5, para 7</p>
0308	<p>Are all members of the command enrolled in the automated continuous evaluation program (CE) in support of Trusted Workforce 2.0 implementation and in accordance with the requirements? Reference: Executive Order 13467; Security Executive Agent Directive 6 (SEAD 6) dtd Jan 18; MARADMIN 597/18</p>
0309	<p>Are Marines who have access to classified information reported to the Naval Criminal Investigative Service (NCIS) if they are UA or in a deserter status and the command believes that their absence is contrary to national security? Reference: SECNAVINST 5510.30C, encl 5, para 5</p>
0310	<p>Does the commanding officer have a favorably adjudicated T5 or T5R background investigation? Note: This applies to squadron/battalion level or higher commands. Reference: SECNAVINST 5510.30C, encl 8, para 9.a; MCO 5510.18B, Ch 2, para 3</p>

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Result	Comments
0311	Have all Marines in the command been the subject of a Tier 3 investigation to determine enlistment or appointment suitability? Reference: MCO 5510.18B, Ch 5, para 1(h) & (i)
Result	Comments
0312	Have all government civilian employees in the command been the subject of, at a minimum, a Tier 1 to determine government employment suitability? Reference: MCO 5510.18B, Ch 5, para 5(b)
Result	Comments
0313	Have civilian position sensitivity (risk level) determinations been reviewed for compliance with the DOD order? Reference: MCO 5510.18B encl 2, Ch1, para 8b; DODM 5200.02 with change 1, sec 4.1, dtd 29 Oct 20
Result	Comments
0314	Do all instructors have a favorably adjudicated T3? Reference: SECNAVINST 5510.30C, encl 7, sect 8, para a(4); MCO 5510.18B, Ch 5, para 5(d)
Result	Comments
0315	Have all contractors working in command spaces or utilizing command IT systems been the subject of a favorably completed, command-sponsored T1 (NACI) prior to issuance of a Common Access Card? Reference: MCO 5510.18B, Ch 5, para 5(c)
Result	Comments
0316	Is the command responding to DOD CAF communications including, but not limited to, incoming tasks in the current system of record, Requests for Information or Action (RFI/RFA), Statement of Reasons (SOR), Letters of intent to deny/revoke eligibility, and Letters of denial/revocation? Reference: DODM 5200.02, sec 9, para 9.2.a
Result	Comments

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0317 Are appeals of DCSA CAS revocation/denial decisions regarding clearance eligibility being processed per the provisions of the reference?
 This includes:
 - Supporting the Marine as an advocate for the appeal.
 - Ensuring all timelines and CAF, DOHA or PSAB requests for information are met.
 - Ensuring PCS Orders are held in abeyance pending the final decision on the appeal.
 Reference; SECNAVINST 5510.30C, encl 9, para 2.a(1)(c), MCO 5510.18B, Ch 5, para 9.b(4) and 9.c(1)

Result Comments

Subsection 4 – INDUSTRIAL SECURITY (Industrial Security Programs are required if a command has cleared contractors with access to classified material working in command spaces. The Contracting Officer’s Security Representative (COSR) is not required unless the command writes the contracts or executes task orders/contract line item numbers (CLIN) from existing contracts.

0401 Has the Commanding Officer established an industrial security program if the command engages in classified procurement or when cleared DoD contractors operate within areas under their direct control?
 Reference: SECNAVINST 5510.30C, encl 3, para 2(b)(7); MCO 5510.18B, Ch 6

Result Comments

0402 If required, has a COSR been appointed in writing for the purpose of preparing and signing the “Contract Security Classification Specification” (DD Form 254) and been trained within 30 days of appointment to perform their duties?
 Reference: SECNAVINST 5510.30C, encl 4, para 7; MCO 5510.18B, Ch 6

Result Comments

0403 If assigned, does the COSR accomplish all required responsibilities according to the reference?
 Reference: MCO 5510.18B, Ch 6, para 2

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Result Comments

0404 Are DD254s, Visit Requests, and Statements of Work present and current to support access to classified information by contractors working within the command?
Reference: MCO 5510.18B, Ch 6, para 2.b(2)

Result Comments

Subsection 5 - HQMC IPSP ADDENDUM

05 001 Has the Deputy Commandant/Director ensured personnel have a critical element within their performance appraisal for evaluation of the creation, handling or management of classified information?
Reference: USD(I) Memo of 12 Jun 13 "Performance Appraisal Critical Element for the Protection of Classified Information"

05 002 Has the Security Coordinator/Assistant Security Coordinator attended at least 3 Security Coordinator Meetings?
Reference: HQMC IPSP SOP

05 003 Are Security Coordinators ensuring Top Secret information, classified Media created via the "write-to-media" function and classified Hard Disk Drives (HDDs) are entered and properly accounted for within the Classified Document Control Catalog (CDCC)?
HDDs verified _____
Reference: MARADMIN 226/11, HQMC IPSP SOP

05 004 Are procedures established that facilitate oversight and control of the Reproduction of classified information (e.g. paper copies, electronic files, and other materials)?
Reference: DOD M-5200.01 VOL 3 ENCL 2 PAR 15, HQMC IPSP SOP

05 005 Are Security Coordinators ensuring personnel are properly checked out Via Electronic Security Services Request Portal (ESSRP) to include the following?
- HQMC Command Debriefing Form
- Alarm Zone Deletion Form
- NATO Debriefing Form (if applicable)
-CAC's turned into ARS (Contractors only)
Reference: HQMC IPSP SOP

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- 05 006 Has the Security Coordinators provided combinations for secure office space exterior doors via SIRPNET to ARS?
Reference: SECURITY NOTE 04-23
- 05 007 Is the Staff Agency/Activity access roster posted on the interior wall of a designated space adjacent to the main entry point and is not be visible from the exterior?
Reference: MCO 5530.14A, HQMC IPSP SOP
- 05 008 Does the Staff Agency/Activity have a valid Accreditation Letter (AL) on file? If not, has the Security Coordinator routed a request for the AL through the Physical Security Specialist?
Reference: DOD M-5200.01, VOL 3 ENCL 3 PAR 3, MCO 5530.14A

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