



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

IN REPLY REFER TO:
5520
ARS

20 OCT 2015

Security Note 07-15

From: Director, Administration and Resource Management Division

Subj: PERIODIC REINVESTIGATION (PR)

Ref: (a) SECNAV memo of 2 Dec 14
(b) SECNAV M-5510.30
(c) HQMC IPSP SOP

1. Situation. Per reference (a), a data analysis of the Joint Personnel Adjudication System (JPAS), revealed that numerous military and civilian personnel across the Department of the Navy (DoN) were overdue for a periodic reinvestigation. Based on the results of the analysis, the Security Programs and Information Management Branch (ARS) will implement the procedures contained herein.
2. Mission. To ensure personnel (military and civilian) with access to classified information and assignment to sensitive duties maintain a favorable and current personnel security investigation in accordance with reference (b).
3. Execution. Per references (b) and (c) a periodic reinvestigation (PR) must be submitted every 5 years to support access to Top Secret material or assignment to Critical Sensitive duties, every 10 years for access to Secret material or assignment to Non-Critical Sensitive duties, and every 15 years for access to Confidential material. To ensure Headquarters Marine Corps (HQMC) and Marine Corps Recruiting Command (MCRC) Headquarters personnel maintain a current investigation the following procedures will be followed:
 - a. DirAR (ARS) will send a notification e-mail 30 days prior to the expiration date of a current investigation. This email will allow personnel time to gather information and prepare all documents necessary for completion of the PR through the Electronic Questionnaire Investigation Process (e-QIP) system. Staff Agency/Activity Security Coordinators are notified of the requirement to aid in a timely submission, not extending beyond 30 days.
 - b. The e-QIP system requires personnel security questionnaire completion within 30 days of the initial notification. Failure to comply for reasons that cannot be supported with proper documentation (i.e. TAD, extended leave, etc.) will result in the following:
 - (1) Termination of the investigation request process and incident report submission to the Department of Defense Consolidated Adjudication Facility (DOD CAF) for failure or refusal to complete the required personnel security questionnaire within the prescribed timeframe.

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(2) Denial of request or removal of access to classified information and assignment to sensitive duties.

(3) Suspension of swipe access to classified office spaces.

4. Administration and Logistics. The provisions of reference (b) mandate the submission of a PR as sufficient for maintaining access or assignment to sensitive duties based on previously assigned eligibility.

5. Command and Signal. Questions regarding this Security Note should be directed to the HQMC Security Manager at (703) 614-3609.



J/R. NEWELL

By direction

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