



MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO



**Information and Personnel Security Program
Policy and Mission Statement**

In the 21st Century, we operate in the information age with classified, sensitive and unclassified information transmitted at the speed of light. We must ensure that every Marine, Sailor, and Civilian Marine assigned throughout Marine Corps Installations National Capital Region-Marine Corps Base Quantico is equipped with the necessary skills to ensure the safeguarding of Classified Military Information (CMI). Holding a security clearance is a privilege afforded to those personnel in whom we place a special confidence and trust to safeguard national security information.



Per SECNAV M-5510.36 and SECNAV M-5510.30, Commander's must:

- Appoint an officer or civilian Marine (GS-11 or above), as defined by 5 CFR 300.605(b), as the Command Security Manager, and ensure attendance at one of the following: the HQMC (PPO), Security Manager Course, or the Defense Security Service Academy, Security Specialist Course within 180 days of appointment.
- Establish a program to periodically review and ensure individual command security programs for compliance with program regulations.
- Provide an inspection or assist visit at least annually to subordinate divisions or sections in order to evaluate overall command security program effectiveness.
- Ensure that all newly joined personnel are familiar with the procedures for safeguarding CMI to include a working knowledge of applicable classification markings.
- Establish a command security awareness and education program that emphasizes the importance of safeguarding CMI in the interest of national security.
- Ensure that all levels of security clearance are based upon Personnel Security Investigations or Periodic Reinvestigations, and that command personnel security programs are fully integrated with the Joint Personnel Adjudication System.
- Ensure that all personnel understand their responsibilities inherent with safeguarding CMI.

Semper Fidelis,

Michael L. Brooks
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Marine Corps Installations National Capital Region
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