



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

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MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 5-19

From: Commander, Marine Corps Installations Command (MCICOM)
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND INFORMATION AND PERSONNEL
SECURITY PROGRAM COMMAND SECURITY INSTRUCTION POLICY

Ref: (a) DODM 5200.01, Volumes 1-4
(b) SECNAV M-5510.36
(c) SECNAV M-5510.30
(d) MCO P5510.18B
(e) Marine Corps Installations Command IPSP SOP

1. Situation. The policies delineated herein will serve as the controlling regulation for MCICOM's Personnel, Physical, and Industrial Security Program. All commands and subordinate commands will comply with guidance provided by the MCICOM Security Manager. This policy is a supplement to references (a) to (e).

2. Cancellation. MCICOM Policy Letter 6-13.

3. Mission. To establish the MCICOM Information and Personnel Security Program (IPSP), in order to implement policies for controlling, processing and safeguarding classified materials.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The MCICOM IPSP incorporates the mission and vision of the command by optimizing support to our Operating Forces, tenant commands and Marines through implementation of a proactive security program.

(2) Concept of Operations. The policies outlined are intended to represent the minimum requirements for the handling and storage of classified information. MCICOM security managers are responsible for implementation and enforcement of this Command Security instruction. The effectiveness of this security program depends on full command cooperation.

b. Coordinating Instructions. The MCICOM Security Manager is the primary advisor for information, personnel and industrial security in addition to consistent security training. The Security Manager will be responsible for the following:

(1) Maintaining cognizance of command security functions and the command's mission. The MCICOM Security Manager must ensure that those in the command who have security duties are kept abreast of changes in policies and procedures, and must provide assistance in solving security problems.

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(2) Developing written command information and personnel security procedures, including an emergency plan which integrates emergency destruction plans where required.

(3) Formulating and coordinating the command's security awareness and education program.

(4) Coordinating with subordinate commands to provide guidance for training in order to keep all security staff current. Security managers may utilize an Individual Development Plan in order to annually assess the needs of their subordinate commands for training.

(5) Coordinating with command program for continuous evaluation of eligibility for access to classified information or assignment to sensitive duties.

c. Program Management

(1) Standard Operating Procedures (SOP). Each command and subcommand is required to develop, disseminate and keep current their own SOP identifying requirements specific to their location and needs. At a minimum, included in this SOP will be the following:

(a) Accountability for the protection of classified material at the Top Secret and Secret levels.

(b) Strict monitoring of the marking, reproduction, destruction and screening of classified material.

(c) Access and visitor control.

(d) Security education plan.

(2) Per reference (a) and (b) the Command Security manager will annually conduct inspections, assist visits, and reviews of its subordinate commands to examine their overall information and personnel security posture.

(3) Safeguarding. Security Managers will ensure that all classified information is processed only in secure facilities, on accredited IT systems, and under conditions which prevent unauthorized disclosure.

5. Administration and Logistics. Questions regarding this IPSP should be directed to MCICOM Security, at (703) 614-8025 or by email at MCICOM_Security.fct@usmc.mil.

6. Command and Signal

a. Command. This policy is applicable all personnel within MCICOM, its various commands and subcommands.

b. Signal. This policy is effective the date signed.


V. A. COGLIANESE

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