



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICES CENTER BOX 8050  
CHERRY POINT, NC 28533-8050  
AND  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

WgO 5510.19  
SECMGR  
ASO 5510.19  
SECMGR  
**30 JAN 2023**

WING AND AIR STATION ORDER 5510.19

From: Commanding General, 2D Marine Aircraft Wing  
Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: BUILDING 1 INTERNAL SECURITY PROCEDURES

Ref: (a) SECNAVINST 5510.30C  
(b) SECNAVINST 5510.36B  
(c) ASO 1601.1D  
(d) WgO 1601.12  
(e) ASO 5510.2B  
(f) WgO 5510.2  
(g) MARADMIN 375/01  
(h) MARADMIN 520/20

Encl: (1) SF 701 Activity Security Checklist  
(2) SF 702 Security Container Check Sheet  
(3) Classified Material Cover Sheets (SF 705/704/703)  
(4) Diagram of Building  
(5) Security Badges  
(6) II Marine Expeditionary Force (II MEF) Reciprocity Badge Agreement

1. Situation

a. To establish procedures, instructions and duties for combined MCAS Cherry Point (CHER PT) Headquarters (HQ) / 2d Marine Aircraft Wing (MAW) HQ internal security procedures for Building 1.

b. MCAS CHER PT HQ is defined as Manpower Directorate, Operations Directorate, Station Comptroller, Station Inspector, Community Plans and Liaison Office and Mission Assurance.

c. 2d MAW HQ is defined as G-1, G-2, G-3, G-4, G-6, Staff Secretary (SSEC) Wing Inspector General (IG), Aviation Logistics Department (ALD), Wing Medical, Wing Comptroller, Wing Chaplain, and the Department of Safety and Standardization (DSS).

d. Physical security is defined as the part of security concerning physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, facilities, material and documents; and to safeguard against espionage, sabotage, damage and theft. In accordance with the references, appropriate security procedures must be followed in the order to control personnel access and prevent disclosure of classified material to unauthorized personnel.

2. Cancellation. Policy Letter 01-12 Ch 1

3. Mission. MCAS CHER PT HQ and 2d MAW HQ have put into place responsibility and accountability actions from each section residing in Building 1. Tenants and visitors will have visible identification designating their status. All reasonable steps have been taken to protect all personnel and government property inside of Building 1 by ensuring a secure environment.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide continuity of protection and adequate security measures through the following procedures:

(a) Sections of MCAS CHER PT HQ and 2d MAW HQ are responsible for safeguarding all classified material within their respective section. It is the responsibility of all personnel to ensure classified material is properly safeguarded at all times.

(b) Classified materials will be handled in the manner prescribed in reference (b). Examples of classified material include computer hard drives, CD, binders, documents, email, maps, briefings (to include PowerPoint presentation) etc.

(c) All personal electronic devices (PEDs) are not authorized in open storage areas. This includes vaults, secured rooms or any other area where the primary type of data being process, stored or discussed is classified per reference (h).

(2) Concept of Operations. Upon check-in, all personnel assigned to MCAS CHER PT HQ and 2d MAW HQ will be issued a designated security badge and upon transfer, return his/her badge to the respective security office. All personnel and visitors are required to display their security badge when in building 1. Enclosure (5) identifies the MCAS CHER PT HQ and 2d MAW HQ security badges. II Marine Expeditionary Force (MEF) has approved reciprocal badge validation and acceptance with 2d MAW per enclosure (6).

(a) Sections cleared to store classified information will ensure that all access documentation is completed daily. This includes:

1. Ensure that enclosure (1), is completed daily and posted on the inside of the main Entrance Door of their prospective section.

2. Ensure that enclosure (2) is attached to all security containers, vaults and safes are completed daily.

(b) When classified material is handled, processed or transferred, sections will ensure:

1. Classified material is properly marked; documents, folders, binders and briefings will have cover sheet (704, 705 (enclosure 3)). Electronic classified material (computers, hard drives, CD's, etc.) will be properly marked with the appropriate classification, using color codes and SF 700 series stickers.

2. Classified correspondence inboxes are properly marked for holding materials. This will prevent the inadvertent intermingling of classified materials with unclassified materials.

3. Classified materials are properly secured at the end of the day and when departing the immediate area. Classified material will not be left unattended for any reason.

(c) Transportation of classified material out of a designated work spaces is approved by the organization's security manager.

(d) All personnel entering and exiting Building 1 will use the back lobby entrance except for the personnel who are authorized access through the ceremonial doors and Emergency Operations Center (EOC). All the other doors of Building 1 are for emergency only. The common access card (CAC) will be the principle card used to access Building 1.

(e) In accordance with reference (b), all personnel working after normal working hours (0530-1730 Monday through Friday), weekends and holidays will ensure:

1. Proper check in and check out with the Command Duty Officer (CDO).

2. Access to all workspaces (e.g., vaults, secure room, security containers and safes) are properly documented and secured. This includes the requisite documentation on the SF 701 at conclusion of the work day.

(f) All classified material is accounted for by the Classified Material Control Center (CMCC). Exceptions are made for working papers that have less than 180 days since their original creation. All working papers exceeding 180 days will be turned into CMCC for control and accountability. All transfer or destruction of classified material, to and from a section, will be coordinated with the CMCC.

1. In closed storage areas, secure telephone (STE KOV-14) crypto cards will be secured at the end of each day or when the workspace is left unattended.

2. The following procedures will be used to ensure the security of the Secret Internet Protocol Router Network (SIPRNET)

a. All SIPRNET users will have a minimum of an Interim Secret clearance and a "need to know" to access the SIPRNET.

b. While utilizing SIPRNET, users will ensure the area is secure. This includes closing blinds and locking the deadbolt to all doors leading to that room.

c. Users will not leave SIPRNET computers unattended in any area that is not approved for open storage.

d. Ensure Information Technical (IT) maintenance personnel from outside the unit are properly identified before they begin work on any SIPRNET information system. These individuals should be escorted and continuously monitored during maintenance. If an individual does not have proper identification and their credentials cannot be confirmed, they are not authorized access to controlled areas.

e. In closed storage areas, ensure each Protective Distribution System (PDS) box has an SF 702 (enclosure 2) attached to the box or wall. This form will be filled out daily and each time the box is opened or secured.

(g) Command Duty Officer Guidelines

1. Guidelines for visitors:

a. A visitor is defined as any personnel not attached to MCAS CHER PT HQ, 2d MAW HQ or personnel not badged for access.

b. All visitors will check in and out with CDO at the duty desk when entering and leaving Building 1. The CDO will issue a visitor badge to personnel with the following type of credentials: Department of Defense (DoD) issued CAC; uniformed services privilege and identification card; uniformed services retiree identification card and MCAS Cherry Point contractor identification cards. The CDO will have knowledge of visiting community mutual support members to include Dignitaries, local and from abroad. Knowledge of White House staff members will be disseminated as well. Temporary VIP visitors badges may be created for these situations.

c. All visitors are subject to search upon entering and leaving Building 1. All CDO's reserve the right to deny access to Building 1 to any person when it is considered to be in the interest of the commander and government.

d. All vendors and cleaning personnel will be escorted at all times by the duty.

e. All sections will verify visitor's clearance through their Security Manager before allowing access to any classified areas or materials.

f. Accountability of visitor badges will be conducted daily. Any missing badge will be logged in the CDO logbook and reported to the security manager.

2. CDO's will tour Building 1, checking secure rooms every 4 hours commencing at 1730 during the week and at 0700 during the weekend/holidays; to ensure no tampering or unauthorized attempts to enter the secure rooms or gain access to Building 1 have occurred.

a. The 2d MAW CDO will complete SF 702 forms in the following workspaces: ALD, rooms 1032, 1033, 1035; G-2, rooms 2020B, 2021; G-1, room 2010; G-3, rooms 202C, 2053; G-4, room 2122; G-6, rooms 1020, 2068, 2069, 2070, 2074, SSEC room 1009 and Security Management room 2018 during his/her tour. Enclosure (4) detail locations of all rooms.

b. The MCAS CHER PT CDO will complete the SF 702 for room 1079 during his/her tour.

c. In the event of a security breach or concern, the CDO will contact his/her respective Security Manager.

#### 5. Administration and Logistics

a. All Orders and Instructions listed throughout this directive are maintained in the Security Manager's office. Commanders and staff will provide written special instructions to the adjutant on matters under their cognizance for inclusion into the CDO information binder.

b. Recommendations for changes to this order shall be submitted to the 2d MAW Security Manager.

#### 6. Command and Signal

a. Command This Order is applicable to MCAS CHER PT HQ and 2d MAW HQ personnel.

b. Signal This Order is effective the date signed.



B. C. BURKS

S. F. BENEDICT

DISTRIBUTION: A 2D MAW  
A MCAS CHER PT

# ACTIVITY SECURITY CHECKLIST

DIVISION/BRANCH/OFFICE

ROOM NUMBER

MONTH AND YEAR

BLDG-1

Irregularities discovered will be promptly reported to the designated Security Office for corrective action.

Statement

I have conducted a security inspection of this work area and checked all items listed below.

To (if required)

FROM (if required)

THROUGH (if required)

ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. All classified material secured																															
1. Security containers have been locked and checked.																															
3. Safe locked, SF 702 Container (double check)																															
4. Personnel files locked; key secured																															
5. NIPR/SIPR logged off																															
6. PCs, copiers, coffee pot, and radios turned off																															
7. Windows Shut/Locked																															
8. Lights off/Door locked																															
9. Appendix B -- PDS Inspection																															
10. SF 701 Activity Security Checklist Completed																															
INITIAL FOR DAILY REPORT																															
TIME																															

SAMPLE

701-101  
NSN 7540-01-213-7899

STANDARD FORM 701 (8-85)  
Prescribed by GSA/ASOC

Encl: 1

TO (if required)	THRU (if required)
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I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED,  
CLOSED OR CHECKED THIS SECURITY CONTAINER IN  
ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND  
OPERATING INSTRUCTIONS.

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME

**FOLD HERE - REVERSE FOLD FOR FULL USE OF BOTH SIDES - FOLD HERE**

FROM	ROOM NO.	BUILDING 1	CONTAINER NO.
------	----------	---------------	---------------

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED,  
CLOSED OR CHECKED THIS SECURITY CONTAINER IN  
ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND  
OPERATING INSTRUCTIONS.

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME

# CONFIDENTIAL

THIS IS A COVER SHEET  
FOR CLASSIFIED INFORMATION

ALL INDIVIDUALS HANDLING THIS INFORMATION ARE REQUIRED TO PROTECT  
IT FROM UNAUTHORIZED DISCLOSURE IN THE INTEREST OF THE NATIONAL  
SECURITY OF THE UNITED STATES.

HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED  
DOCUMENT MUST BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE  
ORDER(S), STATUTE(S) AND AGENCY IMPLEMENTING REGULATIONS.

(This cover sheet is unclassified.)

# CONFIDENTIAL

705-101  
NSN 7540-01-213-7903

STANDARD FORM 705 (8-85)  
Prescribed by GSA/ISOD  
32 CFR 2003

Encl: 3(1)



# SECRET

THIS IS A COVER SHEET

FOR CLASSIFIED INFORMATION

ALL INDIVIDUALS HANDLING THIS INFORMATION ARE REQUIRED TO PROTECT IT FROM UNAUTHORIZED DISCLOSURE IN THE INTEREST OF THE NATIONAL SECURITY OF THE UNITED STATES.

HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED DOCUMENT MUST BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE ORDER(S), STATUTE(S), AND AGENCY IMPLEMENTING REGULATIONS.

(This cover sheet is unclassified.)

# SECRET

754-101  
NSN 7540-01-213-7002

STANDARD FORM 704 (8-85)  
Prescribed by GSA/ISOO  
32 CFR 200J

Encl: 3(2)

# TOP SECRET

THIS IS A COVER SHEET

FOR CLASSIFIED INFORMATION

ALL INDIVIDUALS HANDLING THIS INFORMATION ARE REQUIRED TO PROTECT IT FROM UNAUTHORIZED DISCLOSURE IN THE INTEREST OF THE NATIONAL SECURITY OF THE UNITED STATES.

HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED DOCUMENT WILL BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE ORDER(S), STATUTE(S) AND AGENCY IMPLEMENTING REGULATIONS.

(This cover sheet is unclassified.)

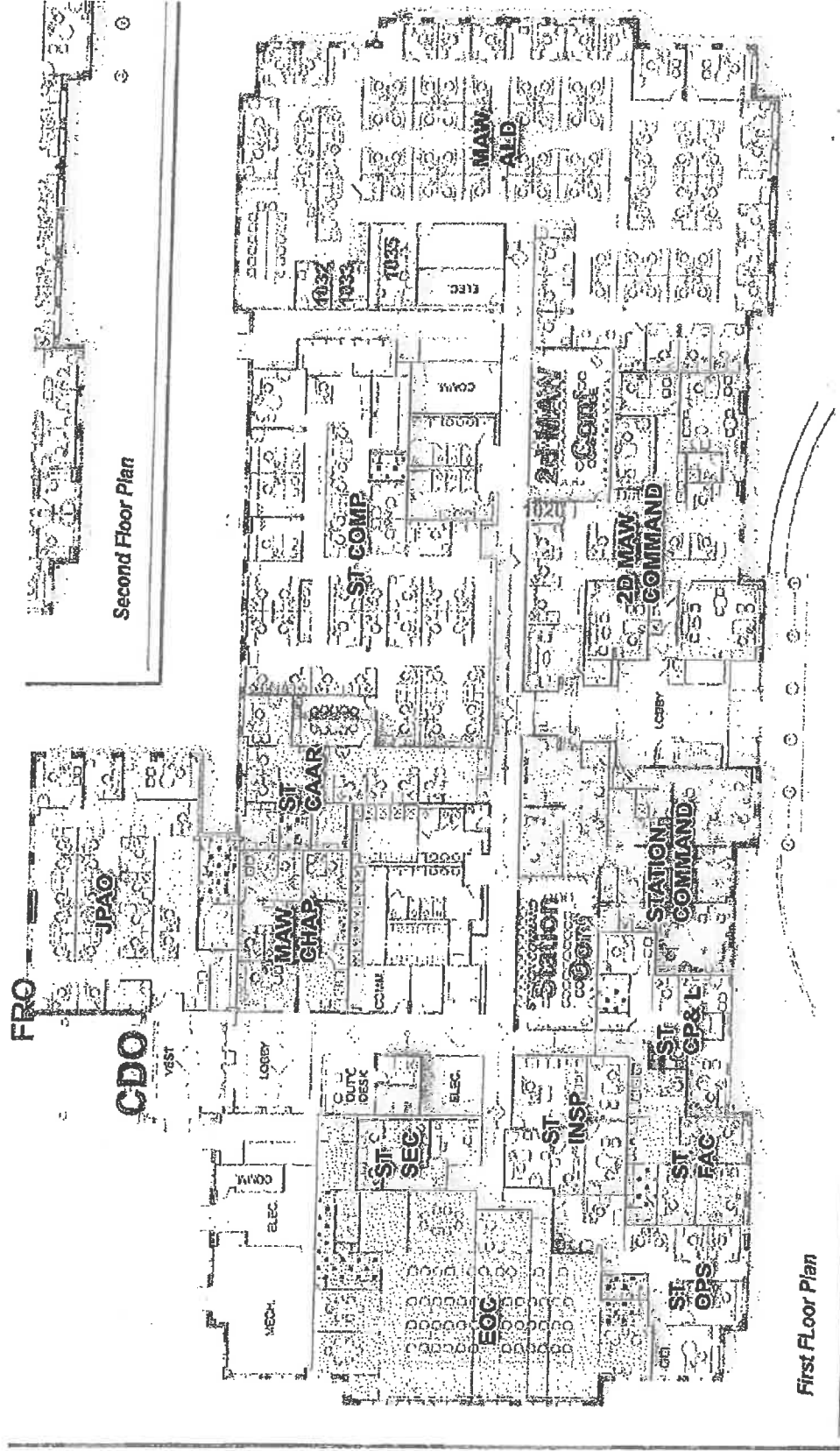
# TOP SECRET

753-101  
ASN 7540-01-213-7901

STANDARD FORM 703 (8-66)  
Prescribed by GSA/ISO  
32 CFR 2003

Encl: 3(3)

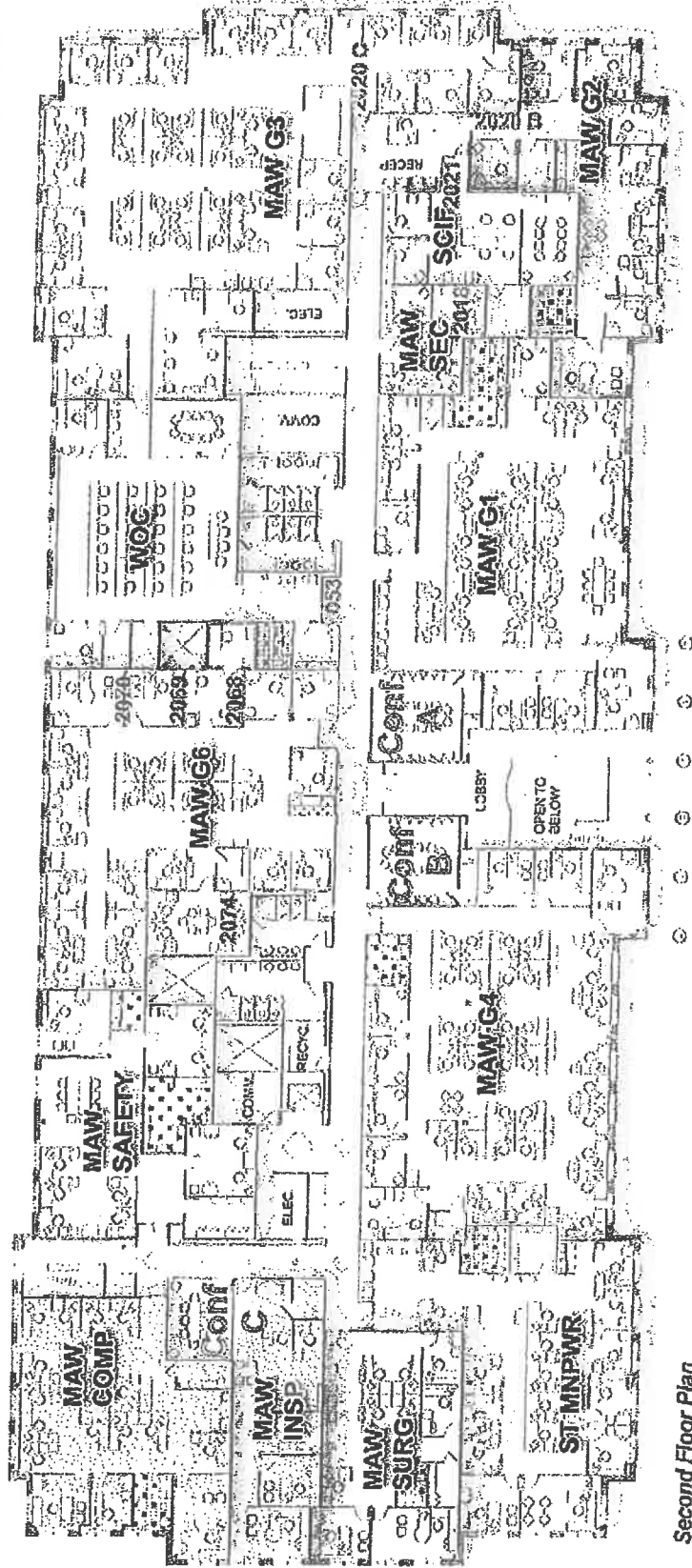
# First Floor Utilization



First Floor Plan

Encl: 4 (1)

# Second Floor Utilization



Second Floor Plan

This Credential is property of the United States Government. Its counterfeiting, alteration, or misuse is a violation of 18 USC Section 499. It shall be returned to the issuing office upon termination or demand.

If found return to:  
Commanding General  
ATTN: 2D MAW Security  
Manager  
PSC Box 8076  
MCAS Cherry Point, NC  
28533-0076  
PHR: 252-466-6071

Badge Issued By:  
*Marcus L. Allen*



2D MARINE AIRCRAFT WING

2

DOE, JOHN L  
CTR USA  
0000559  
Expires  
17 Nov 2012

### 2D MAW BADGE IDENTIFICATION

The front side of this badge has the individual photo, name, rank, country, badge number and expiration date. Filed with this number you identify that the individual has top secret eligibility and has been granted US Secret Access. Backside of the badge has the 2D MAW Security Office contact information.

This Credential is property of the United States Government. Its counterfeiting, alteration, or misuse is a violation of 18 USC Section 499. It shall be returned to the issuing office upon termination or demand.

If found return to:  
Commanding General  
ATTN: 2D MAW Security  
Manager  
PSC Box 8076  
MCAS Cherry Point, NC  
28533-0076  
PHR: 252-466-6071

Badge Issued By:  
*Marcus L. Allen*



2D MARINE AIRCRAFT WING

3

DOE, JOHN L  
CTR USA  
0000559  
Expires  
17 Nov 2012

### 2D MAW BADGE IDENTIFICATION

The front side of this badge has the individual photo, name, rank, country, badge number and expiration date. Yellow with the number three identifies that the individual has top secret eligibility and has been granted SCI Access. Backside of the badge has the 2D MAW Security Office contact information.



2D MARINE AIRCRAFT WING

PHOTO

DOE, JOHN L  
CTR USA  
0000559  
Expires  
17 Nov 2012

### 2D MAW BADGE IDENTIFICATION

The front side of this badge has the individual photo, name, rank, country, badge number and expiration date. White with no number identifies that the individual has not been granted US Access. Backside of the badge has the 2D MAW Security Office contact information.

This Credential is property of the United States Government. Its counterfeiting, alteration, or misuse is a violation of 18 USC Section 499. It shall be returned to the issuing office upon termination or demand.

If found return to:  
Commanding General  
ATTN: 2D MAW Security  
Manager  
PSC Box 8076  
MCAS Cherry Point, NC  
28533-0076  
PHR: 252-466-6071

Badge Issued By:  
*Marcus L. Allen*



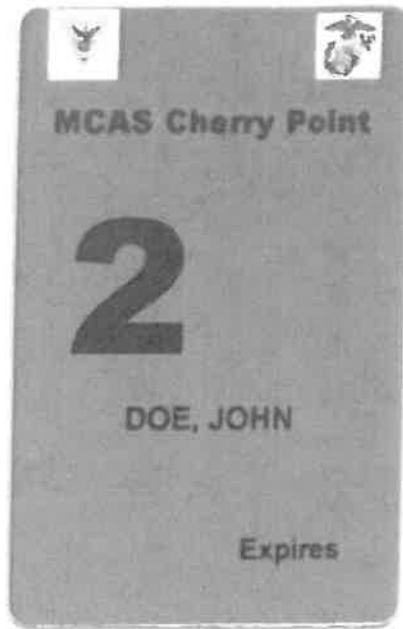
2D MARINE AIRCRAFT WING

3

DOE, JOHN L  
CTR USA  
0000559  
Expires  
17 Nov 2012

### 2D MAW BADGE IDENTIFICATION

The front side of this badge has the individual photo, name, rank, country, badge number and expiration date. Orange with the number three identifies that the individual has top secret eligibility and has been granted US Top Secret Access. Backside of the badge has the 2D MAW Security Office contact information.

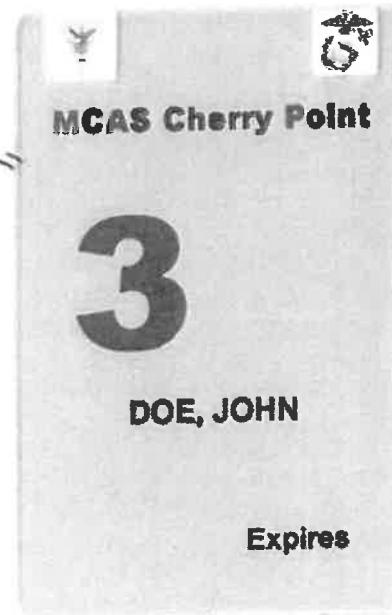


   
**MCAS Cherry Point**

**1**

**DOE, JOHN**

**Expires:**



**Encl: 5 (2)**