



**UNITED STATES MARINE CORPS FORCES COMMAND  
PERSONNEL ACCOUNTABILITY, FISCAL  
STEWARDSHIP, EQUIPMENT, AND SECURITY  
POLICY STATEMENT**

Personal and professional accountability for one's actions is a fundamental element of our ethos and an essential facet of moral courage. Execution of our administrative duties, fiscal stewardship, technical aspects of our billets and implied responsibility to safeguard our sacred and constrained resources is the by-product of accountability. We must be precise in our knowledge, continuously improve our internal controls, conduct honest evaluations, and accurately report resource status at all time. Provided below is further amplification of my intent in being accountable in these areas.

**Personnel Accountability**

People have always been, and remain, the Marine Corps' greatest and most precious asset. Leaders, from the most junior enlisted, to the most senior officer are charged with ensuring those they lead, to include their peers are mentored, trained, cared for and accounted for on and off duty. This leadership responsibility extends to the families of our Marines and Sailors. Success of any mission requires quality people with the right skills, the right qualifications, the right experience, at the appropriate place and time. Effective personnel management and accountability is, therefore, the linchpin for mission accomplishment. Personnel accountability is a vital component of operational effectiveness, and when executed properly, becomes a combat multiplier for this Command and the Marine Corps. Personnel accountability is shared responsibility between the Commander and/or supervisor and the individual Marine and Sailor. In order to ensure the most accurate personnel accountability, I charge that the Marine Corps Total Force System (MCTFS) be meticulously utilized as the system of record and authoritative database for personnel accountability. Each and every individual in my charge will do their part to ensure MCTFS reflects the most accurate data available.

**Fiscal Stewardship**

Financial management is inherent in command and fundamental to readiness. Fiscal stewardship and accountability are bedrock concepts which we strengthen by ensuring that strong and effective internal controls are in place in the execution of our day-to-day processes and continually assessing the effectiveness of internal controls over our processes. As financial stewards, we are all responsible and accountable for government property and resources entrusted to us by the U.S. taxpayer. With that, we must exercise great care and due diligence when stewarding financial resources. To this end, I charge all Marines and Civilian Marines to adhere with the timeless adage of fiscal stewardship - "if it were your money, would you make the same decision?"

**Equipment**

Our first General Order is "To take charge of this post and all government property in view." My policy for equipment and materiel accountability draws from the First General Order taught to all Marines in boot camp and Officer

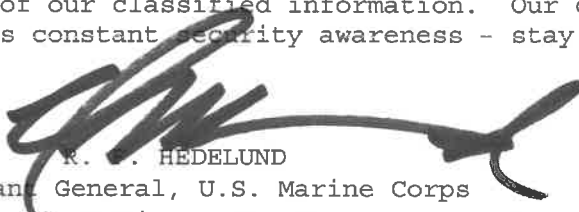
Candidate School. Proper supply accountability is essential to gaining and maintaining combat readiness, and gives taxpayers and their elected representatives confidence that Marines are worthy stewards of their resources. We will ensure full custodial responsibility and accountability for the care and safekeeping of all government property with which we have been entrusted, and exercise strict accountability through current, complete, and accurate recordkeeping. Regular, weekly supply and maintenance management reconciliations will be the norm.

Commanders and leaders at every level will require that their Responsible Officers and Marines follow the custodial and accountability procedures embodied in applicable law, regulations, and directives. We will take ownership of all government property entrusted to our care. Commanders will be held accountable for EVERYTHING entrusted to their care.

### Security

I want to ensure the proper level of accountability and supervision is being executed in the functional area of security. As leaders, I expect you to provide oversight into the accountability and security of the equipment and systems in your spaces, and the information used and generated by your personnel. This includes understanding who is entrusted with a security clearance, what classified information the person needs to know, and who should have access to that information. The Information Security Program protects classified information and Controlled Unclassified Information (CUI). Responsibilities include: receipt, accounting, control, preventing and/or identifying security violations, proper handling, transmission, and disposal of classified and CUI documents and materials. As zealous as we are with accountability and protection, we must be just as attentive to inadvertent violations where rapid actions, rapid reporting, and investigations are mandated in our directives. Continuous evaluation of our program is critical to a strong and effective security plan. Marines, Sailors, and Civilian Marines at all levels who hold a security clearance will report information to their Command Security Office that might have a bearing on their access to classified information. This is fundamental to the privilege of access to classified material.

I understand we share information across the Marine Corps, and with other services, and joint communities. Be responsible and cognizant with access and the need to know regarding our information. You should proactively ensure all personnel protect our information and our information command and control systems and networks. Security equipment, systems, and information (paper documents, electronic, or verbal) is everyone's responsibility and must be everyone's top priority. Be mindful that our adversaries are aggressive and relentless in their pursuit of our classified information. Our continued warfighting readiness demands constant security awareness - stay ready!



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