

Additional Course Information (as of 9/18/2012)

STAAT LANT NSMC QUOTA REQUEST FORMAT: This course is primarily designed for Command-designated Security Managers and Assistant Security Managers. We give priority to Security Managers, and if there are available seats we will give quotas to Assistant Security Managers. When the course is held locally at JEB Little Creek, class size is limited to 20 seats. However, when the course is held at NAS Oceana or at an away MTT location, class size is limited to 40 seats depending on classroom size. Attendees must complete the following online prerequisite courses prior to attending the class and attach certificates to the email quota request to receive a CONFIRMATION email response. The following prerequisite courses are available via DSS STEPP (formerly ENROL) at <http://cdse.dss.mil/seta/enrol/stepp.html> . **(NOTE 1: ALL EIGHT E-QIP MODULES ARE CURRENTLY UNDER CONSTRUCTION AND WILL NOT BE AVAILABLE UNTIL FURTHER NOTICE).**

- E-QIP Overview; E-QIP Solutions to Common Issues; E-QIP Accessing and Navigating in EQIP; E-QIP Initiating Requests; E-QIP Reviewing and Approving Requests; E-QIP Managing Agency Data; E-QIP Managing User Data; E-QIP Program and Business Managers

- JPAS/JCAVS Virtual Training for Security Personnel (PS123.16) is currently available

Please take a look at the FY13 course offerings on the NCIS website link that follows for available NSMC STAAT LANT course listings, status (OPEN or FULL) and important information

[http://www.ncis.navy.mil/securitypolicy/seced/trng/Pages/DONSecurityManager'sCourse\(STAATLANT\).aspx](http://www.ncis.navy.mil/securitypolicy/seced/trng/Pages/DONSecurityManager'sCourse(STAATLANT).aspx)

1. To request a quota for a JEB Little Creek Naval Security Manager Course, please provide the following information, in an e-mail, addressed to Janice.butler@navy.mil , and nsmc_quota@ncis.navy.mil

NOTE 2: QUOTAS WILL ONLY BE ACCEPTED VIA E-MAIL, NO TELEPHONE OR FAX REQUESTS PLEASE.

Subject Line: NSMC ICO RANK/RATE/PAYGRADE FIRST NAME/MI/LAST NAME CLASS DATE (MMM DD-DD YYYY) (*Insert class dates you're requesting here in prescribed format*). Examples:

NSMC ICO YNC JOHN A DOE JAN 10-13 2011 (for military officer/enlisted) or

NSMC ICO GS12 JANE A DOE JAN 31-FEB 03 2011 (for civilian)

2. Provide the required nominee's information in the body of the email to include nominee's email address and priority:

PRIORITY 1:

a. Detailers with requirements to fill Security Manager billets for Officers and specific Enlisted ratings looking to get the NEC 9556, Security Specialist, upon completion of the course. This means Officers and Enlisted must be detailed to this course as an intermediate stop enroute to new duty station via BUPERS PCS orders.

b. Incumbent Security Managers/Prospective Security Managers (Officer/GS-11 and above) who are already designated in writing by respective CO.

NOTE 3: FOR THOSE PERSONNEL NOT ON BUPERS ORDERS, BUT INSTEAD ARE ON REGULAR TAD/TDY ORDERS, YOU MUST ATTACH A COPY OF DESIGNATION LETTER TO THE EMAIL QUOTA REQUEST FOR PRIORITY ONE AND TWO, OR JUSTIFY WHY NO DESIGNATION LETTER IS ENCLOSED. FOR THOSE ON BUPERS ORDERS AND HAVE NOT YET BEEN DESIGNATED AT THEIR NEW COMMAND, THIS REQUIREMENT WILL BE TEMPORARILY WAIVED, UNTIL SUCH TIME AS THOSE INDIVIDUALS BECOME OFFICIALLY DESIGNATED AT THEIR NEW COMMAND.

PRIORITY 2: Assistant Security Managers (E-6/GS-6 and above) and those Enlisted personnel performing security duties as detailed by their supervisor.

3. For command-designated Assistant Security Managers (Priority 2) requests are required to be submitted by the Security Manager with verification that individuals are filling Assistant Security Manager assignments.

a. Provide the command the nominee is attached to.

b. Provide a command POC, to include phone number and e-mail address of prospective student.

c. Normally we accept only one quota request per command. However, on a case-by-case basis we will consider more than one quota request., If you are requesting for more than one individual, separate e-mails are required.

d. Quota confirmations will normally be sent out following receipt of quota request within seven business days.

e. No substitutions will be made for cancellations without approval by NCIS STAAT LANT.

f. For classes other than at JEB Little Creek, we will provide a host POC to coordinate quotas based on the above Priority 1 and 2 criteria and class size as determined by host POC.