

**NAVAL SECURITY MANAGER'S COURSE: Course Identification Number: S-3C-0001  
Security Training, Assistance, Assessment Team (STAAT)**

**STAAT PAC 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 the quotas to Assistant Security Managers. Class size is limited to 30 seats. Attendees must complete the following online prerequisite courses prior to attending the class and attach certificates in the email quota request to receive a CONFIRMED seat. The following prerequisite courses are available via DSS STEPP (formerly ENROL) at <http://cdse.dss.mil/seta/enrol/stepp.html>

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

**NOTE: 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 E-QIP; 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 (eight modules)

1. To request a quota for a San Diego Naval Security Manager Course, please provide the following information, in an e-mail addressed to [ncis\\_swpt\\_quota@navy.mil](mailto:ncis_swpt_quota@navy.mil)

**NOTE:** 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 3 2011 (for civilian)

2. Provide 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
- b. Incumbent Security Managers/Prospective Security Managers (Officer/GS-11 and above) who are designated in writing by respective Commanding Officer
- c. Detailers with requirements to fill NEC 9556 billets for enlisted personnel

**ATTACH A COPY OF DESIGNATION LETTER AND PRE-REQUISITE TO EMAIL QUOTA REQUEST. FOR THOSE ON BUPERS ORDERS NO LETTER OF DESIGNATION IS REQUIRED.**

**PRIORITY 2:** Assistant Security Managers (E-6/GS-6 and above)

**ATTACH A COPY OF DESIGNATION LETTER AND PRE-REQUISITE TO EMAIL QUOTA REQUEST.**

3. **NOTE:** For 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 nominee is attached to.
- b. Provide the command POC, to include phone number and e-mail address, 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 and/or for more than one class, separate e-mails are required.
- d. Quota confirmations will be sent out following receipt of quota request, submission of prerequisite certificates and designation letter.
- e. **No substitutions** will be made for cancellations without approval by NCIS STAAT. Again, use e-mail to request the substitution.
- f. For classes other than San Diego, 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.

**CONFIRMATION LETTERS WILL ONLY BE SENT ONCE WE RECEIVE ALL THE REQUIREMENTS.**