Naval Criminal Investigative Service
Washington D.C.

Course No. S-3C-0001
July 2009

NAVAL
SECURITY MANAGER
COURSE

STUDENT GUIDE

NAVAL SECURITY MANAGER COURSE STUDENT GUIDE

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LESSON TOPIC OBJECTIVES

1.1 Command Security Program

Upon completion of this lesson topic you will be able to evaluate your command’s security program organization and documentation per SECNAV M-5510.36 and 5510.30 by completing applicable security inspection checklist items.

2.1 Security Education Program

Upon completion of this lesson topic and team exercise 2.2, you will be able to:

1. Complete various elements of a command security education program.

2. Evaluate your command's security education program per the requirements of SECNAV M-5510.36 and 5510.30 by completing applicable security inspection checklist items.

3.1 Classification Management

Upon completion of this lesson topic and team exercise 4.2, you will be able to:

1. Apply the principles of classification management.

2. Use security classification guides and other sources to determine the appropriate security classification level and downgrading and declassification instructions.

3. Evaluate command procedures concerning classification management per SECNAV M-5510.36 by completing applicable security inspection checklist items.

4.1 Marking Classified Information

Upon completion of this lesson topic and team exercise 4.2, you will be able to:

1. Apply correct security classification level markings to a variety of materials (e.g., publications, correspondence, messages, PowerPoint slides and photographs).

2. Evaluate your command marking procedures per the requirements of SECNAV M-5510.36, by completing applicable security inspection checklist items.

5.1 Control Measures for Classified Information

Upon completion of this lesson topic and team exercise 5.3, you will be able to:

1. Identify the control measures commensurate with assigned security classification levels.

2. Apply the concepts of risk management to determine the control measures necessary to protect Secret information

3. Describe administrative procedures associated with receipting and routing of classified information

Evaluate your command’s control measures per the requirements of SECNAV M-5510.36, by completing applicable security inspection checklist items.

5.2 Destruction

Upon completion of this lesson topic and team exercise 5.3, you will be able to:

1. Identify approved methods of destruction.

2. Determine requirements for destruction of various types of classified information.

3. Describe procedures for safeguarding and accountability of burn bags.

4. Identify administrative requirements for the destruction process.

5. Determine destruction detail responsibilities.

6. Evaluate destruction capabilities for your

command per the requirement of SECNAV M-5510.36, by completing applicable security inspection checklist items.

5.4 Transmission and Transportation

Upon completion of this lesson topic you will be able to:

Evaluate your command’s transmission and transportation procedures per the requirements of SECNAV M-5510.36 through the completion of applicable security inspection checklist items.

5.5 Safeguarding

Upon completion of this lesson topic and team exercise 5.7, you will be able to:

1. Describe the basic policy for protection of classified information.

2. Select the best protective measures to use in a given situation, either through the formation of restricted areas or the application of other security measures.

3. Describe a system for use and control of security badges in a given situation.

4. Select proper entry/exit programs.

5. Determine appropriate security checks to be performed at the end of the day in a given situation.

6. Evaluate the safeguarding requirements for your command per the requirements of SECNAV M-5510.36, by completing appropriate security inspection checklist items.

5.6 Storage

Upon completion of this lesson topic and team exercise 5.7, you will be able to:

1. Apply the requirements for storage of classified information in a given situation.

2. Evaluate your command storage requirements and practices per SECNAV M-5510.36, by completing applicable security inspection checklist items.

5.8 Dissemination, Visits and Meetings

Upon completion of this lesson topic, you will be able to:

Evaluate command procedures for dissemination, classified visits and meetings per requirements of SECNAV M-5510.36 and 5510.30 by completing applicable security inspection checklist items.

6.1 Computer Security

Upon completion of this lesson topic you will be able to evaluate your command’s computer security procedures per requirements of SECNAV M-5510.36, 5510.30 and other relevant instructions by completing appropriate security inspection checklist items.

7.0 JPAS Overview

Upon completion of this lesson topic and team exercise 7.4, you will be able to:

1. Apply the use of JCAVS in your command’s personnel security program.

2. Evaluate your command’s personnel security program per the requirements of SECNAV M-5510.30 and by completing applicable security inspection checklist items.

7.1 Personnel Security Policy

Upon completion of this lesson topic and team exercise 7.4, you will be able to:

1. Apply personnel security requirements for specific personnel security actions.

2. Evaluate your command’s personnel security policy procedures per the requirements of SECNAV M-5510.30, by completing applicable security inspection checklist items.

7.2 Investigations

Upon completion of this lesson topic and team exercise 7.4, you will be able to:

1. List the correct steps required in requesting a Personnel Security Investigation.

2. Evaluate your command's procedures for preparing and submitting Personnel Security Investigation requests per the requirements of SECNAV M-5510.30, by completing applicable security inspection checklist items.

7.3 Clearance and Access

Upon completion of this lesson topic and team exercise 7.4, you will be able to:

1. List the procedures required to determine clearance eligibility and grant access; grant interim security clearance; and adjust and suspend access.

2. Evaluate your command’s access and clearance procedures per the requirements of SECNAV 5510.30, by completing applicable security inspection checklist items.

8.1 Loss and Compromise of Classified Information

Upon completion of this lesson topic and team exercise 8.2, you will be able to:

1. Indicate necessary reporting actions for given situations that involve possible security incidents.

2. Evaluate your command’s procedures for actions to take when a security incident occurs, per the requirements of SECNAV M-5510.36 and SECNAV M-5510.30, by completing applicable security inspection checklist items.