

NAVAL SECURITY MANAGER COURSE INFORMATION

RANK, DESIGNATION REQUIREMENTS AND PRIORITY LEVEL: Command Security Manager (Priority ONE). SECNAV M-5510.30 DoN Personnel Security Program Jun 2006, Chapter 2 Paragraph 2-3.1 & 2-3.3 "Every command in the Navy and Marine Corps eligible to receive classified information is **required to designate a security manager in writing.**" & "The command security manager may be assigned full-time, part-time or as a collateral duty and **must be a military officer or a civilian employee, GS-11 or above,** with sufficient authority and staff to manage the program for the command. The security manager must be a U.S. citizen and have been the subject of a favorably adjudicated Single Scope Background Investigation (SSBI) completed within the five years prior to assignment".

(Personnel detailed on BUPERS Orders are assigned seat quotas as Priority ONE).

Assistant Command Security Manager (Priority TWO). SECNAV M-5510.30 DoN Personnel Security Program Jun 2006, Chapter 2 Paragraph 2-6.1 "Persons designated as assistant security managers **must be U.S. citizens, and either officers, enlisted persons E-6 or above, or civilians GS-6, or above. The designation must be in writing.** Assistant security managers take direction from the security manager and provide support, as needed".

Security Assistant (Priority THREE). SECNAV M-5510.30 DoN Personnel Security Program Jun 2006, Chapter 2 Paragraph 2-6.2 "Civilian and military member employees performing administrative functions under the direction of the security manager **may be assigned in writing without regard to rate or grade as long as they have the clearance needed for the access required to perform their assigned duties and tasking's**". (Personnel requesting training for NEC purposes only are assigned seat quotas as a Priority THREE).

Waivers to rank requirements must be handled IAW SECNAV M-5510.30 DoN Personnel Security Program Jun 2006, Chapter 1 Basic Program Policy and Authorities, Paragraph 1-10 Waivers. POC: Deputy Under Secretary of the Navy for Policy <http://www.secnav.navy.mil/dusnp/Security/Pages/PersonnelSecurity.aspx>

LOCATION/CLASS SIZE: NASNI, Coronado, CA/JEB Little Creek, VA 30 seats. MTT locations vary - 30 seats or less.

NSMC PRE-REQUISITES:

1. Designation Letter. Command Security Managers, Assistant Command Security Managers and Security Clerks MUST be designated in writing IAW SECNAV M-5510.30 DoN Personnel Security Program Jun 2006 Chapter 2 Paragraph's 2-3.1 & 2-6.1.

2. E-Learning Courses:

The Center for Development of Security Excellence (CDSE) e-Learning page is located here:

<http://www.cdse.edu/catalog/elearning/index.html>. The DSS Security Training, Education and Professionalization Portal (STEPP) website requires registration (<https://stepp.dss.mil/SelfRegistration/Login.aspx>). These pre-requisites consist of e-learning courses and exams. If the course has an exam, the exam is required to be completed. These pre-requisites are time consuming, requiring approximately 9 hours to complete. Please plan appropriately to have these pre-requisites completed BEFORE requesting a seat quota.

1. JPAS/JCAVS Virtual Training for Security Professionals (PS123.16) (Approximately 8 hours).

2. e-QIP Web Based Training 3.03 (8 Modules) (Approximately 1 hour).

CLASS CONVENING DATES: Course dates and important information are listed on the NKO Security Manager Page at: <https://www.nko.navy.mil/group/naval-security-manager/naval-security-manager1and on CANTRAC>.

QUOTA REQUEST FORMAT/PROCEDURES: NSMC Seat Quota's accepted via CANTRAC/ eNTRS.

Requests must be approved by the Command Security Manager or the Executive Officer. Completion of all pre-requisites MUST be emailed to DONSMCPAC/DONSMCLANT listed below accordingly (Designation Letter and CDSE/STEPP Transcript PDF). If the pre-requisites are not completed, a certificate of training WILL NOT be issued. Please provide the following information when sending the pre-requisites:

Nominee's Full Name, Rank, Position Name & Priority Level, E-mail address(s) and phone Number(s).

Please format the Subject Line of the e-mail as follows: NSMC Location ICO RANK/RATE/PAYGRADE FIRST NAME MI LAST NAME CLASS DATE (MMM DD-DD YYYY) and PRIORITY LEVEL.

Subject Line Example: NSMC San Diego ICO YNC JOHN A. DOE JAN 14-16 2015 Priority ONE

DONSMCPAC (W_DONAA_CYGN.DONSMCPAC@navy.mil) for San Diego, CA controlled classes.

DONSMCLANT (W_DONAA_CYGN.DONSMCLANT@navy.mil) for Virginia Beach, VA controlled classes.