

ADDITIONAL COURSE REQUIREMENTS

(AS OF: 4/2/2013)

1. BACKGROUND: IAW SECNAV M-5510.30 Section 2-3 and SECNAV M-5510.36 Sections 2-2 and 2-4, there are two security positions designated in writing by the commanding officer - **Command Security Manager (CSM)** and **Assistant Command Security Manager (ACSM)**. The remaining security positions, **Security Specialist** and **Security Clerk**, do not need CO designation in writing and are usually filled by junior enlisted (E-3 to E-5) or junior civilian employees (GS05). Accordingly, **CSM** positions by paygrade/rank are filled only by military officers or civilian employees GS11+. **ACSM** positions by paygrade/rank are filled by junior military officers, civilian employees GS06+, and select enlisted E- 6+ (from 4 specific source ratings: YN, LN, AZ, or PS) seeking the NEC 9556 Security Specialist designation upon completion of this course.

2. PROGRAM FOCUS: This course is designed primarily for **Priority ONE** individuals who manage the Department of the Navy's Command Security Program. Providing seats are available, the course is opened up to **Priority TWO** individuals. The course provides basic training for both the Information and Personnel Security Programs dealing with "collateral" non-SCI classified and unclassified information. After all **Priority ONE** quota requests are filled and NLT one week before class convening, any vacant seats will go to **Priority TWO** individuals in accordance with U.S. Navy rank/paygrade protocol. In the event not all seats are filled by **Priority ONE** and **Priority TWO** individuals, any remaining vacant seats will go to "standby" individuals, who are usually local to the Hampton Roads area.

3. LOCATION/CLASS SIZE: When the course is held locally at Joint Expeditionary Base (JEB) Little Creek, VA, class size is limited to 20 seats. However, when the course is held at NAS Oceana, VA, or at an away MTT location, class size is limited to 40 seats depending on classroom size/configuration.

4. PREREQUISITES: (to be done prior to receiving email granting CONFIRMED seat to attend class)

- All attendees **MUST** complete specific online prerequisite courses listed below.
- Upon completion, attach certificates of training and letters of designation for **CSM** or **ACSM** to original email quota request and submit to quota control POC listed on NCIS website.
- Once the actions above are completed, we will respond with a CONFIRMED seat email including detailed directions to class site.
- If not yet assigned/designated as **CSM** or **ACSM** and are under BUPERS PCS or TAD/TDY orders, we will waive the requirement for a letter of designation only, but other prerequisites remain valid.
- However, after receiving letter of designation from your CO or ISIC, you must send copy to: [w_donaa_cygn_don_security_info_pers_@navy.mil].

All students must complete two online courses, found by "Ctrl + Click" on the following link:

<http://www.cdse.edu/catalog/elearning/index.html>

This brings you to the DSS "eLearning" webpage, Eleven security disciplines are listed . Your two prerequisite online courses are the last two bullets under Personnel Security discipline as shown here:

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- JPAS/JCAVS Virtual Training for Security Professionals PS123.16 [[description](#)] [[register](#)]
- OPM – e-QIP Web Based Training [[description](#)] [[register](#)]

To do the one lesson in the “JPAS/JCAVS” course, “Ctrl + Click” its “register” link and follow the on-screen directions to complete the course and print a certificate of successful completion.

Once the “register” link on the “OPM” bullet is “Ctrl + Clicked,” all 8 Lessons and prescribed Roles throughout the lessons will appear. Each lesson has its own “launch” button and is labeled as follows:

- Lesson 1: e-QIP Overview
- Lesson 2: Accessing e-QIP
- Lesson 3: Initiating Requests
- Lesson 4: Reviewing and Approving Requests
- Lesson 5: Program and Business Managers
- Lesson 6: Managing Agency Data
- Lesson 7: Managing User Data
- Lesson 8: Solutions to Common Issues

The same process as used in the JPAS/JCAVS course above is used to complete each lesson in the OPM course and print a certificate of successful completion.

5, AVAILABLE COURSES: See the FY13 course offerings on the NCIS website link that follows for the remaining FY13 NSMC STAAT LANT course listings, class status (OPEN or FULL) and important information for processing quota requests.

[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)

6. QUOTA CONTROL/PRIORITY:

Priority ONE status is assigned to the following individuals:

- 1) those military/civilian individuals qualified by rank/paygrade for **CSM** (see paragraph one above)
- 2) those individuals who are detailed enlisted E-6+ from specific enlisted source ratings (see paragraph one above) seeking the NEC 9556 Security Specialist designation upon completion of this course (those enlisted individuals are normally detailed to this course via TAD/TDY orders while enroute to their new duty station under BUPERS PCS orders)

All **Priority ONE** quota requests will receive a CONFIRMED seat email response while vacant seats are still available. **Priority TWO** status is for junior enlisted and junior government employees (see paragraph one above) who are performing security duties as tasked by their supervisor; they will be CONFIRMED if there are any vacant seats available for the class NLT one week prior to class convening,

7. QUOTA REQUEST FORMAT/PROCEDURES:

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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 . The **CSM**, not the individual him/her self, must submit the **Priority TWO** requests with validation that the individual is command-designated in writing to fill the **ACSM** billet.

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

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: