

ADDITIONAL COURSE INFORMATION

1. PROGRAM PRIORITY FOCUS: **Priority ONE** individuals are Command Security Managers (CSM) who manage the DoNs Command Security Program and personnel detailed to the NSMC Course on BUPERS orders.

Priority TWO individuals are Assistant Command Security Manager's (ACSM) and others requesting training for NEC purposes. After all **Priority ONE** quota requests are filled and NLT five working days prior to class convening, vacant seats will go to **Priority TWO** individuals. Attendance for personnel GS-05/E-5 and below: With written approval of the individuals Commanding Officer, GS-05/E-5 and below personnel can attend the NSMC if an open seat is available. GS-05/E-5 and below personnel must understand that IAW policy, they cannot be appointed as an Assistant Security Manager or Command Security Manger until they have reached the appropriate grade level (see section 2 below).

2. RANK REQUIREMENTS: **CSM** positions by pay grade/rank are filled by a military officer or a civilian employee, GS-11 or above, with sufficient authority and staff to manage the program for the command. Persons designated as assistant command security managers (**ACSM**) must be U.S. citizens, and either officers, enlisted persons E-6 or above, or civilians GS-6, or above.

3. LOCATION/CLASS SIZE: Classes conducted locally in San Diego are limited to 30 seats. Classes conducted locally in at JEB Little Creek are limited to 20 seats. Classes conducted at NAS Oceana are limited to 30 seats. Classes taught as an MTT are limited to 30 seats or less depending on the local classroom size/configuration.

4. PREREQUISITES:

- All attendees **MUST** complete the online prerequisite courses listed below **PRIOR** to requesting a seat quota.
- The following prerequisite courses are located under the "Personnel Security" section of the Defense Security Service (DSS) CDSE webpage at <http://www.cdse.edu/catalog/elearning/index.html> :

OPM — e-QIP Web Based Training (8 Modules):

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

Note: Use the "Print Screen" function of the completion page as there is no certificate.

JPAS/JCAVS Training (1 Module and 1 Exam):

1. JPAS/JCAVS Virtual Training for Security Personnel (PS123.16) Course Material
2. JPAS/JCAVS Virtual Training for Security Personnel (PS123.06) EXAM

- Upon completion of the prerequisites, attach certificates of training and letters of designation to the appropriate email quota request address (San Diego OR Norfolk) as detailed in section 6 below.

5. AVAILABLE COURSES: Course offerings and important information are listed on the DUSN webpage link that follows. <http://www.secnav.navy.mil/ppoi/Security/Pages/SecurityManagementCourse.aspx>

6. QUOTA REQUEST FORMAT/PROCEDURES: **QUOTAS WILL ONLY BE ACCEPTED VIA E-MAIL.**

- To request a quota for the Naval Security Manager Course, please provide the following information, via e-mail, addressed to the pertinent e-mail address below:

DONSMCPAC (W_DONAA_CYGN.DONSMCPAC@navy.mil) for **San Diego, CA**
DONSMCLANT (W_DONAA_CYGN.DONSMCLANT@navy.mil) for **Norfolk, VA**

- The **CSM** must submit requests for **Priority TWO** personnel with a validation statement that the individual is command-designated in writing to fill the **ACSM** billet.
- The Subject Line should have the following information: NSMC Location 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*) and PRIORITY LEVEL.

Subject Line Example: NSMC San Diego ICO YNC JOHN A. DOE JAN 10-13 2011 Priority ONE

- Please provide the nominee's complete contact information in the body of the email to include the nominee's priority, full name, rank, email address(s) and phone number(s).