

# 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). See below for instructions on certificates.**

**\*\*\* At this time the e-QIP Web Based Training can only be accessed through OPM.GOV:**

<https://www.opm.gov/investigations/e-qip-application/web-based-training/>

**\*\*\* Print the screen with the person and the Green checkmark at the end of each module. This allows us to confirm completion.**

**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.

(W\_DONAA\_CYGN.DONSMCLANT@navy.mil) for Virginia Beach, VA controlled classes.

**\*Class Material: Students must bring the Student Guide and Exercise documents to class. They may be downloaded and printed from the following link: <http://www.secnav.navy.mil/dusnp/Security/Pages/SecurityManagementCourse.aspx> or can be used in electronic format by bringing a laptop computer or tablet. Class material will not be available at the class location.**