

# NAVAL SECURITY MANAGER COURSE INFORMATION

## **RANK, DESIGNATION REQUIREMENTS AND PRIORITY LEVEL:**

**Command Security Manager (Priority ONE):** SECNAV M-5510.36 *DON Information Security Program Jun 2006, Chapter 2, Paragraphs 2-2.1 & 2-2.2* "Every command in the Navy 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-5510.36 *DON Information Security Program Jun 2006, Chapter 2, Paragraph 2-4.1* "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-5510.36 *DON Information Security Program Jun 2006, Chapter 2, Paragraph 2-4.2* "Individuals performing administrative functions under the direction of the security manager must be a U.S. citizen and have clearance eligibility for the access required to perform their assigned duties and tasks". (Personnel requesting training for Navy Enlisted Classification (NEC) purposes only are assigned seat quotas as a Priority THREE).

*Waivers to rank requirements must be handled IAW SECNAV M-5510.36 DON Information Security Program Jun 2006, Chapter 1, Paragraph 1-5.4 Waivers and Exceptions. POC: Deputy Under Secretary of the Navy for Policy*  
<http://www.secnav.navy.mil/dusnp/Security/Pages/InformationSecurity.aspx>

## **LOCATION/CLASS SIZE:**

JEB Little Creek, VA/ NASNI, Coronado, CA- 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-5510.36 *DON Information Security Program Jun 2006, Chapter 2, Paragraphs 2-2.1 & 2-4.1 & 2-4.2.*

**\*A Designation Letter is not required for the following students:  
Students ordered to attend while traveling to new duty station (PCS).  
Students attending for NEC purposes.**

## **2. E-Learning Courses:**

**These pre-requisites consist of e-learning courses and exams.** The following prerequisites are located at The Center for Development of Security Excellence (CDSE) e-Learning page under Security Assistant toolkits: <http://www.cdse.edu/toolkits/index.html>. The DSS Security Training, Education and Professionalization Portal (STEPP) website requires registration (<https://stepp.dss.mil/SelfRegistration/Login.aspx>). These pre-requisites are time consuming, requiring approximately 17 hours to complete (including exams). Please plan appropriately to have these pre-requisites completed BEFORE requesting a seat quota.

- 1. Introduction to Personnel Security (PS113.16) (Approximately 2 hours).**
- 2. Introduction to Personnel Security Exam (PS113.06) (Approximately 1 hour)**
- 3. Introduction to Information Security (IF011.16) (Approximately 2 hours).**
- 4. Introduction to Information Security Exam (IF011.06) (Approximately 1 hour).**
- 5. Introduction to Physical Security (PY011.16) (Approximately 1 hour).**
- 6. Introduction to Physical Security Exam (PY011.06) (Approximately 1 hour).**
- 7. JPAS/JCAVS Virtual Training for Security Professionals (PS123.16) (Approximately 8 hours).**

## 8. JPAS/JCAVS Virtual Training for Security Professionals Exam (PS123.06) (Approximately 1 hour).

### **CLASS CONVENING DATES:**

Course dates and important information are listed in CANTRAC at:

[https://app.prod.cetars.training.navy.mil/cantrac/pages/rpt\\_basic\\_search.html?p=1&q=naval+security+manager+course](https://app.prod.cetars.training.navy.mil/cantrac/pages/rpt_basic_search.html?p=1&q=naval+security+manager+course)

### **COURSE DATA PROCESSING CODE (CDP):**

JEB Little Creek – 12YA

MTT (East Coast) - 925W

Coronado and MTT (West Coast) - 925X

### **QUOTA REQUEST FORMAT/PROCEDURES:**

#### **NSMC Seat Quotas 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 certificates). If the pre- requisites are not completed, the seat quota will be cancelled. 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.

JEB Little Creek Address: 1430 Helicopter Road, Bldg. 3801A, Joint Expeditionary Base (JEB), Virginia Beach, VA 23459 (Building is located across the street from the water tower)

Coronado Address: Bldg. 91, NASNI Coronado, CA 92135

(W\_DONAA\_CYGN.DONSMCLANT@navy.mil) for JEB Little Creek controlled classes.

(W\_DONAA\_CYGN.DONSMCPAC@navy.mil) for Coronado, CA 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. The Student guide tab is located at the bottom left of the page.

Please note, Exercise 5.7 - Safeguarding/Storage Exercise is located under the Exercise Guide tab located to the right of the Student Guide tab.