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SUBJ/MANDATORY DEPARTMENT OF THE NAVY PERSONNEL SECURITY REVIEW//

REF/A/DOC/SECNAV/1 JUN 06//

AMPN/DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM MANUAL

RMKS/1. As a result of the tragic event at the Washington Navy Yard on September 16, 2013, I am directing every Commander, Commanding Officer or Senior Civilian Leader in the Department of the Navy to review locally held records of all military and civilian personnel assigned to their unit/activity who are either "eligible" for access or "accessed" to classified information per instructions contained herein.

2. The review shall be conducted using the continuous evaluation policy outlined in REF A, Chapter 10, using Exhibit 10a as a guide. The review shall include, but not be limited to, the following: review of government credit card delinquency reports, local civilian HR records, Unit Punishment Book entries, Captain's Mast/Non-Judicial Punishment results, unit legal reports, urinalysis reports and staff judge advocate records of disciplinary actions and military police reports/records. Discovered information, not previously reported, meeting the reporting criteria identified in REF A shall be reported via the Joint Personnel Adjudication System (JPAS) to the Department of Defense Central Adjudication Facility (DoDCAF) by the Security Manager or Special Security Officer (SSO), as appropriate.

a. A command evaluation of the information available shall be conducted to determine if the subject should be retained in access or whether a suspension of access is warranted.

b. In addition to a JPAS incident report, the SSO shall submit a Security Access Eligibility Report (SAER) via JPAS on previously unreported information discovered as a result of this review on personnel with access to Sensitive Compartmented Information (SCI).

c. Commanders, Commanding Officers and Senior Civilian Leaders shall emphasize the continuous evaluation policy contained in REF A, Chapter 10, Exhibit 10a and associated reporting requirements to all hands in their command.

3. In addition, Commanders, Commanding Officers or Senior Civilian Leaders are to review all locally held records for personnel assigned that have security clearance eligibility based on a letter from the DoDCAF, Department of the Navy Central Adjudication Facility (DONCAF) or the Department of the Navy Personnel Security Appeals Board (DON PSAB) that contained any warning, caution or condition for their security clearance eligibility. For all such personnel, a report shall be submitted via JPAS on the status of compliance

with the direction issued in the eligibility letter. This requirement will continue on a semi-annual basis until the individual has satisfied the direction issued by the DoDCAF, DONCAF or DON PSAB.

4. Commanders, Commanding Officers or Senior Civilian Leaders shall report completion of this review to their echelon II/MARFOR-level command not later than December 20, 2013. The report shall include:

- a. Certification the review was completed.
- b. Total number of incident reports submitted to DoDCAF.
- c. Total number of SAERs submitted to DoDCAF.
- d. Total number of individuals in the unit/activity with a DoDCAF, DONCAF, DON PSAB warning, caution and or conditional security clearance eligibility.
- e. Total number of non-compliance reports submitted in JPAS.
- f. Total number of access suspensions resulting from the review.

5. Consolidated reports shall be submitted no later than January 10, 2013 in the format outlined in paragraph four above as follows:

a. Organizational heads under the Secretariat shall submit their reports to the Department of the Navy Assistant for Administration (DON/AA).

b. Marine Corps MARFOR-level commands and other independent commands which report to HQMC shall submit a consolidated report to the Deputy Commandant, Plans, Policies and Operations, Security Division (DC PP&O/PS).

c. Navy Echelon II commands shall submit a consolidated report to the Director of the Navy Staff (DNS).

6. DON/AA, DC PP&O and DNS shall certify in writing to the Deputy Under Secretary of the Navy, Plans, Policy, Oversight and Integration (DUSN PPOI) completion of this review in the format of paragraph four, not later than January 24, 2014.

7. The point of contact for this effort is Mr. Carl Kline, Information and Personnel Security Branch Chief, Security Directorate, DUSN PPOI, carl.kline@navy.mil.

8. Released by Ray Mabus, Secretary of the Navy.//

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