



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRAINST 5510.2
N00
19 Jul 18

CNATRA INSTRUCTION 5510.2

Subj: SECURITY SPOT CHECK PROGRAM

Ref: (a) Common Access Card and Personal Electronic Device Requirements for CNATRA and Subordinate Commands, 10 Jul 2018
(b) CNATRAINST 5239.3B CNATRA Cyber Security Program
(c) CNATRAINST 5510.1B Command Security Policy Manual

Encl: (1) Security Spot Check
(2) Security Violation/Infraction Notice

1. Purpose. To delineate Chief of Naval Air Training (CNATRA) policy and responsibilities for implementing the Security Spot Check Program.

2. Action. The following areas of responsibility are assigned:

a. Chief of Naval Air Training (CNATRA) shall implement policy in consonance with the intent of this instruction, to ensure maximum training and effectiveness through standardized procedures regarding the management of Command Security.

b. Naval Air Training Command (NATRACOM) Commodores and Commanding Officers shall:

- (1) Implement the Spot Check Program.
- (2) Ensure required spot checks are completed and documented.
- (3) Ensure all violations are reported and corrected within the given timeframe.
- (4) Conduct at least one random spot check per quarter.

c. Department Heads/Security Managers/ISSOs shall:

- (1) Conduct random spot checks of at least one major office area at least once monthly.
- (2) Complete and record all spot checks.
- (3) Report all violations per enclosure (2) and sign as the security representative.
- (4) Close all reported violations within the given time frame.

(5) Report all violations through chain of command to include Commanding Officer, Training Wing Commander, and CNATRA N6.

d. All CNATRA and NATRACOM personnel:

(1) Must adhere to all Security instructions, policies, directives, and best practices at all times.


(2) If found in violation of Security instructions, policies, directives, and best practices:

i. First violation will require documented completion of Information Awareness training and memorandum for the record in your local security file.

ii. Second violation may result in suspension from Department of Defense (DOD) information network for a specified period of time.

iii. Repeated violations or willful disregard of regulations will result in formal reporting to DOD Central Adjudication Facility for reevaluation of your security clearance.

3. Security Spot Check Program Maintenance. This program shall be reviewed at a minimum annually.


S. B. STARKEY
Chief of Staff

Distribution:
CNATRA Website



Security Spot Check

ACTIVITY/DETACHMENT:	
ROOM/AREA INSPECTED	
REFERENCES:	a. CNATRAINST 55XX SPOT CHECK PROGRAM

** Explanation **REQUIRED** for all **NEGATIVE** responses. **

	YES	NO	N/A	COMMENTS
1. All workstations are clear of unattended CAC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. No unauthorized personal electronic devices found connected to CNATRA information systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All PII/CUI properly covered with appropriate cover sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments And Recommendations	
Inspected By:	Signature and Date:

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MEMORANDUM FOR RECORD

Notice No: _____

Date: _____

From: Security Representative: _____

To: _____

Subj: SECURITY VIOLATION/INFRACTION NOTICE

1. During a security walk-thru of command spaces, the following violation(s)/infraction(s) were noted:

- Unattended CAC and/or SIPR token
- Unauthorized device connected to workstation
- Cover sheets missing from PII/CUI
- Other: _____

2. You are hereby directed to correct the noted deficiency immediately and within five (5) working days, forward this notice to your Security Manager via your supervisor when violation/infraction is corrected. The Security Representative will conduct a follow-up inspection of your workspace. Unattended CAC/SIPR tokens, and classified material will be confiscated and turned over to your Security Manager.

3. A copy of this Security Violation / Infraction will go in your Security file. Repeated violations or willful disregard of security regulations will result in formal reporting to DOD Central Adjudication Facility for reevaluation of your security clearance and continued access to classified information.

4. Your continued vigilance and practicing good security habits will significantly reduce the risk of unauthorized disclosure of controlled information.

5. If you have any questions, please contact the local Security Manager.

Security Representative (Print Name/Signature)

6. Remedial/Corrective Action Taken by Violators Supervisor (if any):

Violator's Signature
(Print Name / Signature/Date)

Supervisor's Signature
(Print Name / Signature/Date)