



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN, MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 5510.1N
N1
7 May 2014

COMTRAWINGONE INSTRUCTION 5510.1N

From: Commander, Training Air Wing ONE

Subj: TRAINING AIR WING ONE SECURITY PROGRAM/CLASSIFIED
MATERIAL CONTROL

Ref: (a) SECNAVINST M-5510.36
(b) SECNAVINST M-5510.30B

Encl: (1) Command Management
(2) Classification Management
(3) Accounting and Control
(4) Personnel Security
(5) Emergency Destruction Plan

1. Purpose. To prescribe the Training Air Wing ONE (TW-1) Security Program and to issue procedures to supplement references (a) and (b). Enclosures (1) through (5) pertain. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 5510.1M.

3. Action. Security is an all hands evolution. All officers and key civilian personnel will familiarize themselves with the provisions of reference (a) and this instruction. TW-1 Commanding Officers shall tailor their security programs to meet the specific requirements of their command per references (a) and (b).

4. Responsibility. CTW-1 has overall responsibility for effective management of the TW-1 Security Program.


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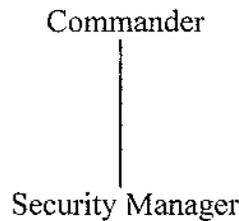
https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

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COMMAND MANAGEMENT

1. Organization



a. Commander – Responsible for effective management of the Command Security Program.

b. Security Manager – Reports directly to the Commander, Training Air Wing ONE (CTW-1). Responsible for all material within the command classified Top Secret and below.

c. All of the above shall be designated in writing by CTW-1 and shall be strictly governed by reference (a) and (b) in the performance of their duties.

2. Education Requirements. CTW-1 will provide Security Awareness Training to command personnel on an annual basis.

3. Industry Verification Requirements. IAW reference (a) the command's industrial security program consists of ensuring all industry personnel meet suitability and trustworthiness prerequisites to perform their unclassified duties. Command security personnel will utilize available security related resources (JPAS, CVS, etc.) to ensure unclassified eligibility requirements are satisfied. Industry management personnel will be provided security materials to conduct security training if required by references (a) and (b).

4. Compromises and Security Violations. Reference (a) delineates policy and procedures for compromises and security violations. If classified material is found exposed, unattended, and possibly compromised (e.g., container unlocked and unattended), take the following action:

a. All personnel discovering improperly secured classified material will establish proper guaranty of material and report the matter promptly to the TW-1 Security Manager.

b. The Security Manager will review circumstances to determine the probability of compromise. If a compromise is determined the Security Manager at the direction of the CTW-1 will immediately initiate a preliminary inquiry. The preliminary inquiry report with endorsement will be forwarded to CTW-1 for JAG investigation determination if required.

5. Internal Security Reviews and Inspections. The Security Manager will conduct annual and random reviews of command information and personnel security program.

CLASSIFICATION MANAGEMENT

1. Authority

a. CTW-1 has derivative classification authority. To determine original classification authority procedures listed in reference (a) apply.

b. Classified documents prepared by the command shall be derived only from senior command directives. Local procedures should supplement higher direction guidance, rather than simply repeat the original directive.

2. The Command Security Manager will direct managed classification identification, downgrading and declassification using guidance listed in reference (a).

ACCOUNTING AND CONTROL

1. Handling Procedures

a. Top Secret material will be handled by Security Personnel per reference (a). The Security Manager is the initial point of contact for receipt of all classified material. A Correspondence/Material Record Control, OPNAV Form 5216/10, will be assigned to each Secret or Confidential document and will remain with the document until the document is transmitted or destroyed. Forms will be maintained on file for at least one year. Internal distribution will be made per reference (a).

b. TW-1 administrative personnel will immediately forward all classified messages to the Security Manager who will route as required.

c. All classified rough drafts, notes, carbons, disks, etc., will be properly safeguarded or destroyed.

d. Reproduction of classified material is prohibited without the consent/approval of the CTW-1 and/or of the Security Manager.

e. Foreign staff and student officers will not have access to any classified material.

f. Classified meetings will be arranged through the Security Manager and conducted per reference (a).

g. A classified cover sheet (SF 703, 704 or 705) shall be attached to all classified documents when not in a secure storage area.

h. No classified material will be removed from the command without the approval of the CTW-1 or Security Manager as directed by CTW-1.

2. Storage

a. All classified material held by TW-1 will be stored in a GSA approved safe or approved classified secure room within the TW-1 administration department.

b. The safe combination will be changed upon relief or transfer of a custodian, when found open, and annually. The Public Works Officer will maintain, on file, sealed records of combinations using SF 700.

3. Destruction

a. Destruction of classified material will be accomplished IAW reference (a) using the GSA approved crosscut shredder located in room 2070 of the TW-1 admin department. Record of Destruction is not required for Secret and Confidential information.

b. The only personnel authorized to witness destruction of classified information are the Commander, Chief Staff Officer, and the Security Manager.

PERSONNEL SECURITY

1. Clearance/Access Procedures

a. A security clearance indicates eligibility for access to classified information. The decision to grant access is a separate determination based on a need to know.

b. Clearances and requests for clearances will be granted to and requested for command personnel on a case-by-case basis depending upon specific job-related requirements. A clearance and access list will be continually monitored and updated by the Security Manager to ensure completion of security clearance requests.

c. A personnel security clearance screening for TS/SCI eligibility will be conducted on all flight students (except international students) during the initial gain process. If the student requires TS/SCI eligibility, an SSBI request will be electronically requested via the EQIP system for processing. This process will be managed/monitored on a continual basis by security personnel for accuracy until security eligibility is complete. A final personnel security clearance screening will be conducted upon PCS transfer of all flight students (except international students) to ensure completion of security clearance requests.

EMERGENCY DESTRUCTION PLAN

1. Purpose.

a. To provide protection of classified material in cases of emergencies, such as natural disasters, civil disturbances, or possible enemy action.

b. To maximize destruction of material, but minimize risk of loss of life or injury to command personnel.

2. Pre-Planning.

a. Reduce classified holding to a minimum necessary for operations.

b. Priority for emergency destruction is as follows:

(1) Priority One: Top Secret

(2) Priority Two: Secret

(3) Priority Three: Confidential

c. Destruction site/method:

(1) The shredder in the TW-1 Administration Department will be used for emergency destruction if time permits.

(2) Alternate method of destruction use of shredder located in NAS Administration Office Building 255.

3. Action. When directed by CTW-1, commence emergency destruction procedures:

a. During normal working hours:

(1) Notify Security Manager, CTW-1 and CSO.

(2) Security Manager will initiate emergency destruction procedures and will personally coordinate the destruction.

b. After normal working hours:

(1) Commence recall of Security Personnel.

(2) If the emergency is of such nature that there is no time for recall, obtain vault combination from the Security Manager by telephone and commence destruction per this instruction.

c. The Security Manager will report emergency destruction per reference (a).

4. Special Instructions. The senior officer present can deviate from established plans when emergent circumstances warrant.

5. Drills. CTW-1 waives requirement for periodic emergency destruction drills due to the unique nature of the command's mission.