



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
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COMTRAWINGONEINST 5510.1M
N1
21 Nov 11

COMTRAWINGONE INSTRUCTION 5510.1M

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-5510.30

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

1. Purpose. To prescribe the 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 5510.1L.

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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COMMAND MANAGEMENT

1. Organization



- a. Commander – Responsible for effective management of the Command Security Program.
- b. Security Manager – Reports to Commander. 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. IAW reference (a) there is no requirement to establish an industry security program since TW-1 does not engage in classified procurement with on site industry personnel. However, contract personnel must meet suitability and trustworthiness eligibility requirements to perform their unclassified sensitive duties. Therefore 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 Security Manager during and after working hours.
- b. Security Manager will review material to determine the probability of compromise. If a compromise is determined the Security Manager 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 an annual review 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 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 attached 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 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. 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 office.

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 OPNAV Form 5511/2.

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. Top secret material destruction will be recorded on a Classified Material Destruction Report (OPNAV Form 5511/12) and witnessed by at least two personnel. Record of Destruction is not required for Secret and Confidential information.

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b. The only personnel authorized to witness destruction of classified information are the CTW-1, CSO, 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/requested to 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 process screening will be conducted upon initial gaining of all flight students (except international students). If student requires a TS/SCI clearance a SSBI request will be electronically submitted to OPM via the JPAS/EQIP system for processing. This process will be managed/monitored on a continual basis by security personnel for accuracy and completeness. 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. Security determination request for industry personnel will be processed via the EQIP system for suitability and trust worthiness reasons.

EMERGENCY DESTRUCTION PLAN

1. Purpose.

a. To provide protection of classified material in cases of natural disaster, civil disturbance, 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 the classified safe combination from the Public Works Officer and commence destruction per this instruction.

c. The Security Manager will ensure the Correspondence/Material Record Control forms (OPNAV Form 5216/10) are removed from all Secret documents for record of destruction.

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

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

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