



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 5510.10 CH-1
N1
19 Mar 12

COMTRAWING FIVE INSTRUCTION 5510.10 CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing FIVE

Subj: CLASSIFIED MATERIAL CONTROL

1. Purpose. To provide changes to the basic instruction.
2. Action. Make the following pen and ink change to the basic instruction:
 - a. Page 2, subparagraph 4c change to read:
 - c. Assistant Security Managers. Performs administrative functions to support the Security Manager, and monitor their respective squadrons' security programs.


J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II (a-d,m-o,q-s), III



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

CH-1 incorp 19 Mar 12 - cmw

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COMTRAWINGFIVEINST 5510.10

N1

3 Nov 08

COMMANDER, TRAINING AIR WING FIVE INSTRUCTION 5510.10

From: Commander, Training Air Wing FIVE

Subj: CLASSIFIED MATERIAL CONTROL

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

1. Purpose. To establish current COMTRAWING FIVE policies pertaining to information and personnel security and to implement the procedures and guidance of references (a) and (b) for the control and protection of classified information and material.

2. Cancellation. COMTRAWINGFIVEINST 5510.1F

3. Scope. Policies and procedures set forth herein apply to military and civilian employees of Training Air Wing FIVE. Nothing herein shall be construed to nullify directives issued by higher authority.

4. Action

a. Commanding Officers are responsible for implementing applicable policies per references (a) and (b) in order to minimize the number of personnel handling classified information and the amount of classified material onboard. Minimum requirements include:

(1) Designate a Command Security Manager in writing.

(2) Establish written command security procedures.

(3) Ensure activity personnel are properly cleared for access to classified information necessary for the performance of their duties and responsibilities.

(4) Develop an effective security education program for classified information.

b. Security Manager. Serves as principal advisor to the Commander, Training Air Wing FIVE. Other duties include:

(1) Monitor the Command Security Program ensuring compliance with clearance/access status and the requirements for proper documentation.

(2) Recommend to Commander, Training Air Wing FIVE the required access to command classified material an individual staff member requires for the performance of their duties.

(3) Ensure that personnel security investigations, clearances, and accesses are properly recorded.

(4) Ensure that access to classified information is limited to those who are eligible and have the need to know.

(5) Ensure that all personnel who have access to classified information who are separating or retiring have completed a Security Termination Statement.

(6) Ensure all personnel execute a Classified Information Nondisclosure Agreement (SF 312) prior to granting initial access to classified information.

c. Assistant Security Manager. Performs administrative functions to support the Security Manager, and monitor their respective squadrons' security programs.

CH-1

5. Policies. The policies prescribed by references (a) and (b) should be implemented and adhered to as required by individual commands. The following policy guidance provides clarification and amplification.

a. Security Clearances. Personnel security clearances will be granted on the basis of "need to know." Clearances will be issued only when access is necessary to perform assigned official duties. Responsibility for determining whether a person's duties require access and authorization to receive classified information rests upon the one holding the classified information. Personnel who require access to classified information shall be appropriately cleared per Chapter 9 of reference (a).

b. Access. Commanding Officers may authorize the Security Manager to grant one-time, short-duration access, or "temporary access" (up to two weeks duration) to classified information to those persons eligible for the higher clearance level to meet unforeseen operational or contractual situations.

c. Classified Material. Classified material will be maintained at the absolute minimum required for operations. Utmost care will be taken to ensure classified material is properly safeguarded per reference (b). Classified material will be consolidated as much as practicable to reduce the amount of classified material onboard and the number of storage areas/ containers. Additional policy is provided:

(1) Receipt, Recording, and Accounting. All incoming/outgoing classified mail or messages shall be turned over to the Security Manager for control and accountability.

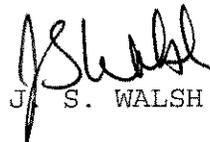
(2) Stowage. All classified material shall be stowed in the security container located in the TRAWING FIVE Administrative Officers Office.

(3) Routine Destruction. Approval of the Chief Staff Officer or the Security Manager is required prior to the destruction of excess or obsolete classified matter (SECRET and above must be destroyed and witnessed by two people).

(4) Emergency Destruction. In the event of pending natural disaster, civil disturbance, or enemy action, and when directed by the Commander, Chief Staff Officer, or Security Manager, take all classified material to the Naval Air Station Whiting Field (NASWF) Message Center for safe keeping. Material shall be wrapped and transported as directed in reference (b). If necessary, the NASWF Message Center will carry out emergency destruction.

(5) Combinations. Departments and squadrons will store their safe/lock combinations (utilizing a SF 700) in the NASWF Message Center safe. This will afford access to these storage containers when combinations are forgotten or personnel with knowledge of the combinations are not available. Safes/containers will be repaired or broke open only by the Base Operating Support Contractor upon receipt of a trouble call by the Security Manager.

6. Forms. Forms are available on line or can be obtained from the Security Manager.


J. S. WALSH

Distribution:
COMTRAWINGFIVEINST 5216.1Q
Lists II(a-d,y-dd), III (a)