ORIGINAL

DEPARTMENT OF THE NAVY
NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

NASOCEANAINST 3511.1
11

19 MAY 1987

NAS OCEANA INSTRUCTION 3511.1

Subj: NAVAL WARFARE PUBLICATIONS LIBRARY (NWPL)

Ref: (a) NWP 0
(b) NTP 4
(c) OPNAVINST 3120.32A
(d) OPNAVINST 5605.20E
(e) OPNAVINST 5510.1G
(f) NASOCEANAINST 5400.1C

Encl: (1) NWPL Turnover Checklist
(2) Personnel Designated To Receive NWPL Material (Classified)
(3) Acknowledgement to Responsibility

1. Purpose. The policy and responsibilities of the Naval Warfare Publications Custodian and holders are contained in reference (a). Related information is contained in references (b) through (f). All NWPL matters shall be reported directly to the Commanding Officer, via the Executive Officer and the Command Security Manager. The Administrative Department shall continue to act as the initial receiving/shipping point for classified publications.

2. Action. References (a) through (f) provide guidance for the NWPL Custodian/Publications Clerk and holders to properly carry out their duties and responsibilities.

a. Enclosure (1) will be used as a turnover guide by the NWPL Custodian (outgoing and incoming) and shall be completed prior to assumption of their assigned duties.

b. Responsibilities include the overall administration and security of the NWPL.

c. Specifics:

(1) Distribute Naval Warfare Publications and information within the Command. Operate the NWPL including receipt, safeguarding, and accounting of publications.

(2) Ensure authorized publication allowance is on board and available for issue in accordance with reference (d).

(3) Ensure appropriate actions are initiated in the event of loss or compromise of classified publications or parts thereof.

(4) Maintain all records and receipts for publications.

(5) Ensure that changes are entered or corrections properly noted and/or entered in publications.

(6) Ensure that viable emergency action procedures for the NWPL are included in the Command's Emergency Action Plan.

(7) Provide adequate training to designated personnel concerning responsibilities for maintaining and safeguarding publications in their custody.

(8) The NWPL Custodian will determine when an incoming publications clerk has been properly trained and is ready to assume his or her billet and shall indicate so in writing to the Commanding Officer.

d. The publications clerk is responsible to the NWPL custodian for proper administration of the NWPL and for maintaining the publications held in the NWPL.

e. The holder is the person who has permanent subcustody of a publication under the central control of the NWPL. The holder is responsible for maintaining the publication and providing adequate security. Department heads will complete "Personnel Designated to Receive NWPL Material", enclosure (2), and Holder/Subcustodians will complete "Acknowledgment of Responsibility", enclosure (3), and return to the NWPL.

f. Annual Inventories shall be conducted in accordance with reference (a). The Commanding Officer shall appoint in writing an officer senior to the NWPL custodian, and such others as may be required, to carry out the inspection detailed in Paragraph 2.4.1 of reference (a). The NWPL custodian shall conduct an inspection/inventory of all dispersed libraries. The results of all inspections shall be reported in writing to the Commanding Officer via the Executive Officer and the Command Security Manager. Unless otherwise directed, inspections will be conducted annually in July. In addition, inventories will be conducted at such times as may be directed by the Commanding Officer or Executive Officer, such as for Changes of Command.

g. Departmental Libraries shall be operated in accordance with Chapter Two of reference (a).

J. E. Allen

J. E. ALLEN

Distribution:
NASOCEANAINST 5216.1G
LIST 1,3
Code 13 (10 copies)

19 MAY 1987
Date

From: NWPL Custodian, Naval Air Station Oceana
To: Commanding Officer, Naval Air Station Oceana

Subj: NWPL TURNOVER CHECKLIST

Via: Executive Officer
Command Security Manager

	Date Completed
I. Review of instructions/discussion of duties:	
a. NAS Oceana Instructions/Directives	
b. NWP 0	
c. NTP 4	
d. OPNAVINST 5605.20E	
e. OPNAVINST 3120.32A	
f. OPNAVINST 5510.1G	
II. Destruction of Classified Material:	
a. Methods/Locations	
b. Accountability/Documentation	
c. Observing/Demonstration	
III. Publication Receipt(s):	
a. Page Checks	
b. Incorporation of Changes	
c. Documentation	
IV. Sub-Custody:	
a. Classification/Access	
b. Inspections	
c. Documentation	

Enclosure (1)

V. Publications Clerk ----------

VI. Annual Audits/Inventories

a. Main Library ----------

b. Dispersed Libraries ----------

VII. Memo submitted to change safe combinations(s): ----------

VIII. Final Inventory/Page check of all Publications on hand: ----------

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Out-Going NWPL Custodian

Incoming NWPL Custodian

From: Department Head, Naval Air Station Oceana
To: NWPL Officer, Naval Air Station Oceana

Subj: PERSONNEL DESIGNATED TO RECEIVE NWPL (CLASSIFIED) MATERIAL

Name	Rate/Position	Clearance Limit	Phone

Signature

Date

Enclosure (2)

Date:

19 MAY 1987

From: (Subcustodian's Name and SSN)
To: Naval Warfare Publications Custodian/Clerk

Subj: ACKNOWLEDGEMENT OF RESPONSIBILITY

Ref: (a) OPNAVINST 5510.1 ( )
(b) NTP-4 ( )

1. I hereby acknowledge that I have read and understand references (a) and (b) and assume full responsibility for safeguarding and storing of naval warfare publications held in my custody or those under my supervision. Further, I understand my responsibilities for ensuring that all changes and corrections are promptly and correctly entered.

2. If at any time I am in doubt as to the proper handling of naval warfare publications, including message corrections, page changes, or page checks of naval warfare publications, I will immediately notify the Naval Warfare Publications Custodian/Clerk and request his/her assistance.

3. Before departing on leave, TAD, or detachment, I will check out with the Naval Warfare Publications Custodian Clerk.

(Signature of Subcustodian)

Copy to:
Administrative file
Subcustodian

Enclosure (3)