



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 5510.2A

116

25 Aug 04

NAS OCEANA INSTRUCTION 5510.2A

Subj: NAVAL AIR STATION OCEANA SECURITY PLAN FOR INFORMATION
AND PERSONNEL SECURITY

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

1. Purpose. To provide information and personnel security policy and supplemental guidance for handling and safeguarding classified material at Naval Air Station (NAS) Oceana, NAS Oceana, Dam Neck Annex and NAS Oceana, Air Detachment Norfolk. Because of numerous changes, paragraph markings have been omitted.

2. Cancellation. NASOCEANAINST 5510.2.

3. Objective. To ensure maximum uniformity and effectiveness in the application of Information and Personnel Security programs, per references (a) and (b).

4. Scope. This instruction is applicable to all military and civilian personnel attached to or visiting NAS Oceana, NAS Oceana, Dam Neck Annex and NAS Oceana, Air Detachment Norfolk.

5. Responsibility

a. All individuals in the naval service and civilians employed by the Department of the Navy are directly responsible for security of classified information.

b. The Command Security Manager is the Commanding Officer's advisor and direct representative and is responsible for implementing this instruction.

c. Department heads and special assistants are responsible for compliance with references (a) and (b) and this instruction. They shall ensure that all personnel are informed of their responsibilities to safeguard classified information and equipment entrusted to them. Additionally, they shall ensure that only the absolute minimum number of personnel with a need-to-know is authorized clearance and access to classified material.

6. Action

a. The Security Manager and those individuals appointed in support of the Security Program shall be thoroughly familiar with references (a) and (b) and this instruction. The Security

Manager shall ensure that individuals within the command are familiar with references (a) and (b), this instruction and local security requirements.

b. Command Security Manager. The Command Security Manager is accountable for the overall security posture within the command and reports directly to the Commanding Officer on all security matters. Command security management responsibilities include:

(1) Internal security reviews and inspections conducted for change of command, custodial changes and as otherwise directed.

(2) Reporting loss, compromise and other security discrepancies to the Commanding Officer and counter intelligence matters to Naval Criminal Investigative Service as directed.

(3) Conducting security training to all hands during in-brief, command indoctrination, refresher briefings and check-out/debriefing. Providing security training specific to Command Duty Officer personnel and all NAS Oceana Security Managers as it relates to their security duties and responsibilities.

(4) Assignment as Top Secret Control Officer. NAS Oceana has derivative classification authority only. Any classified document created at this command shall be reviewed for proper marking and classification level assigned by the Command Security Manager.

(5) Referring to Command Judge Advocate any request for release of information under the Freedom of Information Act.

(6) Identifying all copier equipment and fax machines approved for the reproduction or transmission of classified information. Requests for reproducing material marked SECRET or TOP SECRET shall be approved by the Command Security Manager.

(7) Safeguarding classified information as directed by reference (b). When not in use, classified material shall be secured by approved means, i.e., GSA approved security container, secure room, vault or cage. When existing any building with classified material, use of a courier card is mandatory.

(8) Maintaining security container combination envelopes. Frequency of changes to security container combinations is event driven as outlined in reference (b).

(9) Providing appropriate spaces for conducting classified meetings/briefings. Strike Fighter Weapons School Atlantic has conference rooms available by appointment.

(10) Maintaining operational responsibility for destruction equipment to ensure complete destruction of all classified material. Disintegrator and CD-ROM Declassifier are available by appointment with the Command Security Manager.

(11) Ensuring visitor control procedures are established. Liaison with Commander, U.S. Fleet Forces Command and NAS Oceana Security Detachment is required for all foreign visits and contractor requests for access to NAS Oceana and NAS Oceana, Dam Neck Annex.

c. Security Assistants. Security Assistants are designated in writing to perform administrative functions under the direction of the Command Security Manager. Security training is provided per references (a) and (b).



T. KEELEY

Distribution:
NASOCEANAINST 5216.1X
List I, II, III and IV