

ORIGINAL

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

NASOCEANAINST 5521.1
11

23 JAN 1986

NAS OCEANA INSTRUCTION 5521.1

Subj: SECURITY CLEARANCE PROCEDURES AND REQUIREMENTS FOR NAS OCEANA CIVILIAN AND MILITARY PERSONNEL

Ref: (a) OPNAVINST 5510.1G
(b) ALNAV 068/85

1. Purpose. To promulgate procedures for requesting personnel security clearances and for documenting personnel security actions, including completed personnel investigations, clearance actions, access determinations and required annual rebriefs.

2. Cancellation. NASOCEANAINST 12732.1B.

3. Policy. No personnel will be assigned to or retained in any billet at Naval Air Station Oceana if such assignment or retention is not clearly consistent with the interests of national security. Nor shall any individual hold an access or clearance higher than required by their billet. Such clearances will be administratively withdrawn or downgraded without prejudice toward future access for that individual.

4. Designating Clearance Requirements. Each billet or position's clearance requirement shall be designated as one of four categories by department head or special assistant, with criteria to be applied as follows:

- a. Top Secret: Access to top secret defense information.
- b. Secret: Access to secret defense information.
- c. Confidential: Access to confidential defense information.
- d. Unclassified: All other billets are designated unclassified.

5. Investigation Requirements. The type of investigation required is determined by the security classification of the billet held. The requirements are outlined in reference (a).

6. Security Clearances and Access Authorization. OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access and COMNAVAIRLANT Form 5521/1, Access to Classified Matter - Request/Authorization, are required for all personnel occupying sensitive billets. Personnel who do not have these forms initiated by their respective department, completed and filed in their personnel/service records will be treated as if they have no access and no clearance.

7. Action

a. Department Heads

(1) Submit COMNAVAIRLANT Form 5521/1, Access to Classified Matter - Request/Authorization, for those personnel requiring access. For military personnel submit through the Administrative Support Services Supervisor, and for civilian personnel submit through the Civilian Personnel Department. Ensure Parts I and III are filled out completely, especially noting the following:

(a) Activity. List department.

(b) Access Required. Check the appropriate block and type in the individual's Billet Sequence Code (BSC) for military, or the individual's Position Sequence Code (PSC) for civilians, to the right of the requested clearance. (This is an administrative requirement to allow for tracking and accounting during CNO inquiries.)

(c) Leave Line 3 blank. ("Type Investigation Completed, Agency Completing Investigation, Date Completed.") The Support Services Supervisor will be responsible for these.

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(d) Signature. The department head signs and dates.

(e) Part III - Certificate of Required Reading or Briefing: Check the appropriate block and have the individual sign and date it.

(2) Designate the clearance required for each billet/position within their department, and maintain a list of the requirements for each military billet and civilian position. Ensure that the Security Manager has received a copy of the most current listing.

(3) Maintain a complete record of the clearances required and held by all personnel, and review it semiannually (30 June and 30 December). Notify the Security Manager of any changes or certify that the previous designations are all updated and correct.

(4) If the security clearance requirement for a billet/position changes, submit to the Security Manager for approval a request to change it. The request must include: billet/position-title/description, BSC (or PSC), clearance presently required, new clearance requirement requested and supporting arguments and any references.

(5) When adding a new billet/position, use a similar format request to justify any clearance requirement.

(6) Aggressively seek ways to reduce the number and grade of security clearances held within the department.

(7) Ensure that the annual training required by reference (a), Chapter 3, is documented by submitting to the Security Manager a list of all personnel that have received these rebriefs.

b. Security Manager

(1) Review, before approving, all submitted 5521/1's and 5520/20's ensuring that:

(a) the clearance received by the individual matches the clearance required by the BSC/PSC that the person is assigned to, as submitted by the department;

(b) all administrative downgrades/withdrawals are properly identified as such on the 5520/20's.

(2) Review all requests received from departments to change the sensitivity of a billet, for compliance with paragraph 7a(4) above before approving.

(3) Review semiannual departmental inputs and inform the Executive Officer of the cumulative change in the status of clearances held during the previous two quarters, listing:

(a) total number of each type of clearance held at start of the year;

(b) present totals, based on departmental inputs;

(c) percent change;

(d) justification/explanation for any increases/decreases.

(4) Obtain a list of personnel from each department, updated semiannually, which includes:

(a) Individual's name

(b) Billet Sequence Code/Position Sequence Code

(c) Billet Title/Position Description

(d) Clearance Required

(e) Clearance Held

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(5) Review and update this instruction annually by 31 January, ensuring compliance with current directives regarding security clearances.

(6) Keep track of how many of each type of clearance have been downgraded/withdrawn, ensuring best possible command compliance with reference (b).

(7) Forward a tickler to the department when a new person checks in, requesting submission of COMNAVAIRLANT 5521/1 within three weeks of reporting date if the individual is required access to classified matter in his/her billet/position.

c. Support Services Supervisor

(1) Maintain a record of the designated security classifications and clearance categories for all military billets, supplying the Security Manager with an updated list on a semiannual basis which includes the items listed in paragraph 7b(4) above.

(2) Ensure that the Security Manager receives a tickler (formatted letter) to sign and forward on all military personnel that check in to Naval Air Station Oceana to advise department of clearance requirement.

(3) Ensure that all military personnel that check out of Naval Air Station Oceana on Permanent Change of Station orders have any previously granted access removed from their record.

(4) Process OPNAV 5520/20, Certificate of Personnel Security Investigations, Clearance and Access and COMNAVAIRLANT Form 5521/1, Access to Classified Matter - Request/Authorization for military personnel assigned to sensitive billets, ensuring that the investigative requirements of reference (a) are complied with, and submit them to the Security Manager for approval.

(5) Maintain a copy of 5520/20's and 5521/1's on all military personnel assigned to Naval Air Station Oceana, and the rebrief update memos from the department heads.

d. Civilian Personnel Officer

(1) Maintain a record of the designated security classifications and clearance categories for all civilian positions, supplying the Security Manager with an updated list on a semiannual basis which includes the items listed in paragraph 8b(4) above.

(2) Process OPNAV 5520/20, Certificate of Personnel Security Investigations, Clearance and Access, and COMNAVAIRLANT Form 5521/1, Access to Classified Matter - Request/Authorization, for civilian personnel assigned to sensitive positions, ensuring that the investigative requirements of references (b) and (c) are complied with, and submit them to the Security Manager for approval.

(3) Ensure that the Security Manager receives a tickler (formatted letter) to sign and forward on all new civilian employees at Naval Air Station Oceana to advise department of clearance requirement.

(4) Maintain and update the Position Descriptions, Optional Form 8 (PD cover sheets), ensuring that:

(a) All changes are approved by the Security Manager;

(b) Organizational Codes are included in the remarks section;

(c) Sensitive non-critical positions further designate the clearance required (secret or confidential) in the remarks section.

(5) Coordinate with the Security Manager the reports of investigation as set forth in reference (a).

(6) Maintain a copy of 5520/20's and 5521/1's on all civilian personnel assigned to Naval Air Station Oceana.

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8. Forms. OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access, and COMNAVAIRLANT Form 5521/1, Access to Classified Matter - Request/Authorization, can be obtained from SERVMART.



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