



DEPARTMENT OF THE NAVY

NAVAL AIR STATION

1155 ROSENBAUM AVENUE SUITE 13

MERIDIAN MS 39309-5003 NASMERINST 5500.3C

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MASTER FILE CC

NAS MERIDIAN

NASMER INSTRUCTION 5500.3C

From: Commanding Officer

Subj: COMMAND OPERATIONS SECURITY PLAN

Ref: (a) OPNAVINST 5510.1H  
(b) OPNAVINST 5510.161  
(c) OPNAVINST 3070.1A  
(d) NASMERINST 5530.3A

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

1. Purpose. To establish the Naval Air Station, Meridian Security Program that implements and supplements the Department of the Navy Information/Personnel Security and Operations Security Programs. This plan is to be used in conjunction with references (a) and (b).

2. Cancellation. NASMERINST 5500.3B.

3. Action. Security is the responsibility of all hands. Department heads and key civilian employees will familiarize themselves with provisions of references (a) through (d).

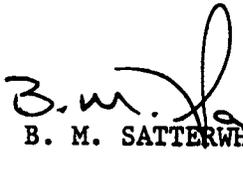
4. Responsibility. The Commanding Officer, Naval Air Station, Meridian, has overall responsibility for the effective management of the Station Security Program. Direct responsibility lies with the Executive Officer in his position as Security Manager.

5. Forms. Forms cited may be obtained through the Supply System.

Distribution:  
NASMERINST 5605.1  
List B

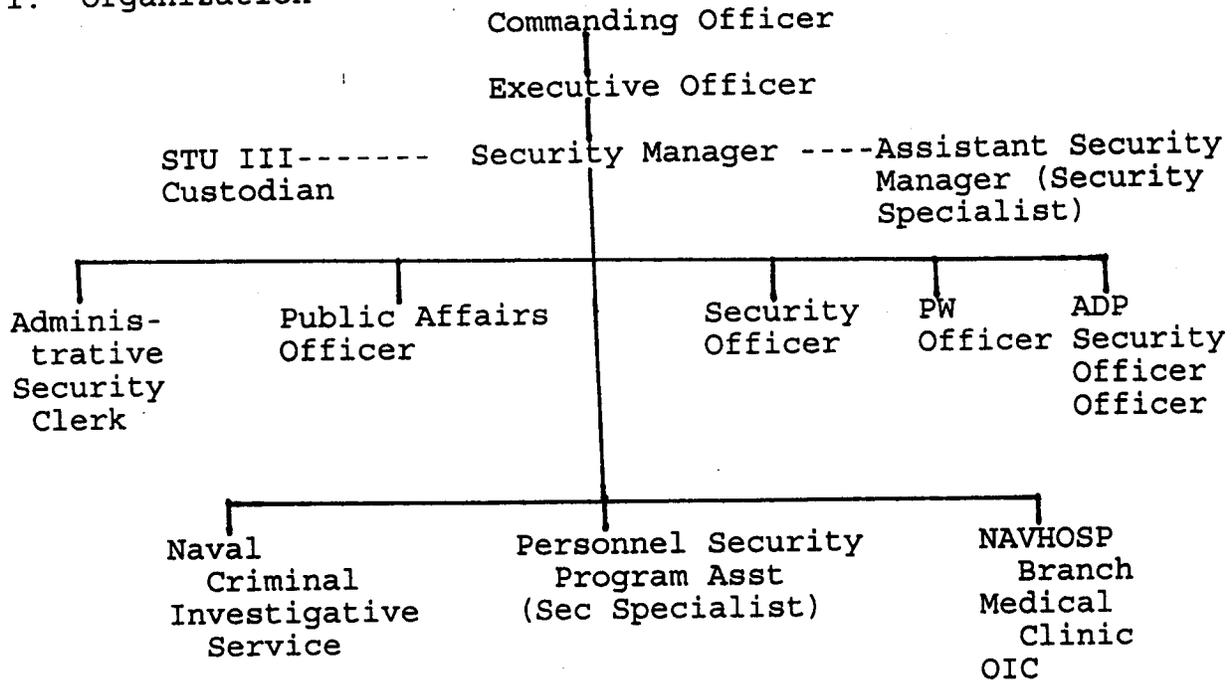
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B. M. SATTERWHITE, JR.

Command Management

1. Organization



a. Commanding Officer. Responsible for effective management of the Command Information/Personnel and Operations Security Programs.

b. Executive Officer. Designated Command Security Manager and Top Secret Control Officer. Requirements and duties are specified in reference (a).

c. Assistant Security Manager. The Security Specialist will serve in this billet.

d. Security Officer. Responsible to the Commanding Officer for Station physical security briefs; also reports to the Command Security Manager.

e. ADP Security Officer. Management Information Systems Office (MISO) is responsible to process classified information in automated data systems onboard the Station. Reports to the Command Security Manager.

f. Security Specialist. Responsible for assisting in security education, personnel indoctrination, and annual refresher training.

g. Public Affairs Officer. Liaisons with the Security Manager on proposed press releases, visits, etc., to prevent compromise of classified data, technical unclassified data, or activities stipulated in references (a) and (b).

h. Public Works Officer. Responsible to the Security Manager for the Industrial Security Program and for classified contracts with DoD contractors.

i. Administrative Security Clerk. Directly responsible to the Security Manager for accounting and control of command classified material, including receipt, distribution, reproduction, and disposition.

j. STU III Custodian. Responsible for administration, control, and maintenance of all STU IIIs aboard Naval Air Station, Meridian.

k. Naval Criminal Investigative Service. Provide professional and technical assistance in cases beyond command resources or capabilities (security violations and vulnerability assessments).

l. OIC Naval Hospital Branch Medical Clinic. Medically screens military health records for Security Clearance/Access Initiation (CNET-GEN 5521/1, Part I).

m. Personnel Security Program Assistant (Security Specialist). Coordinates clearance documentation for all departments; ensures requests for clearance of military/civilian personnel, Classified Material Access Certification (CNET-GEN 5521/1, Part I) are properly endorsed and forwarded to the Security Manager for approval/disapproval; prepares Personnel Security Action Request (OPNAV 5510/413) on military and civilian personnel, and forwards to Department of the Navy Centralized Adjudication Facility; distributes quarterly security clearance access memoranda; and updates Certificate of Personnel Security Investigation, Clearance, and Access (OPNAV 5520/20). Responsible for personnel security briefs and debriefs.

2. Internal Security Reviews and Inspections. Every September, the Security Manager will conduct a complete internal review of the Naval Air Station, Meridian Information/Personnel and Operations Security Programs.

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### 3. Security Education

a. Indoctrination. Per references (a) and (c), command indoctrination for newly assigned personnel will contain discussion of basic understanding of the Command Security Program and names of key individuals (accomplished at monthly Welcome Aboard Briefing).

b. Orientation. Per reference (a), an annual briefing will be given to personnel having access to classified information covering command security, key personnel, and individual security responsibilities.

c. Counterespionage Briefing. Per reference (a), every two years will be given a counterespionage briefing to personnel having Top Secret/Secret access.

d. Refresher Training. Per references (a) and (c), annually all Air Station personnel will receive a security refresher briefing.

e. On-the-Job Training (OJT). Line supervisors will emphasize security responsibilities in the performance of individual duties during OJT.

f. Awareness will be promoted through posters, POD notes, flyers, and special briefings.

g. Debriefings. Per reference (a), paragraph, 3-12, security debriefings will be given to individuals who have had access to classified information and no longer require access.

h. Documentation. Record all security training in military/civilian training records.

4. Compromises and Security Violations. Reference (a), Chapter 4, delineates policy and procedures. If classified material is found exposed, unattended, and possibly compromised (e.g., container unlocked and unattended), the following actions will be taken:

a. Personnel discovering a security violation will establish proper guaranty of material and report the violation promptly to the Security Manager or Assistant Security Manager, during or after working hours.

b. The Security Manager or Assistant Security Manager will determine if the material is missing or otherwise compromised and inventory contents of the container. A recall of responsible personnel may be required.

c. The Security Manager will initiate a preliminary inquiry on the following work day. A report will be sent to the Commanding Officer within three working days of the incident for determination of a JAG investigation requirement.

d. The Naval Criminal Investigative Service will normally provide assistance in cases beyond the command's resources or capabilities (New Orleans - DSN 678-2257).

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Classification Management

1. Authority. Naval Air Station, Meridian has derivative classification authority to determine original classification authority. Procedures are listed in reference (a), Chapter 6.

a. Any classified documents prepared by the Command will be derived from senior command directives. Local procedures should supplement higher direction guidance, rather than simply repeat the original directive.

b. The Command Security Manager will direct classification identification, downgrading, and declassification per reference (a), Chapters 6, 7, 8, and 9.

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Accounting and Control1. Handling Procedures

a. The Administrative Security Clerk acts as the initial point of control for receipt of secret and confidential material. Top Secret documents will be delivered to the Command Security Manager as directed by reference (a), Chapter 10. A Correspondence/Material Record Control (OPNAV 5216/10) will be attached to each secret or confidential document. Internal distribution of such material will follow procedures recommended by reference (a), Chapter 10.

b. Correspondence/Material Record Control forms will not be detached from material unless transmitted (movement of classified information or material from one command to another) to another activity for retention. Forms will be filed locally for a period of not less than one year. Top Secret material will be transmitted under a continuous chain of receipt. The receiving activity shall return transmittal receipts for secret material to the sender, who will retain them for at least two years. Confidential documents do not require receipts.

c. Classified messages will be forwarded to the Commanding Officer/Executive Officer for review, then returned to the Administrative Security Clerk for disposition.

d. All classified rough drafts, notes, carbons, and disks will be destroyed or properly safeguarded.

e. The Security Manager must approve reproduction of any classified material. Only copier located in Naval Air Station, Meridian's Administration Department will be used for classified reproduction. Printing and reproduction of classified material will comply with the requirements of reference (a).

f. Photography and recording procedures must comply with reference (b).

g. Foreign students trained aboard this Station will not have access to classified material as required for flight training.

Enclosure (3)

h. Any meetings where classified information will be discussed must be coordinated with the Security Manager for content, location, and other assistance as defined in reference (a), Chapter 19.

i. The Public Affairs Officer will comply with reference (d) with respect to withholding of unclassified technical data from public disclosure.

## 2. Custody

a. The Commanding Officer will authorize removal of classified material from Naval Air Station, Meridian only under extraordinary circumstances. The classified material will be transported aboard military conveyances or privately owned vehicles.

b. Personnel transferring, resigning, or separating from the naval service will turn in all classified material as required by reference (a), Chapter 10.

## 3. Storage

a. Department heads (designated classified container custodian) will provide for security of classified material in their spaces. Nonessential personnel shall not normally enter work spaces containing classified material. Personnel responsible for classified material will conduct daily security checks of all appropriate spaces per reference (a), Chapter 13, paragraph 13-11.

b. Safe combinations will be changed annually. In addition, combinations will be changed whenever a safe is received on board, a custodian departs the command or no longer requires knowledge of the combination, the security container combination is compromised, or the safe is discovered open and unattended. A new custodian list will be attached to each safe after a combination change. The Security Specialist will maintain on file sealed records of combinations in an envelope using Security Container Information (SF-700).

c. Reference (b) lists restricted areas (exclusion/limited/controlled) off-limits to general visiting. Coordinate classified visit requests through these spaces through the Security Officer (Physical Security Manager) for the Commanding Officer's approval.

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4. Destruction

a. Classified material will be destroyed by shredding in the Administrative Office (Bldg 200) All classified levels may be destroyed in this manner (top secret, secret, and confidential).

b. Destruction of all secret and top secret will be recorded on a Classified Material Destruction Report (OPNAV 5511/12), and a copy forwarded to the Security Manager. Reference (a), Chapter 17, delineates procedures, number of personnel, and other requirements regarding destruction of classified material. See enclosure (5) of this directive for local emergency destruction procedures.

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Personnel Security

1. Clearance/Access Procedures

a. As a general rule, only United States citizens will be granted access to classified information or assigned to sensitive duties. A security clearance indicates eligibility for access to classified information because an individual's determination based on a need to know.

b. Increases/decreases in military clearance and access are a function of billet requirements. Civilian positions at Naval Air Station, Meridian are classified as non-critical sensitive (access to Secret or Confidential information) and non-sensitive. A National Agency Check and Inquiry (NACI) must be completed by the Office of Personnel Management (OPM) before appointment to a non-critical sensitive position. For non-sensitive positions, a NACI by OPM will be requested no more than three working days after appointment.

c. Internal processing

(1) Department heads will submit clearance requests for military and civilian personnel on Classified Material Access Certification (CNET-GEN 5521/1, Part I), to the Personnel Security Program Assistant. Complete justification on back of Part I will be provided.

(2) The application is routed through the Personnel Security Program Assistant and NAVHOSPB MEDCLINIC for local records checks and Part I endorsement.

(3) The Security Manager will sign Part I and II of Classified Material Access Certification (CNET-GEN 5521/1) (approval/disapproval) and issue a clearance access level, and Personnel Security Action Request (OPNAV 5510/413) will be forwarded to the Department of the Navy, Central Adjudication Facility requesting final clearance. A record of personnel security investigation, clearance, and access will be authorized on Certificate of Personnel Security Investigation, Clearance, and Access (OPNAV 5520/20) by the Security Manager and file in military personnel record and/or civilian official personnel file.

Enclosure (4)

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(4) Department heads will maintain Part II of Classified Material Access Certification (CNET-GEN 5521/1) as a department security clearance record for their personnel. The Security Manager will be notified upon the detachment or interdepartmental transfer of military or civilian personnel with clearances or duty changes not requiring classified access for cancellation action. Department heads will sign the cancellation portion of the Classified Material Access Certificate (CNET-GEN 5521/1), Part II, and forward it to the Security Manager.

d. Reference (a), Chapters 20-23, covers other investigative formats, procedures, and forms.

e. A continuous evaluation for access to classified information exists through internal channels reporting on an individual's loyalty, reliability, judgment, and trustworthiness. The Officers-in-Charge of Personnel Support Detachment and NAVHOSPB MEDCLINIC, Legal Officer, and the Security Officer will be alert to individual considerations, such as unexplained affluence, financial difficulties, alcohol and drug abuse, mental or emotional instability, or criminal conduct. The Security Manager and Commanding Officer will evaluate any derogatory or questionable personnel data for the purpose of removing personnel who are considered to be security risks.

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Command Emergency Destruction Plan

1. Purpose

a. To provide protection of classified material and Communication Security equipment 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. Preplanning

a. Reduce classified holdings to minimum necessary to complete the command mission.

b. Naval Criminal Investigative Service (NCIS) agent will provide an annual command vulnerability threat assessment to enhance safeguarding of classified material.

c. Insert in each classified container a drawer index, listing all classified documentation. Do not include unclassified material on the index. Locate highest classification level material in the top drawer with each lower drawer containing in descending order of classification. Use drawer indexes for emergency destruction reports and forward copies to the Security Manager following emergency action.

d. The Security Department will provide augmentation to protect emergency destruction individuals and classified matter.

e. Priority for emergency destruction is as follows:

(1) Priority One - Top Secret

(2) Priority Two - Secret

(c) Priority Three - Confidential

f. Destruction Sites

(1) The shredder in the Administrative Department will be used for emergency destruction if time permits.

(2) Alternate method of destruction is burning. Care should be taken to limit fire and smoke damage to surrounding area and equipment.

Enclosure (5)

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\* - The senior officer present at each site can deviate from established plans when circumstances warrant.

3. Action. When directed by the Commanding Officer, Naval Air Station, Meridian, commence emergency destruction procedures as follows:

a. During Normal Working Hours

(1) Notify the Security Manager.

(2) The Security Manager will initiate emergency destruction procedures through phone calls or messengers to Operations, Security, and Public Works.

b. After Normal Working Hours/Weekends/Holidays

(1) The Command Duty Officer (CDO) will call the Commanding Officer, Executive Officer, and the Security Manager. In addition, he will commence a recall of personnel listed in paragraph 2.f. above.

(2) The CDO will detail security personnel to protect classified/destruction sites as listed in paragraph 2.f. above.

(3) The CDO will authorize designated destruction personnel to proceed with elimination of classified material.

4. Reporting

a. The Security Manager will receive copies of the classified container drawer indexes from the senior individual at each destruction site.

b. The Security Manager will coordinate reporting procedures of reference (a), Chapter 17.

5. Drills. Annual emergency destruction drills will be conducted by the Security Manager.