

DEPARTMENT OF THE NAVY
NAVAL AIR STATION, WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 5510.11G
N41033:Ws
19 Sep 1995

NASWHIDBEY INSTRUCTION 5510.11G

Subj: HANDLING CLASSIFIED MATERIAL AND EQUIPMENT RECEIVED
FROM/RETURNED TO NAS SUPPLY DEPARTMENT

Ref: (a) OPNAVINST 5510.1H
(b) DOD 4160.21-M

1. Purpose. To provide instructions for handling classified material and equipment received from and returned to the NAS Supply Department.

2. Cancellation. NASWHIDBEYINST 5510.11F

3. Responsibility

a. Commanding Officers/Department Heads

(1) Ensure all personnel handling classified material/equipment hold appropriate security clearances and are thoroughly indoctrinated in handling procedures.

(2) Ensure documents accompanying classified material are appropriately marked.

(3) Ensure the security of material received has not been compromised. If there is evidence that the security has been compromised, it shall be investigated and reported in accordance with reference (a).

(4) Post a list of personnel authorized to receive classified material in each material delivery hold area.

b. Supply Officer and Public Works Officer. Ensure drivers of vehicles used to transport classified material/equipment hold appropriate security clearances and are thoroughly indoctrinated in custody transfer procedures.

c. Vehicle Drivers. Ensure all material in their custody is transferred to appropriately cleared personnel and that the transfer of custody is properly recorded.

4. Action. The following actions shall be taken to ensure that classified material/equipment is recognized and afforded the appropriate security handling prescribed by reference (a):

a. Material Returned to the Supply Department

(1) Under no circumstances will classified material be turned in to the Supply Department for destruction.

(2) Material and equipment shall be classified and marked per reference (a) and any other references applicable.

(3) The transfer of custody of any classified material that is turned in to the Supply Department, for whatever reason, must be documented on a Classified Material Receipt, NASW 5510/21.

R) (4) When material is classified SECRET, the Supply Department, Material Division Manager, will be contacted. The department or unit returning material shall furnish personnel with appropriate clearances to accompany the material during all handling and packaging and until the receiving carrier has accepted receipt. Since adequate storage facilities for SECRET material are not available in the Supply Department, material must be delivered early enough in the workday to permit preservation and packaging prior to the close of business that same workday. If carrier arrangements cannot be made for pickup on the day of turn-in, the material will be returned in a ready-for-shipment status to the department or unit for holding until pickup by the carrier can be arranged.

b. Material Issued from the Supply Department

(1) Transfer of custody from the Supply Department to the individual responsible for delivery of the material and its ultimate custodian shall be recorded by appropriate entries on a Classified Material Receipt, NASW 5510/21. Classified material shall not be released to any individual not included in the listing posted in the hold area of each activity.

R) (2) The material officer of the activity concerned shall be contacted to arrange for the pickup of SECRET material and equipment by appropriately cleared personnel.

c. Material Determined to be Scrap or Salvage

(1) Under no circumstances shall classified material be transferred to the Defense Reutilization and Marketing Office (DRMO). Reference (b) prohibits receipt of physical custody or financial responsibility for classified material by DRMO.

(2) All classified material and equipment shall be removed from stricken aircraft prior to delivery of any part of the aircraft to the scrap and salvage yard. A memorandum certifying the removal of all classified material and equipment shall be presented to the warehouseman at the scrap and salvage yard when delivering any components from the stricken aircraft.

(3) Material returned for repair and then determined to be scrap material shall be disposed of as determined by the Supply Department, Classified Material Destruction Officer, per reference (a) and any other references applicable.

d. Custody Control Within Departments/Units. Station departments/units shall institute internal control procedures as necessary to ensure that cleared personnel are continuously designated and relieved of custody as the physical transfer of material occurs.

5. Forms. NASW 5510/21 (4-82) is available from the NAS Administration Department, Forms Control, extension 78796.

/s/
J. F. SCHORK

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Lists A,B,C,D, and E Case I