



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
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NAVSUPACTNAPLESINST 5511.2N  
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NAVSUPACT NAPLES INSTRUCTION 5511.2N

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: COMMAND SECURITY PROCEDURES

Ref: (a) SECNAV M-5510.30 of June 2006, Department of the Navy Personnel Security Manual  
(b) SECNAVINST 5510.36B, Information Security Program  
(c) DoD Manual 5200.02, Procedures for the DoD Personnel Security Program, 3 April 2017

1. Purpose. To provide supplemental guidance to references (a) and (b). This instruction specifies command procedures for safeguarding classified and sensitive information and managing access to classified material.
2. Cancellation. NAVSUPACTNAPLESINST 5511.2M
3. Applicability. This instruction applies to all military, U.S. Federal civilian employees, and contractor personnel assigned to U.S. Naval Support Activity (NAVSUPACT), Naples, Italy, and serviced commands, regardless of the level of security clearance held. All command members must understand the proper procedures for safeguarding classified information and for reporting security violations.
4. Objective. To assign responsibilities and identify local procedures to be followed for protecting classified, sensitive information and educating assigned personnel.
5. Responsibility. Maintaining security of sensitive information is the responsibility of all members of the naval service and civilian employees of the Department of the Navy. This instruction provides local guidance to enable assigned personnel to meet this requirement.
6. Violations of this Instruction
  - a. Military personnel may be subject to disciplinary action under the Uniform Code of Military Justice (UCMJ) for violations of this instruction.
  - b. Civilian employees and contractors may be subject to criminal penalties and administrative sanctions for violations of this instruction.
7. Security Organization
  - a. The NAVSUPACT Naples Commanding Officer (CO) is responsible for the effective management of the Information and Personnel Security Program.

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b. The Command Security Manager (CSM) will be designated in writing by the CO and meet the requirements of references (a) and (b). The CSM is the CO's principal advisor on information and personnel security and is responsible for management of the program. The CSM reports to the CO for functional security and administrative matters.

c. The Controlled Unclassified Information Officer is the CSM unless otherwise designated in writing.

d. The Assistant Command Security Manager (ACSM) will be designated in writing by the CO and meet the requirements of references (a) and (b). The ACSM is assigned the additional duty of Secret Control Officer (SCO). The ACSM/SCO is responsible to the CSM for assisting in administration of the program and for receipt, custody, accounting, and disposition of secret material (other than message traffic) in the command.

e. The Information Assurance Manager (IAM) will be designated in writing by the CO. The IAM will be responsible for command information assurance matters. The IAM will maintain the command's Information Assurance Program.

f. NAVSUPPACT Naples' Physical Security Officer (SECO) responsibilities are assigned to the Security Department Head (DH). The SECO is responsible to the CO for physical security of all NAVSUPPACT Naples facilities per security standard operating procedures.

8. Security Education. The Command Information Security Education Program will verify that all personnel understand the need to protect classified information and know the procedures required to do so. Security education will be provided to all personnel, regardless of access to classified information. In addition to the following minimum formal education requirements, publication of notes in the Plan of the Week and security information posters will provide a vigorous program of regular security awareness training.

a. The CSM or ASCM will provide an initial Security Orientation Briefing to all newly reporting personnel. This training will include identifying procedures for handling classified information, reporting security violations, and safeguarding Privacy Act data. The initial briefing will include execution of a Classified Information Non-disclosure Agreement (SF-312), if required. For military personnel the original SF-312 will be forwarded to BUPERS (PERS-312C). For civilian personnel the CSM will file the original SF-312.

b. The CSM or ASCM will provide annual security and Privacy Act refresher training to all personnel. Local nationals will complete the Privacy Act refresher training. Annual and refresher training must be documented for each member, either in the service record/official personnel file, a written log or computer database of personnel. The topics listed below are the minimum requirements to discuss.

(1) Changes in security policies and situations.

(2) Review of command security situation, vulnerabilities, violations, and areas of concern.



- (3) Anticipated changes that could affect command security posture.
  - (4) Review of key security practices.
  - (5) Reiteration of individual's responsibility and trust in being given access to classified national security information.
  - (6) Obligation to protect classified information through proper safeguarding and limiting access to those with clearance, access, and need-to-know.
  - (7) Counterintelligence reminders about reporting contacts and exploitation attempts.
  - (8) Continuous evaluation/reporting requirements.
  - (9) Focus on recent security issues (not a repeat of other briefings).
  - (10) Completion of the annual refresher training for security, operations security, and personal identifiable information located in the Total Workforce Management System database.
- c. The applicable DH (or designated subordinate) will provide personnel with specific security procedures for their assigned tasks.
  - d. The CSM will schedule and track annual counterintelligence training for all personnel with access to material classified Secret or above. The local Naval Criminal Investigative Service (NCIS) Field Office will provide this training.
  - e. The CSM or ACSM will conduct security debriefs for detaching personnel and update Defense Information System for Security (DISS) appropriately. The CSM will debrief personnel who are terminating active military service or civilian employment, whose limited access authorization is expiring, or whose security clearance is revoked for cause or administratively withdrawn. Upon completion of the security debriefing, personnel must read and execute the SF-312 and a Security Termination Statement (SF 5511/14). The member will receive the original security termination statement upon completion and the CSM will maintain a copy. All detaching members must check out with the CSM or ASCM.

## 9. Foreign Travel

- a. All personnel possessing security clearance "ELIGIBILITY" are required to list ALL PERSONAL FOREIGN TRAVEL as part of the required Periodic Reinvestigation (PR), as per reference (a). The Investigative Service Provider (ISP) will explore the foreign travel issue during the PR and may refer the investigation to NCIS if the travel patterns or the failure to list travel create concerns that would make referral appropriate. All military and U.S. federal employees assigned to NAVASUPPACT Naples with any clearance eligibility are required to report foreign (outside of Italy and the U.S.) travel to the CSM or ACSM.

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b. Personnel will use the Aircraft and Personnel Automated Clearance System to obtain country (and theater, if required) clearance, prior to travel. This applies to official and unofficial travel.

c. NCIS will perform foreign travel briefings and debriefings, if required. All command personnel, 14 days prior to departure, will submit foreign travel plans, addresses, dates and contacts to: EUFOtravelbrief@ncis.navy.mil and the CSM, and follow the direction of any correspondence.

d. It is the traveler's responsibility to meet these requirements before travel. To aid in planning, leave and request chit routing should not be delayed for these requirements. The applicable DH will verify that all requirements are met prior to actually departing for travel.

#### 10. Foreign Contacts

a. A security risk may exist when an individual's immediate family, including cohabitants, and other persons to whom the individual is bound by affection or obligation, are not citizens of the U.S. Having a financial interest in a foreign country may also present a security risk.

b. The personnel security adjudicative process requires an examination of a sufficient amount of information regarding an individual to determine whether the individual is an acceptable security risk. The assessment of risk due to the individual's relationship with foreign nationals and foreign entities is a part of the personnel security adjudicative process.

c. All personnel with established security clearance "ELIGIBILITY" are required to report foreign connections to their CSM, as per reference (a). CSMs must report these issues and coordinate resolution with the Department of the Defense Central Adjudication Facility (DoDCAF) as appropriate.

#### 11. Classified Material Handling

a. NAVSUPPACT Naples is not an Original Classification Authority, only a Derivative Classifier. Reference (b), section 12, explains the associated duties. The CSM is responsible for routine questions of material classification.

b. Transmission and Transportation of Classified Material. Transmission refers to any movement of classified information or material from one place to another. Classified information will be transmitted either in the custody of an appropriately cleared individual (authorized couriers) or by an approved system or carrier. For courier authorization, contact the CSM. Classified information must not be forwarded via guard mail. Under no circumstances will classified material be mailed directly from departments. Hand-carry all classified material, which is to be mailed to the base post office. The post office will review classified material for proper marking, assign an accountable number, and mail.



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(1) The SCO will maintain a log of all classified material that is received or transferred out of the command. Records will be maintained for two years. Additionally, the SCO will retain copies of signed return receipts mailed back to originating agencies. All departments are responsible for notifying the SCO of material that they send or receive.

(2) Secret material will be covered by a receipt between commands and other authorized addresses. Failure to sign and return a receipt to the sender may result in a report of possible compromise.

(3) Receipts for confidential material are required when transmitting to or from foreign address.

(4) Telephone Transmission. Classified information will not be transmitted over the telephone, except via approved secure terminal equipment.

c. Safeguarding. Anyone who has possession of classified material is responsible for safeguarding it at all times and for locking classified material in appropriate security containers whenever it is not in use or under direct supervision of authorized persons, per reference (b), section 12.

(1) Unclassified information may be collected to develop a clear picture of current and planned operations at sea and ashore, movement of personnel and equipment, force protection measures, and privacy act information. As this command is located in an overseas region, command members must be extremely vigilant in protecting unclassified material. All unclassified messages, schedules, and command correspondence must be shredded or otherwise destroyed before it is discarded. Command members must not discuss unclassified operations, duties or military functions with personnel who do not have a demonstrated need-to-know.

(2) Command members must report any unusual contacts or questions to the CSM.

d. Storage. Classified information, which is neither in use nor under the personal observation of cleared persons who are authorized access, must be stored in approved security container as prescribed in reference (b).

(1) Secret and confidential material must be stored in a General Services Administration (GSA) approved container. GSA approved containers are clearly marked by a red label on a metal tag attached to the front of a container drawer.

(2) Each container used for the storage of classified material will be numbered and a master list maintained by the CSM. A Security Container Check Sheet, SF 702, will be affixed to the outside of each container. The date, time, and person(s) opening/closing/checking the container will be noted on the check sheet. The Security Container Information Form, SF 700, must be completed for each container and attached inside. The SF 700 envelope, containing each container's combination, must be delivered to the CSM. The CSM will maintain the master file of SF 700 in a container of appropriate classification. One primary custodian and at least one

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alternate will be listed, along with their off-duty addresses and telephone numbers. A Maintenance Record for Security Containers/Vault Doors, OF 89, must also be completed and retained inside each container to record maintenance, repairs, damage, and periodic inspections. The CSM will conduct an inspection of all command security containers once every two years.

(3) The combinations to command security containers must be safeguarded. They will be released to only those command members who have a need-to-know the information contained in the material inside and are on the access list to the secure space.

(4) Acquisition of new security containers must be coordinated through the CSM in writing via memo. If the requirement cannot be met by relocating assets within a department or from other command departments, a new container will be procured. To relocate a security container, forward a memo to the CSM stating the container number, department, and old and new locations. To declassify a container, forward a memo to the CSM stating the container number, department, and that it contains no classified material.

e. NAVSUPPACT Naples is not authorized to store Top Secret material.

f. Marking. All classified material held at NAVSUPPACT Naples will be marked as prescribed in reference (b), section 20. The CSM will assist command personnel in ensuring proper markings.

g. Reproduction. Reproduced copies must be afforded the same security control as the original and must indicate classification, any special markings, and must be remarked if markings do not copy clearly. Copies must be on a copier which is authorized to reproduce classified information. Only the CSM or the Executive Officer may authorize reproduction of Secret material. Confidential material may be reproduced, if authorized by the DH. After completion of copying:

(1) Check the surrounding area for classified material and ensure the original and all copies have been removed.

(2) Check for stuck copies in the event of a malfunction.

(3) Run two pieces of blank paper through the copier on completion.

(4) Check paper path and any bins to ensure no copied pages are left in the copier.

h. Inventory will be conducted semiannually or, as directed by the CSM. When completed, the department will prepare and sign a full list of Secret material accounted for and notify the CSM of inventory results.

i. Destruction.



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(1) Secret. Department security point of contacts will report the destruction of secret material, by memorandum or OPNAV Form 5511/12, to the CO for retention by the CSM. The memorandum or form will completely identify the material which was destroyed and how it was destroyed. Additionally, the inventory will completely identify all classified material which is retained.

(2) Confidential. There is no requirement to record destruction of confidential material. The cognizant DH may forward a record of the destruction to the CSM, if deemed warranted.

(3) Departmental security point of contacts will verify procedures are in effect to properly store classified material at the end of each workday.

(a) All classified material is stored in a locked security container.

(b) No classified material has been inadvertently discarded in wastebaskets.

(c) Space is properly secured, all windows and doors locked.

(4) CSM will designate an annual Security Cleanout Day. On this day, specific attention will be focused on disposition of unneeded classified and controlled unclassified information material. Departments that hold classified material will review items held and any unnecessary classified material should be destroyed.

12. Access and Visit Procedures. All command personnel are responsible for assuring that classified material within their cognizance is made available only to those having the proper clearance and need-to-know. Personnel must verify that unauthorized persons do not gain access to classified information by sight, sound, or other means. Classified information will not be discussed with or in the presence of unauthorized persons.

a. Before authorizing a command member or visitor access to classified material, verify the level of authorized security clearance with the CSM or ACSM and ensure that the individual has a need-to-know of the information.

b. Notify the CSM of any visitors who may require access to classified information by having originating organization submit all visits through DISS.

c. Disclosure of classified material to foreign nationals is tightly controlled and the CSM will liaison with outside foreign disclosure officers before releasing material.

d. It is incumbent on all command members to ensure that unauthorized persons are not permitted access to any command spaces. Suspicious activities must be reported to the NAVSUPPACT Naples Security Dispatch at DSN: 314-626-5638/9.

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13. Requesting and Granting Clearances. Clearance and access are based on the results of background investigations leading to personnel security determination completed by the DoDCAF and reported in DISS. All military, U.S. federal employees, and contractors assigned to NAVSUPPACT Naples and serviced commands are required to complete a background investigation or re-investigation for proper eligibility.

a. Need-to-know is a determination that a prospective recipient has a requirement for access to, knowledge of, and possession of classified information in the official performance of their duties.

b. Clearance eligibility is an administrative determination by DoDCAF that an individual is eligible for access to classified information of a specific classification category. The CSM will verify eligibility in DISS. If the individual must complete required paperwork for a background investigation, the CSM will identify the requirements, notify the DH, and provide assistance. Failure to complete a required investigation or re-investigation may be punishable under the UCMJ. Civilian employees may be subject to administrative sanctions of applicable federal statutes.

c. Access is the ability and opportunity to obtain knowledge or possession of classified information. Access is granted to permit an individual to perform duties of a particular billet at a particular command. Access is granted by the CSM and will be withdrawn upon detachment from this command or if the individual no longer requires access. If an individual changes duties within this command and no longer requires access at the level granted, the DH must notify the CSM immediately. Personnel access will be recorded in DISS.

d. All military, U.S. federal employees, and contractors assigned to NAVSUPPACT Naples and serviced commands are required to have submitted a background investigation in order to hold a new generation Common Access Card (CAC) and to have access to DISS. Personnel who fail to complete the proper background investigation will have their access to the Secure Internet Protocol Router/Non-Secure Internet Protocol Router suspended until the paperwork is completed and personnel security investigation is open. If personnel refuse to complete the appropriate background investigation, the result is the loss of their CAC Card.

14. Continuous Evaluation. The CSM will continuously evaluate individuals with access to classified information and will report questionable or unfavorable information and/or other security clearance and access-related information to the chain of command and DoDCAF. Questionable information will be submitted to DoDCAF via DISS. DoDCAF will determine if the information affects continued eligibility for access to classified information. Continuous evaluation relies on all members of the command to recognize and report questionable or unfavorable security information. All assigned personnel must:

a. Report any known or suspected security violations to the CSM at DSN: 314-626-5620 or the ACSM at DSN: 314-626-5421.



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b. Report to the CSM any contact with foreign nationals who are attempting to gain unauthorized access to classified material. Additionally, report to the CSM and chain of command any continuing, close relationship, or intentions to marry a foreign national. The CSM will be included in routing, for information only, on all marriage packages routed by service member. The request confirms intention to marry and the CSM will report this request to DoDCAF. Reporting shared living quarters with a foreign national is the responsibility of the service member or civilian employee. Failure to report cohabitation with a foreign national reflects upon the trustworthiness and integrity of the individual and may be punishable under the UCMJ and will be reported to DoDCAF.

c. Ensure that any person seeking access to classified material has a bona fide need-to-know.

d. Practice telephone security, assuming that everything said is monitored, especially when using mobile phones and international marine/maritime satellite. Use secure means such as a Naval message, secure fax, or registered mail to transmit classified material.

e. Verify individual behavior is consistent with the expected level of trustworthiness, loyalty, reliability, and judgment of persons granted access to classified material.

f. Adhere to the specific procedures for handling, controlling, safeguarding, and using classified material that is identified in this instruction. Any questions about proper handling of classified material may be directed to the CSM.

15. Inspections. The CSM will schedule two different annual internal security reviews, ideally one every six months. Command inspectors will not be the CSM or ACSM and will be E-8 or above. They will utilize the Security Inspection Checklist from references (a) and (b). One inspection focuses on Information Security and the other focuses on Personnel Security. The results will be forwarded by formal memorandum to the CO via the CSM. The results of the inspections will be maintained by the CSM for two years. Key Management Infrastructure (KMI) inspections and assist visits will be coordinated by the servicing KMI account.

16. Security Discrepancies. A security discrepancy could be, but not limited to: loss, possible loss, compromise, or unauthorized disclosure of classified material.

a. Any individual assigned to NAVSUPPACT Naples who becomes aware of a security discrepancy or suspected compromise will immediately notify their supervisor and the CSM or CO.

b. In the case of lost or misplaced material, the person in charge of the material will immediately notify their supervisor and initiate a thorough search, reporting the results of the search to their supervisor and the CSM. The cognizant DH will prepare a report of the circumstances surrounding the loss.

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c. The CSM will provide the CO with a recommendation regarding any command investigation or outside agency involvement. The cognizant DH will provide direct support to the CSM during and after the investigation. The CSM will report results per reference (b), section 20.

d. Compromises, whether intentional or negligent, are punishable under the UCMJ in the case of military personnel. Civilian employees and contractors are subject to criminal prosecution and administrative sanctions under the appropriate federal statutes.

#### 16. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

17. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

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Lists: I and II

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