



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
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NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 5510.2H
10
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NAVCRUITDIST NEW ORLEANS INSTRUCTION 5510.2H

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: COMMAND SECURITY PROGRAM

Ref: (a) SECNAV M-5510.30
(b) SECNAV M-5510.36

1. Purpose. To establish policy and provide guidance for classifying, safeguarding classified information, and personnel security for Navy Recruiting District (NRD) New Orleans.
2. Cancellation. NAVCRUITDISTNOLAINST 5510.2G.
3. Scope. This instruction supplements basic guidance for Navy Information Security Program (ISP), reference (a), and Personnel Security Program (PSP), reference (b). Provisions of this instruction apply to all military, civilian, contract personnel and to all activities within NRD New Orleans claimancy.
4. Discussion. The handling and safeguarding of classified material is of the utmost priority to the security of this nation. It is the responsibility of all the Armed Forces to ensure classified material is safeguarded at all cost.
5. Action. All command personnel will become thoroughly familiar with guidance out lined below:
 - a. The Executive Officer is designated as the Security Manager.
 - b. The Admin Officer is designated as the Assistant Security Manager.
 - c. The Systems Administrator is designated as the ADP Security Manager.
 - d. In accordance with reference (a) all personnel having access to PII (information covered under the Privacy Act) must

have IT-II level access. In order to have this level of access, all civil service employees must complete an Access National Agency Check and Inquiries (ANACI) and military personnel and contractors must have a current National Agency Check with Local Agency and Credit (NACLC) investigation. In addition to the PII and IT-II level access - all NRC domain civilian positions (GS employees) are non-critical/sensitive, which requires a favorable adjudication from DONCAF.

e. Using Standard Form 700, all command security containers regardless of contents, will have combinations changed whenever an individual no longer requires access, or at least annually by 1 January and as further outlined in reference (b). The Assistant Security Manager will maintain all safe combinations.

f. In the event that an emergency destruction of classified material is required, the Commanding Officer will direct the Security Manager, assisted by the Admin Officer, to follow procedures outlined in reference(a).

g. The Training Officer shall ensure that training on an annual basis is conducted to all Department Heads concerning security procedures.

6. Forms. Standard Form 700 is available from the Assistant Security Manager or it may be ordered through normal supply channels using stock number 7540-01-214-5372.

/s/
G. R. SHARP

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