



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCUITDISTPORTLANDINST 5510.2E

Admin

28 Aug 12

NAVCUITDIST PORTLAND INSTRUCTION 5510.2E

Subj: SECURITY PROCEDURES

Ref: (a) OPNAVINST 5510.60M

Encl: (1) Security Container Information (Standard Form 700)
(Sample Format)
(2) Activity Security Checklist (SF 701)

1. Purpose. To promulgate requirements for Navy Recruiting Station security, designation of individual security containers, and to set forth the proper procedures for changing and recording security container combinations.

2. Cancellation. NAVCRUITDISTPORTLANDINST 5510.2D.

3. Background. Reference (a) delineates physical and material security requirements for those activities authorized access to and storage of classified material.

4. Action. Personnel assigned to Navy Recruiting District Portland will implement the provisions of reference (a) as follows:

a. Security Containers

(1) There shall be no external mark as to the level of classified information authorized to be stored therein. Each container shall be marked externally with a number that is a combination of the Headquarters or Station identification code number followed by sequential numbers. Identification numbers for the security containers at the headquarters will be assigned by the Security Manager.

(2) Combinations to security containers shall be changed only by individuals required to have access to the containers and who hold appropriate security clearances. Combinations shall be changed:

(a) when a security container is placed in use

(b) when personnel holding authorized access transfer from the command

(c) when the current combination has been subject to compromise

(d) at least annually

(e) when a security container is taken out of use. Built-in combination locks shall be reset to the standard combination 50-25-50; combination padlocks shall be reset to the standard combination 10-20-30 or 0-0-0-0 as appropriate.

(3) Combinations shall be assigned a security classification equal to the highest category of the material stored within the security container.

(4) Combinations and access information for each security container will be reported to the Security Manager utilizing Standard Form 700 (enclosure (1)), which is available upon request from the Security Manager. Instructions for completing the SF 700 are on the form. This document will be completed and sent to the Security Manager. A copy will be taped to the inside of your safe.

(5) Each security container shall have the following information posted clearly on the front: IF THIS SAFE IS FOUND OPEN, DO **NOT** LOCK IT. NOTIFY THE COMMAND DUTY OFFICER AND THE SAFE CUSTODIAN IMMEDIATELY (NAME, ADDRESS, AND TELEPHONE NUMBER TAPED TO INSIDE OF CONTAINER). The safe custodian will immediately return to conduct an inventory of the safe contents and inform the CO/XO of the results.

b. Station Security

(1) Names, local addresses, and telephone numbers of all recruiters assigned to a Navy Recruiting Station shall be submitted to the local police and fire departments.

(2) All NRS, MEPS, ORSs will complete enclosure (2) on a daily basis when the office is secured. Completed forms will be maintained in the station with the monthly Leading Petty Officer files.

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(3) Classified material will not be maintained at any NRS. All classified material will be stored at Headquarters or a local Navy Reserve Center. Contact the Administrative Officer (AO) for assistance in obtaining or storing classified material.

c. Security Officer. The XO has overall responsibility for the Security Program. Day-to-day management of security procedures will be under the cognizance of the AO, unless otherwise directed. The AO will conduct or arrange oversight inspections as required to ensure emphasis with established procedures.



R. M. CANDILORO

Distribution:
NAVCUITDISTPORTLANDINST 5216.1U
Lists A, B, C, and D

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CLASSIFICATION LEVEL

SECURITY CONTAINER NUMBER

COMBINATION

turns to the (Right) (Left) stop at _____

WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED

UNCLASSIFIED UPON CHANGE OF COMBINATION

2.A. INSERT IN ENVELOPE

SF 700 (REV 4-01)
Prescribed by NARA/ISOO
32 CFR 2003

DETACH HERE

WARNING

WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

CLASSIFICATION LEVEL

1. AREA OR POST (if required)

2. BUILDING (if required)

3. ROOM NO.

4. ACTIVITY (Division, Branch, Section or Office)

5. CONTAINER NO.

6. MFG. & CLASS OF CONTAINER

7. MFG. & LOCK MODEL

8. SERIAL NO. OF LOCK

9. DATE COMBINATION CHANGED

ID PRINT NAME ORGANIZATION SYMBOL WITH SIGNATURE OF PERSON MAKING CHANGE

1. ATTACH TO INSIDE OF SECURITY CONTAINER

700-102
NSN 7540-01-214-5372

STANDARD FORM 700 (REV 4-01)
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ENCLOSURE(1)

