

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, D.C. 20350

SECNAVINST 5510.13B
Op-009D
29 March 1975

SECNAV INSTRUCTION 5510.13B

From: Secretary of the Navy
To: All Ships and Stations

Subj: Security education and training

Ref: (a) DOD 5200.1-R, "DOD Information Security Program Regulation," 15 November 1973
(b) OPNAVINST 5510.1E, "Department of the Navy Information Security Program Regulation," 24 June 1974
(c) OPNAVINST 1500.22B, "General Military Training," 23 April 1973

1. Purpose. The purpose of this instruction is to set forth the policy of the Secretary of the Navy with respect to security education and training, establish centralized supervision and coordination of this program, and assign specific responsibilities in connection therewith.

2. Cancellation. SECNAV Instruction 5510.13A, Security Orientation, Education and Training Program, of July 28, 1964 is hereby superseded.

3. Discussion. Reference (a) requires each component of the Department of Defense to establish and maintain an active education and training program for employees who have access to classified information. Effective security is vital to the national defense and to accomplishment of the missions of the Navy and Marine Corps. Thus, it is the responsibility of all echelons of command throughout the Department of the Navy to emphasize security education and training on a continuing basis.

4. Policy and Scope

a. The success or failure of the Information Security Program, promulgated by reference (b), is in large measure dependent upon a vigorous security education and training program. It is the policy of the Secretary of the Navy to promote a strong and continuing security education program within the Department of the Navy to increase the effectiveness of security regulations and directives, to instill security

consciousness in all personnel and to insure a uniform interpretation and application of security standards. Security education is applicable to all personnel entrusted with the protection of classified material, regardless of position, rank, or grade.

b. The primary vehicles in the Department of the Navy's security education and training program are:

(1) **Schools.** Security education and training will be included in Navy and Marine Corps input schools for both officers and enlisted personnel, and in all Department of the Navy schools involving access to classified information. Security should be presented as one of the basic military responsibilities, and should be an integral part of all schooling that involves access to classified information or materials.

(2) **General Military Training (GMT).** Certain fundamental aspects of personal security responsibilities, understanding security classifications, and safeguarding classified information are considered necessary for inclusion in regular training provided all military personnel. Accordingly, security training has been included in the GMT program described in reference (c).

(3) **Commands.** Within commands having classified material, the security manager is required to provide security education and training to all personnel with access to classified information. As a minimum, the command program should include:

(a) Indoctrination briefings for persons being assigned to duties requiring access to classified information.

(b) Refresher briefings to provide periodic security education and training for personnel having continued access to classified information.

(c) Foreign travel briefings as a defensive measure for persons with access to classified information, and who will be traveling in communist controlled countries or attending meetings where communist country representatives are expected to participate.

(d) Special briefings to emphasize specific security areas as they apply to a command or to a group within a command, e.g., visitor control, classification management, working with foreign exchange personnel, etc.

(e) Debriefings for personnel on termination of their access to classified information.

5. Assignment of Responsibilities

a. Under the overall direction of the Secretary of the Navy and the Chief of Naval Operations, the responsibility for implementing the security education and training program is vested in the Director of Naval Intelligence (Op-009D). This responsibility encompasses providing policy guidance, training requirements, and resource support pursuant to the development of the program. Development of security education and training materials for the Information Security Program will be coordinated by the Director of Naval Intelligence unless the material is being prepared for use only within the preparing command.

b. The Director, Naval Education and Training (Op-099) shall be responsible for coordinating the actions of the appropriate offices of OPNAV, bureaus, and commands in regard to security education and training requirements, as established by the Director of Naval Intelligence (Op-009D), and for preparing plans for programs to meet these requirements.

c. As most security education and training will take place in commands, commanding officers are

responsible for implementing and maintaining an effective program in their commands.

6. Action

a. The Director of Naval Intelligence (Op-009D) shall promulgate such instructions as are considered necessary to the implementation of the responsibilities assigned herein.

b. The Director, Naval Education and Training, in coordination with the Director of Naval Intelligence, shall provide guidance to the Chief of Naval Education and Training for use in execution of security education and training requirements.

c. All echelons of command shall take action to:

(1) Emphasize and effectuate the policy as set forth herein.

(2) Institute and maintain a forceful and effective security education and training program, in accordance with the provisions of reference (b).

(3) Conduct periodic inspections to insure that security education and training programs are effective and that a high level of security consciousness is maintained.

D. S. POTTER
Under Secretary of the Navy

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