



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 5510.30B
N09N2
6 October 2006

SECNAV INSTRUCTION 5510.30B

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY (DON) PERSONNEL SECURITY PROGRAM
(PSP) INSTRUCTION

Ref: (a) SECNAV M-5510.30, DON Personnel Security Program Manual, 30 Jun 06
(b) Executive Order 12968, Access to Classified Information, 2 Aug 95
(c) Executive Order 10450, Security Requirements for Government Employees, 27 Apr 03
(d) DoD 5200.2, Personnel Security Program Regulation, 9 Apr 1997
(e) SECNAV M-5510.36, DON Information Security Program Manual, 30 Jun 06
(f) SECNAVINST 5510.36A, DON Information Security Program Regulation
(g) Navy Department Supplement to DoD 5105.21.M-1, Defense Intelligence Agency (DIA), 18 Mar 97
(h) SECNAV M-5210.1, Navy Records Management Program, 1 Dec 05

1. Purpose

a. Provide Department of the Navy (DON) commands, activities and personnel with regulations and guidance governing the Department of the Navy Personnel Security Program (PSP). The reference (a) policy manual establishes policy and procedures for the PSP within the DON and should be read in its entirety.

b. This instruction establishes the DON PSP under the authority of references (b) and (c) in compliance with references (d) and (h).

2. Cancellation. SECNAVINST 5510.30A.

3. Objective

a. Ensure maximum uniformity and effectiveness in the application of PSP policies within the DON and accomplish the

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purpose of reference (a). Further this instruction, references (a), (e) and (f) compliment each other and have been coordinated to achieve compatibility.

b. The objective of the PSP is to authorize initial and continued access to classified information and/or initial and continued assignment to sensitive duties to those persons whose loyalty, reliability and trustworthiness are such that entrusting them with classified information or assigning them to sensitive duties is clearly consistent with the interests of national security. Additionally, the PSP ensures that no final unfavorable personnel security determination will be made without compliance with all procedural requirements.

4. Applicability and Scope

a. This instruction applies to all regular and reserve military members of the Navy and Marine Corps; civilian personnel employed by, hired on a contractual basis by, or serving in an advisory/consultant capacity to the DON whether on a permanent, temporary or part-time basis, and whether or not compensated from appropriated or non-appropriated funds; and applicants selected for sensitive positions, or persons accepted for consideration for enlistment or appointment (military), or other persons covered by contract or legal agreement.

b. This instruction establishes coordinated policies for personnel security matters. It incorporates policies provided in references (a) through (h) and other directives bearing on personnel security. This is the controlling regulation for implementation and maintenance of the DON PSP. Personnel security provisions incorporated in other departmental directives must comply with these policies and procedures.

5. Roles and Responsibilities

a. The Secretary of the Navy (SECNAV) is responsible for implementing a PSP in compliance with the Presidential Directives and the provisions of Executive Orders, public laws, and directives issued by the Director of Naval Intelligence (DNI), Secretary of Defense (SECDEF), Director Counter Intelligence (DCI), and other program authorities.

b. The Special Assistant for Naval Investigative Matters and Security, Office of the Chief of Naval Operations (CNO(N09N))/Director, Naval Criminal Investigative Service

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(DIRNCIS) is designated by the Secretary of the Navy as the DON senior agency security official under reference (b). The CNO (N09N)/DIRNCIS is responsible to the SECNAV for establishing, directing, and overseeing an effective DON PSP and for implementing and complying with all directives issued by higher authority. This responsibility includes:

(1) Formulating policies and procedures, issuing directives, monitoring, inspecting, and reporting on the status of administration of the PSP in the Navy and Marine Corps.

(2) Establishing and maintaining continuing security awareness, training, and education programs to ensure effective implementation of reference (b).

(3) Cooperating with other agencies to achieve practical, consistent, and effective adjudicative training and guidelines.

(4) Establishing procedures to prevent unnecessary access to classified information, including procedures to establish need to know before access is authorized and to limit the number of persons granted access to classified information to the minimum consistent with operational needs and security requirements.

(5) Establishing and maintaining the DON Personnel Security Appeals Board (PSAB), appointing a President to preside over the PSAB and appointing board members to ensure proper consideration and deliberation of appeals of unfavorable Department of the Navy Central Adjudication Facility (DON CAF) personnel security determinations.

(6) Establishing, administering, and overseeing the DON Information Security Program and issuing security policy and procedures through references (e) and (f).

c. The Assistant for Information and Personnel Security (CNO(N09N2))/Deputy Assistant Director, Information and Personnel Security (NCIS-24E) provides staff support for the functions and responsibilities as described in paragraph 5b.

d. The President, Personnel Security Appeals Board (PSAB) presides over the PSAB, a three-member panel appointed by CNO (N09N) to review and decide appeals of unfavorable DON CAF determinations. The decision of the PSAB is final and concludes

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the administrative appeal process to sustain or reverse DON CAF determinations.

e. The Director, Department of the Navy Central Adjudication Facility (DON CAF) reports directly to DIRNCIS and is the personnel security adjudicative determination authority for all individuals affiliated with the DON.

f. The Department of the Navy Chief Information Officer (DON CIO) is responsible for providing top-level advocacy in the development and use of Information Management and Information Technology (IM/IT) and to create a unified IM/IT vision for the Department of the Navy. DON CIO is responsible for ensuring the information technology security for DON IT systems.

g. The Commandant of the Marine Corps is responsible for ensuring matters relating to the DON's PSP are appropriately coordinated with CNO (N09N2) and personnel security requirements for Marine Corps military members are properly identified in Joint Personnel Adjudication System (JPAS).

h. The Chief of Naval Personnel is responsible for ensuring matters relating to the DON's PSP are appropriately coordinated with CNO (N09N2) and personnel security requirements for Navy military members are properly identified in JPAS.

i. The Deputy Assistant Secretary of the Navy (Office of Civilian Human Resources (OCHR)) is responsible for ensuring personnel security requirements for DON civilian personnel are properly identified to JPAS and that matters relating to the DON's civilian PSP and sensitive position designation are appropriately coordinated with CNO (N09N2).

j. The Director of Naval Intelligence (CNO(N2)) is a Senior Official of the Intelligence Community (SOIC) and administers the SCI program for the Navy, including non-Service DON entities. The Office of Naval Intelligence (ONI) is responsible for the security management, implementation, and oversight of Sensitive Compartmented Information (SCI) security programs for CNO(N2).

k. The Director, Security and Corporate Services (ONI-05) is the Special Security Officer for the DON (SSO Navy) and is designated as the Cognizant Security Authority (CSA). As CSA, SSO Navy is responsible for implementing SCI security policy and

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procedures in accordance with reference (g), and performs management and oversight of the Department's SCI security program.

l. The Director of Intelligence, Headquarters, U.S. Marine Corps (DirInt) is a Senior Official of the Intelligence Community (SOIC) and administers the SCI program for the Marine Corps. The Office of Naval Intelligence (ONI) is responsible for the security management, implementation, and oversight of SCI security programs for the DirInt.

m. The Commander, Naval Network Warfare Command (NETWARCOM), Information Operations Directorate (IOD) is responsible for the administration of SCI security programs within the Department's cryptologic community.

n. The Deputy Chief of Naval Operations (CNO (N89)), Special Programs Division is the DON Special Access Programs Coordinator (SAPCO) and is responsible for the management, administration, support, review, and oversight of the DON SAP security program.

o. The Director, Navy International Programs Office (Navy IPO) is delegated the authority to approve or disapprove requests for access to or transfer of DON technical data or disclosure of DON classified or sensitive unclassified information to foreign governments, international organizations and their representatives in accordance with national disclosure policy.

p. The Commanding Officer (used as a generic term for the head of any DON command and includes commander, commanding general, director, officer in charge, etc.) is responsible for the effective management of the PSP within the command. Authority delegated by this instruction to a commanding officer may be further delegated unless specifically prohibited.

6. Action. Each DON commanding officer shall establish and conduct a PSP in compliance with this instruction and reference (a).

7. Violations of this Instruction

a. Military personnel are subject to disciplinary action under the Uniform Code of Military Justice (UCMJ), or criminal penalties under applicable Federal Statutes, as well as

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administrative sanctions, if they knowingly, willfully or negligently violate the provisions of this instruction.

b. Civilian employees are subject to criminal penalties under applicable Federal Statutes, as well as administrative sanctions, if they knowingly, willfully or negligently violate the provisions of this instruction.

8. Summary of Changes. Overarching policy is stated in this instruction, and specific policy and procedures are set forth in reference (a).

9. Records Disposition. Disposition requirements for records related to the PSP are based upon schedules approved by the Archivist of the United States and listed in reference (h).



Donald C. Winter
Secretary of the Navy

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