

MILPERSMAN 5510-010

SECURITY CLEARANCE REQUIREMENTS AND PROCEDURES FOR MEMBERS SCHEDULED TO ATTEND CLASSIFIED COURSES OF INSTRUCTION

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References	(a) SECNAVINST 5510.30A (b) NAVEDTRA 10500, Naval Formal Schools Catalog (CANTRAC) (c) SECNAVINST 5510.35
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1. Policy

a. It is a command responsibility to ensure that appropriate security clearances are obtained from Department of the Navy Central Adjudication Facility (DON CAF) for members prior to their transfer to attend courses of instruction requiring access to classified information. Students normally must be cleared for such access at the beginning of their training period. It is administratively inappropriate to place the responsibility for initiating personnel security investigations and obtaining personnel security clearances upon the command conducting the instruction.

b. Failure to issue appropriate clearances prior to the transfer of members to a school places an unacceptable and unnecessary workload on the training commanders and necessitates long, unproductive delays until the prospective students are properly cleared for the courses of instruction to which ordered. Provisions shall be made for the advance accomplishment of required investigations and issuance of clearances.

2. Applicability of this Article. This article is applicable for any member ordered to a course of instruction conducted by the Navy, other armed services, defense agencies, or a school or course conducted under an armed forces contract at the contractor's facilities.

3. **Responsibilities of the Commanding Officer (CO) who is Transferring the Student.** The CO transferring the prospective student shall determine the degree of clearance required well in advance of the convening date of the course and examine the service record of the prospective student to determine whether any required investigation has been conducted, the clearance issued, and that such matters have been properly documented in the member's service record.

IF ...	THEN ...
<p>the required investigation has not been conducted,</p>	<p>the CO shall immediately initiate the following procedure:</p> <p>For each member requiring an investigation, prepare and forward the appropriate forms per reference (a). Where members are eligible and accepted for assignment to CT training at the Center for Information Dominance Corry Station, Pensacola, FL, the required forms shall be forwarded to Commander, Naval Security Group Command (COMNAVSECGRU).</p> <p>When there is insufficient time remaining prior to the transfer of the member to effect a required final Secret or Top Secret clearance but an interim clearance will be sufficient for initial enrollment, an interim clearance may be granted provided the member is eligible per reference (a) and a request is immediately submitted for the investigation necessary to issue a final clearance.</p>

4. **Service Record Requirements**

a. The service record should accompany enlisted members being transferred to a service school as otherwise provided in this manual. The standard transfer orders for enlisted members shall include a statement certifying the member's security clearance.

b. When officers or enlisted members are transferred for temporary additional duty under instruction (TEMDUINS), a statement concerning their security clearance shall be placed in

the orders per MILPERSMAN 1320-314 for officer personnel and reference (b) for enlisted personnel.

c. A certified copy of the orders shall be forwarded to reach the recipient command prior to the course convening date. Message certification of the security clearance shall be forwarded to the recipient command if a copy of the orders will not reach the command prior to the course convening date. Additionally, when preparing orders for members to report to a training command for instruction, the command will refer to reference (b) to ascertain and comply with any additional security requirements listed there for the training command concerned.

5. **Members Whose Schools Involve Preparation for Nuclear Weapons Billets.** Requests for background investigations shall be submitted as required by reference (c) for members being assigned to schools involving preparation for assignment to or critical nuclear weapons billets.

6. **Clearances for Reservists on Inactive Duty.** The appropriate security clearance authority shall take the following actions for reservists on inactive duty:

a. Comply with the above procedures when members are ordered to report for active duty directly to a school requiring access to classified material prior to proceeding to their permanent duty station.

b. When members are ordered to active duty for training to attend courses of instruction requiring access to classified information, the orders shall contain the following statement, as appropriate:

"(Final Secret/Top Secret or Interim Top Secret) clearance based on an (ENT-NAC/NAC/SSBI) completed (date) by (agency which conducted investigation)" or "Confidential clearance based on a check of records immediately available."
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c. An advance copy of the orders shall be forwarded to the recipient command. (Inactive duty reservists are not eligible for Interim Secret clearances. Assignment to Navy Reserve category USNR-S2 for a period in excess of 1 year automatically invalidates any previous security investigation and any clearance based on that investigation.)

7. **Responsibilities of the CO to Whom Members Report for Instruction.** COs of activities to which members report for courses of instruction shall take the following action. The provisions of this paragraph shall be completed by the Navy administrative unit in the case of students attending schools and courses of other services.

a. If a student reports for instruction without proper security clearance, communicate immediately with the command from which the student was received and request information on clearance eligibility. If contact with the member's parent command is impractical, submit a research/recertify/upgrade eligibility request via the Joint Personnel Adjudication System to DON CAF for adjudication. The following additional action shall be initiated as appropriate:

(1) Initiate procedures per reference (a) to establish eligibility for an interim clearance, if issuance of such clearance is permissible, in the case of students reporting with their service records but without initiation of the required investigation.

(2) In the case of members in the CT rating, forward the required forms to COMNAVSECGRU.

(3) A name check may be requested per reference (a).

b. When a crucial delay in training or assignment will result while awaiting completion of investigative requirements, access may be authorized as provided for under "Emergency Access" in reference (a).

c. When information is received which would preclude continuance or issuance of a security clearance for a student who is onboard for instruction, the CO of the school shall disenroll the student immediately and take the following action: (Disenrollment constitutes a denial or revocation of clearance and a report of revocation or denial per reference (a) is mandatory.)

(1) Students in TEMDUINS status shall be returned to the parent command.

(2) Students in temporary duty (TEM DU) or TEMDUINS status shall be made available to Chief of Naval Personnel (CHNAVPERS) for further assignment.

(3) Students shall not normally be returned to their parent commands solely because they arrived without proper security clearances.

8. **Acceptance of Clearance from Command to Command.** Personnel security clearances are normally issued by DON CAF to COs having jurisdiction over the member at the time investigations are completed. Once issued, the clearance may be accepted on a mutual and reciprocal basis from command to command unless, for cause or administrative reasons, it is necessary to cancel or change the clearance.