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## CHAPTER 1

## COMMAND ORGANIZATION

101. Commander (NIC-00)

a. Basic Function. To direct and manage the activities of the Naval Intelligence Command to ensure the fulfillment of the intelligence requirements and responsibilities of the Department of the Navy; and to perform such other functions and tasks as may be directed by higher authority.

b. Duties, Responsibilities, and Authority

(1) Commands the Headquarters, Naval Intelligence Command, and assigned shore activities.

(2) Directs and coordinates intelligence collection, production, dissemination, and other activities necessary to satisfy the requirements of the Department of the Navy, operating forces and commands, the Research and Development community, the Department of Defense, the Defense Intelligence Agency, and National Command Authorities and Agencies.

(3) Supports overt fleet intelligence collection planning, implementation and evaluation, and provides time-sensitive collection guidance, specialized equipment, and qualified personnel assistance.

(4) Manages collection of information from human and other open sources directly accessible to Navy collectors.

(5) Ensures that Navy information requirements are introduced into the Intelligence Community collection requirements mechanism and monitors their fulfillment.

(6) Promotes and effects Naval Intelligence cooperative and exchange programs with foreign navies, and approves intelligence releases to foreign governments, national and international organizations.

(7) Represents the Navy in the selection, training, support and evaluation of naval personnel assigned to the Defense Attache System.

(8) Determines financial, manpower and training requirements to meet the intelligence needs of the Navy.

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(9) Justifies and defends budget and related submissions to higher authority and other intelligence organizations/entities.

(10) Executes the budget as a major claimant, and ensures that strict financial accountability is maintained.

(11) Participates in Navy planning related to military and civilian intelligence personnel career development and training, and serves as designator advisor for intelligence officer designators and as technical advisor for the enlisted IS rating.

(12) Develops plans and programs for the management and utilization of the Naval Intelligence Reserve, and acts as primary point of contact for liaison with the active commands.

(13) Provides staff assistance to the Chief of Naval Operations on matters pertaining to intelligence research and development policy. Determines requirements, develops plans, and monitors the procurement for research and development, test, and evaluation of new and improved intelligence collection, analysis, and processing equipment and techniques.

(14) Manages Naval Intelligence automated data processing and Special Intelligence communications systems.

(15) Acts as the Navy Special Security Officer and provides Navy-wide management of Special Security Officer/Special Activities Officer Programs and other national and Navy compartmented programs.

(16) Directs the Command Inspection Program and monitors oversight of command intelligence activities in accordance with appropriate directives.

c. Organizational Relationships. The Commander is directly responsible to the Vice Chief of Naval Operations. The Deputy Commander, Deputy Director, and the Commanding Officers of the Naval Intelligence Support Center, the Naval Intelligence Processing Systems Support Activity, the Navy Operational Intelligence Center and the Naval Intelligence Operations Group CTF 168 report to the Commander.

102. Deputy Commander/Chief of Staff (NIC-00B)

a. Basic Function. To serve as the executive, principal advisor, and assistant to the Commander in all command matters.

b. Duties, Responsibilities, and Authority

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(1) Implements the policies of the Commander and coordinates, manages, and administers the command's functions and tasks.

(2) Takes appropriate action in behalf of the Commander and acts for the Commander in his absence.

(3) Performs such other duties as may be assigned.

b. Organizational Relationships. The Deputy Commander is directly responsible to the Commander. All Assistant Commanders and the Special Assistants for Equal Employment Opportunity, Attache Affairs, Processing Systems, and Consolidated Security and Inspector General report to the Deputy Commander.

103. Deputy Director (NIC-00C)

a. Basic Function. Acts as principal advisor to the Commander in all matters related to foreign intelligence collection, processing, analysis and dissemination, to include near-term and long-term policy and programmatic issues, resource (human and budgetary) management, and intelligence community liaison.

b. Duties, Responsibilities, and Authority

(1) Advises and acts for the Commander, as needed, in all matters of concern to the command.

(2) Represents the Commander to other Navy or Defense elements and to other U. S. or allied agencies.

(3) Develops long-range goals and objectives, ensuring their compatibility with the priorities, requirements, and objectives of Naval Intelligence, Department of Defense, and the Director of Central Intelligence.

(4) Ensures that periodic functional program reviews are conducted to assess program effectiveness and to initiate program modification or new initiatives.

(5) Reviews and assesses both the Five Year Program and the command portion of the General Defense Intelligence Plan.

(6) Reviews the command mission and organizational structure to ensure compatibility with current and anticipated goals and objectives.

(7) Exercises supervision, management, and oversight of the Suitland Branch Office of the Consolidated Civilian Personnel Office which provides civilian personnel services for the command.

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(8) Develops military intelligence investment and organizational strategies to satisfy the tactical and strategic mission of Naval Intelligence.

(9) Acts as the coordinator for external audit and oversight.

(10) Serves as Executive Secretary to the Naval Intelligence Informal Consulting Panel, an ad hoc body of retired senior military and civilian technical authorities who assist the Director of Naval Intelligence in finding solutions to complex technological issues related to intelligence collection, analysis, and production.

(11) Acts for or provides advice and assistance to the Commander on special Navy and national programs, intelligence priorities and requirements, quality control, and review of substantive intelligence products, emergency and mobilization procedures, and such other matters as the Commander judges to be appropriate.

c. Organizational Relationships. The Deputy Director is directly responsible to the Commander. The Special Assistants for Plans and Programs, Civilian Personnel, and Research and Development report to the Deputy Director.

#### 104. Special Assistants

##### 104.1 Aide/Flag Secretary (NIC-00A)

a. Basic Function. To act as Personal Aide to the Commander and, as Flag Secretary, to advise and assist the Commander, Headquarters Staff Elements, and component commands in matters pertaining to administration of the Headquarters.

##### b. Duties, Responsibilities, and Authority

(1) Serves as Personal Aide to the Commander. Arranges honors and ceremonies as required in accordance with existing regulations and protocol.

(2) Accompanies the Commander on official visits and trips as directed.

(3) Supervises, assigns tasks to, and evaluates the performance of enlisted personnel assigned to the Commander's immediate staff.

(4) Supervises and coordinates administrative services and correspondence handling for the Commander and Deputy Commander.

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(5) Supervises the administration and operation of the Commander's office, ensuring the maintenance of assigned office spaces and the care and upkeep of office equipment.

(6) Plans for and administers office services support for Headquarters, to include office equipment, printing, publications (less intelligence publication dissemination), and reproduction. Reviews and validates requests for material and services.

(7) Reviews all correspondence prepared for the signature of the Commander or Deputy Commander, ensuring it complies with the Navy Correspondence Manual and pertinent command directives.

(8) Screens all incoming correspondence and ensures proper and expeditious routing and accountability; initiates required action when appropriate.

(9) Monitors action items and other matters of interest to the Commander and Deputy Commander.

(10) Oversees the maintenance of the command's central correspondence files in accordance with applicable directives.

(11) Serves in an advisory capacity to component commanding officers, staff special assistants, department heads, and all clerical personnel with regard to the technical and clerical format of correspondence.

(12) Assists the Deputy Commander in implementing directives from higher authority as they pertain to the administration of the command.

(13) Performs the functions prescribed for the command's directives control point for all directives prepared, issued, or handled under Navy directives systems, with the exception of department and division directives.

(14) Exercises control over the reproduction and issuance of all directives prepared for the review or signature of the Commander, Deputy Commander and Chief of Staff, or the Deputy Director to ensure proper format, arrangement of contents, adequacy of security classification, and revision or change procedures. Ensures there is no duplication of or conflict with other releases. Oversees the maintenance of the command's central directive files.

(15) Develops and implements policies and procedures for correspondence, records disposal, and directives management systems for the Headquarters.

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(16) Develops, coordinates, and implements the Records Management Program and Forms Control Program and corresponding component programs for Headquarters.

(17) Ensures all directives and communications relating to change of duty, promotion, or other changes in status of officer and enlisted personnel are promptly executed and recorded.

(18) Supervises the distribution, handling, and forwarding of officers' fitness reports and enlisted performance evaluations.

(19) Performs such other duties as may be assigned.

c. Organizational Relationships. The Aide/Flag Secretary is directly responsible to the Commander. All enlisted personnel assigned to the immediate personal staff of the Commander report to the Aide/Flag Secretary.

104.2 Special Assistant for Equal Employment Opportunity and Command Deputy Equal Employment Opportunity Officer (NIC-00E)

a. Basic Function. To advise and assist the Commander and component Commanding Officers in assuring compliance with established laws, regulations and guidelines pertaining to equal employment opportunity (EEO) as promulgated by the Executive Office of the President, the U. S. Equal Employment Opportunity Commission, Office of Personnel Management, Department of Defense, and the Department of the Navy.

b. Duties, Responsibilities, and Authority

(1) Develops, after consultation where necessary with Equal Employment Opportunity Officers and/or civilian personnel officials, command-wide EEO policy, plans and programs including the Federal Women's Program, the Hispanic Employment Program, the Affirmative Action Program, and EEO Program Evaluation Procedures in accordance with established laws, regulations and guidelines.

(2) Participates on all temporary and permanent committees and boards which are established to make recommendations on matters concerning recruitment, hiring, training, promotion, job design, development of staffing plans, incentive awards, reduction-in-force, merit pay system, senior executive service, etc.

(3) In accordance with established regulations promulgated by the U. S. Equal Employment Opportunity Commission, Office of Personnel Management, Department of Defense, and

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Department of the Navy, participates in development and/or review of all command civilian personnel administration policies, procedures and programs and advises the Commander and Commanding Officers relative to their impact on the achievement of Department of the Navy equal employment opportunity objectives.

(4) Represents the Commander and Commanding Officers at meetings and conferences relating to equal employment opportunity (including community activities).

(5) Participates in the development of internal EEO training curricula for EEO programs for staff personnel, managers, and supervisors as well as programs for civilian employees.

(6) Participates with civilian personnel managers and supervisors in the development and implementation of the Command's Upward Mobility Program.

(7) Participates in the development and review of present and proposed command policies which concern the planning and administration of the civilian work force.

(8) Participates with the Commanding Officers of component commands in the development of their command's annual equal employment opportunity plan as well as the headquarter's plan, and recommends amendments based on consultation with and input from line and staff officials.

(9) Develops methods for review of policies, procedures, actions, achievements, and problems concerning improvement of the status of minorities, women, physically and mentally handicapped, and disadvantaged persons and initiates actions to assist in overcoming impediments.

(10) Processes discrimination complaints to ensure timely and appropriate administrative processing. Provides direct guidance to complainant processors on appropriate procedures and intervention by assisting with discussions with complainants, their representatives and Commanding Officers. Responsible for administrative processing of all complaints of discrimination originating within the Headquarters, both individual and class action.

(11) Assists in the selection of EEO officials (i.e., Command Federal Women's Program Manager, Federal Equal Employment Opportunity Recruitment Coordinator) and EEO program personnel (i.e., EEO Committee members and EEO counselors). Provides outlines of training requirements and provides guidance and supervision in carrying out their respective assigned responsibilities.

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(12) In accordance with established guidelines and related provisions, prepares reports and analyses of EEO programs for transmittal to higher echelon or compliance agencies.

(13) Conducts research in order to acquire and provide a central up-to-date reference data source for EEO program staff, managers, and supervisors consisting of Federal Registers, Public Laws, Federal Codes, and miscellaneous regulations and guidelines. Maintains discrimination complaint cases adjudicated through civil action and various subject-matter publications for ready access for program implementation and compliance reviews.

(14) Monitors MPS and SES goals and objects to ensure compliance with Department of the Navy established policy.

(15) Develops plans and programs to implement the Human Resource Management Support System.

c. Organizational Relationships. The Special Assistant for Equal Employment Opportunity reports to the Deputy Commander. The Command Deputy Equal Employment Opportunity Officer (CDEEOO) reports to the Commander and component Commanding Officers. All Personnel assigned to the Equal Employment Opportunity Office report to the CDEEOO.

#### 104.3 Special Assistant for Joint National Intelligence Development Staff (JNIDS) (NIC-00J)

a. Basic Function. To exercise centralized management control over the design, development approval, funding, procurement, testing, and installation of modular enhancements to existing or programmed intelligence processing systems.

#### b. Duties, Responsibilities, and Authority

(1) Develops policies, budget, objectives and programs and makes recommendations to the JNIDS Oversight Board.

(2) Acts as the central authority for JNIDS technical and management policy, providing program direction, technical requirements and major milestones.

(3) Identifies, quantifies, and evaluates advanced technology enhancements to existing and programmed intelligence systems.

c. Organizational Relationships. The Special Assistant for JNIDS reports to the Deputy Commander.

#### 104.4 Command Master Chief (NIC-00MC)

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a. Basic Function. To serve as the principal enlisted advisor and assistant to the Commander in all matters pertaining to enlisted policy and in the dissemination and promotion of command policy.

b. Duties, Responsibilities, and Authority

(1) Assists and advises the Commander in matters pertaining to the welfare and morale of enlisted personnel and their dependents.

(2) Conducts liaison with the Master Chief of the Navy to provide input data and exchange ideas regarding all enlisted members and their dependents.

(3) Acts to maintain and promote the effectiveness and efficiency of the chain of command by:

(a) Meeting with the Command Chiefs of component commands to discuss and exchange ideas germane to the welfare and well-being of the enlisted community.

(b) Collecting, screening, and disseminating information recommendations, complaints and suggestions.

(4) Upon invitation, acts as command enlisted representative in community and civic functions.

(5) Routinely attends staff meetings and participates in staff discussions in order to promote more effective communications between the officer and enlisted communities.

(6) Assists in the preparation of - participates in, ceremonies concerning enlisted members.

(7) Participates as a member of Command Inspection Parties.

(8) Functions in close coordination with the following boards and committees:

(a) Command Retention Team.

(b) Command Awards Board.

(c) Human Relations Council and Equal Employment Opportunity Committee.

(d) BEQ, CPO and EM Club Advisory Boards.

(e) Humanitarian Reassignment Screening Boards.

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(f) Navy Wives' Club and Ombudsman.

(g) Sailor of the Year Board.

(h) Naval Intelligence Command Benefit Association Advisor.

(9) Acts as the General Military Training Coordinator.

c. Organizational Relationships. The Command Master Chief reports directly to the Commander and the Deputy Commander.

104.5 Special Assistant for Attache Affairs (NIC-00N)

a. Basic Function. To provide policy guidance on Navy representation within the Defense Attache System (DAS) vis-a-vis naval intelligence interests; to provide appropriate service related support to U. S. Naval Attaches and enlisted intelligence support personnel.

b. Duties, Responsibilities, and Authority

(1) Coordinates with appropriate offices in the Defense Intelligence Agency, Office of the Chief of Naval Operations, Naval Military Personnel Command, the Departments of the Army and Air Force, and the Commandant of the Marine Corps, concerning all matters dealing with the selection, processing, and nomination of officer/enlisted personnel for service in the DAS.

(2) Coordinates with the Office of the Chief of Naval Operations, Defense Intelligence Agency, and the State Department in the development and approval of a prioritized list of key countries where new and/or additional Naval Attache billets should be located.

(3) Reviews and initiates action to modify the Navy and Marine Corps Attache billet structure, including enlisted personnel.

(4) Acts as initial contact and briefer for Navy personnel assigned to the DAS, including those being considered/interviewed.

(5) Monitors the training provided Navy and Marine Corps Attaches and enlisted intelligence support personnel to ensure that the training provided is responsive to the collection requirements.

(6) Ensures that all prospective Naval Attaches and support personnel receive required briefings and other appropriate preparation prior to reporting to station.

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(7) Ensures that all Navy and Marine Corps personnel assigned to the DAS are adequately supported while on station to meet their intelligence, representational, and personal needs.

(8) In conjunction with the NAVINTCOM International Programs Division, keeps Naval Attaches apprised of on-going substantive programs and foreign cooperation.

(9) Manages the Naval Attache Memento Program.

(10) Acts as the Washington area point of contact for U. S. Naval Attaches.

(11) Acts as the action officer on all Navy policy matters concerning the DAS.

c. Organizational Relationships. The Special Assistant for Attache Affairs reports to the Deputy Commander.

#### 104.6 Special Assistant for Processing Systems (NIC-000)

a. Basic Function. To advise and assist the Commander in his responsibilities related to planning, developing and managing of intelligence information processing and special intelligence communications systems to support national command authorities, the operating forces, and the research and development community.

#### b. Duties, Responsibilities, and Authority

(1) Determines the requirements for and coordinates the development and implementation of new and improved automation and special intelligence communications systems for the receipt, processing, dissemination, and display of intelligence and security information; develops requirements for and monitors related processing systems research and development.

(2) Represents the Commander in identifying and validating requirements, planning, resource justification, development, and management of the Naval Intelligence Processing System, Ocean Surveillance Information System, Intelligence Data Handling System, and the Department of Defense Intelligence Information System.

(3) Exercises management control over the design, approval, funding, procurement, testing, and installation of the Integrated Automated Intelligence Processing System and its component subsystems.

(4) Manages the Department of the Navy and Naval Intelligence Command SCI Automated Data Processing Security Programs.

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c. Organizational Relationships. The Special Assistant for Processing Systems reports to the Deputy Commander.

104.7 Special Assistant for Research and Development (NIC-00R)

a. Basic Function. To coordinate and review research and development (R&D) and procurement of intelligence collection and processing systems, subsystems and equipment.

b. Duties, Responsibilities, and Authority

(1) Assists in the identification of requirements for intelligence collection and processing systems and equipment, and coordinates preparation of required documentation to support development.

(2) Coordinates use of intelligence systems and equipment with fleet personnel.

(3) Assures system and equipment interface compatibility and coordinates between Navy and other services or agencies, particularly the analysis community, to ensure proper understanding of system and equipment capability, calibration, and operation.

(4) Defines guidelines that can be used to evaluate the effectiveness of intelligence systems and equipments under development.

(5) Monitors performance of operational intelligence sensor systems and equipments and acts to correct deficiencies.

(6) Exercises the development, coordination and appraisal of selected programs involving intelligence collection and processing.

(7) Advises on programs/sensors under his cognizance that relate to programs of mutual interest with other offices of the Department of Defense and the Department of the Navy.

(8) Serves as primary naval liaison with R&D organizations of other intelligence agencies; and participates in deliberations and activities of interdepartmental, Department of Defense, and joint service boards and committees on intelligence RDT&E matters.

(9) Monitors and ensures proper coordination of R&D development programs.

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(10) Keeps abreast of technologies so that new technologies may be incorporated into intelligence collection and processing systems.

(11) Monitors R&D programs in the Navy and other Department of Defense organizations to determine the suitability of these efforts for application to intelligence collection and processing.

c. Organizational Relationships. The Special Assistant for Research and Development reports to the Deputy Director.

104.8 Secretary to the Commander/Deputy Commander (NIC-00S)

a. Basic Function. To serve as secretary to the Commander and the Deputy Commander.

b. Duties, Responsibilities, and Authority

(1) Exercises control over the Commander's and Deputy Commander's appointments with authority for commitment of time.

(2) Screens all calls and visitors, completing most business involving established policies or routine matters without referring people to the Commander or Deputy Commander.

(3) Screens all correspondence. Replies to matters not requiring the Commander's or Deputy Commander's attention. Routes matters requiring action to the responsible department heads and follows up to ensure timely completion.

(4) Screens all outgoing correspondence prepared for the Commander's or Deputy Commander's signature for clarity, completeness of reply, grammar, and procedural correctness.

(5) Composes correspondence for the Commander and Deputy Commander when their position on a particular subject is known.

(6) Arranges large conferences, setting time, reserving space, and inviting those who should attend. Informs participants of topics to be discussed and provides them with background information as needed. Serves as conference recorder and decides which items of discussion warrant inclusion in memoranda for the record and/or follow-up actions. Makes sure commitments made are kept and keeps the Commander and Deputy Commander informed.

(7) Accepts or declines invitations for the Commander or Deputy Commander to attend meetings, conferences, etc. Arranges for attendance by a subordinate official when circumstances warrant.

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(8) Develops background material and prepares drafts of reports and presentations to be made by the Commander or Deputy Commander.

(9) Makes all official travel arrangements for the Commander and Deputy Commander, preparing itineraries, coordinating with the offices to be visited, preparing official travel documents, and obtaining tickets and reservations.

(10) Devises procedures to be used by secretaries in subordinate offices and is considered to be the command authority on Navy correspondence practices. Composes and signs administrative and procedural instructions.

(11) Purchases office equipment, furniture, drapes, and carpeting as needed.

(12) Performs typing and dictaphone transcribing duties.

c. Organizational Relationships. The Secretary reports to the Deputy Commander and Commander

104.9 Inspector General (NIC-002)

a. Basic Function. To support the Commander by inspecting, investigating, or inquiring into any and all matters of interest within the Command; to establish and execute the Inspection Program; to conduct oversight of Naval Intelligence Command intelligence activities in accordance with Executive Order 12333; and to support the Commander in fulfilling his responsibilities relative to the Freedom of Information and Privacy Acts.

b. Duties, Responsibilities, and Authority

(1) In accordance with the Inspector General Acts of 1978 and 1981, and implementing Department of Defense and Navy directives, establishes, schedules, and conducts the Command Inspection Program for component commands, with particular emphasis on evaluating the inspected activity with respect to:

(a) Support to naval commanders, afloat and ashore.

(b) Performance of assigned missions, functions, and tasks.

(c) Adequacy, quality, and management of resources.

(d) Effect of deficiencies in administration of resources.

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(e) Knowledge and performance of Secretary of the Navy and Chief of Naval Operations designated special interest items.

(f) Development of practical recommendations to correct perceived deficiencies.

(2) Conducts special investigations throughout the Command as directed by the Commander.

(3) Acts as the principal point of contact for coordinating inspection-related matters with other activities.

(4) Acts as the focal point for coordination of required follow-on reports to the Navy Inspector General, Naval Audit Service, General Accounting Office, DOD Inspector General, the House Appropriations Committee and the Senate Select Committee on Intelligence.

(5) Provides specialized inspection, audit, and oversight inputs to the Internal Control Program, and performs other internal control duties as assigned.

(6) Conducts close and continuous liaison with the Assistant Commander for Financial Management to optimize mutual efforts and eliminate redundancy in audit responsibilities.

(7) Maintains a repository of follow-up reports to recommendations made during command inspections.

(8) Formulates practices, procedures, and programs to ensure effective oversight to preclude violation of restrictions on intelligence activities as expressed in Executive Order 12333.

(9) Provides quarterly reports to the Navy Inspector General and the Navy Judge Advocate General on findings, if any, of matters involving legality or propriety.

(10) As an integral part of the Reform '88 Program, coordinates the program for counteracting fraud, waste, and abuse of resources and promoting integrity and efficiency in operations of the headquarters and component commands, and operates the NAVINTCOM Hotline Program.

(11) Coordinates Standards of Conduct educational activities and submits annually required personal financial reports to appropriate review authorities.

(12) Represents the Commander on boards or committees concerned with inspection, audit or oversight matters.

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(13) Acts as the central point of contact for action on requests from members of the public for permission to examine or be provided copies of command originated records.

(14) Approves or denies requests from the public for access to or provision of command originated records.

(15) Ensures that the published system or records describes those personal records held and that disclosure of personal information and accounting records is made in accordance with Public Law and directions by appropriate military authorities. Keeps records of requests and disclosures.

(16) Serves as principal authority with respect to implementation and administration of and conducts close and continuing liaison with the Office of the Navy Judge Advocate General regarding legal aspects of the Freedom of Information Action (FOIA) and Privacy Act (PA); represents the Navy on interagency boards of national and international importance as a recognized FOIA and PA authority.

(17) Conducts document classification reviews of Office of Naval Intelligence originated documents in compliance with Executive Order 12356.

(18) Serves as the point of contact with the Office of Legislative Affairs and conducts actions in response to Congressional inquiries and direction.

(19) Serves as the naval intelligence representative on the Board for Correction of Naval Records.

c. Organizational Relationships. The Inspector General reports to the Deputy Commander.

104.10 Consolidated Security Officer (NIC-CSO)

a. Basic Function. To advise and represent the Commander in matters pertaining to the security of sensitive compartmented and classified information and the physical security of government personnel and property.

b. Duties, Responsibilities, and Authority

(1) Develops, coordinates, and implements plans, policies, and programs relating to the security of sensitive compartmented and classified information, the protection of Government personnel and property, and for the Navy Loss Prevention Program.

(2) Implements the Department of the Navy Personnel Security Program.

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(3) Administers the Defense Special Security Office/Special Activities Office programs.

(4) Monitors a program for the proper classification, sanitization, and downgrading of sensitive compartmented intelligence and collateral information.

(5) Ensures compliance with the provisions of the Industrial Security Program for classified contracts and contractors.

(6) Formulates and coordinates the special project security programs.

(7) Ensures that compromises and other security violations are reported, recorded, and investigated.

(8) Administers the Critical Nuclear Weapon Design Information Program.

(9) Provides security support for the Naval Technology Program.

(10) Provides security support for the Data Analysis Center and Special Projects Office.

c. Organizational Relationships. The Consolidated Security Officer reports to the Deputy Commander.

#### 104.10.1 Physical Security Division Officer (NIC-CSO-1)

a. Basic Function. To support the Commander in the physical protection of sensitive compartmented and classified information and the physical protection of Government personnel and property.

#### b. Duties, Responsibilities, and Authority

(1) Maintains Classified destruction facilities and arrange transportation of classified material for destruction.

(2) Provides scheduled classified courier service.

(3) Develops and administers the badge identification system.

(4) Coordinates the Federal Protection Service guard service.

(5) Establishes physical security standards.

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(6) Designates GENSER security spaces.

(7) Operates the security access control system.

(8) Coordinates security matters with the military watch personnel.

(9) Develops and administers the Loss Prevention Program.

c. Organizational Relationships. The Physical Security Division Officer reports to the Consolidated Security Officer.

104.10.2 SCI and Personnel Security Division Officer (NIC-CSO-2)

a. Basic Function. To support the Commander in Sensitive Compartmented Information systems and in determining eligibility for access to sensitive compartmented and other classified information.

b. Duties, Responsibilities, and Authority

(1) Serves as the Sensitive Compartmented Information Control Officer.

(2) Administers the Personnel Security Program.

(3) Develops and implements plans and policies regarding the control of Sensitive Compartmented Information billets and accesses.

(4) Approves, procures, and monitors Sensitive Compartmented Information Facilities.

(5) Administers the Sensitive Compartmented Information Courier Card Program.

c. Organizational Relationships. The SCI and Personnel Security Division Officer reports to the Consolidated Security Officer.

104.10.3 Information Control Security Division Officer (NIC-CSO-3)

a. Basic Function. To provide support in information and contract security matters.

b. Duties, Responsibilities, and Authority

(1) Develops, implements, and monitors the Information Security Program.

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(2) Develops, implements, and monitors classification policy, standards for both GENSER and Sensitive Compartmented Information classifications and criteria.

(3) Approves and monitors Retrieval and Analysis of Navy Classified Information Guides.

(4) Develops, implements, and monitors plans, policies, and programs for the security support of contracts, contractors, and contractor personnel.

(5) Ensures compliance with the Industrial Security Manual.

(6) Coordinates nickname requests.

(7) Develops, implements, monitors, and conducts the Security Education Program.

(8) Ensures that security discrepancies, incidents, and/or violations are investigated. Provides written response and verifies classification of documents.

(9) Coordinates and advises on matters regarding foreign disclosure.

c. Organizational Relationships. The Information Control Security Division Officer reports to the Consolidated Security Officer.

104.10.4 Data Analysis Center Security Division Officer (NIC-CSO-4)

a. Basic Function. To provide security support for the Data Analysis Center and Special Projects Office.

b. Duties, Responsibilities, and Authority

(1) Processes personnel security information with special program offices to determine eligibility for access to special sensitive compartmented information programs.

(2) Administers special sensitive compartmented information project security programs.

(3) Develops policies and procedures for the control of special sensitive compartmented information project security billets and other accesses.

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(4) Coordinates the administration of DAC special communications, classified courier services, incoming and outgoing documentation, data control and visitor control.

c. Organizational Relationships. The Data Analysis Center Security Division Officer reports to the Consolidated Security Officer.

104.10.5 Naval Technology Department Security Division Officer (NIC-CSO-5)

a. Basic Function. To provide security support to the Naval Technology Department.

b. Duties, Responsibilities, and Authority

(1) Develops, implements, and monitors plans, policies, and programs to protect Navy Foreign Material Program material and information.

(2) Administers the Navy Foreign Material Program visitor control program.

(3) Monitors and maintains the Navy Foreign Material Program alarms.

(4) Coordinates nickname and classification guides for the Navy Foreign Material Program.

(5) Monitors personnel security for the Navy Foreign Material Program.

c. Organizational Relationships. The Navy Technology Department Security Division Officer reports to the Consolidated Security Officer.

104.11 Special Assistant for Plans and Programs (NIC-KEL)

a. Basic Function. Advises the Commander on funding and manpower resource issues, and ensures that these issues are resolved in a manner which promotes the accomplishment of assigned missions.

b. Duties, Responsibilities, and Authority. Responsible for long range plans and architecture.

c. Organizational Relationships. The Special Assistant for Plans and Programs reports to the Deputy Director.

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104.12 Special Assistant for Civilian Personnel (NIC-SBO)

a. Basic Function. To provide complete civilian personnel services.

b. Duties, Responsibilities, and Authority

(1) Advises on policy, regulatory and procedural requirements pertaining to civilian personnel management. Provides assistance/guidance for personnel management problems. Provides technical assistance regarding the application of regulations to special problems. Proposes alternative approaches and methods for preventing or resolving personnel problems.

(2) Develops, reviews and adapts civilian personnel management policies and procedures.

(3) Establishes and administers a position classification program to ensure proper classification of all positions with delegated classification authority. Provides information/guidance to employees and supervisors on position management, classification, and pay matters. Classifies positions and conducts classification maintenance reviews; assists in conducting special and cyclical position management, and self evaluation surveys.

(4) Establishes and administers programs for the recruitment, selection, appointment, placement, reassignment, and/or separation of employees. Maintains relationships with educational institutions, professional groups and minority organizations to attract high quality candidates.

(5) Provides overall leadership, guidance, and assistance in developing and administering an effective employee relations program. Provides technical guidance and assistance to managers, supervisors, and employees in the administrative procedures of unsatisfactory performance, appeals procedures, performance appraisals, incentive awards, and the beneficial suggestion program. Provides counseling and referral service to employees and/or supervisors regarding alcoholism, drug abuse, personal financial management, unemployment insurance, workers' compensation, and other personal or job-related problems. Establishes and administers a training program that is responsive to the needs of the command. Provides advice and assistance to managers and employees in improving job related skills, knowledge, and on career development. Provides guidance to managers in interpreting training regulations. Assists managers in assessing deficiencies in staff skills or knowledge, and in determining the appropriateness of training to remedy

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those deficiencies. Arranges for contracted training programs to strengthen deficiencies.

(6) Provides leadership, guidance and technical personnel assistance to supervisors and managers regarding special interest programs such as employment of the handicapped, veterans, disadvantaged, interns, co-operative education and student/summer hires. In conjunction with the Office of Equal Employment Opportunity, supports the attainment of affirmative action goals and objectives.

(7) Administers oaths, provides orientation training and otherwise facilitates entering employees on duty. Advises and informs employees regarding their rights, benefits and obligations including retirement, life insurance, health benefits and services, compensation, tenure, and appointment status. Maintains official personnel folders and processing personnel action documents. Prepares required reports on personnel activities. Initiates necessary actions to ensure that personnel documents and records are kept accurate and up-to-date, and are disclosed only in accordance with provisions of the Privacy Act, Freedom of Information Act, and other applicable laws and regulations.

(8) Maintains a sensitivity to contemplated personnel or organizational changes, pending staff reductions, potential problem areas, employee dissatisfaction, and other factors affecting morale and working conditions, in order to anticipate possible action.

(9) Plans and administers reductions-in-force for command positions as required.

c. Organizational Relationships. The Special Assistant for Civilian Personnel reports to Director, Consolidated Civilian Personnel Office, Washington, for technical and operational matters relating to the functioning of the Suitland Branch Office. Naval Intelligence Command policy and administrative guidance is provided by the Deputy Director.

104.12.1 Wage and Classification Division Officer (NIC-SBO-1)

a. Basic Function. To provide complete civilian personnel services in the areas of classification, wage administration and position management advisory services.

b. Duties, Responsibilities, and Authority. Provide civilian personnel services in all areas of classification and wage administration. Those areas include:

- (1) Classification and Job Grading Appeals.

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- (2) Competitive Levels.
- (3) Fair Labor Standards Act.
- (4) Federal Wage Surveys.
- (5) Job Grading.
- (6) Maintenance Reviews.
- (7) Pay Differentials.
- (8) Personnel Management Evaluations.
- (9) Position and Job Audits.
- (10) Position and Job Descriptions.
- (11) Position Classification.
- (12) Position Management Advisory Assistance.
- (13) Career Ladders

c. Organizational Relationships. The Wage and Classification Division Officer reports to the Special Assistant for Civilian Personnel.

104.12.2 Staffing Division Officer (NIC-SBO-2)

a. Basic Function. To provide complete civilian personnel services in the areas of staffing and employment.

b. Duties, Responsibilities, and Authority. Provide civilian personnel services in all areas of staffing and employment. Those areas include:

- (1) Automated Career Management System.
- (2) Career Counseling.
- (3) Details.
- (4) Direct Hires.
- (5) DISCAS.
- (6) Employment of Relatives Restrictions.
- (7) Employment of Retired Military.

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- (8) Employment of the Handicapped.
- (9) Exit Interviews.
- (10) Federal Equal Opportunity Recruitment Program.
- (11) Health and Life Insurance Registration.
- (12) Interagency Placement.
- (13) Job Information.
- (14) Merit Promotion.
- (15) Automated Civilian Personnel Information System.
- (16) Official Personnel Folders.
- (17) Overseas Employment.
- (18) Pay Administration.
- (19) Placement.
- (20) Placement Follow-up/
- (21) Probationary Periods.
- (22) Priority Placement.
- (23) Processing Personnel Actions.
- (24) Qualification Requirements.
- (25) Reassignment.
- (26) Recruitment.
- (27) Reduction in Force.
- (28) Repromotion Eligibility.
- (29) Selection.
- (30) Student Employment.
- (31) Summer Employment.
- (32) Temporary Employment.
- (33) Transfers.

(34) Upward Mobility.

(35) Within Grade Pay Increases.

c. Organizational Relationships. The Staffing Division Officer reports to the Special Assistant for Civilian Personnel.

104.12.3 Personnel Relations Division Officer (NIC-SBO-3)

a. Basic Function. To provide complete civilian personnel services in the areas of employee services, relations, training and development.

b. Duties, Responsibilities, and Authority. Provides civilian personnel services in all areas of employee services, relations, training and development. These areas include:

- (1) Activity Training Needs Survey.
- (2) Adverse Actions.
- (3) Beneficial Suggestions.
- (4) Civilian Employee Assistance.
- (5) Counseling/Processing Death Claims.
- (6) Denial of Within-Grade Pay Increase.
- (7) Discipline.
- (8) Employee Appeals and Hearings.
- (9) Employee Conduct.
- (10) Employee Grievances.
- (11) Employee Indebtedness.
- (12) Employee Performance Folders.
- (13) Fitness and Competency for Duty Exams.
- (14) Health and Life Insurance Problems.
- (15) Honorary and Cash Awards.
- (16) Hours of Duty.
- (17) Incentive Awards.

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- (18) Injury Compensation.
- (19) Leave Abuse.
- (20) Leave Administration.
- (21) Length of Service Awards.
- (22) Management Representation.
- (23) Military Deposits for Post-1956 Military Service.
- (24) New Employee Orientation.
- (25) Performance Standards and Appraisals.
- (26) Political Activities of Employees.
- (27) Retirement Counseling.
- (28) SBO Newsletter.
- (29) Separations and Removals.
- (30) Standards of Conduct.
- (31) Supervisory Development.

c. Organizational Relationships. The Personnel Relations Division Officer reports to the Special Assistant for Civilian Personnel.

105. Assistant Commanders

105.1 Assistant Commander for Manpower, Personnel and Training (NIC-01)

a. Basic Function. To advise on matters relating to intelligence manpower, personnel, and training resources required to meet the needs of the Navy, and to ensure that these resources are effectively managed.

b. Duties, Responsibilities, and Authority

(1) Advises on Navy-wide intelligence manpower, personnel and training requirements.

(2) Develops Navy-wide plans, policies and programs related to military and civilian intelligence career development and training.

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(3) Develops plans and programs for the management of the Naval Reserve Intelligence Program and ensures efficient utilization of intelligence reserve personnel.

(4) Develops Navy-wide military manpower plans and requirements.

(5) Develops Navy-wide civilian manpower plans and requirements, and assists in administering the position management program.

(6) Acts as the Technical Advisor's representative for the Intelligence Specialist Rating.

(7) Acts as the representative of the focal point for Navy military matters and the functional chief for Navy civilian matters in the Intelligence Career Development Program.

(8) Acts as the Designator Advisor's representative for the 163x, 645x, and 745x designators.

(9) Acts as the Primary Consultant's representative for the Intelligence Subspecialty Program.

(10) Acts as the Naval Reserve Intelligence Program Technical Manager's representative.

c. Organizational Relationships. The Assistant Commander for Manpower, Personnel, and Training reports to the Deputy Commander.

105.1.1 Deputy Assistant Commander for Manpower, Personnel, and Training (NIC-01A)

a. Basic Function. To advise, in the absence of the Assistant Commander, on matters relating to intelligence manpower, personnel, and training resources required to meet the needs of the Navy, and ensuring that these resources are effectively managed.

b. Duties, Responsibilities, and Authority

(1) Serves as Assistant Commander for Manpower, Personnel, and Training in the latter's absence.

(2) Provides assistance in carrying out the Department's functions, including the coordination of departmental activity.

c. Organizational Relationships. The Deputy Assistant Commander for Manpower, Personnel, and Training reports to the Assistant Commander for Manpower, Personnel, and Training.

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105.1.2 Administrative Officer and Assistant Newsletter Editor (NIC-01B)

a. Basic Function. To provide administrative support to the Department and the Editor of the Naval Intelligence Newsletter.

b. Duties, Responsibilities, and Authority

(1) Formulates, establishes, and implements departmental administrative actions, guidelines, office procedures, personnel matters, and administrative training of all departmental personnel.

(2) Develops and maintains department Standard Subject Identification Code (SSIC), serial and message files. Ensures support staff is properly trained regarding Navy subject identification coding, cross-referencing, and the naval serialization filing systems.

(3) Supervises and manages handling and distribution of all departmental incoming and outgoing correspondence, documents, and message traffic.

(4) Responsible for the maintenance of security policies and procedures for security containers, classification of documents, security of departmental spaces, courier cards, and the destruction of classified material, and top secret control.

(5) Responsible for maintenance, changes, and cancellation of all departmental instructions, notices, directives, and publications.

(6) Responsible for the coordination, formulation, and maintenance of the following departmental reports:

(a) Rental/Maintenance Contract Requirements Report.

(b) Departmental Command History.

(c) Annual Departmental Travel Plan.

(d) Communications/Message Routing Guide.

(e) Departmental Missions and Functions.

(f) Annual Report of Volume and Records Report.

(7) Responsible for accountability of DOD property, to include maintenance of all custody cards.

(8) Acts as Assistant Naval Intelligence Newsletter Editor:

(a) Tasks/solicits various Navy/DOD intelligence sources for pertinent article inputs.

(b) Receives and reviews newsletter submissions.

(c) Maintains liaison with sources/authors to ensure their continued commitment to submit articles.

(d) Serves as point of contact for inquiries and suggestions from newsletter users.

(e) Monitors the newsletter distribution listing for additions and deletions, to include the typing of all mailing labels and distribution lists.

(f) Coordinates submissions of other newsletter items from sources such as intelligence training and the office of the Director of Naval Intelligence.

(g) Responsible for editing, smooth typing, and preparation of the Naval Intelligence Newsletter.

(9) Coordinates training of all departmental personnel for Lexitron word processing equipment and the DEC 350 computer and associated word processing software.

c. Organizational Relationships. The Administrative Officer and Assistant Newsletter Editor reports to the Assistant Commander for Manpower, Personnel, and Training.

105.1.3 Manpower and Personnel Division Officer (NIC-11)

a. Basic Function. To manage civilian and military manpower, to develop policies and plans relating to manpower and personnel requirements within the command, and to monitor intelligence manpower requirements Navy-wide.

b. Duties, Responsibilities, and Authority

(1) Reviews intelligence manpower, and monitors utilization of personnel.

(2) Participates in personnel distribution studies billet reprogramming actions and personnel accession plans for intelligence personnel and billets Navy-Wide.

(3) Provides selection board membership nominations for 163x selection board requirements.

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(4) Coordinates participation in the Naval Manpower Engineering Program and in the development, validation, and implementation of personnel staffing standards.

(5) Monitors Navy-wide manpower data bases for restricted line intelligence officers, officer intelligence subspecialists, and enlisted intelligence specialists.

(6) Develops plans and programs to implement the Navy Organizational Effectiveness Program.

(7) Prepares manpower data and justification in support of program and budget submissions.

(8) Serves as the focal point for intelligence subspecialty matters, monitors and makes recommendations for improvements to the Intelligence Subspeciality Program, and provides advice and assistance to current and potential intelligence subspecialists.

c. Organizational Relationships. The Manpower and Personnel Division Officer reports to the Assistant Commander for Manpower, Personnel, and Training.

105.1.3.1 Deputy Manpower and Personnel Division Officer (NIC-11A)

a. Basic Function. To assist in the managing of manpower, to review policies and plans relating to manpower requirements, and to monitor military intelligence manpower and personnel requirements Navy-wide.

b. Duties, Responsibilities, and Authority

(1) Reviews manpower and monitors utilization of personnel.

(2) Participates in personnel distribution studies, billet reprogramming actions, and personnel accession plans for intelligence personnel and billets Navy-wide.

(3) Provides selection board membership nominations for 163x selection board requirements.

(4) Monitors Navy-wide intelligence manpower data bases.

(5) Prepares manpower data and justification in support of program and budget submissions.

(6) Edits and publishes the Naval Intelligence Newsletter.

c. Organizational Relationships. The <sup>1</sup>Deputy Manpower and Personnel Division Officer reports to the Manpower and Personnel Division Officer.

105.1.3.2 Military Plans and Programs Branch Officer (NIC-111)

a. Basic Function. To assist in managing military manpower within the command and in monitoring intelligence manpower requirements Navy-wide.

b. Duties, Responsibilities, and Authority

(1) Reviews military manpower allowances and monitors utilization of personnel.

(2) Participates in personnel distribution studies, billet reprogramming actions, and personnel accession plans for intelligence personnel and intelligence billets Navy-wide.

(3) Coordinates participation in the Naval Manpower Engineering Program.

(4) Develops plans and programs to implement the Navy organizational Effectiveness Program.

(5) Conducts special studies and briefings and prepares position papers as required to support manpower management programs.

c. Organizational Relationships. The Military Plans and Programs Branch Officer reports to the Manpower and Personnel Division Officer.

105.1.3.3 Civilian Plans and Programs Branch Officer (NIC-112)

a. Basic Function. To assist in the development and monitoring of Navy-wide intelligence manpower plans and requirements.

b. Duties, Responsibilities, and Authority

(1) Monitors Navy-Wide intelligence manpower requirements and administers the personnel portion of the Intelligence Career Development Program.

(2) Prepares manpower data and justification in support of program and budget submissions.

(3) Conducts special studies and briefings, and prepares position papers as required to support manpower management programs.

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(4) Coordinates command civilian personnel actions.

(5) Develops policy and procedures relative to command civilian manpower and position management.

(6) Coordinates participation in the Naval Manpower Engineering Program and in the development, validation, and implementation of personnel staffing standards.

c. Organizational Relationships. The Civilian Plans and Programs Branch Officer reports to the Manpower and Personnel Division Officer.

105.1.3.4 Intelligence Specialist Rating Coordinator (NIC-113)

a. Basic Function. Assists in the development of manpower plans and programs relating to the Intelligence Specialist Rating.

b. Duties, Responsibilities, and Authority

(1) Reviews and makes recommendations on matters relating to the Intelligence Specialist Rating.

(2) Monitors current and projected Intelligence Specialist manpower requirements and assists commands in identifying the quality and quantity of new billets required.

(3) Conducts liaison with the Office of Naval Operations Intelligence Specialist Community Manager on matters such as Selective Reenlistment Bonus levels and Career Reenlistment Objectives Groupings.

(4) Advises the Reserve Program Division Officer concerning Naval Reserve Intelligence Specialist matters.

(5) Conducts special studies, briefings, and position papers as required to support manpower management programs.

(6) Coordinates priority manning of special projects with the Intelligence Specialist detailer.

(7) Functions as focal point for Intelligence Specialist Occupational Standards reviews.

c. Organizational Relationships. The Intelligence Specialist Rating Coordinator reports to the Manpower and Personnel Division Officer.

105.1.4 Training Division Officer (NIC-12)

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a. Basic Function. To provide technical expertise for general intelligence training and education within the Navy and to develop and monitor training plans and policies.

b. Duties, Responsibilities, and Authority

(1) Acts as the principal command point of contact for general intelligence training matters concerning the General Defense Intelligence Program and Tactical Intelligence and Related Activities.

(2) In conjunction with the Intelligence Officer Detailer (NMPC-4411) and the Enlisted Community Manager (OP-132C7), determines training requirements and monitors naval intelligence curricula at the Naval Postgraduate School; Defense Intelligence College; Armed Forces Air Intelligence Training Center; Navy and Marine Corps Intelligence Training Center; Fleet Intelligence Training Center, Pacific; Naval Intelligence Processing System Training Facility; and Landing Force Training Command, Atlantic; and monitors intelligence education and training matters at the U. S. Naval Academy and Naval War College.

(3) Acts as the Command representative for the development and implementation of Navy Training Plans as they relate to general military intelligence training and schools.

(4) Coordinates with the Reserve Programs Division and various intelligence training activities to ensure that reserve intelligence training is responsive to active force requirements.

(5) Acts as the Navy representative for training matters on the Military Standing Group of the Intelligence Career Development Program Office.

(6) Represents Navy interests at meetings that address joint service participation in general intelligence training courses and associated resource issues.

(7) Administers special training and education programs as required.

c. Organizational Responsibilities. The Training Division Officer reports to the Assistant Commander for Manpower, Personnel, and Training.

105.1.4.1 Program Analyst and Special Education Branch Officer (NIC-121)

a. Basic Function. To support the Training Division Officer with regard to general military intelligence training, school, and special training and education programs.

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b. Duties, Responsibilities, and Authority

(1) Evaluates Navy-wide military general intelligence and intelligence-related training issues. Makes recommendations concerning programming of resources for military and civilian training programs.

(2) Administers special training and education programs.

(3) Prepares the military and civilian general Intelligence Career Development Program annual status reports.

c. Organizational Relationships. The Program Analyst and Special Education Branch Officer reports to the Training Division Officer.

105.1.4.2 Military Training Branch Officer (NIC-122)

a. Basic Function. To ensure military intelligence training programs are responsive to Navy requirements.

b. Duties, Responsibilities, and Authority

(1) Determines training requirements, monitors training effectiveness, and coordinates pipeline training.

(2) Coordinates with the Reserve Programs Division to ensure reserve intelligence training is responsive to active force requirements.

(3) Acts as the point of contact for enlisted personnel within the command concerning training and career development.

(4) Coordinates with the Office of the Chief of Naval Operations enlisted community manager and the Naval Military Personnel Command enlisted detailee for the Intelligence Specialist rating to ensure that required intelligence training is provided.

(5) Acts as Command Training Officer for grading Navy correspondence courses.

c. Organizational Relationships. The Military Training Branch Officer reports to the Training Division Officer.

105.1.4.3 Training Technician Branch Officer (NIC-123)

a. Basic Function. To support the Division Officer with regard to training available for command/component training in the Washington, DC area.

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**b. Duties, Responsibilities, and Authority**

(1) Coordinates Navy-wide intelligence training requirements with the Defense Intelligence College (DIC).

(2) Serves as Navy point of contact for DIC Admissions office.

(3) Screens military and civilian training requests for accuracy and coordinates the submission of follow-up critiques of training received.

(4) In coordination with Suitland Branch Office, of the Navy Civilian Personnel Office, and component command training representatives, publicizes local training opportunities for all command personnel.

(5) Provides administrative assistance for Training Division personnel.

**c. Organizational Relationships.** The Training Technician Branch Officer reports to the Training Division Officer.

**105.1.5 Reserve Program Division Officer (NIC-13)**

**a. Basic Function.** To develop missions, objectives, plans, and policies for the Naval Reserve Intelligence Program (NRIP), to act as the representative of the Commander as the Reserve Programs Technical Manager, and to provide input and participate in the decision process regarding the size and mix of the NRIP.

**b. Duties, Responsibilities, and Authority**

(1) Develops policies for the NRIP including program missions, objectives and plans.

(2) Establishes NRIP qualitative manning requirements to meet the total force mobilization needs of the Navy.

(3) Conducts liaison and provides advice relative to NRIP sponsor and Technical Manager responsibilities to the Chief of Naval Reserve; Director, Naval Reserve Intelligence Program; and other Navy and Department of Defense bureaus and offices concerned with naval reserve plans and policies.

(4) Performs liaison between the active forces and the NRIP.

(5) Develops sponsor's recommendations regarding the required NRIP unit manning and geographic locations based on

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the Total Force Plan, needs of the gaining commands, and the capabilities of the NRIP.

(6) Acts as representative for approval and prioritization of all intelligence related projects conducted by the NRIP for the active forces.

(7) Advises on the readiness of NRIP units for mobilization.

(8) Supervises reserve technical administrative matters and establishes and coordinates reserve technical and professional training standards for NRIP personnel.

(9) Manages the Reserve Intelligence Personnel Records File.

(10) Develops requirements for technical equipment and intelligence material support to the NRIP as required.

(11) Performs objective and professional standards reviews of applications for NRIP direct commission candidates, change of designator to 1635, enlisted change of rating to Intelligence Specialist, and reserve intelligence interservice transfer.

(12) Validates Navy Officer Billet Classifications (NOBC) certifications for NRIP personnel.

c. Organizational Relationships. The Reserve Program Division Officer reports to the Assistant Commander for Manpower, Personnel, and Training.

105.1.5.1 Reserve Plans and Programs Branch Officer (NIC-131)

a. Basic Function. To assist the Reserve Programs Division Officer in developing NRIP qualitative manning requirements to meet the mobilization needs of the Navy, and in the review of applications for Reserve Intelligence.

b. Duties, Responsibilities, and Authority

(1) Develops recommendations regarding required NRIP unit manning and geographic locations based on the Total Force Plan, needs of the gaining commands, and the capabilities of the NRIP.

(2) Approves and prioritizes intelligence-related projects conducted by the NRIP for the active forces.

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(3) Maintains the Reserve Intelligence Personnel Records File.

(4) Develops requirements for technical equipment and intelligence material support to the NRIP as required.

(5) Processes direct commission, change of designator, and change of rating and interservice transfer requests.

(6) Reviews and makes recommendation on NOBC certification requests.

c. Organization Relationships. The Reserve Plans and Programs Branch Officer reports to the Reserve Program Division Officer.

105.1.5.2 Reserve Administrative and Training Branch Officer (NIC-132)

a. Basic Function. To assist the Reserve Programs Division Officer in providing administrative and training support to the NRIP.

b. Duties, Responsibilities, and Authority

(1) Establishes reserve technical and professional training standards.

(2) Coordinates intelligence-oriented active duty for training assignments in the Washington, DC area.

(3) Processes NRIP direct commission applications.

(4) Provides liaison with NRIP and Navy Recruiting Command for security clearance verification of direct commission applicants.

(5) Provides liaison with NRIP and gaining commands regarding security clearance verification for individuals scheduled to perform active duty for training.

c. Organizational Relationships. The Reserve Administrative and Training Branch Officer reports to the Reserve Program Division Officer.

105.2 Assistant Commander for Financial Management/Comptroller (NIC-02)

a. Basic Function. To advise on matters concerning resources required to meet the intelligence needs of the Navy, and to ensure that sufficient financial, manpower, and other resources

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are made available and properly managed to accomplish the assigned missions and functions of the command.

b. Duties, Responsibilities, and Authority

(1) Develops and produces the annual Five Year Plan, in coordination with component commands, and in compliance with Navy and national requirements for intelligence collection, production, and support.

(2) Converts approved Five Year Plan into command portion of the General Defense Intelligence Program (GDIP), reflecting naval intelligence priorities and objectives.

(3) Converts approved GDIP into command portion of the annual General Defense Intelligence Budget submitted to the Secretary of Defense and subsequently to Congress.

(4) Produces program and budget submissions required by the Chief of Naval Operations and the Comptroller of the Navy.

(5) Explains and defends program and budget submissions through reviews conducted by the Defense Intelligence Agency, the Intelligence Community Staff of the Director of Central Intelligence, the Chief of Naval Operations, the Comptroller of the Navy, the Office of Management and Budget, and the Congress.

(6) Prepares requests for reconsideration of undesirable program budget decisions which affect command resources.

(7) Distributes funds received as major claimant or sub-claimant. Executes headquarters budget and monitors execution of component commands' budgets. Recommends reprogramming actions to cover unbudgeted requirements necessary for accomplishment of command mission.

(8) Monitors all contract actions within the command to ensure propriety of intent, legality of funding process, and achievement of satisfactory results.

(9) Performs internal review for the purpose of detecting and correcting unsatisfactory conditions.

(10) Ensures effective management of facilities.

(11) Acts as Navy representative on appropriate committees and ad hoc groups.

(12) Provides advice and assistance in all matters affecting resource acquisition and management.

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c. Organizational Relationships. The Assistant Commander for Financial Management/Comptroller reports operationally to the Deputy Commander and administratively to the Deputy Director.

105.2.1 Plans and Programs Division Officer (KIC-21)

a. Basic Function. To ensure that all resources required to accomplish assigned mission are successfully obtained through the General Defense Intelligence Program (GDIP).

b. Duties, Responsibilities, and Authority

(1) Develops, in coordination with component commands, and produces the annual Five Year Plan. Ensures that this plan supports Navy and national requirements for intelligence collection, production, and support, as well as the specific objectives of naval intelligence. Submits plan, with recommended priorities, for approval.

(2) Converts approved Five Year Plan to command portion of the General Defense Intelligence Proposed Program (GDIPP), ensuring that it is in compliance with the GDIP Manager's guidance. Develops recommended priorities for ranking of program initiatives. Coordinates with Director of Naval Intelligence for accommodation of command program with fleet and unified command proposals into total Navy GDIPP.

(3) Provides additional program information, amplification, and clarification required by GDIP reviewing officials in the Defense Intelligence Agency and the Intelligence Community Staff, and participates in final determination of program rankings.

(4) Converts approved GDIP to command portion of the General Defense Intelligence budget submitted to the Director of Central Intelligence and subsequently to Congress. Reviews budget rankings, and provides comments and recommendations on the effect of such rankings. Prepares command portion of Congressional Budget Justification Book and any other material required during budget review process. Prepares answers to Congressional questions and requests for reconsideration of adverse budget decisions.

(5) Continually monitors execution of approved programs to ascertain progress and ensure responsiveness to intelligence requirements.

(6) Provides principal points of interface with component commands on all matters relating to the development and execution of intelligence programs.

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(7) Provides advice on the adequacy and efficiency of planning, programming, and budgeting within the command, with emphasis on fleet operational aspects.

(8) Reviews and updates the missions and functions of the headquarters and component commands.

(9) Throughout GDIP planning, programming, and budgeting cycle, ensures that naval intelligence requirements are recognized and incorporated into guidance and policy statements issued by higher authorities and provides appropriate guidance to command components.

(10) Provides membership on appropriate committees and ad hoc groups.

c. Duties, Responsibilities, and Authority. The Plans and Programs Division Officer reports to the Assistant Commander for Financial Management/Comptroller.

105.2.2 Budget and Contract Management Division Officer (NIC-22)

a. Basic Function. To ensure that the approved General Defense Intelligence Budget for the command is appropriately executed, and that Navy requirements for major claimant budget submission and execution are fulfilled.

b. Duties, Responsibilities, and Authority

(1) Processes incoming resource authorizations and allotments as major claimant for O&MN Subhead 1530 and OPN in Budget Activity 7, and as subclaimant for O&MN Subhead 1230.

(2) Issues resource authorizations and operating targets for O&MN and OPN.

(3) Maintains accurate records of receipt and distribution of funds, including audit trails of all changes.

(4) Responds to requirements for program and budget submissions and other data outside GDIP channels; maintains crosswalks between GDIP and Navy submissions, and audit trails of all changes.

(5) Prepares periodic fund status reports on all funds in claimancy.

(6) Reviews claimant accounting and other reports received from Authorization Accounting Activities, and determines need for any corrective action.

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(7) Ensures that Authorization Accounting Activity reports for claimancy are satisfactorily reconciled by the Consolidated Supply and Fiscal Office.

(8) Ensures Headquarters accounting data are entered into the appropriate systems for the claimancy by the Consolidated Supply and Fiscal Office.

(9) Develops annual contract plan with milestones, and monitors contract actions through periodic updates. Conducts continuous liaison with contracting officer's technical representatives to identify satisfactory progress on each contract for corrective action.

(10) Responds to all Navy requirements for commercial activity and audiovisual management actions.

(11) Supervises branch supply room/receiving area.

(12) Receives, reviews, processes, and forwards to supply and fiscal office, all purchase requests for headquarters and maintains appropriate records of such purchases.

(13) Receives, reviews, and processes all travel requests for headquarters personnel and others traveling at headquarters expense. Maintains appropriate records of approved requests, travel orders and travel claims. Ensures that travel claims are promptly submitted, and that travel funds are correctly obligated and recorded in accounting records.

c. Organizational Relationships. The Budget and Contract Management Division Officer reports to the Assistant Commander for Financial Management/Comptroller.

### 105.2.3 Internal Review Division Officer (NIC-23)

a. Basic Function. To provide the capability to ensure that funds, personnel, equipment, and other resources are employed effectively, securely, economically, and within legal and administrative constraints.

#### b. Duties, Responsibilities, and Authority

(1) Conducts audits, studies, analyses, and evaluations of operations as necessary to detect deficiencies, improprieties or inefficiencies. Recommends actions to correct conditions which adversely impact on mission accomplishment, command integrity, or economical use of resources.

(2) Develops policies on internal review and prepares related policy statements, guidelines, and procedures.

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(3) Advises in all matters related to the internal review function.

(4) Coordinates and reviews internal review plans for component commands. Plans, schedules, and supervises command reviews. Assists in components own reviews. Monitors compliance with OMB/DOD/Navy internal control standards and with the Generally Accepted Accounting Procedures and Generally Accepted Auditing Standards promulgated by the General Accounting Office.

(5) Reviews periodic accounting reports and financial statements to ensure compliance with total obligational authority, operating targets, and other statutory and administrative controls for commitment, obligation and expenditure of funds.

(6) Advises component commands on matters related to the internal review function, providing guidance and interpretation of related policies, legislation, directives, and taskings.

(7) Performs necessary research and liaison to ensure that the command is correctly informed on policies, legislation, directives, and any other developments germane to the internal review function.

(8) Provides direction and supervision to naval reserve unit members supporting the command through performance of audits or other activities, such as supply and fiscal programs or systems review.

(9) Performs internal review for the purpose of detecting and correcting unsatisfactory conditions. Recommends most appropriate financial systems, procedures and controls. Gives advice on matters of organization and staffing in financial management areas. Maintains liaison with Navy and OSD auditors and inspectors.

(10) Coordinates naval reserve unit support to financial management in such areas as auditing the use of emergency and extraordinary expense funds, and reviewing accounting systems used within the command.

c. Organizational Relationships. The Internal Review Division Officer reports to the Assistant Commander for Financial Management/Comptroller.

#### 105.2.4 Facilities Management Division Officer (NIC-24)

a. Basic Function. Ensure effective management of facilities (space and services) utilized by the command. Provide effective liaison with Washington Headquarters Services, Naval

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District Washington, the DOD Building Administrator, and the General Service Administration in matters of space requirements, planning and allocation, and facilities maintenance, repair, and renovation. Administer effective occupational safety, health and energy programs.

b. Duties, Responsibilities, and Authority

(1) Allocates all space for the Headquarters. Adjudicates space allocation among component commands. Maintains up-to-date space allocation plans and records. Defines space requirements and identifies these to higher authority, with recommendations for satisfaction of requirements.

(2) Manages and maintains records of all repair, maintenance, and renovation requirements. Prepares and prioritizes lists of all outstanding repairs and renovations to permit prioritized accomplishment by the General Services Administration.

(3) Acts as commercial telephone control officer.

(4) Manages the DOD Occupational Safety and Health program.

(5) Manages the General Services Administration Energy Program.

(6) Provides interface and liaison with other agencies involved in facilities management, including Washington Headquarters Services, Naval District Washington, General Services Administration, and the Chesapeake Division of Naval Facilities Engineering Command.

(7) Negotiates necessary host-tenant agreements and Memoranda of Agreement with other commands and agencies occupying buildings jointly with the command.

(8) Provides a central point of contact to Building Coordinators and an agency point of contact to external agencies.

(9) Develops and implements plans for the effective utilization of available space. Prepares for, schedules and implements relocation of elements when necessary.

(10) Reviews all reimbursable work authorizations, trouble reports, and term contract requests received from Building Coordinators. Maintains files, monitors satisfaction of outstanding requests, and provides status/feedback reports to requestors.

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c. Organizational Relationships. The Facility Management Division Officer reports to the Assistant Commander for Financial Management/Comptroller.

105.3 Assistant Commander for Operations (NIC-03)

a. Basic Function. To advise and assist in managing and supporting intelligence collection.

b. Duties, Responsibilities, and Authority

(1) Coordinates the formation, levy, and evaluation of collection requirements.

(2) Supervises and maintains designated naval intelligence foreign cooperation and exchange programs, including policy matters related to acquisition of foreign material.

(3) Exercises release and denial authority for disclosure of military intelligence to foreign governments and international organizations.

(4) Performs such other functions and tasks as may be assigned.

c. Organizational Relationships. The Assistant Commander for Operations reports to the Deputy Commander.

105.4 Assistant Commander for Security (NIC-04)

a. Basic Function. To manage and implement the Sensitive Compartmented Information (SCI) programs.

b. Duties, Responsibilities, and Authority

(1) As SCI Control Officer for the Department of the Navy, serves as Special Security Officer/Special Activities Officer (SSO/SAO) of the Department (SSO Navy).

(2) Provides management for SSO/SAO programs and other national and Navy SCI programs as directed.

(3) Provides centralized management, direction, and support to the Navy Special Security Organization (including the Navy, Marine Corps, Navy contractors, and the U. S. Coast Guard).

(4) Reviews Special Security System resources Navy-wide. Identifies shortfalls and recommends changes for programming and budgeting of the Navy portion of the Defense Special Security System.

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(5) Assists and advises in development of national, departmental and Navy SCI security policy.

(6) Promulgates approved policy and guidance on matters concerning the security, control, and utilization of SCI programs.

(7) Manages and controls Department of the Navy SCI Personnel Security, including billet authorizations, determinations of eligibility for access to SCI, and record of SCI accesses actually held by individuals (NAVSECGRUCOM performs these functions for Navy and Marine cryptologic personnel). Also maintains the Navy's Special Intelligence Personnel Access File and associated data base.

(8) Conducts physical security inspections and accredits Sensitive Compartmented Information Facilities (SCIF's) under NAVINTCOM cognizance. (NAVSECGRUCOM inspects and accredits cryptologic SCIF's.)

(9) Promulgates guidance concerning sanitization and use of SCI Navy-wide.

(10) Provides SSO/SAO services and support to the Secretary of the Navy, the Chief of Naval Operations, and other designated commands in and around the Pentagon.

(11) Administers and maintains mail and file facilities for the transmission, receipt, storage, accountability, destruction, and control of SCI material requiring special handling for the Secretary of the Navy, and the Chief of Naval Operations.

(12) Provides security validation and SCI security supervision of all Navy contracts which require access to SCI.

(13) Coordinates and supports the Scientific and Technical Intelligence Liaison Officer Program and assists in providing intelligence and threat assessment support to material and research projects and weapons acquisition programs.

(14) Provides representation on the DCI Security Committee and various other SCI working groups and subcommittees.

(15) Serves as Gaining Command in directing assigned Naval Reserve Intelligence Program and Marine Corps reserve personnel who augment the SSO Navy function.

c. Organizational Relationships. The Assistant Commander for Security reports to the Deputy Commander.

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105.4.1 SCI Personnel Security Division Officer (NIC-41)

a. Basic Function. To provide support and guidance in the administration of national and Navy Sensitive Compartmented Information (SCI) programs. To develop, coordinate, and promulgate policy guidance concerning security, control, and utilization of SCI programs and materials.

b. Duties, Responsibilities, and Authority

(1) Promulgates policy guidance and instructions on matters concerning the security, control, and utilization of SCI programs and materials.

(2) Participates in the formulation of security policy on SCI matters at the national and DOD levels and represents Navy on interagency and DOD committees involved in SCI program matters.

(3) Serves as Navy member on national, DOD, and Navy SCI working groups and subcommittees of the DCI Security Committee.

(4) Provides support and guidance to fleet units regarding the administration and management of SCI programs, and oversees their SSO operations.

(5) Develops, prepares, and monitors education programs in SCI administrative security at the national and fleet levels.

(6) Manages and controls access eligibility procedures and adjudication procedures on personnel nominated for access to SCI for the Department of the Navy and U. S. Coast Guard.

(7) Maintains direct support to U. S. Marine Corps elements/personnel involved in SSO/SAO programs and all other national and Navy compartmented programs.

(8) Serves as principal advisor on SCI eligibility and related security requirements to managers of the Intelligence Officer and enlisted Intelligence Specialist Communities and to the Naval Reserve Intelligence Programs and Marine Corps Reserve.

(9) Develops, prepares, and monitors training programs to ensure that SCI administrative personnel are adequately prepared to carry out the duties and requirements of the controlling directives and to meet the needs of the Navy and their command.

(10) Administers the Office of Naval Intelligence Courier Card program.

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(11) Directs the utilization and training of assigned Naval and Marine Corps Reserve personnel who support the SCI personnel security functions.

c. Organizational Relationships. The SCI Personnel Security Division Officer reports to the Assistant Commander for Security.

105.4.1.1 SCI Personnel Security Support and Adjudication Branch Officer (NIC-411)

a. Basic Function. To provide support and guidance with regard to the personnel security requirements of national and Navy Sensitive Compartmented Information (SCI) programs.

b. Duties, Responsibilities, and Authority

(1) Manages processing and adjudication of cases on personnel nominated for access to SCI for the Department of the Navy and U. S. Coast Guard.

(2) Receives, reviews, and processes routine/urgent eligibility determination requests for access to SCI.

(3) Processes expeditious and timely SCI personnel security and related support to fleet units to enable them to meet operational commitments.

(4) Processes investigative forms for submission to the Defense Investigative Service, and monitors the progress of background investigations by direct liaison with the Defense Investigative Service.

(5) Provides required management control of Department of the Navy requests for Special Background Investigations and periodic reinvestigations (SBI-PR) to establish needs and regulate flow; is Department of the Navy single point of contact with Defense Investigative Service for SBI-PR program.

(6) Adjudicates Special Background Investigations to determine eligibility under DCI directed standards for all individuals involved in programs/projects of the Department of the Navy and U. S. Coast Guard requiring access to SCI.

(7) Issues statements of SCI eligibility/non-eligibility.

(8) Maintains direct liaison with various intelligence agencies/Special Security Officers (SSO) regarding SCI personnel security matters.

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(9) Directs and trains assigned Naval Reserve Intelligence Program and Marine Corps Reserve personnel who augment the personnel security support and adjudication functions.

c. Organizational Relationships. The Personnel Security Support and Adjudication Branch Officer reports to the SCI Personnel Security Division Officer.

105.4.1.2 SCI Access Control/Billet Management Branch Officer (NIC-412)

a. Basic Function. To provide management, support, and guidance in the authorization and control of access to national and Navy Sensitive Compartmented Information (SCI) programs. To serve as principal Navy Action Officer in coordination and liaison with OSD, DIA, and SCI program managers for billet management and access authorization. To maintain the Special Intelligence Personnel Access File and Navy master access control data base. To provide responsive service to the Navy Special Security System as the authority on established individual eligibility for SCI.

b. Duties, Responsibilities, and Authority

(1) Supervises management of and provides security policy guidance for Navy-wide SCI billet structure and processes requests for SCI billet and access requirements.

(2) Coordinates with national, DIA, and Navy SCI program managers regarding SCI billet authorizations and management.

(3) Serves as Navy ADP representative for SCI billet management requirements and programs.

(4) Maintains master automated data base of SCI billets and accesses for the Department of the Navy to include:

(a) All billets within the Navy, Marine Corps, and Coast Guard approved for various SCI access programs.

(b) All incumbents of above cited billets currently indoctrinated for SCI access.

(c) All Department of the Navy military personnel indoctrinated for SCI access under the cognizance of another element of the intelligence community (i.e., DIA, USCINCEUR, CIA, etc.).

(d) All individuals of the intelligence community currently indoctrinated for Navy SCI programs.

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(5) Establishes and maintains personnel security files for every individual previously and presently in SCI programs in the Department of the Navy and the U. S. Coast Guard.

(6) Maintains records of SCI eligibility and SCI access of personnel affiliated with the Naval and Marine Corps Reserve.

(7) Establishes and controls reporting requirements and procedures for SCI indoctrinations, debriefs and associated matters.

(8) Maintains liaison with various intelligence agencies/SSO's with regard to certification/verification of SCI accesses and related matters.

(9) Directs and trains assigned Naval and Marine Corps Reserve personnel who augment the SCI access control and billet management functions.

c. Organizational Relationships. The SCI Access Control/Billet Management Branch Officer reports to the SCI Personnel Security Division Officer.

#### 105.4.2 SCI Management/OPNAV SSO Division Officer (NIC-42)

a. Basic Function. To provide support and guidance in the security management of national and Navy Sensitive Compartmented Information (SCI) programs. To provide SCI service and support to all Navy elements located in the Pentagon. To support Department of the Defense and certain other Navy and federal agencies for Navy participation regarding the security management of national and Navy SCI programs and certain SCI services to fleet and component commands.

#### b. Duties, Responsibilities, and Authority

(1) Serves as Alternate Navy Special Security Officer/Special Activities Officer (SSO/SAO).

(2) Promulgates guidance and instructions on matters concerning the security, control, and utilization of SCI programs.

(3) Participates in the formulation of security policy on SCI matters at the national and DOD levels and represents Navy on committees involved in SCI program matters.

(4) Serves as Director of Naval Intelligence/Command/Navy SSO representative relative to Navy participation and contact with counterparts in the Intelligence Community.

(5) Provides centralized management of SCI billets for the Department of the Navy billets located within the Pentagon and for Navy special programs world-wide.

(6) On behalf of the Director of Naval Intelligence, acts as principal civilian SCI advisor to the Secretary/Under Secretary and Assistant Secretaries of the Navy, CNO/VCNO, and their staff offices, and other Navy commands under the administrative and security cognizance of the OPNAV SSO.

(7) Serves as Navy Pentagon Special Security Officer.

(8) Conducts Pentagon personnel security interview program for Special Background Investigations.

(9) Maintains cognizance of the activities of all SCI centers, i.e., administration, billets, physical security, handling of SCI materials, education, etc., under the cognizance of the OPNAV SSO.

(10) Conducts surveys, investigations and inspections relative to physical accreditations, security violations, compromises or special studies on SCI matters.

(11) Directs the utilization and training of assigned Naval and Marine Corps Reserve personnel who augment the OPNAV SSO.

c. Organizational Relationships. The SCI Management/OPNAV SSO Division Officer reports to the Assistant Commander for Security.

105.4.2.1 SSO Administrative Support Branch Officer (NIC-421)

a. Basic Function. To provide support, guidance, and administrative services for Navy elements and personnel located within the Pentagon or serviced by the OPNAV Special Security Office for national and Navy programs. To support Department of Defense and certain other Navy and federal agencies for Navy participation regarding the billet management of national and Navy SCI programs and certain SCI services to fleet and component commands.

b. Duties, Responsibilities, and Authority

(1) Provides administrative security guidance relating to billet management, administration, and training for SCI programs.

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(2) Serves as Pentagon action officer in processing requests from the highest echelons of the Department of the Navy for SCI billet and access requirements.

(3) Supervises management of the Navy Pentagon SCI billet structure, and maintains cognizance of the billets of all SCI centers under the responsibility of the OPNAV SSO.

(4) In coordination with the SCI Access Control/Billet Management Branch Officer, serves as the Navy point-of-contact for Navy SCI Program Managers for billets and accesses, and provides indoctrination assistance in support of these programs as required.

(5) Serves as Pentagon ADP representative for SCI billet management requirements and programs.

(6) Maintains on-line computer updates regarding Pentagon and Navy programs, billet management, and personnel matters.

(7) Conducts SCI indoctrinations, debriefs, and transfers-in-status for personnel under the security cognizance of the OPNAV SSO and for non-Navy personnel participating in Navy SCI programs.

(8) Reviews SBI submissions for adequacy and security suitability. Monitors SBI's on Pentagon consumers for currency and initiates updates as appropriate.

(9) Provides SCI access certification/verification for all Pentagon personnel under Navy Cognizance.

(10) Assists in routing SCI messages to Navy Pentagon consumers.

(11) Provides for receipt, control, dissemination and storage of special category SCI to Pentagon consumers.

(12) Administers the Pentagon Intelligence Liaison Officer and SCI Administrative Officer programs, and conducts special security education and awareness training for personnel assigned to those positions.

(13) Provides and schedules SCI conference areas in the Pentagon for Navy sponsored meetings and conferences.

c. Organizational Relationships. The SSO Administrative Support Branch Officer reports to the SCI Management/OPNAV SSO Division Officer.

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105.4.2.2 SCI Registry/Physical Security Branch Officer (NIC-422)

a. Basic Function. To provide a Central SCI Registry for service and support to all Navy elements under the cognizance of the OPNAV SSO. Supervises the physical and administrative security of all Navy Sensitive Compartmented Information Facilities (SCIFs) in the Pentagon.

b. Duties, Responsibilities, and Authority

(1) Provides a centralized SCI registry for the Navy for receipt, control, dissemination, and storage of all levels of SCI to Pentagon and other consumers.

(2) Maintains oversight, conducts inspections, and provides required reports relative to accreditation and security supervision of Navy SCIFs in the Pentagon.

(3) Ensures that consumers receive SCI materials in accordance with their Statements of Intelligence Interest.

(4) Provides SCI intelligence support to consumers, including maintenance of library and reading room.

(5) Maintains special logs for executive level offices to ensure accountability and control of SCI data delivered to those offices.

(6) Maintains daily contact with Pentagon Intelligence Liaison Officers to ensure expeditious and secure dissemination to Pentagon consumers.

(7) Administers the Office of Naval Intelligence Courier Card Program for SECNAV/OPNAV personnel.

c. Organizational Relationships. The SCI Registry/Physical Security Branch Officer reports to the SCI Management/OPNAV SSO Division Officer.

105.4.3 SCI Physical Security/Facility Accreditation Division Officer (NIC-43)

a. Basic Function. To provide support and guidance on the physical security requirements of national and Navy Sensitive Compartmented Information (SCI) programs and to inspect and accredit Navy SCI facilities (SCIF's) (less cryptologic facilities accredited by NAVSECGRUCOM).

b. Duties, Responsibilities, and Authority

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(1) Participates in the development of SCI policy and guidance, and represents the Department of the Navy on matters of SCI physical security and facilities.

(2) Administers Navy-wide secure area inspection program to ensure national and Navy policies and procedures are being properly implemented.

(3) Administers physical security inspection program and accredits SCI facilities.

(4) Conducts physical security inspections of SCI facilities.

(5) Maintains liaison with intelligence agencies/SSO's with regard to SCI physical security matters.

(6) Develops and prepares security plans, policy guidance, procedures, and educational materials to enhance the security posture of SCI accredited facilities.

(7) Develops, prepares, and monitors SCI physical security education programs at the national and fleet levels.

(8) Analyzes reports of loss and compromise of SCI and initiates corrective and/or investigative action.

(9) Serves as Department of the Navy principal point of contact for reporting unauthorized disclosures of intelligence information.

(10) Identifies physical security shortfalls and initiates requests for improvements/changes. Advises on programming, budgeting, and expenditures on the Navy portion of the Defense Special Security System.

(11) Directs the utilization and training of assigned Naval and Marine Corps Reserve personnel who augment the SCI physical security and related functions.

c. Organizational Relationships. The SCI Physical Security/Facility Accreditation Division Officer reports to the Assistant Commander for Security.

105.4.4 SCI Contracts Management/STILO Division Officer (NIC-44)

a. Basic Function. To provide SCI security services, support, and supervision to all elements of the material and research programs. To validate the requirement for use of SCI in Navy contracts and supervise contractor adherence to SCI

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security standards. To coordinate and support the Scientific and Technical Liaison Officer (STILO) program and to assure intelligence and threat assessment support to material and research RDT&E projects and weapons acquisition programs.

b. Duties, Responsibilities, and Authority

(1) Acts as Special Security Officer for the naval material establishment. Maintains security cognizance over all personnel requiring access to Sensitive Compartmented Information (SCI), SCI material holdings, and the SCI facilities maintained by these commands.

(2) Provides security validation and SCI security supervision of all Navy contracts which require access to SCI materials, including contractor personnel, use and handling of SCI, and contractor SCI facilities.

(3) Coordinates and supports the STILO Program.

(4) Coordinates and monitors the processes for acquiring, considering, and updating intelligence and threat assessment data in support of naval material and naval research RDT&E projects and weapons system acquisition programs.

c. Organizational Relationships. The SCI Contracts Management/ STILO Division Officer reports to the Assistant Commander for Security.

105.5 Assistant Commander for Data Resource and Production Management (NIC-05)

a. Basic Function. To advise and assist in the production and dissemination of intelligence.

b. Duties, Responsibilities, and Authority

(1) Supervises the development, coordination, and appraisal of intelligence production and dissemination to satisfy Department of the Navy intelligence information requirements and Defense Intelligence Agency tasking.

(2) Coordinates and supports the dissemination and assessment of intelligence products.

(3) Coordinates the implementation of the Delegated Production Program.

(4) Oversees mailroom operations.

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c. Organizational Relationships. The Assistant Commander for Data Resource and Production Management reports to the Deputy Commander.

105.5.1 Document Control Division Officer (NIC-53)

a. Basic Function. To serve as the central point for the receipt, internal distribution, and external dissemination of directives, correspondence, and other documentation.

b. Duties, Responsibilities, and Authority

(1) Develops and implements policies and procedures for correspondence and directives management.

(2) Maintains copies of pertinent Navy Department instructions and directives.

(3) Processes all incoming and outgoing mail.

(4) Designated Top Secret Control Officer.

(5) Provides control and distribution of all non-SCI incoming and outgoing correspondence and documents.

(6) Operates a COSMIC CENTO control point and processes NATO/COSMIC clearances.

c. Organizational Relationships. The Document Control Division Officer reports to the Assistant Commander for Data Resource and Production Management.

105.5.2 Production Tasking Division Officer (NIC-51)

a. Basic Function. To serve as the central coordination point for the receipt, validation, prioritization, and assignment of scheduled intelligence production requirements and unscheduled requests for intelligence production support.

b. Duties, Responsibilities, and Authority

(1) Operates an intelligence production tasking system for assignment of production responsibilities. Schedules and prioritizes production, maintains accountability of the status of each assigned project, and ensures responsiveness to consumer requirements.

(2) Ensures that Intelligence Production Requirements for threat support intelligence and weapons systems development and acquisition are properly submitted and that threat support is provided in a timely manner.

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(3) Coordinates and reviews the status of Naval Warfare Publications (NWP) and updates thereto, which are assigned to or supported by naval intelligence production elements. Coordinates revisions of extant NWPs and creation of new publications.

(4) Operates a sub-system of the production management information system which provides a complete audit trail of production functions from consumer requirement expression to satisfaction of the requirement, including such measurable factors as responsiveness to consumer needs, timeliness, utility, and product form.

(5) Participates in planning for Navy and Defense Intelligence Agency scientific and technical intelligence and general intelligence production programs.

(6) Develops and refines requirements for applications of automated data processing techniques and methodologies to the area of intelligence production tasking.

c. Organizational Relationships. The Production Tasking Division Officer reports to the Assistant Commander for Data Resources and Production Management.

### 105.5.3 Dissemination Division Officer (NIC-52)

a. Basic Function. To manage the provision of finished intelligence products to naval commands and activities not supported by a unified command. To provide intelligence support and guidance to Navy operating forces. To coordinate intelligence distribution requirements of the Navy with the Defense Intelligence Agency.

#### b. Duties, Responsibilities, and Authority

(1) Operates a centralized dissemination requirements center.

(2) Produces and maintains the Naval Intelligence Products Register (NIPR) as the master listing and description of maritime and related publications, including a basic allowance list of publications holdings for all Navy and U. S. Coast Guard units and commands. Provides direction to Naval Reserve Intelligence Program units that support this function through mobilization readiness projects.

(3) Provides guidance and procedures for continuing and one-time requirements for procurement of intelligence publications.

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(4) Manages and coordinates the compilation of distribution lists for intelligence publications produced by Naval Intelligence production elements, and for those non-Navy publications required by Navy consumers.

(5) Validates and coordinates Statements of Intelligence Interest and one-time product and motion picture requests submitted by Navy commands not provided intelligence support by unified commands.

(6) Reviews and validates annual surveys of finished recurring intelligence publications distributed to Navy consumers not supported by unified commands.

(7) Conducts systematic liaison with intelligence consumers to assess the requirements for and adequacy of naval intelligence products.

(8) Coordinates and validates dissemination requirements for shipment from the Naval Publications and Forms Center to Navy consumers.

(9) Develops and refines requirements for the application of automated data processing techniques and methodologies in the area of intelligence dissemination.

(10) Acts as Navy point of contact for dissemination matters with the Naval Intelligence community and conducts interagency liaison to ensure fulfillment of consumer requests for intelligence publications.

c. Organizational Relationships. The Dissemination Division Officer reports to the Assistant Commander for Data Resources and Production Management.

#### 106 Component Commands

##### 106.1 Commanding Officer, Naval Intelligence Support Center

a. Basic Function. To process, analyze, produce, and disseminate scientific and technical intelligence and develop threat assessments on foreign naval systems in order to support national and Navy strategic plans, research and development, objectives, and programs. Perform such other functions and tasks as directed by higher authority.

##### b. Duties, Responsibilities, and Authority

(1) Develops and produces scientific and technical intelligence on current and future technical characteristics and warfare capabilities of foreign naval surface, subsurface,

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air, and space systems; to include weapon systems; command, control, and communications; ocean surveillance systems; electro-magnetics; and research and development.

(2) Provides naval intelligence threat support to the U. S. naval weapons system planning, development and acquisition process by producing long range threat assessments and projections; producing threat/capabilities publications; developing threat assessments and threat support plans in support of specific programs and projects; and maintaining liaison with program sponsors, project managers, and other participants in the naval weapons system planning, development, and acquisition process.

(3) Provides technical support for intelligence exploitation systems, processes and techniques to include acoustic, nonacoustic, electronics, imagery, and electro-optical sensor collection systems.

(4) Acts as Executive Agent for acquisition of foreign material and exploitation within the Navy Foreign Material Exploitation Program.

(5) Provides Navy representation on Director of Central Intelligence committees, subcommittees, working groups and others as directed by higher authority. Provides technical support and liaison to national intelligence collection systems and develops Navy intelligence collection and exploitation requirements in support of national intelligence plans and programs.

(6) Administers the ACINT Specialist program and provides fully qualified personnel for temporary additional duty onboard selected collection platforms.

(7) Provides translation and other foreign language services and disseminates the Naval Intelligence Processing System and Shipboard Microfilm Program miniaturized data base.

(8) Provides supply, fiscal, and reprographic support to the Naval Intelligence Command and it's component commands.

(9) Advises and assists in the formulation and execution of security policy and procedures.

c. Organizational Relationships. The Commanding Officer, Naval Intelligence Support Center reports to the Commander, Naval Intelligence Command.

106.2 Commanding Officer, Naval Intelligence Processing System Support Activity

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a. Basic Function. To plan, sponsor, develop, and manage automated Naval Intelligence information processing and communications systems and perform such other functions and tasks as directed by higher authority.

b. Duties, Responsibilities, and Authority

(1) Operates and maintains special intelligence communication centers and computer centers in support of the Secretary of the Navy; Chief of Naval Operations; Director of Naval Intelligence; Commander, Naval Intelligence Command; and component commands of Naval Intelligence Command.

(2) Coordinates Chief of Naval Operations (OP-009) sponsorship of and manages Naval Intelligence Command participation in the Naval Intelligence Processing System.

(3) Advises and represents the interests of Chief of Naval Operations (OP-009) and Commander, Naval Intelligence Command in Ocean Surveillance Information System, in all intelligence information systems, intelligence communications systems, and fleet tactical intelligence processing systems.

(4) Directs Navy SCI ADP Security Program.

(5) Manages the Department of the Navy participation in Department of Defense Intelligence Information Systems (DODIIS) and functions as navy DODIIS Coordinator.

(6) Represents the Director of Naval Intelligence on all matters relative to Naval Intelligence ADP and is the centralized coordinator of all Naval Intelligence ADP Programs, both within the Naval Intelligence Command and at theater-level intelligence activities.

(7) Serves as a single manager, focal point, and coordinator for all Naval Intelligence Command present, proposed, and future automation and telecommunications activities.

c. Organizational Relationships. The Commanding Officer, Naval Intelligence Processing Systems Support Activity reports to the Commander, Naval Intelligence Command.

106.3 Commanding Officer, Navy Operational Intelligence Center

a. Basic Function. To produce finished operational intelligence, including indications and warnings, ocean surveillance information, and in-depth analysis of Soviet strategy, doctrine, tactics, and readiness in response to requirements of Joint Chiefs of Staff, Department of the Navy, Defense Intelligence Agency, and joint commands; and to provide for the timely dis-

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semination of such intelligence to support planning and execution of military operations; and perform such functions and tasks as directed by higher authority.

b. Duties, Responsibilities, and Authority

(1) Provides current operational intelligence and ocean surveillance information on a continuous watch basis, reporting all-source information on foreign naval/naval air movements and operations in progress.

(2) Provides maritime-related indications and warnings.

(3) Provides current locating information on and operational histories of selected foreign merchant and fishing fleets.

(4) Provides central data base and intelligence interface for the Navy Ocean Surveillance Information System.

(5) Conducts in-depth analysis and publishes all-source intelligence articles and studies on the organization, tactics, doctrine, and operational patterns of selected foreign naval/ naval air forces and merchant/fishing fleets.

(6) Provides timely analytical support, data base maintenance, and feedback to special collection resources.

(7) Provides tactical and doctrinal intelligence support for the operating forces through production of Naval Warfare Publications and related documents.

(8) Contributes to and reviews drafts of National Intelligence Estimates and various studies prepared by other activities, most particularly those pertaining to Soviet Bloc and PRC navies.

(9) Represents the intelligence interests of the Navy, conducts liaison and acts as single point of interface with the National Security Agency on all non-cryptologic matters.

(10) Provides operational intelligence support for and such other military gaming efforts, as appropriate, to the Center for Naval Warfare Studies at the Naval War College.

(11) Provides support in all matters relating to foreign ASW threats to the U. S. Navy strategic deterrent force.

(12) Provides specialized operational intelligence support for U. S. Navy undersea warfare operations.

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c. Organizational Relationships. The Commanding Officer, Navy Operational Intelligence Center reports to the Commander, Naval Intelligence Command.

106.4 Commanding Officer, Naval Intelligence Operations Group CTF 168 \*

a. Basic Function. To monitor the levying and satisfaction of Navy collection requirements and manage overt collection by Navy assets.

b. Duties, Responsibilities, and Authority

(1) Coordinates the formulation, tasking, and evaluation of collection requirements generated by or levied on the naval shore establishment.

(2) Provides guidance to Navy collectors on the administration of intelligence collection and reporting.

(3) Manages the operation of the Collection Advisory Center, which allows direct communication with Fleet commands and immediate access to the control facilities of Naval Intelligence Systems. ✓

(4) Advises Navy collectors in a timely manner of favorable collection opportunities, of related outstanding collection requirements, and of the availability of additional resources to assist them in exploiting the opportunity.

(5) Provides qualified personnel and equipment for overt collection and reporting of information needed by operating forces, either directly as current intelligence or indirectly for countermeasures or weapons development.

(6) Coordinates feedback reporting to overt Navy collectors.

(7) Provides appropriate support to U. S. Naval Attaches.

(8) With other government agencies, coordinates naval intelligence cooperative programs and relationships with friendly foreign navies.

(9) Provides equipment procurement services for sensitive Navy collectors.

(10) Provides a Navy point of contact for HUMINT collection operations and exploitation programs. ✓

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c. Organizational Relationships. The Commanding Officer, Naval Intelligence Operations Group CTF 168 reports to the Commander, Naval Intelligence Command.