

SAMPLE SECURITY ACTION PLAN

Action Title: Command Security Program

Objective: To bring Command Security Program into conformity
with SECNAV M-5510.36 and M-5510.30

Pri	Task Description	Est comp	Resp	Comp
1	Strengthen security education	7/1/XX	01	
	a. Conduct needs assessment	6/3/XX	01	
	b. Implement Orientation Brief	7/1/XX	01A	
	c. Schedule Counterespionage Brief	6/14/XX	01A	
2	Improve TOP SECRET control system	2/3/XX	Admin	
	a. Audit TOP SECRET account	6/28/XX	01/TSCO	
	b. Conduct TOP SECRET inventory	6/10/XX	Depts	
	c. Develop Data Base control system	10/15/XX	IS	
	d. Test control system	11/1/XX	IS/Admin	
	e. Revise control system	12/16/XX	IS	
	f. Implement control system	2/3/XX	Admin	
3	Decentralize destruction responsibility	8/1/XX	01	
	a. Obtain command concurrence	6/14/XX	01	
	b. Revise security instruction	7/15/XX	01A	
	c. Train DEPT personnel in new procedures	8/1/XX	01A	
	d. Implement new procedures	8/1/XX	Depts	

SAMPLE SECURITY ACTION PLAN (Continued)

Pri	Task Description	Est Comp	Resp	Comp
4	Review personnel security procedures	7/15/XX	01	
	a. JPAS utilization	6/14/XX	01A	
	b. Review status of DON CAF determinations	7/15/XX	01A	
	c. Execute SF-312 forms, as required	7/15/XX	01A	
	d. Document local security actions in JCAVS	7/15/XX	01	
5	Review Computer Security (IA) Program	10/27/XX	01	
	a. Ensure TEMPEST requirements met	7/15/XX	ISSM	
	b. Mark hardware and software	8/1/XX	ISSM	
	c. Review accreditation documentation	8/1/XX	ISSM	
	d. Issue IA Operating Procedures	9/4/XX	ISSM	
	e. Train personnel in IA Procedures	10/27/XX	ISSM/Depts	
6	Issue Emergency Plan	10/1/XX	01	
	a. Develop alternate storage/emergency destruction facilities	7/15/XX	PWC	
	b. Identify natural disaster threats	7/15/XX	Depts	
	c. Determine personnel resources	7/15/XX	Admin/Depts	
	d. Identify/coordinate with supporting organizations	8/1/XX	01	
	e. Issue draft Emergency Plan	9/4/XX	01	
	f. Comment on draft Emergency Plan	9/16/XX	Depts	
	g. Approve Emergency Plan	10/1/XX	00	
