



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 3500.1

Ser 09T/B1/1

14 Oct 1999

NAVSEA INSTRUCTION 3500.1

From: Commander, Naval Sea Systems Command

Subj: ESSENTIAL TRAINING REQUIREMENTS FOR PERSONNEL ASSIGNED
TO NAVSEASYSKOM NAVAL RESERVE FORCE PROTECTION/LAW
ENFORCEMENT AND PHYSICAL SECURITY

Ref: (a) OPNAVINST 5530.14C, Navy Physical Security Manual
(b) OPNAVINST 5580.1, Navy Law Enforcement Manual
(c) OPNAVINST 3591.1C, Small Arms Training and
Qualifications
(d) OPNAVINST 3500.39, Operational Risk Management

Encl: (1) Mission and Vision Statement of NAVSEASYSKOM Naval
Reserve Force Protection/Law Enforcement and
Physical Security Detachments
(2) Individual Training Requirements for Personnel
Assigned to Reserve Force Protection/Law
Enforcement and Physical Security billets within
the NAVSEASYSKOM Claimancy

1. PURPOSE. To establish essential training requirements for all reserve personnel assigned billets and tasked with Force Protection/Law Enforcement and Physical Security (FP/LEPS) duties within the Naval Sea Systems Command claimancy.

2. BACKGROUND

a. Standardized training of all force protection, law enforcement, and physical security personnel in the Navy is mandated for commonality of purpose.

b. The inherent high-risk nature of force protection duties demands the strict adherence to the training requirements set forth in references (a) through (c). This risk also requires the implementation of Operational Risk Management (reference (d)) in identifying hazards, assessing risks, and implementing controls to reduce the risk to any operation.

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3. SCOPE. This instruction establishes the baseline requirements for all Naval Reserve Force Protection/Law Enforcement and Physical Security (NR FP/LEPS) training conducted for or under the auspices of NAVSEASYSKOM. The mission and vision statement for NAVSEA NR FP/LEPS is stated in enclosure (1). The policy and requirements set forth shall be followed in planning and conducting all training during drills and Active Duty for Training.

4. APPLICABILITY. This instruction applies to all NR FP/LEPS personnel/billets and detachments within NAVSEASYSKOM. All reserve billets with primary law enforcement and physical security duties reporting to security departments within the NAVSEA claimancy are covered by this instruction.

5. RESPONSIBILITIES

a. Commander, Naval Sea Systems Command will establish and review the essential baseline requirements for training identified in this instruction. NAVSEASYSKOM will modify requirements based on input from claimancy activities and Chief of Naval Operations (N34/N09N).

b. Commander, Naval Reserve Force will insure that Naval Reserve personnel adhere to this instruction in the planning, conduct, and completion of the required training during drill periods, IDTT, AT, and ADT.

c. Commanding Officers shall ensure that the training and employment of NR FP/LEPS detachments assigned to their installation or activity are in compliance with this instruction.

d. The Commanding Officer of each Naval Reserve unit with FP/LEPS billets shall ensure that the essential training listed in enclosure (2) is completed as required. All planning will be conducted in accordance with reference (d).

6. REPORTING REQUIREMENTS. The following information will be submitted to the Office of Security and Law Enforcement (SEA 09T), NAVSEASYSKOM, via the NAVSEA NR FP/LEPS Headquarters Detachment.

a. Commanding Officers of NR FP/LEPS Detachments shall report to NAVSEASYSKOM (SEA 09T) via the NR FP/LEPS HQ Det, all planned and completed training required by this instruction conducted during drills, IDTT, AT, and ADT. Commanding Officers of other units with personnel holding FP/LEPS billets (sponsor funded billets) must report the above requirement to their gaining command Security Officer/Manager. Existing documentation required by the Commander, Naval Reserve Force and/or Commander, Naval Surface Reserve Force may be used.

b. Recall Bill (telephone number work/home/fax, email and mailing address) must be forwarded to NAVSEASYSKOM (SEA 09T) via the Headquarters Detachment by the 30th day of each month. This bill may be forwarded via email or fax.

c. Current Security Clearance Status Report of all unit personnel. This report may be generated from the manpower Module (RSTARS-MP) or equivalent. This report shall be sent during the first quarter of the new fiscal year; for each time a new member affiliates with the unit; and as directed by this headquarters.

7. TRAINING RECORDS

a. As directed by references (a) through (c), training records will be maintained on all personnel. This Individual Training Record (ITR) is the means of certification of completed training, and reflects the training history of the individual service member.

b. The ITR will be maintained by the Unit/Detachment and will accompany each service member on AT. The ITR will be established in folders and organized as follows:

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1) Left side: (top to bottom)

- a) Individual Training Plan
- b) Record of General Military Training
- c) Drivers license
- d) Certificate of completion of formal school for MA rate or NEC 9545, Navy Reserve LEPS Phase I and II (Basic) or other CNO-accepted equivalent.
- e) Certificate of completion of Emergency Vehicle Operators Course
- f) Record of Instruction in the Use of Force/Use of Deadly Force
- g) Record of Small Arms Qualifications
- h) Previous designations/qualifications, letters & certificates
- i) Civilian training completion letters/certificates/diplomas applicable to the service member's billet (CPR, First Aid, Police Academy courses, EMT Training, traffic accident investigation, traffic radar, baton, etc.)

2) Right side: (top to bottom)

- a) Privacy Act Warning
- b) Individual personal data sheet (to include security clearance data)
- c) Current special qualifications (SWO, NFO, AWO, SS, ESWS, CC, EAWS, etc.)
- d) Copy of formal notification (CNO/BUPERS) of granting NOBC 2750, 2771, 2775, 2780, 2790, and conversion to MA or granting of NEC 9545, 2002, 0812.
- e) Record of formal training for rating (A, C school) and billet (Navy LEPS Supervisor Course, Security First Responder, Small Arms Instructor, etc.).
- f) Record, by subject, of Annual Phase II (In-service) training.
- g) Personal Qualification Standards/Job Qualification Requirements
- h) PAR

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8. SUMMARY. This instruction sets forth essential training requirements for personnel assigned to Naval Reserve Force Protection/Law Enforcement and Physical Security billets within the Naval Sea Systems Command.

9. ACTION. The essential training requirements identified in this instruction will be reviewed annually by this Headquarters (SEA 09T) during the third quarter of the fiscal year. Changes will be issued in a timely manner to allow for planning.


C. B. YOUNG
Vice Commander

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**MISSION AND VISION STATEMENT OF NAVAL SEA SYSTEMS COMMAND
NAVAL RESERVE FORCE PROTECTION/LAW ENFORCEMENT AND
PHYSICAL SECURITY**

Mission:

To augment and reinforce security and law enforcement operations at installations or activities of the Naval Sea Systems Command during periods of increased threat or national emergency. Through the oversight and coordination of the Director, Office of Security and Law Enforcement (SEA 09T), the detachments provide trained personnel capable of executing full scale force protection, military law enforcement, crisis management, and security operations in direct support of the NAVSEA activities or as directed by COMNAVSEA in support of the fleet.

Vision:

As directed by COMNAVSEA, the NAVSEA NR FP/LEPS detachments will provide professional and capable support to an activity through an integrated application of Antiterrorism/Force Protection program measures, law enforcement/security operations, and physical security measures during periods of increased threat or national emergency.

Enclosure (1)

**ESSENTIAL TRAINING REQUIREMENTS FOR PERSONNEL ASSIGNED TO
RESERVE FORCE PROTECTION/LAW ENFORCEMENT AND PHYSICAL SECURITY
BILLETTS WITHIN THE NAVSEA CLAIMANT**

The following essential training is required by the unit mission and type activity. These requirements are in conjunction with those that are mandatory for General Military Training, leadership, rate, and advancement.

I. Essential Training for All Personnel

Navy Law Enforcement and Physical Security Phase I and II (Basic) (FTS-830-0000). Initial requirement IAW OPNAVINST 5530.14 Series. Number in parenthesis after subject topic indicates minimum time to be allocated for instruction, to include in some instances practical application.

Essential Subjects:

1. Administration

- Security Department Duties and Functions (1 hour)
- Standards of Conduct (.5 hour)
- Forms and Reports/Report Writing (1 hour)

2. Physical Security

- Vehicle and Personnel Movement Control (1 hour)
- Loss Prevention/MLSR Program (.5 hour)
- Threat Levels (1 hour)
- Physical Security Safeguards (1 hour)

3. Legal Subjects

- Jurisdiction and Authority (1.5 hours)
- Rules of Evidence (1 hour)
- Search and Seizure (3 hours)
- Uniform Code of Military Justice (1.5 hours)
- Self-Incrimination/Admissions and Confessions (2.5 hours)
- Apprehension and Arrest (3.5 hours)

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4. Traffic Laws and Enforcement

- Traffic Control (1 hour)
- Accident Investigation (2.5 hours)
- Driving Under the Influence (1 hour)

5. Patrol

- Military Working Dog (.5 hour)
- Crime Scenes/Preservation of Evidence (1 hour)
- Crime Prevention (1 hour)
- Crimes in Progress (1 hour)
- Juvenile Matters (1 hour)
- Communications (1 hour)
- Drugs of Abuse Identification, Prevention, and Control (1.5 hours)
- Patrol Procedures (.5 hour)
- Vehicle Stops/Search of Vehicles (3.5 hours)

6. Unusual Incidents

- Crowd/Riot Control (3 hours)
- Terrorism/Force Protection (2 hours)
- Bomb Threats, Wrongful Destruction, and Sabotage (2.5 hours)

7. Professional Skills

- Weapons Proficiency Training (IAW direction set forth in OPNAVINST 3591.1C for M9/M11 9mm Pistol and 12 gauge shotgun)
- Use of Force (1 hour)
- Defensive Tactics (4 hours)

a. Navy Law Enforcement and Physical Security Phase II (In service) (FTS-830-0001). Annual requirement IAW OPNAVINST 5530.14 Series. Number in parenthesis after subject topic indicates minimum time to be allocated for instruction, to include in some instances practical application.

Essential Subjects

1. Jurisdiction (1.5 hours)
2. Law and the Uniform Code of Military Justice (1.5 hours)
3. Use of Force (1 hour)

4. Crime Scenes (1 hour)
5. Search and Seizure (1.5 hours)
6. Interview and Interrogation Techniques (2 hours)
7. Reports and Forms (1 hour)
8. Crisis Intervention/Domestic Violence (1 hour)
9. Juvenile Offenses (1 hour)
10. Crime Prevention Program (1 hour)
11. Selective Enforcement (1 hour)
12. Public Relations/Citizen Interaction (.5 hour)
13. Information Security (.5 hour)
14. Restricted Areas/Controlled Industrial Areas (2 hours)
15. Perimeter Security (.5 hour)
16. Arms, Ammunition, and Explosive Storage Site Security (.5 hour)
17. Bloodborne Pathogens (1 hour)
18. Disaster and Emergency Plans(1 hour)

b. Use of Deadly Force, Annual requirement IAW SECNAVINST 5500.29 Series, OPNAVINST 5530.14 Series, and OPNAVINST 5580.1 Series.

c. Small Arms Qualification, Pistol (9mm), and Shotgun. Annual and semiannual requirements IAW OPNAVINST 3591.1 Series, OPNAVINST 5530.14 Series, and OPNAVINST 5580.1 Series.

d. Antiterrorism Awareness Briefing (Level 1). Annual requirement IAW DoDI 0-2000.16 and CNO (N34) directives. Training to be conducted prior to all AT applications being submitted.

e. Emergency Vehicle Operators Course, Triennial IAW OPNAVINST 5100.12 Series.

The following courses provide essential skills and should be completed in a triennial cycle.

f. Naval Criminal Investigative Service, Mobile Training Team, Security First Responders Course.

g. Shipboard Security Engagement Tactics Course (K-830-2213).

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**II. Essential Training for All Rated MA (E-6 and above), Chiefs,
and Officers**

- a. Navy Law Enforcement and Physical Security Supervisors Course (S-830-0001).

III. Essential Training Required by Duties/Billet

- a. Each detachment is required to have a Force Protection Officer who has completed the Antiterrorism/Force Protection Principal Advisor Course (J-830-0015) prior to appointment.
- b. Each detachment is required to have two Antiterrorism Training Officers (E-6 and above) who have completed the Navy Antiterrorism Training Officers Course (J-830-0010) prior to appointment.
- c. Each detachment is required to have two Small Arms Instructors. These instructors will be ordnance rated or rated Master-at-Arms who have graduated from the Navy Small Arms Instructor Course (J-041-0148), or equivalent courses IAW OPNAVINST 3591.1 Series, to possess or gain NEC 0812.