

## **TERMS OF REFERENCE FOR THE ASSISTANT ESTABLISHMENT SECURITY OFFICER (AESyO)**

### **PREAMBLE**

Britannia Royal Naval College (BRNC) has been at the forefront of the education and development of world-class Naval Officers ready to meet Fleet operational needs since 1863. The College's contribution to defence today is as relevant as ever, through Initial Naval Training (Officer), enduring leadership training, and support to Defence Diplomacy outputs through the training of international officers. Underpinning all aspects of training at BRNC remains the aim to deliver courageous leaders with the spirit to fight and win. Ensuring a secure and safe environment in which cadets, students and staff can thrive and achieve this aim is critical.

### **PURPOSES**

#### **1. Primary Purpose:**

- a. To improve the overall security culture and process at BRNC. Ensure the establishment is compliant with JSP 440 and Navy Principal Security Advisor (PSyA) direction.
- b. To advise and support the Establishment Security Officer (ESyO), Information Technology Security Officer (ITSO), Pass Officer (PASSO), Document Security Officer (DocSyO), MPGS Detachment Commander and MGS Supervisor with security related policy and implementation.

### **ACCOUNTABILITY**

2. The AESyO is accountable to the ESyO (First Lieutenant) in the delivery of their primary purpose and delivery of their areas of responsibility.
3. On taking up appointment of AESyO:
  - a. The new incumbents first action will be to conduct 100% muster of the Unit Security Log to ensure its accuracy.
  - b. Ensure you register your details with Navy PSyA<sup>1</sup>.
  - c. Complete mandatory training as defined in paragraph 7.

### **AUTHORITY**

4. AESyO has authority to liaise directly with Command to ensure awareness of any security risks and issues that may affect output or compromise critical assets.

---

<sup>1</sup> [NAVY-SYASECURITYTEAM@mod.gov.uk](mailto:NAVY-SYASECURITYTEAM@mod.gov.uk)

5. The AESyO has delegated authority to direct ITSO, PASSO, DocSyO, MPGS and MGS activity to meet their primary tasks.

6. **Liaison and Correspondence.**

a. The AESyO is to liaise as necessary, both internally and externally, on matters related to their primary tasks.

b. AESyO is authorised to liaise directly with Navy PSyA, MOD Departments, other Command Establishments and Naval Base Authorities on matters within purpose.

**PRINCIPLE TASKS**

7. The AESyO's principal tasks are:

a. **Advise.** Advise Command on all security matters contained in JSP 440 and Navy Command Security Regulations (NCSRs)<sup>2</sup>.

b. **Security orders.** Prepare and maintain Unit Security Plans (including but not limited to Op WIDEAWAKE and Op ROUNDUP). Ensure they are well promulgated, understood and observed<sup>3</sup>.

c. **Threat assessment.**

(1) React to assessments obtained from MOD or Navy PSyA on the threat to establishment security from espionage, sabotage, subversion and terrorism.

(a) Ensure Establishment Daily Orders and the Security SharePoint site are updated in a timely manner.

(2) Organise Threats, Vulnerabilities and Risks (TVAR) Assessments be conducted on BRNC.

(a) Debrief and advise Command on the outcome(s).

d. **Security co-ordination.** Co-ordinate all aspects of physical, documentary, and personnel security within the establishment, including but not limited to:

(1) Liaise with the ITSO to ensure all aspects of IT security are correctly managed;

(2) Liaise with the PASSO to ensure all aspects of pass security are correctly managed. This includes but is not limited to the creation and implementation of processes, administration, control and issue of permanent security ID passes for personnel, dependents and vehicles for BRNC;

---

<sup>2</sup> [Royal Navy \(RN\) - Navy Command Security Regulations V3.0 - All Documents \(sharepoint.com\)](#)

<sup>3</sup> Suggested subject headings for Security Orders are at Addendum 3 to NCSRs.

- (3) Co-ordinate the preparations for external security assurance visits and inspections by Navy PSyA Security Assurance Teams;
- (4) Co-ordinate and compile the establishment Security Self-Assessment;
- (5) Co-ordinate establishment wide security drills including Op WIDEAWAKE and Op ROUNDUP. Provide the establishment with lessons identified and areas for improvement; and
- (6) Co-ordinate the return of Risk Balance Cases (RBCs) as required internally or as directed by Navy PSyA.
- (7) Co-ordinate the return of Operational Requirements to Navy PSyA in order to reduce or mitigate associated security risks.

e. **Security incidents.**

- (1) Conduct initial investigations into all security incidents and recommend, where necessary, further action to the ESyO and / or Command.
- (2) Ensure all security incidents are reported to Navy Command Warning Advice and Reporting Point (WARP) via the submission of an accurate and timely Security Incident Report (SINREP)<sup>4</sup>. Maintain an internal record.
  - (a) Brief outstanding and closed SINREPs at monthly security shareholder meetings.

f. **Security control.** Maintain control of all security keys and custody of written records of combination lock settings (including the Sandquay Key List). Maintain accurate records of system administrators' login and password details and ensure that combination lock settings and security cabinet combinations are changed as required by regulations.

g. **Security Risk Register.** Produce and maintain the establishment Critical Asset and Security Risk Registers.

h. **Vetting and security clearance.** Monitor and ensure all establishment personnel<sup>5</sup> hold appropriate in-date security clearance for their JPA positions. Advise and facilitate reapplication via the Navy PSyA Security Vetting Team as required.

i. **Security briefing.** Ensure that civilian and Service personnel joining the establishment are briefed on Security Standing Orders, local instructions and the prevailing threat, including actions to take in the event of a change in security and counter terrorist threat levels.

j. **Training.** Organise security education and training within the establishment (including but not limited to NCT 3 Annual Security and PREVENT training). Maintain nominal roles of those personnel who have attended education and training.

---

<sup>4</sup> IAW Fleet Security Guidelines and PSyA's Security Awareness Notice SAN 2015-013a dated 25 Jun 15.

<sup>5</sup> Including those in BRNC satellite locations.

k. **Lost and found.** Maintain a lost and found property register. Organise the auction of unclaimed found property within six months.

(1) Produce and issue the relevant Captains Temporary Memorandum (CTM) with regards to receiving found money and money on receipt of the found property auction.

l. **Security inspections.** Ensure that monthly security inspections and spot checks are carried out promptly with all findings reported in accordance with JSP 440. Maintain the Unit Security Log.

m. **Security shareholders.** Organise monthly security shareholder meetings. Maintain the meeting slide deck.

n. **Overseas travel.** Be the single point of contact within the establishment for advice and guidance on overseas and foreign travel. Liaise with Navy PSyA as required.

o. **Rounds.** Accompany the Commander and 1LT on rounds. Provide the Building Manager Coordinator with actions required by building custodians and Line Managers to improve security.

## SECONDARY TASKS

8. The AESyOs secondary tasks are:

a. To conduct college duties as required, including, but not limited to:

(1) Officer Of the Day (OOD)); and

(2) Directing Staff (DS) for assessed exercises and development packages.

## COMPETENCIES

9. The AESyO is to have completed the following courses for the role:

a. Defence Establishment Security Officer course;

b. Basic Care of Trainees (BCoT) course<sup>6</sup>;

c. BRNC Induction Training (on joining); and

d. Directing Staff (DS) qualified (on joining).

10. The AESyO is to be in date for all NCT courses.

---

<sup>6</sup> [Basic CoT \(mod.gov.uk\)](http://mod.gov.uk)