UNITED STATES MARINE CORPS
3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5801

DivO 2280.1D
Adj
3 Mar 93

DIVISION ORDER 2280.1D

From: Commanding General
To: Distribution List

Subj: COMMUNICATIONS SECURITY (COMSEC) MATERIAL SYSTEM (CMS); PROCEDURES FOR HANDLING, ACCOUNTING, AND TRANSMISSION OF AUTHORIZED HOLDINGS

Ref: (a) CMS-4L
(b) OPNAVINST 5510.1H
(c) CSP-1A
(d) CMS-3
(e) FMFPacO 5041.4L

Encl: (1) Letter of Appointment for CMS Custodians and Alternates
(2) Letter of Appointment for CMS Users
(3) CMS Inspection Checklist
(4) Statement of Responsibility Form
(5) Instructions for CMS Accounts of Rotating Units
(6) Sample Unit Rotation Message

1. Purpose. To promulgate instructions for handling, accounting, maintenance, and transmission of Communications Security (COMSEC) material and equipment within this Headquarters and subordinate elements of the 3d Marine Division.

2. Cancellation. DivO 2280.1C

3. Information. The Communications Security Material System (CMS) provides for the security of certain highly sensitive and related material. In the interest of national security, all material distributed within the CMS requires positive accountability from the time of entry into the system through destruction. References (a) through (e) contain detailed instructions for accountability, handling, maintenance, security, and destruction of CMS distributed material and equipment.

4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

5. General

a. The CMS is designed to ensure the security of certain categories of highly sensitive classified publications by providing strict accountability through their existence.

b. A CMS distributed publication is any material produced and

accounted for within the CMS.

c. A custodian is an individual responsible to the commander for all CMS publications, equipment, and proper maintenance of all applicable records concerning the material within a using unit. Requirements for appointment are set forth in Article 301 of reference (a).

d. An alternate custodian is appointed to assume the custodian's duties and responsibilities while the custodian is temporarily absent. If the custodian is absent for more than 45 days, a new custodian must be appointed. Requirements for appointment of the alternate custodian are set forth in Article 310 of reference (a).

6. Dissemination of Information

a. The dissemination of information contained in CMS publications shall be limited to those persons who in the performance of their official duties require the knowledge or possession of CMS publications.

b. CMS material will be issued only to personnel who have an appropriate security clearance and access, and have been designated as a sub-custody holder/user.

c. It is the duty of persons having knowledge of discrepancies loss, compromise, or unauthorized viewing of CMS publications or equipment to report such knowledge to the CMS custodian.

7 Command Responsibilities

a. Commanding officers of organizations designated as account holders are responsible for the safe custody, proper handling, transmission procedures, and disposition of CMS distributed material under their jurisdiction. Further, commanding officers shall comply with the specific duties contained in Article 305(a) of reference (a)

b. The Commanding General shall appoint an individual to serve as the 3d Marine Division CMS Staff Responsibility Officer. Requirements for appointment and responsibilities of the Staff Responsibility Officer are contained in Article 335 of reference (a).

8. Custodian and Alternate Custodian Responsibilities

a. The CMS custodian and alternates are responsible for the administration and proper handling of CMS material and equipment within the authorized allowance of the CMS account.

b. The CMS custodian and alternates are responsible for issuing CMS material to local holder/users and administering guidelines, procedures, and training related to COMSEC for handling and care of the material while in their custody.

9. Sub-custody Holder Responsibilities

a. Local Holders

(1) A CMS local holder is a command, activity, detachment, or component whose COMSEC material needs can be met by drawing COMSEC material from a single CMS account on a local custody basis.

(2) The local holder organization will appoint a local holder custodian and alternate(s) who are responsible to the commanding officer for management responsibility and to the CMS custodian for accountability of COMSEC material in their possession.

(3) The local holder custodian and alternate(s) must meet the appointment criteria outlined in Article 335 of reference (a).

(4) The duties of the local holder include compliance with the provisions of reference (a) for CMS procedures and providing the CMS custodian with proper documentation in the handling of CMS material.

b. CMS Users

(1) CMS users are those 3d Marine Division staff sections and/or subordinate organizational sections requiring CMS material in the performance of their duties.

(2) CMS users are responsible for:

(a) The receipt of CMS material checked out to the section.

(b) Page checking of CMS publications.

(c) The maintenance of a current inventory of CMS material within the section.

(d) The prompt entry of changes into publications in the section's custody.

(e) The necessary repair or mending of publications in the section's custody. Any publications which have become damaged beyond usability shall be returned to the custodian for replacement.

(f) The briefing of personnel in the section who are authorized users of CMS material in the handling of such material

(g) Ensuring an adequate watch-to-watch inventory for watch stations having CMS distributed publications in use or available to watchstanders.

10. Designation of Custodian/CMS Users

a. The 3d Marine Division Headquarters, subordinate units and local holders will designate custodian and alternate custodians per references (a) through (c). The example outlined in enclosure (1) will be used for such designation.

b. CMS users will be designated as outlined in Article 325 of reference (a). An example of such designation is contained in enclosure (2).

11. Maintenance of Cryptographic Devices

a. Cryptographic equipment must always be maintained in a ready-for-issue status. To assist CMS custodians, CMS personnel/users of cryptographic material must advise the custodian on a periodic basis, as to the status of the equipment, to include the condition and serviceability.

b. In order to reflect the cryptographic equipment's condition upon its return to the CMS custodian, a limited technical inspection (LTI) will be performed.

12. Inspections. Per references (d) and (e), CMS inspections of subordinate organizations will be conducted annually. UDP units will be inspected once during their tour. Subordinate CMS custodians will periodically inspect sub-custody holders and spaces used for stowage of COMSEC material to ensure compliance with the provisions outlined in references (a) through (d). Inspections will be conducted unannounced, utilizing the inspection checklist provided in enclosure (3).

13. Action

a. Personnel involved with CMS shall review the contents of this Order and all references contained hereto. CMS personnel will acknowledge this review by signing a Statement of Responsibility Form contained in enclosure (4) which will be maintained on file by the CMS custodian for a period of two years. Sub-custody holders will be provided a copy of this Order upon receipt by each subordinate CMS account.

b. Rotating units will follow the procedures outlined in enclosures (5) and (6), ensuring appropriate inventories are conducted, CMS custodian and alternates are assigned, and a change of command title is effected.

R. A. HORD
Chief of Staff

DISTRIBUTION: A/D

Copy to: CG, FMFPac

LETTER OF APPOINTMENT FOR CMS CUSTODIANS AND ALTERNATES

2280
OFF CODE

_____
Date

From: Commanding Officer, Organization & CMS Account Number
To: COMSEC Material Issuing Officer

Subj: AUTHORIZATION TO DRAW COMSEC MATERIAL ON LOCAL BASIS

Ref: (a) CMS-4L

1. The individuals listed below are qualified and appointed as COMSEC custodian and alternate(s) or local holder custodian and alternate(s) per Chapter 3 of the reference. These same individuals are authorized to receive COMSEC material within the authorized holdings of this organization.

_____ Name, Rank, Service, SSN	_____ Custodian's/Local Holder Custodian's Signature
_____ Name, Rank, Service, SSN	_____ Alternate Custodian's/Local Holder Custodian's Signature
_____ Name, Rank, Service, SSN	_____ Alternate Custodian's/Local Holder Custodian's Signature

SIGNATURE

ENCLOSURE (1)

LETTER OF APPOINTMENT FOR CMS USERS

SSIC
OFF CODE
DATE

From: Commanding Officer
To:

Subj: CMS USER OF COMSEC MATERIAL; APPOINTMENT OF

Ref: (a) CMS-4L

Encl: (1) CMS User Responsibility Form

1. You are appointed as a COMSEC Material CMS user of the 3d Marine Division, per the provisions of the reference. As a CMS user, you are authorized to receive COMSEC material from the CMS custodian on a local custody basis upon signing the appropriate local custody documents prepared by the custodian. You are responsible for the security control and internal accountability of the material as set forth in the reference. You are required to read, sign, and return to the CMS custodian, enclosure (1), retaining a copy for your files.

2. You are required to comply with the technical and managerial guidance provided by the CMS custodian. The CMS custodian will be available to assist you in the management of COMSEC material in your custody.

SIGNATURE

ENCLOSURE (2)

CMS INSPECTION CHECKLIST

DATE: _____

COMMAND/UNIT: _____

ACCOUNT NO. _____

IMMEDIATE SUPERIOR IN COMMAND (ISIC/IUC): _____

DATE LAST INSPECTED: _____

DATE LAST T/V: _____

CONDUCTED BY: _____

CMS ACCOUNT CUSTODIAN NAME: _____

GRADE: _____

DATE OF APPOINTMENT: _____

DATE COMPLETED CMS CUSTODIAN COURSE A-4C-0014: _____

CLEARANCE STATUS: _____

PRIMARY ALTERNATE CUSTODIAN NAME: _____

GRADE: _____

DATE OF APPOINTMENT: _____

DATE COMPLETED CMS CUSTODIAN COURSE A-4C-0014: _____

CLEARANCE STATUS: _____

ENCLOSURE (3)

SECOND ALTERNATE CUSTODIAN NAME: _____

GRADE: _____

DATE OF APPOINTMENT: _____

DATE COMPLETED CMS CUSTODIAN COURSE A-4C-0014: _____

CLEARANCE STATUS: _____

THIRD ALTERNATE CUSTODIAN NAME: _____

GRADE: _____

DATE OF APPOINTMENT: _____

DATE COMPLETED CMS CUSTODIAN COURSE A-4C-0014: _____

CLEARANCE STATUS: _____

CLERK NAME (IF ASSIGNED): _____

GRADE: _____

DATE OF APPOINTMENT: _____

TRAINING AND DATE COMPLETED: _____

CLEARANCE STATUS: _____

COMSEC MATERIAL HELD: YES _____ NO _____

ENCLOSURE (3)

PHYSICAL SECURITY

YES NO

1. Are adequate visitor controls enforced to ensure that access to classified information is given only to visitors who possess the proper identification, proper security clearance and NEED TO KNOW? [OPNAVINST 5510.1H, Chapter 18-2 (2,3); CSP-1A, Art. 205]

2. Is a visitor register maintained? [CSP-1A, Art, 610e(1)]

3. Is unescorted access limited to individuals whose duties require such access and who meet access requirements? [CSP-1A, Art. 610e 205]

4. Are the names of individuals with regular duty assignments in the facility (and granted unescorted access rights) on a formal access list authorized in writing by the Commanding Officer? [CSP-1A, Art. 610e, 205f, 115e]

5. Is the CMS vault door, safe, etc., free of external markings which indicate the classification level of the contents of the security container? [OPNAVINST 5510.1H, Art. 14-1(4)]

6. Is the space/compartment or vault which contains CMS material outwardly identified as "RESTRICTED AREA"? [OPNAVINST 5510.1H, Art. 13-3(2), 13-3(4), OPNAVINST 5530.14B, 0306b]

7. Does the vault/strong room/compartment conform to the minimum construction requirements? [CSP-1A, Art. 610b]

8. Has formal facility approval been given in writing to hold classified COMSEC material? [CSP-1A, Art. 610.e]

9. Has the account received a Final Command Certification required for initial draw of COMSEC material [CMS-4L, Art. 201c]

10. Do storage containers meet the minimum security requirements for the highest classification of material stored therein? [CSP-1A, Art. 225;

OPNAVINST 5510.1H, Chapter 14

11. Do storage containers conform to the two person integrity requirements for COMSEC keying material? [CSP-1A, Art. 225c(4)]

12. Is a Security Container Records Form (OPNAV Form 5510/21) maintained for each security container? [OPNAVINST 5510.1H, Art. 14-3(3), Exhibit 14C-1]

13. Are all damages, repairs or alterations to the container or parts of the container (e.g., Group 1R locks, locking drawer, drawer head, etc.) properly documented on an OPNAV Form 5510/21? [OPNAVINST 5510.1H, Art. 14-9; CSP-1A, Art. 225d]

14. Is a Security Container Information Form (SF 700) maintained in each security container? [OPNAVINST 5510.1H, Art. 14-7(7), Exhibit 14-E1; CSP-1A, Art. 225b]

15. Is a Security Container Open/Closure Log (SF 702) maintained for each lock of a COMSEC storage container? [CSP-1A, Art/ 225b(2)](2)]

16. Are combinations to the CMS account vault/ security containers restricted to the custodian and alternates only? [CSP-1A, Art. 205g, h]

17. Does no one person have knowledge of both combinations for access to classified COMSEC keying material? [CSP-1A, Art. 205g,h]

18. Are all sealed records of combinations to containers kept on file and available to duty officers/duty personnel for emergency use? [CSP-1A, Art. 205h, i, j]

19. Are records of combinations to CMS containers wrapped in aluminum foil, secured in separate SF 700 envelopes, and sealed using transparent lamination? [CSP-1A, Art. 205i]

SAFETY

20. Is the CMS vault equipped with the following minimum safety requirements: [CSP-1A, Annex A Para. 6A]

    a. A luminous type light switch?

b. An emergency light if the vault is otherwise unlighted?

c. An interior alarm switch or device (telephone, intercom, etc.)?

d. A decal containing emergency instructions on how to obtain release if locked inside the vault?

ANCRS/CARS

21. If adequate computer hardware is available, does the CMS account have the ANCRS program and CARS system on line? [ALCOM 47/91]

22. If the CARS system is used for two way communication, has the PC and STU-III been authorized to process SECRET information only? [DCMS 2280 Ser T/180 24 May 91]

23. Does the account have written authority from the command's ADP Security Officer to exchange data via the CARS system? [DCMS 2280 Ser T/180 24 May 91]

24. Are transactions that are reported to the DCMS via CARS annotated on the applicable CMS document (e.g., SF 153, CMS 2-1) by YYMMDD and are the documents filed in the chronological file? [DCMS 2280 Ser T/379 19 Sep 91]

25. If the ANCRS program is used, does the account have an up-to-date printout of the running inventory in the chronological file? [CMS-4L Art. 660h]

CHRONOLOGICAL FILE

26. Does the chronological file contain the following? [CMS-4L, Art. 405a]

    a. CMS running inventory

    b. CMS transaction log

    c. SF-153s

    d. Disposition reports (CMS 2-1)

    e. Inventory reports (CMS 16-1)

f. Local inventory reports

g. Letters of appointment

h. Message of appointment/authorization to draw

i. Outgoing shipment log

RUNNING INVENTORY

27. Does the custodian maintain a running inventory of all AL-1 and AL-2 COMSEC keymat, publications and equipment? [CMS-4L, Art. 660a]

28. Does the CMS running inventory meet the following requirements: [CMS-4L, Art. 660]

    a. Is running inventory marked "CONFIDENTIAL (when filled in)"? [CMS=4L, Art. 660b]

    b. Numbered on each page with Arabic numerals (and letter suffixes, if required)? [CMS-4L Art. 660c(2)]

    c. Contain short title listings of all AL-1 and AL-2 COMSEC keying material, equipment, publications and unentered amendments and modifications to equipment on charge to the account? [CMS-4L, Art. 660d(1)]

    d. Is the appropriate accountability legend code for each short title, including each unentered amendment or modification, and equipment entered in column 5? [CMS-4L, Art. 660d(5)]

    e. Are short titles listed in alphanumeric order? [CMS-4L, Art. 660d(1)] NOTE: This question applies to manual running inventories only. Running inventories in the ANCRS program will be in ASC-II file order.

    f. Does the running inventory contain the required classification statement (Classified by NTISSI 4002), declassification statement (Declassify On: Originating Agency's Determination Required) and destruction authorization on each page (only on first page of complete ADP)? [CMS-4L, Art. 660i)

g. Are deletions from the CMS running inventory lined out (columns 1-5) and appropriate disposition remarks entered in column 6? [CMS-4L, Art. 660e]

TRANSACTION LOG

29. Is the CMS transaction log current and properly filled out? [CMS-4L. Art. 665]

30. Is a copy forwarded at the end of each calendar year to DCMS with a note on the bottom of the last page certifying the last transaction number (TN) of that calendar year? [CMS-4L, Art. 665d]

SF-153's

31. Are SF-153 COMSEC material receipt reports containing TPI material properly completed to include: TN number, date assigned, type of action, the custodian and witness signatures? [CMS-4L, Art. 715f]

32. Are ETRs sent to the DCMS COR in place of the following reports: [CMS-4L, Art. 720, Section Ia]

    a. CMS 2-1A Destruction Reports (Automatic)?

    b. SF 153 Receipt Reports?

    c. SF 153 Transfer Reports?

    d. SF 153 Destruction Reports (Manual)?

33. Are Destruction Automatic ETRs restricted to reporting only that information listed on the CMS 2-1A [CMS-4L, Art. 720, Section II]

34. Are CMS 2-1As signed and retained in the chronological file with a copy of the transmitted automatic ETR message attached to it? [CMS-4L, Art. 720, Section II a(1)]

35. Are Destruction Manual ETRs being used to report destruction of material that is normally reported on a SF 153? [CMS-4L, Art. 720, Section II d(1)]

36. Are ETR messages addressed to **DCMS DATA WASHINGTON**

DC? [CMS-4L, Art. 720)

37. Has the custodian ensured that an ETR Receipt report has been forwarded within 96 hours from the time of pickup or receiving the incoming shipment? [CMS-4L, Art. 720, Section II c]

38. Has the custodian ensured that when a higher authority directed a reduction of communications (e.g., EMCON, Minimize) and ETR Receipt procedures were suspended, only the completed SF-153 or 2-1A report was forwarded? [CMS-4L, Art. 720, Section I a, c] Did the custodian ensure that after forwarding the SF-153 or CMS 2-1A, no further action was taken? [CMS-4L, Art. 720, Section II c]

39. Is each ETR message attached to the corresponding SF 153 of 2-1A report(s) and filed in the chronological file in TN order? [CMS-4L, Art. 720 Section II a, b]

Are discrepancies (missing material/extra material) described in the remarks section of the receipt ETR message? [CMS-4L, Art. 720, Section II b]

Has the receipt of two person control material been reported per JCS Publication 1-04? [CMS-4L, Art. 720, Section II b]

On two person control material, is the DIRNSA assigned delivery control number, TN, date, name, rank/grade, and SSN of both of the recipients receiving the material listed in the remarks section of the ETR? [CMS-4L, Art. 720, Section II b]

DISPOSITION REPORTS CMS 2-1

43. For deletions made on the CMS 2-1A, are total lines and quantity figures adjusted to reflect only the total lines and total quantity of material being destroyed? [CMS-4L, Art. 920d(7)]

44. When lining out an entry, is only black ink used? [CMS-4L, Art. 920d]

45. Is each line out, adjustment, and remark made on the CMS 2-1A initialed by the CMS custodian (or alternate) and a witness? [CMS-4L, Art. 920d (7)

Is a TN assigned to the CMS 2-1A? [CMS-4L, Art. 920d (8)]

Have the custodian/local holder custodian and alternate, or the custodian/local holder custodian and witness conducting the destruction signed and dated the original and chronological file copies of the CMS 2-1A? [CMS-4L, Art. 920d(8); CSP-1A, Art. 260]

48. Is the original and chronological file copy of the CMS 2-1A signed by the commanding officer, (staff responsibility officer, or OIC)? [CMS-4L, Art. 920d(8)]

Are all other items that appear at the end of the CMS 2-1A (telephone numbers, dates of most current CMS training visit and inspection) properly completed and updated? [CMS-4L, Art. 920d(9)]

50. Is the signed and dated original CMS 2-1A or an ETR (DA) forwarded to DCMS by the 15th of the month? [CMS-4L, Art. 720, 920d(10)]

51. Is the CMS 2-3/CMS 2-4 used as a local record of destruction? [CMS-4L, Art. 920(e), (f)]

Is the CMS 2-3/CMS 2-4 signed by the CMS custodian, witness, and CO if used as the custodian's local record of destruction? [CMS-4L, Art. 920e(3), 920f(3)]

53. If any material listed on the CMS 2-4 was transferred to another account, was the CMS 2-4 forwarded to that command? [CMS-4L, Art. 920f]

INVENTORY REPORTS CMS 16-1

54. Has the account conducted a fixed-cycle inventory for all AL-1 and AL-2 material, and an inventory prior to the relief of the CMS custodian or change of command or staff responsibility officer? [CMS-4L, Art. 1001a]

55. If the CMS 16-1 is used as a combined inventory, is the statement of usage "semiannual inventory of (custodian, command, or responsibility)" included on the CMS 16-1B page, below the close out line? [CMS-4L, Art. 1005a]

56. Have change of custodian inventories been conducted by the incoming custodian and witnessed by the outgoing custodian? [CMS-4L, Art. 1010]

Are CMS 16-1 fixed-cycle inventories completed through the preprinted TN and date as specified in the inventory heading? [CMS-4L, Art. 1005a (1a)]

Are CMS 16-1 combined inventories completed through the preprinted TN and date as specified in the inventory heading? (The preprinted TN and date in the inventory heading may not be changed.) [CMS-4L, Art. 1005e]

Has material which must be added to the CMS 16-1 inventory been added to the CMS 16-1B section? (The added material must be listed on a TN prior to the preprinted TN and date shown in the inventory heading.) [CMS-4L, Art. 1005]

Is material added to the CMS 16-1B in alphanumeric order and in the same format as on the CMS 16-1A? [CMS-4L, Art. 1005f(1)]

Are line out entries on the CMS 16-1A made in black ink? [CMS-4L, Art. 1005(b)]

62. Are all line outs, adjustments, and entries made on the CMS 16-1A initialed by the custodian and alternate custodian or an appropriately cleared witness? (Two different authorized personnel are required to initial the inventory.) [CMS-4L, Art. 1005e(8)]

If the completed CMS 16-1 was used as a semi-annual or combined inventory, was the entire original CMS 16-1 forwarded to DCMS? [CMS-4L, Art. 1005a]

64. Does the CMS 16-1C list all separate commands that receive COMSEC material support as local holders? [CMS-4L, Art. 1005g]

If the command has no local holders, is the CMS 16-1C annotated to that effect and returned to DCMS? [CMS-4L, Art. 1005g]

66. Have all special inventories been conducted through the most current TN? (Special

inventories must not be returned to DCMS, but retained locally.) [CMS-4L, Art. 1005a(2)]

Are the CMS 16-1 working copies maintained until receipt of DCMS verification? [CMS-4L, Art. 401c, 1005k]

LOCAL INVENTORY REPORTS

Does the local custody file contain effective local custody documents reflecting CMS distributed material issued to users and local holders? [CMS-4L, Art. 425]

69. Does the custodian ensure that no more than seven days of extractable keying material is being issued at any one time to tactical aircraft and/or mobile units? (For non-extractable keymat, the whole edition should be issued. End-opening packages of keying material shall be issued as a whole edition. Keying material packaged in canisters shall be issued as an entire canister.) [CMS-4L, Art. 625a(2)]

70. Does the local custody file contain signed, effective local custody documents for each item of accountable COMSEC equipment located in spaces which are not under the operational control of the custodian? [CMS-4L, Art. 425a(2)]

71. If an SF-153 is used as a local custody document, does it contain a statement of responsibility similar to that on the CMS-17 card? [CMS-4L, Art. 615g(2)]

LETTER OF APPOINTMENT

72. Has a formal designation (Letter of Appointment) for CMS account custodian and alternates been forwarded to DCMS, using the form found in Figure 3-1 of CMS 4-L? [CMS-4L, Art. 301c]]

Is the letter signed by the commanding officer and a copy retained in the account file? [CMS-4L, Art. 301c]

Has the local holder unit sent a Memorandum of Appointment and Authorization to Draw COMSEC Material to the parent CMS account? [CMS-4L, Art. 301d]

75. Does the account have a CMS clerk assigned?

76. If a CMS clerk is assigned, is TPI maintained by the clerk in conjunction with the CMS custodian or alternate? (CSP-1A, Art. 205n)

77. If a CMS clerk is assigned, is the custodian and an alternate, or two alternates present to open the CMS vault/safe and issue COMSEC keying material to user/local holders? (CSP-1A, Art. 205n)

MESSAGE OF APPOINTMENT/AUTHORIZATION

78. Has a formal designation Message of Appointment and Authorization to Draw COMSEC Material for CMS account custodian and alternates been forwarded to the servicing CMIO or CMS cache account command? (NAVGRAMS MAY NOT BE USED IN PLACE OF MESSAGES.) [CMS-4L, Art. 301b]

    Does the message of appointment contain CMS account number, name, rank, SSN, security clearance, title or position, and statement authorizing the custodian and each alternate listed to receive and courier COMSEC material? [CMS-4L, Art. 301b]

80. Does the message of appointment contain the name, rate/rank/GS rating, SSN and security clearance of all non-custodial personnel authorized to accompany the CMS custodian or alternate making the draw? (In para 2 of message of appointment.) [CMS-4L, Art. 301b]

OUTGOING SHIPMENT LOG

Does the outgoing shipment log include: [CMS-4L, Art.730b]

a. Receiving CMS command and account number?

b. Date of SF-153 report?

c. Outgoing TN?

d. Command controlled package number or registered mail number as appropriate?

<u>CMS FILES</u>

GENERAL MESSAGE FILE

82. Is a separate CMS general message file containing a copy of all effective general messages that relate to CMS matters maintained? (NAVOPs, ALCOMs, ALNAVs, etc.) (Review ALCOM 01/current year for effective ALCOMs of previous years.) [CMS-4L, Art. 415a]

CORRESPONDENCE AND MESSAGE FILE

Do the correspondence and message files contain the following: (The CMS custodian will determine what is pertinent to the effective operation of the local holder account.) [CMS-4L, Art. 401, 410]

a. Other accounting correspondence and messages?

b. Authorized holdings correspondence?

c. Other CMS correspondence and messages of a general nature pertaining to the CMS account (e.g., CMS visit results, CMS inspection findings/recommendations)?

DIRECTIVES FILE

84. Does the directives file contain a copy of each effective command and higher authority directive which relates to CMS matters, and (if applicable) copies of special exceptions such as waivers of physical security requirements, final command certification, etc.? [CMS-4L, Art. 420]

If the local holder is deployed, does the parent CMS account maintain the local holder's directive file until the unit returns? [CMS-4L, Art. 420a]

Have the following been destroyed upon replacement, cancellation or supersession: [CMSD-4L, Art. 401c]

a. Custodian's letter of authorization and designation?

b. General messages?

c. Directives?

d. CMS 16-1 Special Inventories?

88. Have the following been retained for a minimum of 90 days?: [CMS-4L, Art. 401c]

a. CMS-17 local custody cards for AL-1 through AL-4 material?

(1) Superseded material listed: Retain for 90 days following the date the material listed was superseded.

(2) If effective material listed is filled in and replaced by a new card, retain for 90 days from the date of the last signature on the filled in card. If filled in but not replaced by a new card, retain for 90 days from the date the material listed is superseded or transferred to another account. If not completely filled in, retain for 90 days from the date the material listed is superseded or transferred to another document.

b. SF-153 local custody documents for AL-1 through AL-4 material, retain for 90 days following the date the material listed was superseded or transferred to another account?

c. CMS running inventory, retyped pages and pages removed because all listed items disposed of?

d. Destruction records, locally used to record destruction of AL-1/AL-2 material?

(1 Authorized for destruction upon submission of applicable CMS 2-1 (or SF-153) to DCMS.

89. Have the following been retained for a minimum of one year: [CMS-4L, Art. 401c]

a. Receipts for official messenger mail, courier mail and registered mail?

b. Administrative and receipt records pertaining to DCS?

c. Logs of outgoing shipment numbers?

d. Visitors register? [CSP-1A, Art. 610e(1

Have the following been retained for a minimum of two years: [CMS-4L, Art. 401c]

a. SF-153s?

b. CMS 2-1 disposition reports (chronological file copy)?

c. CMS 2-3 and/or CMS 2-4 (secret and above material only)?

d. General correspondence and messages pertaining to CMS matters?

e. Transaction logs?

f. Local holder/user local inventory reports?

MATERIAL HANDLING

Compare actual account holdings with the authorized holdings list obtained through the controlling authority material validation:

a. Navy shore accounts: Do account holdings match the controlling authority validation for the material held by the account? [CMS-4L, Art. 201d]

b. Navy afloat account: Do account holdings match the controlling authority validation for the material not listed in the standard allowance instruction or standing OPLANs/OPORDs? [CMS-4L, Art. 201d]

Are controlling authorities notified when keying material is transferred to another account that is not normally authorized to hold the material? [CSP-1A, Art. 515u]

93. If the material transfer is to be permanently added to the receiving CMS account's allowance, has the controlling authority given approval for the transfer? [CSP-1A, Art. 515u]

Are STU-III equipments and CIKs accounted for within the regular CMS account? (If the command maintains a separate SCA account, skip questions 92 or and 93.) [CMS-6]

95. Has a command instruction implementing procedures for handling, storage, local custody, accounting, inventory procedures, transfer and destruction of material been promulgated? [CMS-6]

Are SF-153s used as a local custody record for issued STU-III terminals and CIKs? [CMS-6]

OTAR/OTAT

Are KG-83 Key Variable Generators (KVG) that are installed for operational use double locked or safeguarded under NO-LONE ZONE procedures? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

Have KG-83 KVGs been certified by Naval Ship Yard Pearl Harbor, Naval Ship Yard Norfolk or NAVELEXCEN San Diego prior to their initial use, after maintenance or if security controls were lost in any way? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

99. Have KG-83s been certified annually and tagged to show the classification, "CRYPTO" status, date of certification and name, rank and command of certifying technician? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

100. After certification/recertification, have tamper detection labels been applied to the side panels? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

101. Have fill devices been "key tagged" to show the key that has been converted from tape key? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

102. Has the Net Control Station (NCS) ensured that the remote stations do not hold OTAR Traffic Encryption Key (TEK) for circuits directly controlled by the NCS? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

103. Does the account maintain a copy of the Joint Procedures Manual, NAG-16B/TSEC? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

104. Has the custodian ensured policy and procedural guidance for electronic key is provided to local holders and users? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

GENERAL HANDLING

105. Are key tape canisters free of labels and stickers which may conceal attempted penetration or prevent inspection of protective packaging? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

106. If material has been resealed, is the following required data listed on the outside of the envelope? [CNO 2250 Ser 941J/IU556106 OTAR/OTAT Manual]

    a. Short title?

    b. Edition suffix?

    c. Accountability Legend (AL Code)?

    d. Serial/register number?

    e. Classification?

    f. Effective and superseded dates?

    g. Segment(s) contained?

    h. Date sealed?

107. Is the envelope signed along all seams and then sealed with cellophane tape? [CMS-4L, Art. 601a(2), (3), b(4), (5)]

108. If multiple copies of the same short title and same edition are being sealed in one envelope, is each serial number listed? [CMS-4L, Art. 610b(1)]

109. Is the local destruction record filed other than in the envelope and the envelope annotated as to where the document is filed? [CMS-4L, Art. 610b(3)]

Is COMSEC material double wrapped and securely sealed prior to shipment? [CSP-1A, Art. 230b]

Do all CCI equipment and components bear the CCI identification label? [CSP-1A, Art. 110d(4)]

PAGECHECKS

Are required page/verification checks being

accomplished on the following: (CMS-4L, Art. 250]

CORRECTIONS AND AMENDMENTS

a. Unsealed COMSEC keying material: Upon initial receipt upon transfer, during CMS account inventories, during daily watch-to-watch inventory, and upon destruction?

b. Unsealed maintenance (KAMs, SAMs) and operating (KAOs) manuals: Upon initial receipt, after entry of amendments which changes pages, (by person entering and person verifying entry), during fixed-cycle inventory of equip/pubs and combined inventories, upon transfer, upon destruction?

c. Unsealed amendments: Upon initial receipt, after entry of amendment which changes pages, (by person entering and person verifying entry) during fixed cycle inventory of pubs and combined inventories, upon transfer, upon destruction?

d. Amendment residue following entry of the amendment if the amendment is removed, substituted, or added pages? (Page check must be made by the person who entered it <u>and</u> by the person who verified the entry.) [CMS-4L, Art. 655h(3) (c)]

e. Amendment residue page checks recorded on the cover of the amendment residue? [CMS-4L, Art. 655h(3) (c)]

f. Maintenance and Repair kits: Upon initial receipt, installation of modification (classified components only) during fixed-cycle inventory of equip/pubs and combined inventories (classified components only) prior to transfer and prior to destruction?

g. Equipment: Upon receipt (upon uncrating), during fixed-cycle inventory of equip/pubs and combined inventories, during watch inventories, prior to transfer and upon destruction?

h Resealed keying material, during fixed-cycle semiannual keymat and combined inventory,

prior to transfer and upon destruction?

Are page check discrepancies reported promptly? [CMS-4L, Art. 605c]

114. When making corrections to a publication, is black ink used? [CMS-4L, Art. 655h(1) (d)]

Is each pen and ink correction identified by writing the amendment or correction number in the margin opposite the correction? [CMS-4L, Art. 665h(1) (1) (d)]

Has the person entering the amendment signed and dated the appropriate blanks on the publication Record of Amendments page? [CMS-4L, Art. 665h (2) (a)]

Has the individual who verified proper entry of the amendment initialed the entry on the Record of Amendments page? [CMS-4L, Art. 655h(2) (2) (a)]

118. Is amendment residue destroyed within 30 days of amendment entry? [CMS-4L, Art. 655i]

119. Is destruction of amendment residue reported to the CMS custodian? [CMS-4L, Art. 655i]

MATERIAL DESTRUCTION

Are destruction criteria for emergency superseded CMS material being strictly enforced/observed? [CMS-4L, Art. 901e(4)]

121. Do local destruction records clearly identify the date, short title, and edition suffix accounting numbers of the material being destroyed? {CMS-4L, Art. 925c]

Have local destruction records been signed/ initialed by both personnel who conducted the destruction? [CMS-4L, Art. 925c]

Is unissued COMSEC keying material marked CRYPTO destroyed within five days after the month in which the supersession of the entire edition occurs? [CSP-1A, Art. 260]

Are maintenance manuals, operating instructions, and general doctrinal publications destroyed

within five days after the last day of the month in which supersession occurs? [CSP-1A, Art. 260]

Are proper security safeguards observed by the two persons who witness and record the destruction of COMSEC material? [CSP-1A, Art. 905c]

Is an authorized technique used for the destruction of paper COMSEC material? [CSP-1A, Art. 260]

a. Burning.

b. Crosscut (double-cut) shredding.

c. Pulping.

d. Chopping/pulverizing.

Is COMSEC microfiche material properly destroyed? [CSP-1A, Art. 260]

a. Burning.

b. Acetone or methylane chloride.

c. NSA approved microfiche shredder.

Are both sides of the key tape canister punctured before being disposed of? [CSP-1A Art. 260g(2)(d)]

Do cryptographic maintenance personnel have DD Form 1435s documented in their service records? [OPNAVINST 2221.3 series]

130. Does the custodian issue all equipment modifications to COMSEC maintenance personnel on local custody within five days after receipt or, if the local holder is deployed, within five days of their return? [CMS-4L, Art. 645a(1)]

Is the destruction of AL-1 and AL-2 equipment modification kit residue reported to the CMS custodian on an SF-153 destruction report? [CMS-4L, Art. 645b]

EMERGENCY ACTION PLAN

Has the command prepared an Emergency Action

Plan (EAP) for safeguarding COMSEC material in the event of an emergency? [CSP-1A, Chapter 3; CMS-4L, Chapter 5]

133. Does the EAP stress the paramount importance of personnel safety in the event of an emergency?

134. Does the EAP provide detailed guidance for hostile and accidental emergencies?

135. Have plans been incorporated into the command's overall EAP to accomplish the following actions during accidental emergencies:

a. Fire reporting and initial fire fighting by assigned personnel?

b. Assigning of on-the-scene responsibility for protecting the COMSEC material held?

c. Protecting material when admitting outside fire fighters into the secure area(s)?

d. Securing or removing classified COMSEC material and evacuating the area(s)?

e. Assessing and reporting probable exposure of classified COMSEC material to unauthorized persons during the emergency?

f. Completing a post-emergency inventory of classified COMSEC material and reporting any losses or unauthorized exposures to appropriate authorities?

EMERGENCY DESTRUCTION

136. Do mobile commands and shore commands outside the 48 contiguous states have a step-by-step EMERGENCY DESTRUCTION PLAN incorporated into their EMERGENCY ACTION PLAN? [CMS-4L, Chapter 5]

137. Does the EDP identify the individual who is authorized to make the determination that emergency destruction is to begin?

138. Does the EDP discuss the means by which this determination is to be communicated to all subordinate elements?

139. Are devices and facilities for the destruction of COMSEC material readily available and in good working order?

Has the EDP incorporated necessary procedures to guarantee emergency destruction under two person integrity, both of whom are authorized access to COMSEC material?

Are EDP training exercises conducted on a regular basis to ensure that everyone is familiar with their duties?

Are the sensitive pages of KAMs prepared for ready removal? (upper left corner clipped) [CMS-4L, Art. 505c(3)]

Is the binder edge, front cover and back cover of KAMs containing sensitive pages marked with a red stripe? [CMS-4L, Art. 505c(1)]

Is COMSEC material separated by classification and status in order to facilitate emergency destruction? [CSP-1A, Art. 315a(2)]

Is the hostile action plan divided into two parts: one for precautionary and one for complete destruction? [CSP-1A, Art. 320a, b]

146. Are priorities of destruction indicated? [CSP-1A, Art. 325]

Does the EDP stress that accurate information concerning the extent of emergency destruction is second in importance only to the destruction of the material itself? [CMS-4L, Art. 501a]

Does the EDP specifically state that after the destruction of classified cryptographic components, no further destruction of crypto equipment is required? [CSP-1A, Art. 330b]

Does the EDP provide for the adequate identification and rapid reporting of material destroyed to include the material destroyed and the method and extent of destruction? [CSP-1A, Art 335]

Are document sinking bags available in sufficient quantity and in good condition to permit jettison of CMS material? (surface units

only [CSP-1A, Art. 330d(2)]

Does the EDP require that wrappers on sealed material to be jettisoned be slit to preclude the possibility of floating? [CMS-4L, Art. 310(16)]

CUSTODIAN RESPONSIBILITIES

Does the custodian maintain specific instructions regarding proper storage, handling requirements, and local destruction and accounting procedures? [CMS-4L, Art. 310b(4)]

Are the alternate custodian(s) kept fully informed of the status of the command account so they are at all times fully capable of assuming the CMS custodian duties? [CMS-4L, Art. 310b(2)]

Does the CMS custodian provide the commanding officer/OIC, staff responsible officer and other interested officers with general information about new or revised CMS policies or procedures? [CMS-4L, Art. 310b(1)]

156. Does the CMS custodian conduct periodic visits and training with local holders and users to assure they are properly protecting the COMSEC material they hold? [CMS-4L, Art. 310(b)]

Does the CMS custodian give guidance to command personnel whose duties include responsibility for CMS distributed material? [CMS-4L, Art. 310b(3)]

158. Does the CMS custodian conduct training on a regular basis? [CMS-4L, Art. 310b(3)]

Does the custodian frequently hold informal observations to determine the day-to-day performance of users (e.g., monitor inventories, destruction procedures, handling, etc.)? [CMS-4L, Art. 310]

160. Prior to releasing COMSEC material to a contractor, has the custodian ensured compliance with OPNAVINST 2221.5 by the Navy project officer or the contracting office that initiated the contract? [CSP-1A, Art. 205C(6)]

COMMANDING OFFICER RESPONSIBILITIES

161. Does the commanding officer ensure the following: [CSP-1A, Art. 115e]

a. Compliance with established policy and procedures governing the safeguarding and handling of COMSEC material?

b. Access to keying material is limited to those authorized in writing?

c. PQS (NAVEDTRA 43462 series) program is incorporated into the command training program for CMS personnel?

d. All CMS incidents and practices dangerous to security are promptly reported and action taken as required?

e. Appropriate action is taken regarding discrepancies noted during CMS training assistance visits and inspections?

f. Unannounced spot checks of the CMS vault and spaces where CMS material is used and stored are conducted?

g. Exit briefings are received from CMS Advice and Assistance Teams and CMS Inspectors upon completion of CMS training and assist visits and CMS inspections?

h Comments on the CMS custodian and alternates performance are included in officer fitness reports, enlisted evaluation reports or civilian performance appraisals.

i. All periods of assignment as CMS custodian, local holder custodian, or alternate are documented in the individual's service record.

MISCELLANEOUS

162. Randomly select two to three CMS short titles from incoming SF-153 or the CMS 2-1, and trace the item throughout the command CMS account to ensure material is properly handled.

CMS SHORT TITLE: _____

INCOMING SF-153 TN: _____

CMS 16-1: _____

RUNNING INVENTORY PAGE NR: _____

LOCAL CUSTODY DOCUMENT: _____

CMS 2-1 TN: _____

LOCAL DESTRUCTION RECORD: _____

SHORT TITLE: _____

INCOMING SF-153 TN: _____

16-1: _____

RUNNING INVENTORY PAGE NR: _____

LOCAL CUSTODY DOCUMENT: _____

2-1 TN: _____

LOCAL DESTRUCTION RECORD: _____

SHORT TITLE: _____

INCOMING SF-153 TN: _____

16-1: _____

RUNNING INVENTORY PAGE NR: _____

LOCAL CUSTODY DOCUMENT: _____

2-1 TN: _____

LOCAL DESTRUCTION RECORD: _____

STATEMENT OF RESPONSIBILITY FORM

2288
CMS
DATE

From:
To: CMS Custodian, 3d Marine Division

Subj: CMS USER RESPONSIBILITY FORM

Ref: (a) CMS-4L
(b) OPNAVINST 5510.1H
(C) CSP-1A

1. I have read and understand the instructions on handling CMS material as contained in reference (a).

2. I have had the opportunity to ask questions of the CMS custodian and have these questions answered to my satisfaction.

3. I have read and understand the following:

a. I understand the requirements for destruction of CMS material as contained in reference (a). I understand that I may destroy only that CMS material specifically authorized by the CMS custodian at the time of issue.

b. CMS material, not in actual use or under the direct personal observation of the officer/staff noncommissioned officer charged with the custody of the material, shall be stowed in the manner prescribed by references (a) thru (c).

c. CMS material shall be returned to the CMS custodian prior to departure on leave, transfer to another command, or separation from Naval Service.

d. A page check of each piece of CMS material shall be made upon receipt for personal custody. The page check will be recorded on the record of page checks in the particular publication, as applicable.

e. It is the duty of any person having knowledge of any discrepancy, loss, compromise, or unauthorized viewing of CMS material to make a full report to the CMS custodian immediately.

f. The dissemination of information from any CMS material shall be strictly limited to those persons whose official duties require its possession. Responsibility for determining whether a person's

ENCLOSURE (4)

whether they are authorized to receive it, rests upon each individual who has possession, knowledge, or command control of the information involved, and not on the prospective recipient.

g. No extracts shall be made from any CMS material without special written authority from the Commanding General or his designated representative, and then only under the supervision of the CMS custodian.

h. CMS material will not be removed from the command without specific written authority from the Commanding General or his designated representative. Such requests must contain detailed justification for the removal.

i. Only that CMS material specifically authorized by a letter of promulgation or other instructions may be carried on an aircraft for use therein. CMS material will not be carried on commercial aircraft.

j. CMS material marked "CRYPTO" may not be issued more than three days prior to the beginning of its effective period.

k. CMS material issued by the 3d Marine Division custodian will be returned to the CMS custodian on the first working day following supersession, unless otherwise directed.

l. Transport of CMS material to and from user sites will be conducted by two persons with access to the material being transported. Couriers must hold a valid courier card. Storage of CMS material at the user/storage site will be in an approved security container.

m. CMS two-person integrity (TPI) material which must, at all times, be under control of two persons with access to CMS material. No single person, regardless of grade or position, may be allowed access to TPI material by themselves. Single person access to any TPI material is a reportable CMS security violation. When drawing CMS material, the CMS custodian will specifically identify that material which requires TPI. TPI material must be stored in an approved security container with two approved combination locks.

Signature of Marine	SSN	Date	Clearance

Verified By

INSTRUCTIONS FOR CMS ACCOUNTS OF ROTATING UNITS

1. Procedures

a. Forty-five days prior to the organization detaching from 3d Marine Division, request a CMS 16-1 inventory from DCMS in order to conduct the change of custodian inventory. The request format is shown in reference (a), Article 1005.

b. Upon arrival of the replacing organization's advance party, the new and incumbent custodian will jointly conduct the change of custodian inventory and sign as "custodian" and "witness", respectively.

c. The incoming organization will forward the new message of appointment of CMS custodian/alternate To: CMIO SAN DIEGO CA. Info: DCMS WASHINGTON DC, CG FMFPAC, CG THIRD MARDIV.

d. Two weeks prior to rotation, the organization will effect a change of command title message, enclosure (6).