



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5511.12D
3NA
28 AUG 1996

STATION ORDER 5511.12D

From: Commanding Officer
To: Distribution List

Subj: INTERNAL DISTRIBUTION AND CONTROL PROCEDURES FOR
COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) MATERIAL

Ref: (a) CMS-1

Encl: (1) CMS Responsibility Acknowledgment Form

1. Purpose. To establish procedures for the distribution and control of CMS distributed material within this command as per the reference.
2. Cancellation. StaO 5511.12C.
3. Background. The Communications Security Material System provides for the security of certain highly sensitive, classified material and related material. Because of the nature and sensitivity of CMS distributed material, positive accountability for the material is required from the time of its entry into the system until it is destroyed or transferred from the CMS. Detailed instructions for issuing, accounting, handling, safeguarding, destroying, and disposing of CMS material are outlined in the reference.
4. Responsibilities
 - a. CMS Custodian. As per the reference, the Commanding Officer will designate in writing a CMS Custodian. The CMS Custodian is responsible to the Commanding Officer for the proper management of the Command's CMS account. The custodian also serves as the principal advisor to the Commanding Officer on matters concerning the proper handling of CMS material and required reports and records. The duties and responsibilities of the CMS Custodian are outlined in Article 455 of the reference.

b. Alternate CMS Custodians. The Commanding Officer will also designate in writing, three alternate CMS Custodians. The alternate custodians assist the CMS Custodian with CMS duties. The duties and responsibilities of the CMS alternate are outlined in Article 460 of the reference.

c. Command Relationship. The CMS custodian is not exclusively responsible for the management and security of CMS material. Management and security of CMS material are inherent responsibilities at all levels of command. Proper evaluation of CMS administrative procedures can only be made by those officers in the chain of command who understand CMS requirements. Therefore, it is necessary that officers senior to the CMS Custodian in the operational chain of command (i.e. Executive Officer, Communications-Electronics Officer, and Security Manager) familiarize themselves with the management and security requirements of CMS material.

d. CMS User. CMS users are properly cleared and authorized individuals who require COMSEC material in order to accomplish an assigned duty or who need COMSEC material for training purposes.

e. CMS Witness. The CMS witness who signs any CMS related report shares equal responsibility with the originator of the report for its accuracy. The CMS witness must be part of the four person CMS team. (CMS Custodian and three alternates).

5. Procedures

a. Access. Only those persons who have a "need to know" and possess the appropriate security clearance shall be granted access to CMS material. In addition, each responsible user must complete a copy of enclosure (1).

b. Transfer of Material. All transactions concerning the receipt or return of CMS material between the CMS Custodian and a responsible user will be effected via a Standard Form 153 (SF-153) COMSEC Material Report or a local custody issue/return form.

c. Storage

(1) Storage spaces for CMS material shall provide maximum protection against unauthorized personnel access, and material damage

or deterioration. Storage spaces shall be secured when not under direct supervision of appropriately cleared and authorized personnel. Storage containers for CMS material outside the CMS vault shall be approved by the CMS Custodian, with advice from the OIC, DET 6TH CIT, and meet the requirements of Article 520 of the reference.

(2) As per the reference, combinations of containers used to store CMS material shall be changed:

(a) Whenever a person having knowledge of the combination is transferred from the command and no longer requires access to perform duties.

(b) Whenever the combination becomes known, or is suspected to have become known by an unauthorized person.

(c) Every two years. The two-year period shall run from the date of the last combination change.

(3) Notice on Container. The following information shall be posted on the inside of each security container or vault used to store classified material:

(a) The date the combination was last changed.

(b) The names of personnel who know the combinations and who are to be notified should the container be found open.

(c) Brief instructions for action to be taken if the container is found open (e.g., post a guard; notify duty officer; notify individuals who know the combinations; do not touch the container or its contents).

(4) Access to Combinations

(a) Knowledge of the combination to the custodian's safes shall be limited to the custodian and alternate custodian(s) only! A record of combinations shall be placed in a sealed envelope and stored securely within the SCIF, building 510.

(b) Knowledge of the combinations to safes containing CMS material held by responsible users will be limited to personnel with an appropriate security clearance and the "need to know". A record of these combinations shall be placed in a sealed envelope and stored securely within the SCIF (building 510), or within the CMS vault (building 500).

d. Reproduction. CMS material will be reproduced by the CMS Custodian only, and only per Article 781 of the reference.

e. Damaged, Worn, or Mutilated Publications. Such publications will be returned to the CMS Custodian for replacement.

f. Amendments, Changes and Corrections

(1) When an amendment or correction to CMS material is provided to the responsible user, the custodian will also include a check-off list. The responsible user will enter the amendment per Article 787 of the reference within 48 hours of receipt. Article 787 also includes a section for a second person to verify the proper amendment entry. This entry will be completed after the amendment has been made.

(2) A page check of the amendment residue will be conducted by the persons entering the amendment and the CMS Custodian as indicated in Article 787 of the reference.

(3) Extreme care shall be taken to ensure that amendments and corrections are not entered before their effective dates and are entered in numerical order.

(4) Amendment residue will be returned to the CMS Custodian for verification and destruction.

g. Local Destruction Procedures for Superseded Portions or Segments. The CMS Custodian, alternates, responsible users of CMS and a properly cleared witness shall destroy keying material under these procedures within 12 hours.

(1) The material to be destroyed will be separated from all other similar material. Material to be retained will be removed from the general area in which the destruction will take place.

(2) The material to be destroyed will be arranged in the same order as it appears on the corresponding local destruction record (e.g., CMS 25).

(3) The short titles and accounting data of the material to be destroyed shall be verified by the two individuals in the following manner:

(a) The person responsible for conducting the destruction shall read the short titles, edition suffix (if any), accounting number, and card numbers to the witness who will mark in appropriate entries on the destruction record.

(b) To preclude inadvertent or unauthorized destruction of material, care shall be taken to ensure that pages or cards are not stuck together.

h. Loss of Keying Material. In the event of a possible loss of keying material:

(1) Stop all destruction procedures immediately.

(2) Search entire area.

(3) Re-check all keying material which has been used and the remaining keying material in the card book or keylist.

(4) Notify the CMS Custodian of the missing material.

i. Emergency Action Plan. The CMS Custodian shall ensure that a detailed emergency action plan for all CMS material is prepared and updated periodically. All responsible users and CMS users will thoroughly familiarize themselves with the provisions set forth in the Emergency Action Plan (StaO 5511.11C).

j. Insecurities. Any actual or suspected loss or compromise of CMS material shall be reported immediately to the CMS Custodian. The CMS Custodian shall then notify the Commanding Officer and take required action, including the prompt preparation of required reports, as per the reference.

k. Removal of CMS Material. Under no circumstances will CMS material be removed from the confines of Marine Corps Air Station, Yuma, AZ unless authorized in writing by the Commanding Officer.

l. Extracts of CMS Material. When required by operational commitments, the CMS Custodian may make extracts from CMS publications if authorized by the Letter of Promulgation or other cognizant authority. Each key list extract will be given a local accounting number and will be handled in the same manner as the original material. When no longer required, extracts will be returned to the CMS Custodian for destruction.

m. Resealing of Primary Keying Material. Will not be conducted without the authority of the CMS Custodian.

6. User Responsibilities

a. All CMS material held by the watch shall be inventoried regularly, in accordance with Article 775 of the reference, by the watch supervisor or any appropriately cleared individual designated. An inventory sheet identifying each item by short title, edition suffix, accounting number, and accountability legend shall be used. New material received by the watch will be added to the inventory listing and material destroyed or entered into the destruction chain shall be deleted from the listing. Deletions shall be initialed and signed with readable initials or signature. This applies to deletions of portions and segments, as well as, complete short title items.

b. CMS publications, keying material, and secondary variables will be stored in their assigned and locked CMS safe when not in use. Each time the safe is opened, all loose-leaf, unsealed primary keying material shall be page checked. Two-person integrity (TPI) will be maintained at all times.

c. Equipment will be properly safeguarded in its assigned spaces. If the equipment must be moved from its assigned space, the CMS Custodian will be notified.

d. Repair kits shall be kept locked and shall be inventoried monthly. An inventory sheet, listing the kits classified components shall be used to record the inventory and shall be kept in the kit.

e. Local destruction shall be conducted per paragraph 4g of this order.

f. TAD/Leave/PCS. Responsible users shall inform the CMS Custodian of their impending TAD, leave (if to exceed 45 days), or PCS transfer.

7. Action. The CMS Custodian shall ensure that users, CMS administrative personnel, and local holders understand their CMS responsibilities and that they are sufficiently well trained to carry out those duties. In carrying out this responsibility, the CMS Custodian shall:

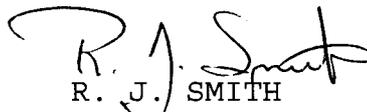
a. Monitor the overall internal security, accountability control, and destruction of CMS material and provide oral and written guidance.

b. Review command CMS directives at least annually to ensure their continued accuracy.

c. Ensure before issuing CMS material to users that a copy of enclosure (1) is signed and understood.

d. Ensure that a copy of this instruction and other command CMS directives are made available to each individual who uses/handles any CMS material.

8. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.


R. J. SMITH
By direction

DISTRIBUTION: B

CMS RESPONSIBILITY ACKNOWLEDGMENT FORM

From:

To: Custodian, Communications Security Material System (CMS),
Account 169135, Marine Corps Air Station, Yuma

Subj: COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) RESPONSIBILITY
ACKNOWLEDGMENT

Ref: (a) StaO 5511.11
(b) StaO 5511.12

1. I hereby acknowledgment that I have read reference (a) and (b), and that I understand them.
2. I assume full responsibility for the proper handling, storage, inventorying, accounting, transfer, and destruction of CMS material held in my custody and/or used by me or those under my supervision.
3. I have received a copy of reference (a) and (b) from the CMS custodian. If at anytime I am in doubt as to the proper handling of the CMS material I am responsible for, I will immediately contact the CMS Custodian and request advice.
4. Before departing on extended leave, TAD, and upon my detachment, I will check out with the CMS Custodian.

SIGNATURE: _____

DATE: _____