



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
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USNAINST 2280.1A  
6/Msg Br

15 SEP 2006

USNA INSTRUCTION 2280.1A

From: Superintendent

Subj: HANDLING AND SAFEGUARDING COMMUNICATIONS SECURITY (COMSEC) MATERIAL

Ref: (a) Electronic Key Management System - 1

1. Purpose. To establish guidelines and responsibilities for handling, safeguarding, and using COMSEC material.

2. Cancellation. USNA Instruction 2280.1

3. Action. All transactions involving Communication Material Security (CMS) material will be in accordance with reference (a) as amplified by this instruction. Due to the nature and sensitivity of CMS material, it is mandatory that there be no deviations from these instructions. Any discrepancy, violation, or suspected violation observed in the handling, security, or use of CMS material shall be reported immediately to an Electronic Key Management System (EKMS) manager.

4. Definitions

a. EKMS Manager – The person designated by the Commanding Officer to assume general custody and management of all COMSEC material issued to the command. COMSEC material located in the EKMS Manager's work spaces and CMS safe are considered to be in the personal custody of the EKMS Manager.

b. COMSEC Material – All material, including publications, devices, equipment, or apparatus essential to the encryption, decryption, or authentication of telecommunications, including operating and maintenance instructions for COMSEC communications systems and equipment.

c. EKMS Account – An administrative entity in which custody and control of COMSEC material are maintained. Within the EKMS architecture these accounts are also known as Tier 2 accounts. Each EKMS Tier 2 account is assigned and identified by a six-digit EKMS account number which also serves as the account's EKMS ID.

d. Local Element (LE) – Local Elements are separate entities, units, or commands, internal or external to the parent EKMS account that require COMSEC material. LEs receive their COMSEC material from the single EKMS account they are registered to (i.e., their parent account) and never directly from a central facility.

e. Local Element (Using) – Any properly cleared and authorized individual who makes use of COMSEC material be accepting local custody responsibility from the EKMS Manager. By signature, the CMS user indicates awareness of the requirements for proper handling, safeguarding and controlling, as well as requirements for conducting or supervising local destruction as appropriate and as authorized.

5. Duties and Responsibilities

a. Local Element – Due to the nature and sensitivity of COMSEC material the LE has direct and

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personal responsibility for the proper management of all COMSEC material to include the following, but not limited to, drawing and maintaining needed holdings of COMSEC material.

(1) Foreseeing future needs for additional COMSEC material and providing timely notification to NCTAMS LANT DET WASHINGTON DC EKMS Manager in order that necessary requests may be initiated. The Local Element will be responsible for initiating the proper request to the appropriate authority.

(2) Identifying holdings of COMSEC material that are no longer needed in order that necessary requests for authorization to decrease holdings may be initiated.

(3) Ensuring the responsible authority in charge of the Local Element (Issuing) Unit designates a person, and the EKMS Manager is notified of the personnel, in accordance with reference (a).

b. Local Element – (Issuing) and alternate(s) responsibilities include the following, but are not limited to:

(1) Drawing CMS material within the last three working days of each month between 0800 and 1600 hours.

(2) Preparing all transactions on COMSEC Material Report (SF 153) which are available from the EKMS manager.

(3) Delivering destruction reports to the EKMS manger no later than one day following the last day of each month.

(4) Conducting inventories and forwarding inventory reports to NCTAMS LANT DET WASHINGTON DC EKMS Manager within five working days of the date the request is received from the EKMS Manager. The EKMS Manager may make this request via telephone.

(5) Conducting with the EKMS manager or alternate, at least annually, an inventory of local holder CMS material, an inspection of storage containers/vaults, and a review of procedures used by the local holder.

(6) Preparing written detailed handling instructions to each user of CMS material within his/her command/unit. A copy of these instructions will be provided to NCTAMS LANT DET WASHINGTON DC EKMS Manager.

c. Local CMS User(s) – Due to the nature and sensitivity of CMS material, the local responsible user has primary and personal responsibility for proper handling, safeguarding, control, and local destruction of all CMS material in his/her normal work space. Responsibilities include the following, but are not limited to:

(1) Maintaining an inventory of all CMS material required.

(2) Conducting watch-to-watch/ daily inventories are required along with any necessary page checks.

(a) Watch-to-watch/ daily inventories are required of all keying material held, including secondary variables and any used key cards or key list extracts kept in a locked box or other locked container.

(b) Daily inventories are required of all material stowed in a secure container each day the container is opened.

(3) Ensuring routine local destruction is conducted as follows:

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- (a) Key cards are destroyed progressively in accordance with individual supersession.
- (b) Superseded key cards are destroyed within 72 hours of supersession.
- (c) Extra cards are destroyed with the last operational segment.
- (d) Card covers are returned to the EKMS Manager as proof of destruction.

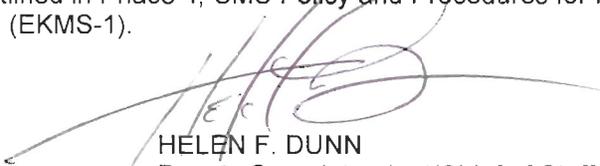
(e) Destruction of all CMS material is by an approved method as outlined in reference (a). Shredding (dry process) and pulping or disintegrating (wet process) are two methods available at the Naval Academy.

(f) Local destruction is conducted by two properly cleared U.S. Government military or civilian personnel as follows:

1 The two individuals conducting destruction will jointly place the material into the destruction device and will ensure that destruction of all CMS material is complete.

2 The two individuals conducting destruction will jointly verify the short titles and accounting data and will jointly make appropriate entries on the Multi Short Title Local Destruction Report (EKMS-1).

3 Preparing and posting an emergency plan to include either return to the EKMS Manager or destruction of all CMS material as outlined in Phase 4, CMS Policy and Procedures for Navy Electronic Key Management System Tiers 2 and 3 (EKMS-1).



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