DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 2280.1B
6/ITSD
20 APR 2012

USNA INSTRUCTION 2280.1B

From: Superintendent

Subj: HANDLING AND SAFEGUARDING COMMUNICATIONS SECURITY (COMSEC) MATERIAL

Ref: (a) EKMS-1B, Electronic Key Management System Policy (EKMS) and Procedure for Navy Electronic Key Management System Tiers 2 & 3.
(b) USNAINST 2210.1C, Secure Telephone Equipment Terminal

1. Purpose. To establish guidelines and responsibilities for handling, safeguarding, and using COMSEC material at the United States Naval Academy (USNA).

2. Cancellation. USNA Instruction 2280.1A

3. Background. USNA holds COMSEC material in the form of KSV-21 cards for use with Secure Telephone Equipment (STE). USNA is a Local Element (LE) (User) of the Electronic Key Management System (EKMS) Account held by Naval Communications Material System (NCMS) Washington D.C. The EKMS Manager for USNA's LE is located at NCMS Washington D.C. and all reports and CMS/EKMS related issues will be reported directly from the USNA LE to the EKMS Manager.

4. Action. All transactions involving COMSEC Material System (CMS) material will be in accordance with references (a) and (b) 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 the EKMS Manager.

5. Definitions

a. EKMS Manager. The person designated 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. 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 (User). Any properly cleared and authorized individual who makes use of COMSEC material by 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.

6. Duties and Responsibilities

a. Local Element. Due to the nature and sensitivity of COMSEC material, the LE has direct and personal responsibility for the proper management of all COMSEC material that includes, but is not limited to, drawing and maintaining needed holdings of COMSEC material. The LE is responsible for accomplishing this by:

(1) Foreseeing future needs for additional COMSEC material and providing timely notification to the NCMS Washington D.C. 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 LE (User) Unit designates authorized users, and notifies the EKMS Manager, in accordance with reference (a).

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

(1) Preparing all transactions on COMSEC Material Report (SF-153) which are available from the EKMS Manager.

(2) Delivering destruction reports to the EKMS Manager no later than one day following the last day of each month (if destruction is conducted).

(3) Conducting inventories (in accordance with the EKMS Manager's direction, and as per reference (a)), and forwarding inventory reports to the NCMS Washington D.C. EKMS Manager within five working days of the date the request is received.

(4) Preparing User Responsibility Acknowledgement forms for each COMSEC Local Element User and forwarding a copy of the forms to the NCMS Washington D.C. EKMS Manager.

(5) Maintaining all COMSEC Material Reports (SF-153s), inventory reports, destruction reports, User Responsibility Acknowledgement forms, and any locally generated reports for the appropriate time periods in accordance with reference (a).

(6) Completing an inventory of all COMSEC equipment stowed in a secure container each day the container is opened.

(7) Ensuring local destruction is conducted as follows:

(a) Destruction of all CMS material is by an approved method (e.g., shredding) as outlined in reference (a).

(b) Local destruction is conducted by two properly cleared U.S. Government military or civilian personnel.

(c) 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).

/S/
M. H. MILLER

Distribution:
All Non Mids (electronically)