



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 5510.3
6/ITSD
23 Oct 2019

USNA INSTRUCTION 5510.3

From: Superintendent, U.S. Naval Academy

Subj: EMERGENCY ACTION PLAN FOR SECURE VOICE AND SECURE DATA
CONTROLLED CRYPTOGRAPHIC ITEMS

Ref: (a) SECNAVINST 5510.36 (Series)
(b) CMS 1 (Series)

Encl: (1) Destruction Priorities for Partial Precautionary Destruction
(2) Destruction Priorities for Complete Destruction
(3) USNA Emergency Action Plan Report
(4) Fire Preparedness Plan
(5) Emergency Action Card (Partial Precautionary)
(6) Message Format for Emergency Destruction
(7) Destruction Plan for Card Coordinator
(8) Emergency Action Cards (Complete)

1. Purpose. The purpose of the emergency action plan is to prescribe procedures and assign responsibilities for security measures to prevent unauthorized access to classified and cryptographic information during times of emergency.

2. Background. Secure Telephone Equipment (STE) terminals are dual purpose, capable of transmitting and receiving secure and non-secure voice and data. Each STE can only be operated in secure mode when a keyed KSV-21 card associated with that STE is inserted. The KSV-21 cards are only considered CLASSIFIED when they have been keyed and inserted into a STE terminal. All KSV-21 cards that are not keyed and/or inserted into a terminal are considered UNCLASSIFIED. U.S. Naval Academy (USNA) does not hold any keymat or keying material. Only sections of this instruction involving Secret and Confidential material and classified publications apply to USNA, however, destruction will still be completed in priority order as prescribed in this instruction and in enclosures (1) and (2).

3. Emergency Types. Three types of emergencies exist. The first type of emergency is natural and includes such things as natural disasters, fire, flood, tornado, etc. The second is casualty and is the result of a human or mechanical error. The third is operational, in which case an enemy has targeted either the command or the classified material in question.

a. Since a natural or casualty emergency would not normally bring with it an attempt by hostile forces to capture cryptographic material, planning and actions should be directed to maintaining control over classified material until the emergency has passed, or moving the most sensitive material to a safe location.

b. In the event of an operational emergency, classified and cryptographic material is assumed to be a target. All planning and actions should be directed to keep classified material from unauthorized persons, (e.g., enemy forces, rioters, or others).

4. Courses of Action. Possible courses of action for protecting classified material:

a. Emergency Protection Action. Includes all North Atlantic Treaty Organization and U.S. classified and cryptographic publication and other classified materials in safes with the safe locked. All power and ventilation to a space containing classified and cryptographic material must be secured. The following guide should be executed for securing the communications center:

(1) Lock all communications publications in the COMSEC Material System (CMS) safe.

(2) Lock all safes.

(3) Assign an armed guard to remain in the area.

b. Emergency Removal Action. In the event of fire, classified material shall be removed in a systematic manner with every effort made to prevent viewing of classified material by unauthorized persons. Classified material removed will be placed under armed guard in an area where physical security can be maintained. Any attempt at removal must be made simultaneously with efforts to extinguish and control the fire and shall not interfere with firefighting efforts or subject personnel to unnecessary danger.

c. Emergency Destruction Action. Emergency destruction actions include precautionary destruction and complete emergency destruction. Destroying classified material should be considered only as a last resort. All reasonable efforts will be made to secure or remove classified material, but partial precautionary destruction is ordered, the priority listed in enclosure (1) will be observed. If complete emergency destruction is ordered, the priority listed in enclosure (2) will be observed.

5. Hostile Action Emergencies. Hostile action emergencies include enemy attack, mob action, civil uprising, or terrorist attack. Action in hostile areas requires command assessment of the potential threat and ability of the command to respond to that threat. The assessment must consider the people, time and tools necessary to implement emergency destruction. When

directed by the Superintendent, cognizant personnel will destroy material listed in enclosure (1) and report completion to the Key Management Infrastructure (KMI) Manager located at Naval Communications Security Material System (NMCS). When the Superintendent determines that protection is not adequate and the complete emergency destruction is warranted, execute as follows.

(a) The senior Local Element (LE) Custodian should direct and supervise the implementation of the Emergency Action Plan within the immediate area, designating the Alternate LE Custodian as card coordinator. The card coordinator shall contact all personnel holding material to be destroyed, ensuring they have a copy of the correct destruction card in their possession, and direct them to perform actions per the card. The card coordinator shall record card completion upon notification from individuals performing actions. The senior person present will evaluate the situation at hand and implement measures to best deny the enemy access to sensitive information while assuring safety of personnel.

(b) The required Operation Report-3 Situation Report (OPREP-3 (SITREP)) report shall be initiated by the senior person present as soon as possible as shown in enclosure (7). If possible, use a secure means of reporting. Reports will contain the following information.

- (1) Material destroyed and method used.
- (2) Any items not destroyed and which are considered sensitive.
- (3) Items presumed destroyed.

Note: When a possible emergency is foreseen, action will be taken to reduce the amount of classified material and cryptographic information to the minimum level necessary to complete operations and to facilitate possible implementation of emergency destruction actions. Precautionary actions could take the same form as emergency actions. The Superintendent will determine what classified material will be retained, stored, removed and destroyed. The priority for partial precautionary emergency destruction is listed in enclosure (1).

6. Emergency Destruction Plan Alternative Implementation. For each applicable emergency situation there exists a corresponding emergency action. The Superintendent may use all of the prescribed emergency actions during an emergency situation. Emergency situations associated with high risk and their corresponding actions are shown below.

Emergency Situations	Emergency Action
(1) Hostile Forces in Immediate Vicinity	(1) Increased Protection
(2) Capture Possible	(2) Selective Removal

- (3) Capture Probable
- (4) Capture Imminent

- (3) Partial Destruction
- (4) Complete Destruction

7. Execution

a. Destruction will not be implemented unless ordered by the Superintendent. Should conditions prevent contact with the Superintendent, the Chief of Staff or Department/Division Head may implement the appropriate Destruction Plan. When the determination is made to implement an emergency plan, the CMS LE Custodian or Alternate LE Custodian will be notified immediately.

b. The LE Custodian(s) will immediately refer to the Destruction Plan in enclosure (7) for specific guidance on carrying out emergency destruction. The Destruction Plan, including Emergency Action Cards shown in enclosure (5), will be kept in a folder or binder in the Message Center for quick reference. All personnel with custody of STE's and KSV-21 cards will maintain a copy of applicable destruction cards for quick access. The first page of the Destruction Plan contains instructions to the person in charge, and/or card coordinator(s). The card coordinator will always be the CMS LE Custodian or Alternate LE Custodian. Adhere to detailed actions and specific instructions for writing down and tracking Emergency Destruction status.

c. The card coordinator will then contact each person that has been issued a KSV-21 card or STE unit and notify them of required actions. Personnel with equipment that requires destruction will follow and completely fill out the correct Emergency Action Card as shown in enclosure (8). There will be two sets of cards, one set for partial precautionary destruction and one for complete emergency destruction. Partial precautionary cards will be printed on yellow paper and cards for complete destruction will be printed on pink paper. Each set of cards will cover material detailed in enclosures (1) and (2). Each card (5x7 or 8 ½ x 11) will have on it the following information.

(1) Type of destruction (partial or complete)

(2) Detailed instructions for task to be accomplished

(3) Instructions for user to return the card and report status of destruction to the card coordinator

d. The card coordinator will document completed destruction using enclosure (3) as well as enclosure (4) and route it to the Superintendent as soon as all personnel have reported completion of emergency destruction.

e. A positive record of accountability will be maintained for all classified material and publications by the LE custodian located in the Message Center. Accuracy of destruction status information is second only to the destruction of the classified material itself. Accordingly, the facts surrounding the destruction will be reported as soon as possible to the Superintendent, Department/Division Head, and the KMI Manager (located at Naval Communications Management System, Washington D.C.) using enclosure (3). Reports will contain the following information:

- (1) Clear identification of the items of material which were destroyed.
- (2) Specific information concerning the material which may be presumed captured.
- (3) A list of all material destroyed and the method of destruction.

f. In extreme circumstances, OPNAVINST 5510.1 (Series) authorizes "The senior individual present in a space containing classified material to implement such orders and to deviate from established plans when circumstances warrant." As a last resort, DoD 5200.1-R authorizes "using other means, such as dousing the material with flammable liquid and igniting it," as alternatives to certain loss of the material. However, safety of personnel must be ensured.

g. Emergency destruction of classified material affords the protection and security required to prevent compromise. Should the Superintendent direct removal or securing of classified material, execute the emergency destruction cards for only the designated classified materials and inform the Superintendent when the appropriate plan has been completed.

(1) In the event of fire or insecurity in a space containing classified materials, remove all classified materials from the space to an area where physical security can be maintained, in accordance with the situation as shown in enclosure (4).

(2) The important factors to consider in case of fire in a space containing classified information are:

- (a) Safety of personnel.
- (b) Prevention of damage to classified material while maintaining physical security.
- (c) Preservation, removal, and protection of as much of the classified material as possible.
- (d) Continual observation of the area until safe re-entry is made.

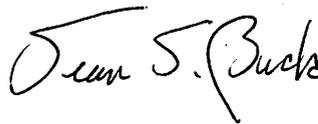
h. Upon completion of emergency destruction by all personnel, the message center will draft an OPREP-3 (SITREP) detailing actions taken and the percentage of destruction completed during execution of the Emergency Action Plan as shown in enclosure (6). This message will be routed to the Superintendent via the Naval Academy Duty Officer and Chief of Staff for official release. The message will then be sent back to the Message Center for transmittal. A report of destruction should be made to the Superintendent immediately after emergency destruction, clearly indicating the extent of destruction to classified materials. Reports of possible compromise due to unauthorized viewing or unexplained loss must be submitted per references (a) and (b). The KMI Manager (located at NCMS Washington D.C.) will execute destruction reports, as appropriate, to higher authority.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the U.S. Naval Academy records manager or the DON/AA DRMD program office.

9. Review and Effective Date. ITSD will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



S. S. BUCK

DESTRUCTION PRIORITIES FOR PARTIAL PRECAUTIONARY DESTRUCTION

1. KSV-21 User Cards Associated with a STE.
 - a. KSV-21 cards associated with STE's that are connected and usable.
 - b. KSV-21 cards associated with STE's that are not connected or usable.
2. KSV-21 User Cards Not Associated with a STE.

DESTRUCTION PRIORITIES FOR COMPLETE DESTRUCTION

1. Classified Hard Drives
2. KSV-21 User Cards Associated with a STE.
 - a. KSV-21 cards associated with STE's that are connected and usable.
 - b. KSV-21 cards associated with STE's that are not connected or usable.
3. KSV-21 User Cards Not Associated with a STE.
4. Secure Telephone Equipment (STE)
5. KIV-54 (SecNet 54) encryptors.

USNAINST 5510.3
23 Oct 2019

U.S. NAVAL ACADEMY EMERGENCY ACTION PLAN REPORT

From:

To:

Via:

SPACE:

OFFICER IN CHARGE:

TIME REQUIRED TO COMPLETED DESTRUCTION:

TIME REQUIRED TO EXECUTE DESTRUCTION BILL:

COMMENTS:

(SIGNATURE)

Enclosure (3)

FIRE PREPAREDNESS PLAN

In the event of a fire in spaces that contain classified material which is accountable, the following actions will be taken. The person discovering the fire shall:

1. Notify base fire department
 - a. NSA Dispatch Center ext. 5760/5761
 - b. Station #46, Bdg.46 (Next to Gate 8), ext. 5676
2. Secure all doors (and ventilation if possible)
3. If portable extinguisher is present or available, fight fire.
4. If the fire cannot be extinguished within a reasonable amount of time and threatens classified material, the material must be removed. All efforts should be made to save the local inventory records to aid in determining what, if any, material was destroyed.
5. The senior person present after the fire is extinguished shall conduct a complete inventory, as soon as possible.

EMERGENCY ACTION CARD

TYPE OF DESTRUCTION: PARTIAL PRECAUTIONARY

CARD: 1

DATE: _____

LOCATION: WARD HALL, ROOM 155A, IPS SAFE

MATERIAL/EQUIPMENT: KSV-21 CARD

NUMBER OF ITEMS: 3

SERIAL NUMBER OF ITEM(S): _____

PROCEDURES: TWO PERSON INTEGRITY (TPI) REQUIRED? NO

**THE SAFETY AND PROTECTION OF HUMAN LIFE COMES FIRST. DO NOT
ENDANGER YOURSELF OR OTHERS IN COMPLETING ACTIONS LISTED.**

1. GO TO ABOVE LOCATION(S) AND ACQUIRE THE EQUIPMENT LISTED.
2. USING A SLEDGE HAMMER OR MAUL, COMPLETELY SMASH THE EQUIPMENT.
PLACE THE SMASHED EQUIPMENT BACK IN ITS SAFE.
3. SIGN THIS CARD BELOW TO INDICATE ACTION COMPLETED.
4. TURN ALL INVENTORIES AND DESTRUCTION RECORDS OVER TO THE SENIOR
PERSON PRESENT WHO WILL MAINTAIN CUSTODY OF THE FILES UNTIL TURNED
OVER TO THE EKMS MANAGER (NCMS WASHINGTON D.C.).
5. RETURN THIS CARD TO THE PERSON DIRECTING THE DESTRUCTION.

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

MESSAGE FORMAT FOR EMERGENCY DESTRUCTION

The following report will be sent by the most expeditious means possible.

CLASSIFIED WHEN DRAFTED FOR RELEASE

OTTCZYUW RUOIAAA0000 JJJHHMM-CCCC—RHSSSUU.
ZNY CCCCC
O DDHHMMZ MON YR
FM USNA ANNAPOLIS MD
TO NCMS WASHINGTON DC
CNO WASHINGTON DC
DIRNSA FT MEADE MD
INFO USNA ANNAPOLIS MD
BT
CONFIDENTIAL//N05500//
PASS TO OFFICE CODES:
CNO WASHINGTON DC//N64//
NCMS WASHINGTON DC//N5//
DIRNSA FT MEADE MD//I31132//
MSGID/OPREP3NUS, USMTF, YEAR/USNA ANNAPOLIS MD/SERIAL
NUMBER/MONTH//
SUBJ/FLAGWORD/PINNACLE//
TIMELOC/DDHHMMZ/LOCATION//
GENTEXT/REPORT OF EMERGENCY DESTRUCTION (C)//
REF/A/DOC/CMS 1//
AMPN/REFERENCE A IS REPORTING PROCEDURES FOR EMERGENCY
DESTRUCTION.//
RMKS/1. (C) THE FOLLOWING MATERIAL WAS COMPLETELY DESTROYED (OR ALL
MATERIAL HELD BY THIS COMMAND COMPLETELY DESTROYED EXCEPT
RUNNING INVENTORY.)
2. (C) BURNING/SHREDDING/PULPING WAS METHOD OF DESTRUCTION.
PERCENTAGE OF DESTRUCTION WAS:
3. (C) THE FOLLOWING MATERIAL WAS EITHER NOT DESTROYED OR NOT
COMPLETELY DESTROYED AND IS PRESUMED COMPORMISED: (IF ANY)
DECL/-//
BT
#0000
NNNN

CLASSIFIED WHEN DRAFTED FOR RELEASE

Enclosure (6)

DESTRUCTION PLAN FOR CARD COORDINATOR

1. Upon implementation notification from the Superintendent, complete the following, in order:
 - a. Pull correct Emergency Action Cards (Partial or Complete).
 - b. Contact each person with possession of classified material and notify them to complete emergency destruction per the correct Emergency Action Card. Inform each person that they are to contact the card coordinator at extension 3-1575 immediately upon completion of destruction and to return the fully completed Emergency Action Card to the Message Center as soon as possible.
 - c. Issue the correct Emergency Action Card (partial or complete) to available Message Center Personnel to complete destruction on equipment located in the Message Center. Inform each person that they are to contact the card coordinator at extension 3-1575 immediately upon completion of destruction and to return the fully completed Emergency Action Card to the Message Center as soon as possible.
 - d. Upon receipt of all completed Emergency Action Cards, or notification from personnel carrying out destruction if physical contact is not possible, complete the Emergency Action Report and route it to the Commanding Officer.
 - e. Upon receipt of all completed Emergency Action Cards, have available Message Center Personnel draft an OPREP-3 (SITREP) detailing emergency destruction actions (template in enclosure (6)).
 - f. Review and route OPREP-3 (SITREP) to the Superintendent via the NADO for release.
 - g. Upon receipt of released OPREP-3 (SITREP), transmit the message and report its transmission and DTG to the NADO.

EMERGENCY ACTION CARD

TYPE OF DESTRUCTION: **COMPLETE**

CARD: 1

DATE:

LOCATION: **WARD HALL, ROOM 155A, IPS SAFE**

MATERIAL/EQUIPMENT: **KSV-21 CARDS**

NUMBER OF ITEMS: **3**

SERIAL NUMBER OF ITEM(S): **259378, 259890, 512591**

PROCEDURES: TWO PERSON INTEGRITY (TPI) REQUIRED? **NO**

**THE SAFETY AND PROTECTION OF HUMAN LIFE COMES FIRST. DO NOT
ENDANGER YOURSELF OR OTHERS IN COMPLETING ACTIONS LISTED.**

1. GO TO ABOVE LOCATION(S) AND ACQUIRE THE EQUIPMENT LISTED.
2. USING A HAMMER OR MAUL, COMPLETELY SMASH THE EQUIPMENT. PLACE THE SMASHED EQUIPMENT BACK IN ITS SAFE.
3. SIGN THIS CARD BELOW TO INDICATE ACTION COMPLETED.
4. TURN ALL INVENTORIES AND DESTRUCTION RECORDS OVER TO THE SENIOR PERSON PRESENT WHO WILL MAINTAIN CUSTODY OF THE FILES UNTIL TURNED OVER TO THE EKMS MANAGER (NCMS WASHINGTON D.C.).
5. RETURN THIS CARD TO THE PERSON DIRECTING THE DESTRUCTION.

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

EMERGENCY ACTION CARD

TYPE OF DESTRUCTION: **COMPLETE**

CARD: 2

DATE: _____

LOCATION: **WARD HALL, ROOM 155A/IPS SAFE**

MATERIAL/EQUIPMENT: **SECURE TELEPHONE EQUIPMENT (STE)**

NUMBER OF ITEMS: 3

SERIAL NUMBER OF ITEM(S): **STEA30000038107, STEA30000163656,
STEA30000186488**

PROCEDURES: TWO PERSON INTEGRITY (TPI) REQUIRED? **NO**

**THE SAFETY AND PROTECTION OF HUMAN LIFE COMES FIRST. DO NOT
ENDANGER YOURSELF OR OTHERS IN COMPLETING ACTIONS LISTED.**

1. GO TO ABOVE LOCATION(S) AND ACQUIRE THE EQUIPMENT LISTED.
2. USING A HAMMER OR MAUL, COMPLETELY SMASH THE EQUIPMENT.
3. SIGN THIS CARD BELOW TO INDICATE ACTION COMPLETED.
4. TURN ALL INVENTORIES AND DESTRUCTION RECORDS OVER TO THE SENIOR PERSON PRESENT WHO WILL MAINTAIN CUSTODY OF THE FILES UNTIL TURNED OVER TO THE EKMS MANAGER (NCMS WASHINGTON D.C.).
5. RETURN THIS CARD TO THE PERSON DIRECTING THE DESTRUCTION.

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

EMERGENCY ACTION CARD

TYPE OF DESTRUCTION: **COMPLETE**

CARD: 3

DATE: _____

LOCATION: **WARD HALL, ROOM 155A, IPS SAFE**

MATERIAL/EQUIPMENT: **KIV-54 (SECNET 54)**

NUMBER OF ITEMS: **2**

SERIAL NUMBER OF ITEM(S): **10036, 10067**

PROCEDURES: TWO PERSON INTEGRITY (TPI) REQUIRED? **NO**

**THE SAFETY AND PROTECTION OF HUMAN LIFE COMES FIRST. DO NOT
ENDANGER YOURSELF OR OTHERS IN COMPLETING ACTIONS LISTED.**

1. GO TO ABOVE LOCATION(S) AND ACQUIRE THE EQUIPMENT LISTED.
2. ZEROIZE CRYPTO LOADED IN EQUIPMENT BY PRESSING AND HOLDING BOTH RED BUTTONS AT THE SAME TIME.
3. USING A FLAT HEAD SCREWDRIVER, UNSCREW AND SEPARATE THE CMOD AND XMOD COMPONENTS.
4. USING A HAMMER OR MAUL, COMPLETELY SMASH THE EQUIPMENT. PLACE THE SMASHED EQUIPMENT BACK IN ITS SAFE.
5. SIGN THIS CARD BELOW TO INDICATE ACTION COMPLETED.
6. TURN ALL INVENTORIES AND DESTRUCTION RECORDS OVER TO THE SENIOR PERSON PRESENT WHO WILL MAINTAIN CUSTODY OF THE FILES UNTIL TURNED OVER TO THE EKMS MANAGER (NCMS WASHINGTON D.C.).
7. RETURN THIS CARD TO THE PERSON DIRECTING THE DESTRUCTION.

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

EMERGENCY ACTION CARD

TYPE OF DESTRUCTION: **COMPLETE**

CARD: 4

DATE: _____

LOCATION: **WARD HALL, ROOM 155A, IPS SAFE**

MATERIAL/EQUIPMENT: **CLASSIFIED HARD DRIVES**

NUMBER OF ITEMS: **2**

SERIAL NUMBER OF ITEM(S): _____

PROCEDURES: TWO PERSON INTEGRITY (TPI) REQUIRED? **NO**

**THE SAFETY AND PROTECTION OF HUMAN LIFE COMES FIRST. DO NOT
ENDANGER YOURSELF OR OTHERS IN COMPLETING ACTIONS LISTED.**

1. GO TO ABOVE LOCATION(S) AND ACQUIRE THE EQUIPMENT LISTED.
2. REMOVE HARD DRIVES FROM PC OR LAPTOP
3. USING A SLEDGE HAMMER OR MAUL, COMPLETELY SMASH THE
HARD DRIVES. PLACE THE SMASHED HARD DRIVES BACK IN ITS SAFE.
4. SIGN THIS CARD BELOW TO INDICATE ACTION COMPLETED.
5. TURN ALL INVENTORIES AND DESTRUCTION RECORDS OVER TO THE SENIOR
PERSON PRESENT WHO WILL MAINTAIN CUSTODY OF THE FILES UNTIL TURNED
OVER TO THE EKMS MANAGER (NCMS WASHINGTON D.C.).
6. RETURN THIS CARD TO THE PERSON DIRECTING THE DESTRUCTION.

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE