



UNITED STATES MARINE CORPS
1ST MARINE AIRCRAFT WING, FMF PACIFIC
UNIT 17101
APO AP 9688-1101

WgO 2280.1C
10
2 NOV 88

WING ORDER 2280.1C

From: Commanding General
To: Distribution List

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

Ref: (a) CMS-1
(b) OPNAVINST 5510.1H
(c) CMS-5 (NOTAL)
(d) CMS-3 (NOTAL)
(e) FMFPacO 5041.4P (NOTAL)

Encl: (1) Letter of Appointment for CMS Users
(2) Responsibility Acknowledgement Form
(3) Checklist for COMSEC Users
(4) CMS Account Assurance Checklist

1. Purpose. To promulgate instructions for handling, accounting, maintenance, and transmission of Communication Security (COMSEC) material and equipment within the Headquarters and subordinate elements of the 1st Marine Aircraft Wing (1st MAW).

2. Cancellation. WgO 2280.1B.

3. Information. The 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. The following contain significant revisions:

a. Page 4, paragraph 11, Maintenance/Repair of Crypto Device subparagraphs (1) and (2).

b. Enclosures (1) through (4).

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 and equipment and proper maintenance of all applicable records concerning the material within a using unit. Requirements for appointment are set forth in Article 415 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 415 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 the CMS publications.

b. Communications Security Material System material will be issued only to those personnel who have appropriate security clearances 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 Responsibility

a. Commanding officers of units 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 450 of reference (a).

b. The Commanding General shall appoint an individual to serve as the 1st MAW CMS Staff Responsibility Officer. Requirements for appointment and responsibilities of the Staff Responsibility Officer are contained in Article 440 of reference (a).

8. Custodian and Alternate Custodian Responsibility

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

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

c. Commanding Officers and the Staff CMS RO will perform spot checks on a quarterly basis, per reference (a) Article 450, utilizing Annex D.

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 unit will appoint a local holder custodian and alternate(s), who are responsible to the CO 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 415 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 1st MAW 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 publication.

(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 maintenance 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 Custodians/CMS Users

a. The 1st MAW Headquarters, subordinate units and local holders will designate custodians and alternate custodians per references (a) Article 415, utilizing Annex J.

b. Communications Security Material System Users will be designated as outlined in Article 420 of reference (a). The examples outlined in enclosures (1) through (3) will be used.

11. Maintenance/Repair of Cryptographic Devices

a. Defective Devices. Defective cryptographic equipment will be forwarded to the local Intermediate Cryptographic Repair Site (ICRS), which has been designated within the 1st MAW as MWCS-18, for repair or determination that such equipment is beyond local repair capabilities. If the latter condition exists, the defective equipment will be returned to the responsible/controlling CMS account for further transfer to the nearest available Cryptographic Repair Facility (CRF).

(1) Communications Security Material Systems Custodians will transfer defective equipment after proper serialization, if applicable, via registered mail. This equipment will not be transferred to the CRF via the Defense Courier System (DCS).

(2) If an urgent requirement exists for a particular piece of CMS equipment while repairs are being made to the defective equipment, custodians should contact the 1st MAW CMS custodian and/or the Assistant Chief of Staff (AC/S, G-6) for assistance in obtaining a temporary replacement.

b. Maintaining Cryptographic Devices. 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 status of the equipment, to include the condition and serviceability.

c. In order to reflect the cryptographic equipment's condition upon it's return to the CMS custodian, a Limited Technical Inspection (LTI) will be performed.

12. Inspections. Per references (d) and (e), CMS inspections of subordinate units and their CMS account holders will be conducted annually by the 1st MAW CMS inspectors. Subordinate CMS custodians will periodically inspect subcustody holders and spaces used for storage of COMSEC material to ensure compliance with the provisions outlined in references (a) through (e). Inspections will be conducted unannounced utilizing the inspection checklist provided in reference (f).

13. Definitions

a. Two Person Integrity (TEI): The security measure taken to prevent single-person access to COMSEC keying material. Two Person Integrity can be accomplished by the constant attendance of two authorized individuals once CMS material is in the open, the use of two combination locks on a security container used to store the material, and by the use of a locking device/physical barrier for the equipment.

b. Keying material marked CRYPTO includes both paper and non-paper items.

(1) Paper Keying Material: Keylist, keytapes, and authentication codes.

(2) Non-Paper Keying Material: Keying plugs, keyed microcircuits and keying material in solid state form i.e., PROMS (Programmable Read-Only Memories), ROMS (Read-Only Memories), and MOS (Metallia Oxide Semi-Conductor chips).

c. Crypto Equipment: Includes basic equipment, equipment ancillary or related devices, accountable maintenance and repair kits, and equipment modifications.

d. Accounting Legend Codes (ALC): A numeric code used within the COMSEC material control system to indicate the minimum accounting controls required for Controlled Cryptographic Items (CCI) and keying material.

e. CMS User: A CMS user is any cleared and authorized person who accepts responsibility for the use of COMSEC material. Users shall comply with the security, control and internal accountability procedures set forth in references (a) through (e).

f. Reserve on Board (ROB): Reserve on Board is keying material held by CMS Account Custodians for future use as designated by Controlling Authority.

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9. Controlling Authority (CA): Controlling Authorities are the major commands who have the authority to control certain keying material within their theatre of operation. Permission must be obtained from the CA to use keying material under their control.

14. Action. Personnel involved with CMS shall review the contents of this Order and all references contained hereto. They will acknowledge this review by signing a Statement of Responsibility Form contained in enclosure (3) and a checklist for COMSEC users contained in enclosure (4), which will be maintained on file by the CMS custodian for a period of two years. Subcustody holders will be provided a copy of this Order upon receipt by each subordinate CMS account.



R. F. THAYER
Chief of Staff

DISTRIBUTION: LIST 1/2

Copy to: CG, FMFPac

LETTER OF APPOINTMENT FOR CMS USERS

2280
CMS
Date

From: Commanding Officer
To:

Subj: APPOINTMENT AS CMS USER OF COMSEC MATERIAL

Ref: (a) CMS 1
(b) WgO 2280.1C

1. Per the provisions of references (a) and (b), you are hereby appointed a CMS (COMSEC) User for {unit}. As a CMS User, you are authorized to use and courier COMSEC material up to and including {clearance} from the {unit} CMS account {no.}.
2. You are directed to comply with the references and any additional instructions of or directives that may be promulgated for continuous accountability, handling and storage of COMSEC material.
3. Upon execution of the first endorsement of this letter, a copy will be returned for retention in the {unit} CMS custodian's file.

SIGNATURE

FIRST ENDORSEMENT

From:
To: Commanding Officer

1. Returned, receipt acknowledged.

SIGNATURE

Copy to:
CMS Custodian

ENCLOSURE (1)

RESPONSIBILITY ACKNOWLEDGEMENT FORM

2280
CMS
Date

From:
To: Commanding Officer

Subj: CMS RESPONSIBILITY ACKNOWLEDGEMENT

Ref: (a) CMS 1
 (b) WgO 2280.1C

1. I hereby acknowledge that I have thoroughly familiarized myself with the references and understand the pertinent articles thereof.
2. I assume full responsibility for the proper handling, storage, inventorying, accounting, transfer and destruction of CMS material and publications held in my custody and/or used by me or those under my supervision.
3. I have received instructions on the handling of CMS material from the (unit) CMS custodian. If at any time I am in doubt as to the proper handling of CMS material/equipment, I will immediately contact the 1st MAW CMS custodian and request advice.
4. I understand that I am only authorized to receipt for classified material up to and including (clearance).
5. Before departing on leave, TAD, or PCS, I will notify the (unit) CMS custodian with regards to this letter.

SIGNATURE

Copy to:
CMS Custodian

ENCLOSURE (2)

CHECKLIST FOR COMSEC USERS

READ AND INITIAL BELOW ITEMS BEFORE ANY COMSEC MATERIAL IS CHECKED OUT.

1. I have been informed of the procedures for affording Two Person Integrity (TPI) to that COMSEC material which requires TPI.

INT

2. I understand that COMSEC material which requires TPI will be under the control of two authorized individuals all times.

INT

3. I understand that continuous chain of custody will be physically established and maintained for COMSEC material which requires TPI until such time as the material is returned to the CMS custodian or accounted for on a destruction report.

INT

4. I understand that all COMSEC material, whether TPI or otherwise, will be afforded the proper safeguarding and storage requirements as outlined to me by the CMS custodian.

INT

5. I understand my responsibility for promptly reporting any COMSEC incident for all COMSEC material whether TPI controlled or otherwise.

INT

6. I understand my responsibility for asking the CMS custodian for guidance or clarification on any point of COMSEC matters that I do not fully understand.

INT

SIGNATURE

DATE

WITNESS

Copy to:
CMS Custodian

ENCLOSURE (3)

CMS ACCOUNT ASSURANCE CHECKLIST

- | YES | NO | |
|-----|-----|--|
| ___ | ___ | 1. Have Letters of Appointment been prepared for all Custodian personnel and, if appointed, for the CMS Clerk? Are they filed in the Chronological File. (Article 425 and Annex J) |
| ___ | ___ | 2. Has a CMS Form 1, Authorization to Receipt for and Courier COMSEC Material, been completed and forwarded to your servicing CMIO? (Annex I) |
| ___ | ___ | 3. For Local Holders who are responsible to a different Commanding Officer than the CMS account command, have letters of agreement between the Commanding Officers been completed? (Article 445 and Annex L) |
| ___ | ___ | 4. Do the CMS Custodian and Alternate(s), Local Holders and Alternate(s), and the CMS clerk (if appointed) meet designation requirements? (Article 415 and 420) |
| ___ | ___ | 5. Does the CMS custodian keep the Alternates informed of the status of the account at all times? (Article 445 d.) |
| ___ | ___ | 6. Has the Personnel Qualifications Standards (PQS) (NAVEDTRA 43462 (series)) for CMS been incorporated into the command's training program for CMS personnel (less USMC personnel)? (Article 450 e.) |
| ___ | ___ | 7. Has the Custodian established the required CMS Account Files, Records, and Logs? Are they properly classified? And are they retained for the required time period? (Chapter 7 and Annex T) |
| | | a. CMS Chronological File (Article 706) |
| | | b. CMS Correspondence, Message, and Directives File (Article 709) |
| | | c. CMS Local Custody File (Article 712) |
| ___ | ___ | 8. Is the Custodian maintaining the account's portion of the command Emergency Action Plan (EAP)? (Annex 787) |
| ___ | ___ | 9. Are amendments to COMSEC publications properly entered, recorded and the residue properly destroyed? (Article 787) |
| ___ | ___ | 10. Are the CMS Transaction Log and Running Inventory current? (Annex U and Z) |

ENCLOSURE (4)

CMS ACCOUNT ASSURANCE CHECKLIST

YES NO

- | | | |
|---|---|---|
| — | — | 11. Are receipts for CMS material submitted by the command in a timely manner? (Article 742) |
| — | — | 12. Are authorized destruction methods used for paper and non-paper COMSEC and CMS-related materials? (Article 540) |
| — | — | 13. Are destructions' conducted within the proper timeframes? (Article 540) |
| — | — | 14. Are the original CMS 2-1A/2-3/4 or SF 153 monthly destruction reports signed by the Custodian (or alternate), a properly cleared witness, and the Commanding Officer (or SCMSRO/OIC)? (Annex G and V) |
| — | — | 15. Are CMS 25 and other Local Destruction Reports (i.e., SF 153 or locally prepared equivalent) signed by at least two authorized personnel? (Chapter 7 Figures 7-1 through 7-3) |
| — | — | 16. What are the account's fixed-cycle inventory dates? Are inventories being conducted in accordance with those dates and are the results of those inventories being reported to DCMS as required? (Article 766 and Annex AA) |
| — | — | 17. Are the results of Local Holder and User Inventories forwarded to the Account Custodian for his/her use in completing entries on the account command's CMS 16-1 Inventory? (Article 766) |
| — | — | 18. Is proper storage available for the command's COMSEC Materials? Specifically, is classified keying material marked CRYPTO stored under TPI? (Article 510) |
| — | — | 19. Are the COMSEC Incident reporting requirements understood by all personnel who use and handle COMSEC material? Is the question of "who" must report clearly outlined in any Letters of Agreement generated between this command and any others? (Article 445, Chapter 9, and Annex L) |
| — | — | 20. Is there a record of all COMSEC security container combinations on file in the event of an emergency? Are the combinations to the account's TPI containers properly stored and sealed? (Article 515) |
| — | — | 21. Are CMS A&A Training Team visits being requested at the required intervals? (Article 310) |

ENCLOSURE (4)