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NAVSUBSCOLINST 2250.2H  
N5  
28 Oct 96

NAVSUBSCOL INSTRUCTION 2250.2H

Subj: EMERGENCY ACTION PLAN FOR PROTECTION OF COMMUNICATIONS  
SECURITY MATERIAL

Ref: (a) CMS 1A  
(b) NAVSUBSCOLINST 3440.1D  
(c) CMS 6

1. Purpose. To comply with references (a) through (c). This instruction provides guidance and outlines procedures for protection of Communications Security Material (CMS) in case of emergency. Material, for the purpose of this instruction, includes equipment and STU III secure telephones positioned throughout NAVSUBSCOL.

2. Cancellation. NAVSUBSCOLINST 2250.2G.

3. Key Personnel. Response to fire, explosion, or other sudden emergency will parallel standard Navy policy in that preservation of human life is primary. Authority to implement emergency destruction or emergency evacuation/relocation will come from the Commanding Officer, his designated representative, or competent authority and can be executed by the COMSEC Material Systems (CMS) Custodian. In the event the CMS Custodian and the alternate are incapacitated or otherwise unable to discharge such duties, any designated CMS user may act to safeguard CMS material in accordance with this plan. Access to and knowledge of the safe combinations are limited to CMS personnel. In the event access is required to a safe containing CMS material, the combinations are stored in the strongroom in Building 499. Emergency circumstances may necessitate additional safeguards be employed, the material relocated, or even destroyed. In all cases personnel safety must remain the primary concern with due consideration for safeguarding CMS Material. (R) (D)

4. Guidance. A variety of responses may be appropriate to an emergency. Each response must be enacted in priority order. All containers which hold CMS material are marked with a priority marking for quick visibility. The marking may be per drawer or per container; the container may be a file drawer type safe, a safe, or a vault. The marking always will be on the upper right corner on the front face of the container as follows:

3	PRIORITY 1	TOP SECRET CMS (Including STU-III Keys)
2	PRIORITY 2	SECRET CMS (Including STU-III Keys)
1	PRIORITY 3	CONFIDENTIAL AND CONTROLLED CRYPTOGRAPHIC ITEMS (Includes STU III Secure Telephones)

a. Fire or Natural Disasters. Measures to employ additional safeguards for CMS in emergency conditions may be implemented when severe natural phenomena, hurricanes or other adverse weather conditions, structural failure or loss of positive control are anticipated or imminent. Additional safeguards, may be set in motion by the CMS Custodian or Alternates, CDO, or other competent authority. Any action taken should be reported to the Commanding Officer and CMS Custodian as soon as practical. Additional safeguarding measures may include but are not limited to:

(1) Increase the number of watchstanders to assure sufficient surveillance of emergency personnel (firemen, security force, medical staff) and perimeter security for area, as required. This is not to be construed as authority to bar or otherwise obstruct any emergency personnel from required duties. Appropriately cleared personnel should be posted in sufficient number to witness an inadvertent disclosure, should one occur and identify the exposed persons. (Emergency response personnel will be debriefed by the Command Security Officer or CMS Custodian).

(2) Consolidate Priority 1 and 2 CMS material into the CMS Vault (Room B-12), Building 426, to minimize risk of compromise or loss. If the disaster is in Building 426, move materials to a strongroom in Building 474 or Command Classified Material Center strongroom, Building 499.

(3) Additional requirements are contained in reference (b) and shall be followed to the extent possible.

b. Relocation. Relocation should be considered when a verifiable threat exists to the security of CMS material and means exist to transport the material safely to a secure location in sufficient time to avoid the threat. The transport of CMS should be considered only if positive control of the material can be maintained and an appropriate facility is available to receive the material. Arrangements should be made by secure communication, and when possible, proper courier procedures should be followed. Knowledge of the pending relocation should be restricted to a "need-to-know" basis.

c. Emergency or Precautionary Destruction. Emergency or Precautionary Destruction is not anticipated as a required option at NAVSUBSCOL. If so ordered, the CMS Custodian will implement Precautionary or Emergency Destruction procedures as outlined in reference (a) annex Mike.

d. Post-Emergency Inventory and Reporting. In all cases a post-emergency inventory must be conducted. The emergency action at hand causing COMSEC material to be relocated or destroyed must be reported to Chief of Naval Education and Training Command Duty Officer at DSN 922-4010, COMM 904-452-4010. The report will include the material involved, new location of material, method and extent of destruction (if Emergency Destruction was initiated), and any items presumed to have been compromised (e.g., items either **not** destroyed or **not** completely destroyed). Further guidance for message reports to CNO WASHINGTON DC//N652//, DCMS WASHINGTON DC//20//, and DIRNSA FT GEORGE G MEADE MD//X71A// are contained in reference (a), annex Mike, paragraph 10.

5. Action

a. CMS Custodian or Competent Other Authority shall:

(1) Implement additional safeguarding when severe natural phenomena or loss of positive control protection degrades physical security posture of the CMS System.

(2) When directed by the Commanding Officer, plan evacuation of operationally sensitive CMS material.

b. Department Heads shall:

(1) Ensure that all persons with access to CMS material have read this instruction.

(2) Ensure that containers which store CMS material are marked with a priority marking.

(3) Ensure that containers and rooms holding CMS materials have a current Inventory Sheet listing all contents in accordance with reference (a).

JOHN C. BRANDES

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NAVSUBSCOL INSTRUCTION 2250.2H CHANGE TRANSMITTAL ONE

Subj: EMERGENCY ACTION PLAN FOR PROTECTION OF COMMUNICATIONS  
SECURITY MATERIAL

1. Purpose. To promulgate changes to basic instruction.
2. Action. Make the following changes:

a. Paragraph 3., replace third sentence with the following three sentences. "In the event the CMS Custodian and the alternate are incapacitated or otherwise unable to discharge such duties, any designated CMS user may act to safeguard CMS material in accordance with this plan. Access to and knowledge of the safe combinations are limited to CMS personnel. In the event access is required to a safe containing CMS material, the combinations are stored in the strongroom in Building 499." (R)

b. Paragraph 4.d., delete "CNO, Director CMS and DIRSNA" and replace with: " CNO WASHINGTON DC//N652//, DCMS WASHINGTON DC//20//, and DIRNSA FT GEORGE G MEADE MD//X71A//. (D)

c. Annotate upper page, right hand corner of basic instruction with "CH-1 enter (date) by (initial)".

A. C. MCELWEE  
By direction

Distribution  
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NAVSUBSCOLINST 2250.2H CH-2  
N5  
4 Nov 98

NAVSUBSCOL INSTRUCTION 2250.2H CHANGE TRANSMITTAL TWO

Subj: EMERGENCY ACTION PLAN FOR PROTECTION OF COMMUNICATIONS  
SECURITY MATERIAL SYSTEM

1. Purpose. To promulgate changes to basic instruction.
2. Action. Make the following changes:
  - a. Under the reference line, change "Ref (a)" to read "CMS 1A".
  - b. Paragraph 3., second sentence, change the word "Communication" to "COMSEC".
  - c. Annotate cover page, upper right hand corner of basic instruction with "CH-2 entered (date) by (initial)".

K. B. LEAHY

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