



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 2280.3E
N6
15 Feb 2024

COMNAVRESFORCOM INSTRUCTION 2280.3E

From: Commander, Navy Reserve Forces Command

Subj: EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL AND
COMMUNICATIONS SECURITY MATERIAL

Ref: (a) DoD M-5200.01-V1 through V4, DoD Information Security Program: February 2012
(b) Communications Security Material System (CMS) Policy and Procedures Manual
(CMS-1 (series))
(c) SECNAVINST 5510.36B
(d) SECNAV M-5210.1 of Sep 2019
(e) COMNAVRESFORCOMINST 2280.1F
(f) COMNAVRESFORCOMINST 3300.2B

Encl: (1) Record of Instruction Review
(2) Record of Exercise/Test
(3) Classified Material Emergency Destruction Plan
(4) Fire Preparedness and Natural Disaster Plan
(5) Hostile Action Emergency Plan
(6) Removing Material to a Safe Place
(7) Precautionary Destruction Priorities
(8) Complete Emergency Destruction Priorities
(9) KOA Vault Diagram (list building and space)
(10) Methods and Location of Destruction
(11) Emergency Destruction of STE/KSV-21 Assets
(12) Sample Notification Message
(13) Precautionary Emergency Destruction Cards

1. Purpose. To issue policy and procedures for the protection, removal, or destruction of communications security (COMSEC) and classified materials located in the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Key Management Infrastructure (KMI) Key Operating Account (KOA) vault, per references (a) through (e).

2. Cancellation. COMNAVRESFORCOMINST 2280.3D.

3. Applicability. This instruction applies to all contractors performing work on Commander, Navy Reserve Force (COMNAVRESFOR) funded contracts or in COMNAVRESFOR or subordinate command spaces, contractor management personnel, security professionals, personnel working with contractors, government civilian workers, and all military personnel.

a. COMSEC material emergency destruction procedures are covered separately; review procedures developed in accordance with reference (a).

4. Policy. This instruction provides COMNAVRESFORCOM policy for securing and destroying classified material in order to protect classified material from compromise in the event of an emergency. An emergency is defined as any unforeseen occurrence that results in a significantly increased danger of COMSEC/classified material being compromised by unauthorized personnel. References (a) through (e) and enclosures (1) through (13) contained herein are to be reviewed and complied with upon direction by COMNAVRESFORCOM or the Staff Communication Material System Responsibility Officer (SCMSRO) in the event of an emergency.

a. Emergencies. An emergency is defined as any unforeseen occurrence that results in a significantly increased danger of COMSEC/classified material being compromised by unauthorized personnel. This instruction will be used for different types of emergencies:

(1) The fire preparedness and natural disaster plan per enclosure (2) provides in-depth procedures in the event of a fire, flood, hurricane, or other natural disaster, which threatens the security of COMSEC and other classified material or incidents affecting classified material storage areas.

(2) Hostile actions per enclosure (3) provides in-depth procedures in the event of enemy attack, civil disturbance, riot, civil uprising, and terrorist actions, which threaten the security of COMSEC and other classified material or incidents affecting classified material storage areas.

5. Responsibilities. The KOA manager is responsible for the effective operation of this instruction and shall ensure all COMNAVRESFOR personnel (i.e., GS civilians, contractors, and military personnel) are thoroughly indoctrinated and trained in the action required of them if an Emergency Action Plan (EAP) is executed, ensure the destruction of all COMSEC, and serves as an advisor to COMNAVRESFORCOM on all KOA matters.

a. Emergency protection action includes securing all classified publications and material in a safe.

b. The emergency removal action per enclosure (4) provides guidance regarding the relocation of classified material to a secure area provided time and safety of personnel permit.

c. Emergency destruction actions are initiated when compromise of COMSEC material is imminent and sufficient time is not available to properly remove the COMSEC material to an alternate storage location. The KOA primary and/or alternate managers should be the ones to conduct emergency destruction whenever possible. These actions are broken into two phases, per enclosures (5) and (6).

(1) Precautionary Destruction. Destruction of all material not essential to current operations. The primary value of this type of destruction allows total destruction and can be completed in a relatively short period of time if an overrun threat becomes imminent.

(2) Complete Emergency Destruction and Destruction of all classified material. All reasonable efforts should be made to secure, or remove the classified material, and destroying the material should be considered only as a last resort. During actual destruction, the collection of accurate information concerning the extent of emergency destruction is second in importance only to the destruction of material itself.

(3) Detailed plans for emergency removal, partial precautionary destruction, and complete emergency destruction cards are in the COMNAVRESFORCOM KOA vault. The appropriate authority (Commander or the SCMSRO) to initiate emergency removal, partial destruction, or full destruction, one of the three emergency destruction plans (Emergency removal; Precautionary destruction; and; complete emergency destruction). Based on the chosen emergency destruction plan; subsequent instruction cards will be followed. The individual responsible for executing the required emergency action will ensure the appropriate cards are obtained and each card is signed upon completion. If the material in the drawers is being destroyed, require two combinations to open, and ensure the two individuals accompany this material when it is destroyed. The same two individuals will sign the card upon completion to maintain "two-person integrity." The responsible individual will retain the completed cards along with all emergency destruction cards, binders, and logbooks.

(4) Enclosure (7) depicts the KOA vault with the approximate safe locations. An authorized personnel access roster is posted on the inside of the KOA vault door.

(5) When destruction is necessary, enclosure (8) will apply relative to the methods of destruction, with authorized areas designated for such destruction respectively. Enclosure (9) will apply for Secure Terminal Equipment (STE)/enhanced crypto card destruction (KSV-21 card).

d. Training. The KOA managers will conduct and document all training on an annual basis to ensure that KOA manager/alternates are familiar with proper handling and destruction procedures. The KOA manager will document and store all COMSEC-related training.

6. Action. The following officials are authorized to order the execution of the provisions of this instruction when directed by the Commander or SCMSRO:

a. KOA Manager/Alternates. If an emergency occurs, as defined in paragraph 5, the KOA manager/alternates will take the prescribed course of action as indicated in paragraph 6.

b. Ensure that a complete inventory is conducted both prior to and upon completion of the destruction of materials. Make all appropriate follow-on reports to the Commander and/or the SCMSRO. The reports should include adequate identification of the material destroyed, method, and extent of destruction.

c. If an emergency arises and the KOA manager/alternatives are unavailable, the Commander or SCMSRO may designate any personnel (Military, Civilian, or Contractor) assigned to COMNAVRESFOR members to perform an EAP/Emergency Destruction Plan (EDP). Perform the following steps if that situation occurs:

(1) Once inside the KOA vault, pull out the EAP/EDP binder, located in the STE file cabinet within the vault, for the appropriate plan directed. Follow all the instructions as written on the cards.

(2) When all the emergency action plan cards are complete, secure the office space and return the acquired combinations to the SIPRNET café.

(3) Keep all completed emergency action plan cards, logbooks, and binders and release them only to the commander, SCMSRO, and/or the KOA managers/alternates.

7. Reporting. The KOA manager shall conduct a post inventory upon conclusion of the EAP. The KOA manager will report all losses or unauthorized exposures to classified COMSEC material to the Commander, and the SCMSRO. An appropriate classified Naval message as shown in enclosure (10), will be drafted, and released by the appropriate releasing authority. The KOA manager/alternates will provide assistance if required.

a. Safety. Emergency protection, removal, or destruction procedures for COMSEC and other classified material are secondary to the safety of personnel. Emergency actions should be taken only to the extent of practicality and when such actions do not pose an unreasonable threat to life.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N6 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. J. STEFFEN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions>

RECORD OF INSTRUCTION REVIEW

CALENDAR YEAR REVIEWED	DATE REVIEWED (YYMMDD)	REVIEWED BY (Signature, Rank/Rate, Command Title)

RECORD OF EXERCISE/TEST

CALENDAR YEAR TESTED	DATE TESTED (YYMMDD)	CONDUCTED BY (Signature, Rank/Rate, Command Title)

15 Feb 2024

CLASSIFIED MATERIAL EMERGENCY DESTRUCTION PLAN

1. Applicability. COMNAVRESFORCOM headquarters building NH-32 is a limited access area, restricted by badge access; force protection measures are established to minimize risk of loss or compromise of classified information in an emergency. Additionally, the force protection procedures in place will supplement the protection as required. In the event of an emergency, one of the following individuals will designate that an emergency exists:

a. COMNAVRESFORCOM.

b. In the absence of the COMNAVRESFORCOM the next military superior in line established by the COMNAVRESFORCOM chain of command is authorized to declare that an emergency exists.

2. Reporting. Program managers, functional directors, and special assistants are responsible for initiating the protection of classified material within their directorate when an emergency exists. These individuals shall identify personnel who will be responsible for the protection of classified material in an emergency.

3. Emergency Destruction Plan. This section publishes procedures to be followed for safeguarding classified information and equipment during emergencies. Emergencies may be categorized as:

a. Natural emergency, which results from a natural disaster such as fire, flood, or hurricane.

b. All bomb threats must be closely evaluated and reported to the regional operations center watch officer to prevent unacceptable disruption to normal operations.

c. Hostile or dissident action emergency, which results from enemy action, hostile forces, mob, riot action.

d. Emergency destruction of classified material, including North Atlantic Treaty Organization classified material, held by COMNAVRESFORCOM will be executed per the following procedures and as directed by the commander or SCMSRO. The following procedures will be implemented:

(1) Under normal circumstances, COMNAVRESFORCOM will order the EDP implemented when it is considered that the forces and facilities at the command's disposal are inadequate to protect the subject materials from impending loss or capture. The COMNAVRESFORCOM Commander or SCMSRO will authorize the KOA manager/alternates to initiate the plan without awaiting specific orders. The exercise of individual initiative in preparing for emergency action at all levels of command is desired.

(2) The security watch will restrict access to the building, closing off all but the main entrance. All personnel entering the building will be checked for proper identification.

(3) The KOA manager/alternates shall immediately notify all required individuals. If an individual cannot be contacted, the next ranking individual having access to departmental classified information will be notified of the need to prepare for the possible destruction of classified material held in the department.

(4) In an extreme emergency scenario and after the Commander or SCMSRO authorizes emergency destruction anyone within the department having access to classified information can be directed to implement destruction procedures.

(5) During non-working hours, duty personnel will contact the commander for guidance:

(a) The commander or SCMSRO, if available, will direct the safeguarding and destruction of classified material.

e. Natural Disasters

(1) Since natural disaster emergencies does not normally subject the material to capture by enemy forces, in the event of a natural disaster emergency the following actions will be taken to protect classified information.

(a) Protection. When ordered to secure classified materials, all hands will ensure that classified documents are immediately placed in security containers.

(2) Command instructions provide detailed procedures for personnel discovering, reporting, or combating a fire within the COMNAVRESFORCOM area. Upon notification of a fire, all personnel, prior to evacuation, will secure all classified material. If it is not possible to safely secure the classified material, it will be left in place. Under no circumstances will personnel risk death or injury to protect classified materials from fire.

(3) Base police will provide a perimeter guard for the building to control access to the area. This guard will continue until the fire has been extinguished and safety permits the SCMSRO and KOA manager/alternates to ensure that all classified materials have been destroyed. In the event firefighters or subsequent investigative personnel enter a classified space with exposed classified material, it shall be the responsibility of the security manager of that space to ensure that those firefighters/investigators are debriefed in accordance with current Navy security instructions.

d. All personnel, military and civilian assigned or attached to COMNAVRESFORCOM receiving a bomb threat shall take the action prescribed in reference (f). Upon orders to evacuate the building, all classified material will be secured.

The primary consideration is the safety and welfare of all personnel. If it is not possible to safely secure or remove the classified material, it will be left in place. During a bomb threat, under no circumstances will personnel risk death or injury to protect classified materials.

e. When hostile action occurs, it must be assumed that classified material is an objective and all actions must be directed at keeping the materials from unauthorized personnel by means of protecting or destroying as conditions dictate.

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FIRE PREPAREDNESS AND NATURAL DISASTER PLAN

1. Natural Disaster emergencies are emergencies that include fires, tornadoes, floods or other natural disasters. In the event of an emergency, call the local authorities, as applicable and alert the CDO of the emergency after the authorities have been called. In the event of a tornado or other natural disaster, secure equipment and report completion to the SCMSRO. Assigned personnel will be directed by the KOA Managers to efficiently secure or safeguard equipment. The following paragraphs list the procedures to be followed for each disaster. Check off each procedure after it is completed.

2. Fire Emergency Plan. Should a fire occur around or within building NH-32 on NSA Hampton Roads, the KOA manager/alternates will take the following steps:

a. Under no circumstances will anyone subject themselves or their subordinates to possible death or injury to protect classified material from fire.

b. If it is not possible to safely secure or remove the classified material, it is the responsibility of KOA Managers or on-scene personnel to shut the vault door, but not spin the X-09 lock to allow fire fighters swift access into the space. Personnel will evacuate the area and the material will be left in place to be consumed by the fire.

c. When fire fighters arrive, they will immediately be admitted to secure areas. Every effort will be made to get names and identification numbers of all fire fighters who were exposed, or had access to classified material, only after the emergency is over.

d. If the KOA manager or alternates are not present, every effort will be made to contact the-KOA manager or alternates and provide them with all information pertaining to the emergency.

e. To the maximum extent possible, ensure that only fire fighters are allowed into secure areas. When given the "all clear" signal from the fire department, a guard will be posted in the secure area until the KOA manager and/or alternate present can perform a post-emergency inventory and report any losses or unauthorized exposures to appropriate authorities.

3. The natural disaster emergency plan's primary objective in case of a hurricane, flood, tornadoes, etc. is to secure all classified material so that it will not be damaged or destroyed. Complete and initial the following actions:

a. Enter the KOA vault and power down KMI client node Management Client (MGC)/Advanced Key Processor (AKP), STE phone, and other associated classified devices.

b. Remove KSV-21 from STE and KG-250 High Assurance Internet Protocol Encryptor (HAIPE) Crypto-Ignition Keys (CIKs) from crypto-equipment.

- c. Remove the HAIPE from current location and store in secure safe along with KSV-21 and CIKs.
 - d. Disconnect all cables from all devices and properly secure in KOA vault room 114A.
 - e. Move the KMI client node from the floor to the shelf and secure so that it is immovable.
 - f. Ensure the safes and vault are locked and leave the space.
 - g. Take necessary action to ensure optimal security is established and maintained until the threat of compromise is gone by arming security systems and performing periodic security checks. If applicable, contact local base security.
4. After the emergency has passed:
- a. Report any probable exposure of classified COMSEC material to unauthorized persons during the emergency to SCMSRO and KOA Manager.
 - b. KOA Managers shall conduct a post-emergency inventory of COMSEC material to identify and facilitate rapid reporting of the material relocated or destroyed, to include the method and extent, and any COMSEC materiel items destroyed or presumed compromised.
 - c. Report the findings to Commander, Navy Reserve Forces (COMNAVRESFOR), Commander COMNAVRESFORCOM.

HOSTILE ACTION EMERGENCY PLAN

1. Hostile emergencies pertain to enemy or terrorist attack, riots, or mob actions, civil uprisings, and in all cases the assumption will be made that classified material is the target. All actions must be directed at protecting the material from unauthorized personnel by means of securing, removing, or destroying as conditions dictate. The following physical security protection capabilities provide security during hostile emergencies: Perimeter controls around base, gate guards, roving security guards, restricted building access, quarterdeck watches, restricted room access to the secure space, and the intrusion detection system. External communications during emergency situations should be limited to contact with a single remote point (e.g. Base security, local law enforcement). Below are four stages of hostile emergencies and actions that should be taken:

a. Stage 1 - Potential Threat. In the event that internal or external situations pose a potential threat to the command's classified and cryptographic material, the commander, on the advice of the KOA manager and SCMSRO, shall determine if cryptographic material needs to be centrally stored under guard in the secure room and whether the command's communication material system (CMS) holdings should be decreased.

(1) Action – Emergency removal of COMSEC equipment is defined in enclosure (6). Reduction in holdings via transfer, removal or destruction to include:

(a) All superseded keying material.

(b) All reserve on board keying material except what is needed to carry on present operational commitments.

(c) All nonessential classified material.

b. Stage 2 - Probable Threat. When a hostile action threat to classified and/or cryptographic material becomes probable with or without the contributing occurrence of a natural disaster.

(1) Threat source - probability of hostile attack.

(2) Time frame - from one to several days.

(3) Action - precautionary destruction as outlined in enclosure (7). The cards for precautionary destruction are located in the EAP/EDP binder in the KOA vault.

c. Stage 3 - Imminent Threat. In the event of an imminent threat of hostile action.

(1) Threat source - attack by hostile forces.

(2) Time frame - imminent.

(3) Action - complete destruction as outlined in enclosure (8). The cards for complete destruction are located in safe one in the KOA vault.

d. Stage 4 – Post-threat, conduct a complete inventory of all COMSEC equipment relocated or destroyed.

(1) Report all findings to Commander, COMNAVRESFORCOM, SCMSRO, and KOA Manager.

Note: If in the event of a Chemical, Biological, and or Radiological (CBR) attack the space has become contaminated, do not remove any material. Evacuate, secure the space and contact the chain of command for further guidance.

REMOVING MATERIAL TO A SAFE PLACE

1. If it becomes necessary to relocate classified material due to damage of the KOA vault or other means of securing the classified material from compromise or destruction in the event of an emergency, one location is provided as an alternate storage site: Navy Reserve Center (NRC) Roanoke, VA.
2. Transportation of material will require two individuals; preferably armed guards.
3. Material should be transported via a government vehicle if available.
4. Ensure that all KSV-21s, CIKs, and Key Storage Device (KSD)-64 CIK Keys are shipped separately from their respective devices.
5. Complete and initial the following actions:
 - a. Enter the KOA vault and power down MGC/AKP equipment.
 - b. Conduct a full inventory of all COMSEC material held. Utilize the most current Change of Account Location (COAL) inventory report located in the KOA vault.
 - c. Remove classified and Controlled Cryptographic Item (CCI) elements (KSV-21s and HAIPE CIKs) from crypto-equipment and prepare them along with HAIPE for transport.
 - d. Securely pack all material for transportation. Use shipping boxes, folders, or duffel bags.

PRECAUTIONARY DESTRUCTION PRIORITIES

1. When precautionary destruction is necessary, destroy keying material, and non-essential manuals in the order of priority specified below.
2. Detailed precautionary destruction cards are in enclosure (13)
 - a. Superseded keying material and secondary variables.
 - (1) Secret, confidential, and unclassified primary keying material.
 - b. Future reserve onboard keying material for use 1 or 2 months in the future.
 - c. Non-essential classified manuals:
 - (1) Maintenance manuals.
 - (2) Operating manuals.
 - (3) Administrative manuals.
3. Once the threat has passed, conduct a complete inventory of COMSEC material to identify and facilitate rapid reporting of material relocated or destroyed, to include method and extent, and any COMSEC material items destroyed or presumed compromised.
4. Report all findings to Commander, COMNAVRESFORCOM, SCMSRO, and KOA Manager.
5. Once partial precautionary destruction is complete, send out an immediate message report using the format in enclosure (12). Accurate reporting of information concerning the extent of the emergency destruction is second in importance only to the destruction of the material itself. All personnel must ensure that, when time allows, all destruction is conducted, documented and reported to the appropriate personnel.

Note: All emergency destruction messages are considered at a minimum classified confidential unless otherwise noted.

COMPLETE EMERGENCY DESTRUCTION PRIORITIES

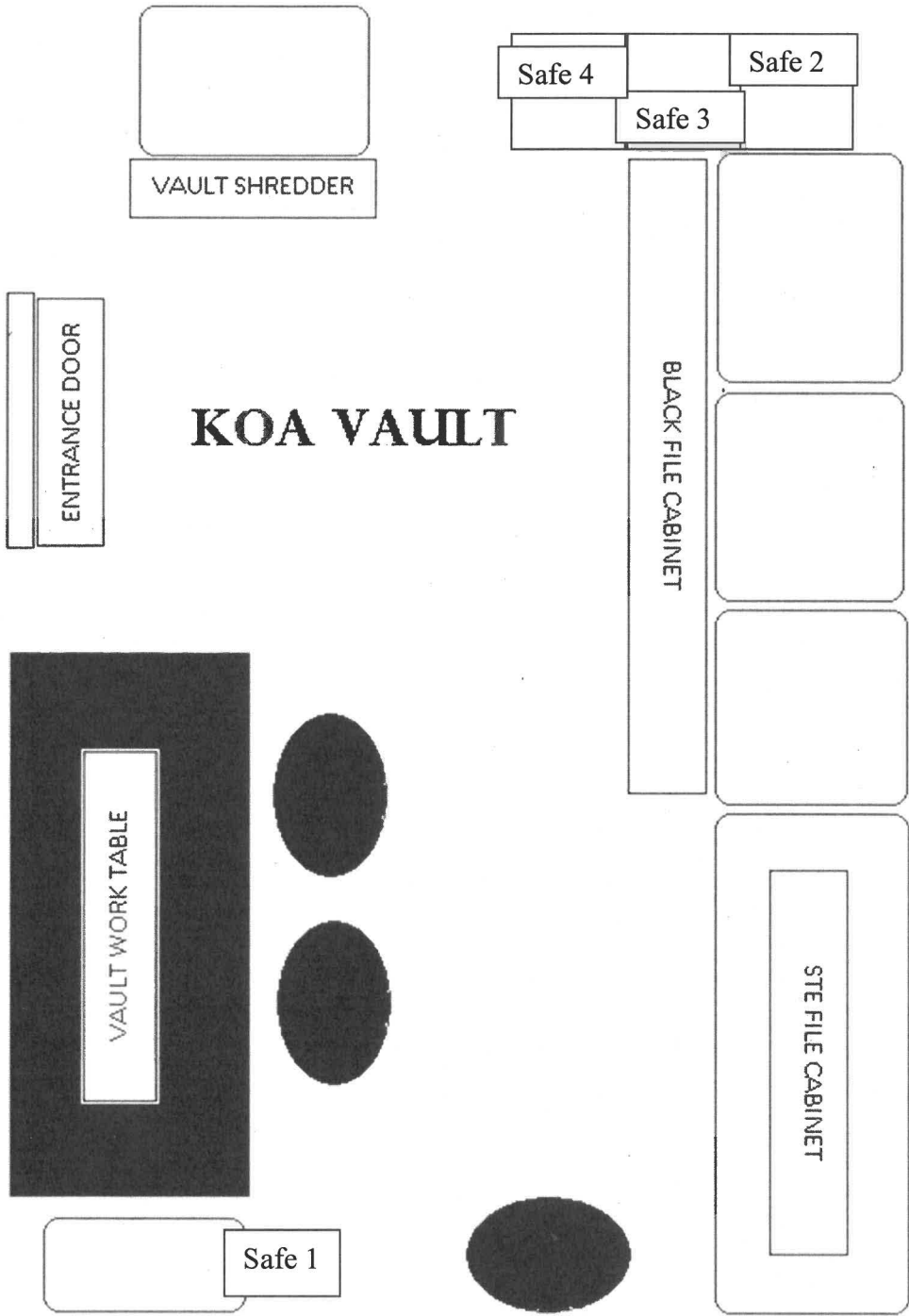
1. Since personnel and/or facilities are limited, the following destruction priority list below is utilized for complete emergency destruction.
2. Detailed instructions for complete emergency destruction are in enclosure (10)
 - a. All superseded and currently effective keying material marked cryptographic (including key stored electronically in crypto-equipment and fill devices), MGC/AKP, PYQ-10s, STE phones, HAIPEs, Tactical Local Area Network Encryption (TACLANE), and KSV-21.
 - b. Complete COMSEC equipment maintenance manuals or their sensitive pages (simple key loaders, HAIPE, TACLANEs, secure network, and STE phones).
 - c. Classified general COMSEC doctrinal guidance publications.
 - d. Classified elements of COMSEC equipment (i.e. CIKs).
 - e. Remaining COMSEC equipment maintenance manuals and classified operating instructions.
 - f. Remaining classified COMSEC material.

Note: Unclassified chassis and unclassified elements do not need to be destroyed.

3. Once the threat has passed, conduct a complete inventory of COMSEC material to identify and facilitate rapid reporting of material relocated or destroyed, to include method and extent, and any COMSEC material items destroyed or presumed compromised.
4. Report all findings to Commander, COMNAVRESFORCOM, SCMSRO, and KOA Manager.
5. When complete emergency destruction is completed, send out an immediate message report using the format in enclosure (10). Accurate reporting of information concerning the extent of the emergency destruction is second in importance only to the destruction of the material itself. All personnel must ensure that, when time allows, all destruction is conducted, documented, and reported to the appropriate personnel.

Note: All emergency destruction messages are considered at a minimum classified confidential unless otherwise noted.

KOA VAULT DIAGRAM (LIST BUILDING AND SPACE)



METHODS AND LOCATION OF DESTRUCTION

1. The three approved methods of destruction of COMSEC material for COMNAVRESFORCOM are shredding, burning, and pulverizing. Use the most expeditious manner in a given situation.

a. Shredding. The cross-cut shredded method is approved for paper COMSEC material. This method of destruction is slow for bulky documents. There are two locations that can be utilized for shredding destruction within the KOA area. Primary cross-cut shredder is located in KOA staging area room 114A. The secondary cross-cut shredder is located in SIPRNET café room 115.

b. Burning. Controlled burning is permitted when it does not threaten human health and the environment. Burning should be considered as a last resort. If burning is the only other option of destruction, then a single fire in a trash can may be utilized. Best practice for burning COMSEC material is to loosely place the documents into a trash can and slowly move the material around with a broom handle to allow adequate burning of the material and to prevent smothering of the flames. Ensure that all material is destroyed prior to departing the area. Lighters are located in the KOA vault for the purpose of emergency destruction by means of burning. The burning should be conducted on the south side of the building located next to smoking area. Utilize a metal container trash can located inside the KOA vault.

c. Pulverizing. The disintegrator, located in the N6 server room 114, is approved for the destruction of crypto equipment and chassis if necessary. The sledgehammer located in the KOA vault will be utilized for the destruction of small cryptographic devices and cryptographic device-associated materials (KSV-21s and CIKs).

EMERGENCY DESTRUCTION OF STE/KSV-21 ASSETS

1. Emergency destruction of STE (secure phone) assets will be completed only when complete emergency destruction is necessary. The following will be completed upon notification that complete emergency destruction is necessary:

a. Zeroize all loaded KSV-21s held by the account in the following order (based on level of the keying material loaded into the terminal): Top Secret, Secret, or Confidential.

b. If a lack of power prohibits keying material Fill Device (FD) or a loaded terminal from being zeroized, then ensure all keying material and CIKs/KSVs are physically removed from the area. In extreme emergencies, an attempt to physically destroy fill devices and CIKs/KSVs is allowed. Material can be burned or broken as much as possible to prevent unauthorized use.

2. If time allows, STE phones and CIKs/KSVs should be removed from the area. If adequate time is not available to complete the destruction, then CIKs and KSV-21s associated with configured terminals must be physically removed from the area or placed in secure storage container. If this is not possible, the following actions, listed in order of priority, must be taken:

a. Use a STE to zeroize all unused KSV-21s. For a complete listing of all KSV-21s, use the running inventory located in the COAL binder located in the KOA vault STE file cabinet, room 114A.

b. Zeroize the STE terminal. In order to zeroize the STE terminal, press the "menu" key then press "scroll" twice. The terminal will display "zeroize terminal", next press "select" and the terminal will again display "zeroize terminal." Press "confirm" and the terminal will prompt you to press "continue" when it has finished the zeroization process.

3. Reporting STE/KSV-21 terminals and CIK destruction is second only in importance to the destruction itself. All personnel must ensure that, when time allows, all destruction is conducted, documented and reported to the appropriate personnel.

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SAMPLE NOTIFICATION MESSAGE

OTTSZYUW RHOIAAA0001 XXXXXXXX-XXXX—RHMCSST.

ZNY XXXX

O XXXXXXXZ JAN XX

FM COMNAVRESFORCOM NORFOLK VA

TO CNO WASHINGTON DC//N614//

NCMS WASHINGTON DC//N5//

DIRNSA FT GEORGE G MEADE MD//I9121//

INFO COMNAVRESFORCOM

CMS AA NORFOLK VA

BT

CLASSIFICATION //N02280//

MSGID/GENADMIN/COMNAVRESFORCOM//

SUBJ/PARTIAL PRECAUTIONARY DESTRUCTION (OR)

COMPLETE EMERGENCY DESTRUCTION//

REF/A/DOC/SECNAV WASHINGTON DC//

REF/B/DOC/NCMS WASHINGTON DC//

NARR/REF A IS SECNAVINST 5510.36A AND REF B IS CMS-1.//

POC/NAME/GRADE/COMNAVRESFORCOM/-/TEL: 757-XXX-XXXX/DSN XXX-XXXX//

RMKS/1. (S) PER REFERENCES (A) and (B), THE FOLLOWING INFORMATION IS PROVIDED:

A. STATE THE MATERIAL DESTROYED

B. THE METHOD AND EXTENT OF DESTRUCTION

C. ANY CLASSIFIED COMSEC MATERIAL ITEMS PRESUMED

COMPROMISED (E.G., ITEMS EITHER NOT DESTROYED OR NOT COMPLETELY DESTROYED).

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PRECAUTIONARY EMERGENCY DESTRUCTION CARDS

PRECAUTIONARY EMERGENCY DESTRUCTION

CARD 1 OF 2

PERSONNEL REQUIRED: 1
SECURITY CLEARANCE: SECRET
TOOLS/EQUIPMENT: INK PEN, EAP CARDS

1. WHEN DIRECTED TO COMMENCE PRECAUTIONARY EMERGENCY DESTRUCTION TAKE THE FOLLOWING ACTIONS:

(A) ASSEMBLE ALL AVAILABLE DESIGNATED PERSONNEL FOR THE DESTRUCTION IN THE EKMS VAULT.

READ THE FOLLOWING ALOUD FOR ALL HANDS:

1. WE HAVE BEEN DIRECTED TO CARRY OUT PRECAUTIONARY EMERGENCY DESTRUCTION.
2. THE SENIOR PERSON PRESENT IN THE EMERGENCY DESTRUCTION PLAN (EDP), AS ASSIGNED BY HIGHER AUTHORITY WILL ACT AS THE DESTRUCTION COORDINATOR AND DISTRIBUTE THE DESTRUCTION CARDS. RETURN ALL CARDS TO THE DESTRUCTION COORDINATOR FOLLOWING COMPLETION OF ASSIGNED DESTRUCTION.
3. THE EMERGENCY DESTRUCTION TOOLS/EQUIPMENT IS LOCATED IN THE EKMS VAULT. THE PRIMARY MEANS OF DESTRUCTION WILL BE BURNING, SHREDDING AND DEMOLISHING WITH A SLEDGE HAMMER (MALLET).
4. ACCURATE REPORTING OF DESTRUCTION IS SECONDARY IN IMPORTANCE. ONLY TO THE DESTRUCTION ITSELF.
5. THIS IS AN EMERGENCY SITUATION. ALL EFFORTS MUST BE MADE TO PROTECT CLASSIFIED INFORMATION. HOWEVER, SAFETY OF PERSONNEL IS PARAMOUNT. DO NOT ENDANGER YOUR LIFE OR THE LIVES OF OTHERS FOR THE SOLE SAKE OF DESTRUCTION.
6. COMMENCE DESTRUCTION ACTIONS NOW.

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PRECAUTIONARY EMERGENCY DESTRUCTION**CARD 2 OF 2**

FOR DESTRUCTION OF: ALL SUPERSEDED AND RESERVE ON BOARD (ROB)
KEYING MATERIAL

PERSONNEL REQUIRED: 2
SECURITY CLEARANCE: SECRET
TOOLS/EQUIPMENT: AN/PYQ-10

1. REMOVE THE AN/PYQ-10 SIMPLE KEY LOADER (SKL) FROM THE SHELF,
LOCATED IN THE EKMS VAULT.
2. REMOVE THE CAP ON THE TOP OF SKL PRESS AND HOLD THE RED
ZEROIZE BUTTON FOR THREE SECONDS. **WAIT FOR A QUICK FLASH FROM
THE LED TO RIGHT OF THE BUTTON WILL CONFIRM ZEROIZATION.**

PYQ-10 SN# _____	PYQ-10 SN# _____
PYQ-10 SN# _____	PYQ-10 SN# _____
PYQ-10 SN# _____	PYQ-10 SN# _____
PYQ-10 SN# _____	PYQ-10 SN# _____
PYQ-10 SN# _____	PYQ-10 SN# _____

3. RETURN THE AN/PYQ-10 DEVICES TO THE SHELF.
4. PRINT AND SIGN YOUR NAME BELOW.
5. RETURN THIS CARD TO THE DESTRUCTION COORDINATOR.

ACTION COMPLETED:	_____ / _____
	PRINT NAME SIGNATURE
ACTION COMPLETED:	_____ / _____
	PRINT NAME SIGNATURE

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COMPLETE EMERGENCY DESTRUCTION

CARD 1 OF 7

PERSONNEL REQUIRED: 1
SECURITY CLEARANCE: SECRET
TOOLS/EQUIPMENT: INK PEN, RAP CARDS

1. WHEN DIRECTED TO COMMENCE COMPLETE EMERGENCY DESTRUCTION
TAKE THE FOLLOWING ACTIONS:

(A) ASSEMBLE ALL AVAILABLE DESIGNATED PERSONNEL FOR THE
DESTRUCTION IN THE EKMS VAULT.

READ THE FOLLOWING ALOUD FOR ALL HANDS:

1. WE HAVE BEEN DIRECTED TO CARRY OUT COMPLETE EMERGENCY
DESTRUCTION.
2. THE SENIOR PERSON PRESENT IN THE EMERGENCY DESTRUCTION PLAN
(EDP), AS ASSIGNED BY HIGHER AUTHORITY WILL ACT AS THE
DESTRUCTION COORDINATOR AND DISTRIBUTE THE DESTRUCTION CARDS.
RETURN ALL CARDS TO THE DESTRUCTION COORDINATOR FOLLOWING
COMPLETION OF ASSIGNED DESTRUCTION.
3. THE EMERGENCY DESTRUCTION TOOLS/EQUIPMENT IS LOCATED IN THE
EKMS VAULT. THE PRIMARY MEANS OF DESTRUCTION WILL BE BURNING,
SHREDDING AND DEMOLISHING WITH A SLEDGE HAMMER (MALLET).
4. ACCURATE REPORTING OF DESTRUCTION IS SECONDARY IN IMPORTANCE.
ONLY TO THE DESTRUCTION ITSELF.
5. THIS IS AN EMERGENCY SITUATION. ALL EFFORTS MUST BE MADE TO
PROTECT CLASSIFIED INFORMATION. HOWEVER, SAFETY OF PERSONNEL IS
PARAMOUNT. DO NOT ENDANGER YOUR LIFE OR THE LIVES OF OTHERS FOR
THE SOLE SAKE OF DESTRUCTION.
6. COMMENCE DESTRUCTION ACTIONS NOW.

15 Feb 2024

COMPLETE EMERGENCY DESTRUCTION

CARD 2 OF 7

FOR COMPLETE DESTRUCTION OF: ALL SUPERSEDED AND RESERVE ON BOARD
(ROB) AND EFFECTIVE KEYING MATERIAL IN THE LMD/KP

PERSONNEL REQUIRED: 2
SECURITY CLEARANCE: SECRET
TOOLS/EQUIPMENT: KOK-32 (AKP)

1. LOG IN INTO THE MGC.
2. PRINT OUT INVENTORY REPORT.
3. DESTROY ALL SUPERSEDED, ROB AND EFFCTIVE KEYING MATERIAL.
4. PRINT ALL SF-153 DESTRUCTION REPORTS.
5. ZEROIZE THE AKP BY HOLDING THE ZEROIZE BUTTONS FOR 5 SECONDS.
6. PRINT AND SIGN YOUR NAME BELOW.
7. RETURN THIS CARD TO THE DESTRUCTION COORDINATOR.

NOTE: IF LACK OF POWER PROHIBITS KEYING MATERIAL FILL DEVICE (FD) OR A LOADED TERMINAL FROM BEING ZEROIZED, THEN ENSURE THAT ALL KEYING MATERIAL AND CIKS ARE PHYSICALLY REMOVED FROM THE AREA. IN EXTREME EMERGENCIES, AN ATTEMPT TO PHYSICALLY DESTROY FILL DEVICES AND CIKS IS ALLOWED. MATERIAL CAN BE BURNED OR BROKEN AS MUCH AS POSSIBLE TO PREVENT UNAUTHORIZED USE.

NOTE: UNCLASSIFIED CHASSIS AND UNCLASSIFIED ELEMENTS NEED NOT BE DESTROYED.

ACTION COMPLETED: _____ / _____
PRINT NAME SIGNATURE

ACTION COMPLETED: _____ / _____
PRINT NAME SIGNATURE

15 Feb 2024

COMPLETE EMERGENCY DESTRUCTION**CARD 3 OF 7**

FOR COMPLETE DESTRUCTION OF: KG-175D (TACLANE MICRO)

PERSONNEL REQUIRED: 2
SECURITY CLEARANCE: SECRET
TOOLS/EQUIPMENT: KG-175D (TACLANE)

1. PROCEDURES.

A. PROCEED TO THE SIPRNET CAFÉ SECURE ROOM. THE KG-175 TACLANE IS LOCATED IN THE SECURE ROOM, RACK U1.

B. ZEROIZE UNIT BY PRESSING THE ZEROIZE BUTTON AND HOLDING FOR 5 SECONDS.

-----STOP AND READ NOTES BELOW-----

C. UNPLUG UNIT FROM WALL AND REMOVE FROM RACK.

D. USE SLEDGEHAMMER, HAMMER OR AXE TO SMASH THE KG-175 AND BOTH CIKS BEYOND RECOGNITION/RECONSTRUCTION.

2. PRINT AND SIGN YOUR NAME BELOW.

3. RETURN THIS CARD TO THE DESTRUCTION COORDINATOR.

NOTE: IF LACK OF POWER PROHIBITS KEYING MATERIAL FILL DEVICE (FD) OR A LOADED TERMINAL FROM BEING ZEROIZED, THEN ENSURE THAT ALL KEYING MATERIAL AND CIKS ARE PHYSICALLY REMOVED FROM THE AREA. IN EXTREME EMERGENCIES, AN ATTEMPT TO PHYSICALLY DESTROY FILL DEVICES AND CIK IS ALLOWED. MATERIAL CAN BE BURNED OR BROKEN AS MUCH AS POSSIBLE TO PREVENT UNAUTHORIZED USE.

NOTE: UNCLASSIFIED CHASSIS AND UNCLASSIFIED ELEMENTS NEED NOT BE DESTROYED.

ACTION COMPLETED: _____ / _____
PRINT NAME SIGNATURE

ACTION COMPLETED: _____ / _____
PRINT NAME SIGNATURE

COMPLETE EMERGENCY DESTRUCTION

CARD 4 OF 7

FOR COMPLETE DESTRUCTION OF: ELECTRONIC CRYPTO CARD (ECC)
KSV-21 CARD

PERSONNEL REQUIRED: 2
SECURITY CLEARANCE: SECRET
TOOLS/EQUIPMENT: KSV-21 CARD

1. PROCEDURE:

- A. PULL OUT THE KSV-21 CARD FROM THE SHELF.
- B. FILL IN THE SERIAL NUMBER OF THE KSV-21 CARD UTILIZING THE (ATTACHED FORM) AND VERIFY AGAINST THE SF-153 SEMI-ANNUAL INVENTORY REPORT ON FILE (IF AVAILABLE).
- C. DESTROY KSV-21 CARD BEYOND RECOGNITION/RECONSTRUCTION. DESTROY USING A SLEDGEHAMMER, HAMMER OR AXE.
- D. CHECK THE KSV-21 CARD OFF AS DESTROYED.

EXAMPLE:

NUM	SHORT TITLE	ED	ACCT NUMBER	LOCATION	SERIAL NUMBER
1	KSV-21	AA	177015	EKMS ROOM	1111111

- 2. PRINT AND SIGN YOUR NAME BELOW.
- 3. RETURN THIS CARD TO THE DESTRUCTION COORDINATOR.

ACTION COMPLETED:

PRINT NAME

SIGNATURE

ACTION COMPLETED:

PRINT NAME

SIGNATURE

15 Feb 2024

COMPLETE EMERGENCY DESTRUCTION**CARD 5 OF 7**

FOR COMPLETE DESTRUCTION OF: SECURE TERMINAL EQUIPMENT (STE).

PERSONNEL REQUIRED: 2
SECURITY CLEARANCE: SECRET
TOOLS/EQUIPMENT: STE

1. TO ZEROIZE THE STE:

- A. PRESS MENU
- B. PRESS SCROLL TWICE.
(THE TERMINAL WILL DISPLAY "ZEROIZE TERMINAL")
- C. PRESS SELECT
(THE TERMINAL WILL AGAIN DISPLAY "ZEROIZE TERMINAL")
- D. PRESS CONFIRM
- E. PRESS CONTINUE WHEN IT HAS FINISHED THE ZEROIZATION PROCESS.

-----STOP AND READ NOTES BELOW-----

- F. UNPLUG UNIT FROM WALL AND REMOVE FROM RACK.
- G. USE SLEDGEHAMMER, HAMMER OR AXE TO SMASH THE STE BEYOND RECOGNITION/RECONSTRUCTION.

2. PRINT AND SIGN YOUR NAMES BELOW.

3. RETURN THIS CARD TO THE DESTRUCTION COORDINATOR.

NOTE: IF LACK OF POWER PROHIBITS KEYING MATERIAL FILL DEVICE (FD) OR A LOADED TERMINAL FROM BEING ZEROIZED, THEN ENSURE THAT ALL KEYING MATERIAL AND KSV-21S ARE PHYSICALLY REMOVED FROM THE AREA. IN EXTREME EMERGENCIES, AN ATTEMPT TO PHYSICALLY DESTROY FILL DEVICES AND KSV-21S IS ALLOWED. MATERIAL CAN BE BURNED OR BROKEN AS MUCH AS POSSIBLE TO PREVENT UNAUTHORIZED USE.

NOTE: UNCLASSIFIED CHASSIS AND UNCLASSIFIED ELEMENTS NEED NOT BE DESTROYED.

ACTION COMPLETED: _____ / _____
PRINT NAME SIGNATURE

ACTION COMPLETED: _____ / _____
PRINT NAME SIGNATURE

15 Feb 2024

COMPLETE EMERGENCY DESTRUCTION**CARD 6 OF 7**FOR COMPLETE DESTRUCTION OF: KG-250 (HAJPE)PERSONNEL REQUIRED: 2SECURITY CLEARANCE: SECRETTOOLS/EQUIPMENT: KG-250 (HAJPE)**1. PROCEDURES.**

A. ZEROIZE UNIT BY PRESSING THE ZEROIZE BUTTON AND HOLDING FOR 5 SECONDS.

-----STOP AND READ NOTES BELOW-----

B. UNPLUG UNIT FROM WALL.

C. USE SLEDGEHAMMER, HAMMER OR AXE TO SMASH THE KG-250 AND BOTH CIKS BEYOND RECOGNITION/RECONSTRUCTION.

2. PRINT AND SIGN YOUR NAMES BELOW.**3. RETURN THIS CARD TO THE DESTRUCTION COORDINATOR.**

NOTE: IF LACK OF POWER PROHIBITS KEYING MATERIAL FILL DEVICE (FD) OR A LOADED TERMINAL FROM BEING ZEROIZED, THEN ENSURE THAT ALL KEYING MATERIAL AND CIKS ARE PHYSICALLY REMOVED FROM THE AREA. IN EXTREME EMERGENCIES, AN ATTEMPT TO PHYSICALLY DESTROY FILL DEVICES AND CIKS IS ALLOWED. MATERIAL CAN BE BURNED OR BROKEN AS MUCH AS POSSIBLE TO PREVENT UNAUTHORIZED USE.

NOTE: UNCLASSIFIED CHASSIS AND UNCLASSIFIED ELEMENTS NEED NOT BE DESTROYED.

ACTION COMPLETED:

PRINT NAME_____
SIGNATURE

ACTION COMPLETED:

PRINT NAME_____
SIGNATURE

15 Feb 2024

COMPLETE EMERGENCY DESTRUCTION

CARD 7 OF 7

PERSONNEL REQUIRED: 1 (DESTRUCTION COORDINATOR)

SECURITY CLEARANCE: SECRET

TOOLS/EQUIPMENT: NONE

1. REPORT COMPLETION OF COMPLETE EMERGENCY DESTRUCTION.
2. ENSURE YOU HOLD CARDS 1 THROUGH 7 OF THIS DESTRUCTION PLAN.
3. UPON COMPLETION OF COMPLETE EMERGENCY DESTRUCTION, REPORT COMPLETION TO THE STAFF CMS RESPONSIBILITY OFFICER (SCMSRO).
4. THE SCMSRO SHALL FOLLOW THROUGH TO ENSURE AN UP-TO-DATE DESTRUCTION REPORT IS GENERATED AND TRANSMITTED, VIA THE MOST EXPEDITIOUS MEANS, TO THE COMMANDING OFFICER.
5. STATE IN THE REPORT THE MATERIAL DESTROYED, THE METHOD AND EXTENT OF DESTRUCTION, AND ANY CLASSIFIED COMSEC MATERIAL ITEMS PRESUMED COMPROMISED (I.E. ITEMS EITHER NOT DESTROYED OR NOT COMPLETELY DESTROYED).
6. PRINT AND SIGN YOUR NAME BELOW.

ACTION COMPLETED:

PRINT NAME

/

SIGNATURE