



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

NAVSEAINST 2280.1

OPR 09B2

13 NOV 1986

NAVSEA INSTRUCTION 2280.1

From: Commander, Naval Sea Systems Command

Subj: HANDLING AND CONTROL OF COMMUNICATIONS SECURITY MATERIAL
(CMS) WITHIN THE NAVAL SEA SYSTEMS COMMAND (NAVSEA)
HEADQUARTERS

Ref: (a) CMS 4 (Series)
(b) CSP 1 (Series)
(c) NTP 7
(d) Protective Packaging Pamphlet
(e) OPNAVINST 5510.1 (Series)

Encl: (1) Definitions
(2) Sample "Letter of Appointment" for Custodians and Alternates
(3) Sample "Letter of Termination" for Custodians and Alternates
(4) Local Holder Combined "Letter of Agreement" and "Letter of Authorization to Draw CMS Material"
(5) Local Holder "CMS Responsibility Acknowledgment" Format
(6) CMS User Command "Letter of Agreement" Format
(7) CMS User "Letter of Authorization to Draw CMS Material"
(8) CMS User "CMS Responsibility Acknowledgment" Format
(9) Sample "Daily Equipment and Watch-to-Watch Inventory"
(10) "Amendment Entry, Verification, and Local Destruction Record" Memorandum

1. Purpose. To issue instructions for the handling and control of Communications Security Material Systems (CMS) material within NAVSEA Headquarters.

2. Background. The Communications Security Material System (CMS) provides for the security of certain highly sensitive classified material and related material. Because of the nature and sensitivity of CMS-distributed material, positive accountability for the material is required from the time of its entry into the system until it is destroyed or transferred from the CMS. In addition to this instruction, detailed instructions for issuing, accounting, handling, safeguarding, destroying, and disposing of COMSEC material are outlined in reference (a). Cryptographic security, and procedures are contained in reference (b). Procedures for cryptographic equipment information and guidance are contained in reference (c).

3. Mission. The mission of the COMSEC material system is to ensure the proper distribution, control, security, and accountability of COMSEC material used to maintain the cryptographic security of Naval Communications. Detailed instructions to accomplish this mission are contained in references (a) through (c).

4. General

a. Definitions are contained in enclosure (1).

b. Designation, training, and grade and length of service requirements for CMS custodians, local holder custodians, and alternates are contained in Chapter 3 of reference (a).

c. Enclosures (2) and (3) are example letters of appointment and termination for CMS custodians and alternates.

5. Responsibility

a. CMS Account Custodian. Under the supervision of the CMS Responsibility Officer, is responsible to the Commander, Naval Sea Systems Command (COMNAVSEA) for maintaining the current allowance of CMS material authorized for the account. Control, stowage, security, accounting, distribution, and authorized destruction of all CMS distributed material will be exercised by the Custodian. A comprehensive list of duties is contained in reference (a).

b. Local Holder Custodian. Is responsible for the proper handling, stowage, and use of COMSEC material within local custody status. Also responsible for complying with management practices and local accountability procedures established by the NAVSEA CMS Account Custodian and for ensuring that a current combined "Letter of Agreement", and "Letter of Authorization to Draw CMS Material", enclosure (4), and "CMS Responsibility Acknowledgment" format, enclosure (5) are on file with the NAVSEA CMS Account Custodian.

c. CMS User Custodian. Is personally responsible to the NAVSEA CMS Custodian for the proper handling, control, stowage, safeguarding, destruction, and use of COMSEC material for which he/she has signed. Also responsible for complying with management practices and local accountability procedures established by the CMS Custodian and for ensuring that a CMS User

"Letter of Agreement", current CMS User "Letter of Authorization to Draw CMS Material" and CMS User "CMS Responsibility Acknowledgment" form, enclosures (6) through (8) respectively, are on file with the CMS Custodian.

d. CMS User. Is personally responsible to the issuing CMS Custodian, Local Holder Custodian or User Custodian for the proper handling, control, safeguarding, and destruction of the COMSEC material for which he/she has signed.

e. CMS Witness. Will be familiar with applicable portions of this instruction. The CMS witness who signs any CMS-related report shares equal responsibility with the originator of the report for its accuracy.

6. Specific Duties of CMS Custodian and/or Local Holder Custodians

a. Provide the Commander or the CMS Responsibility Officer with general information about new or revised policies and procedures, and their impact on the command.

b. Keep the alternate CMS Custodian(s), or in the case of the local holder custodian, the alternate local holder custodian(s) informed of the status of the account so that the alternate CMS Custodian(s) or local holder custodian(s) are, at all times, fully capable of assuming the CMS Custodian's or local holder custodian's duties.

c. Conduct periodic training in CMS procedures and provide guidance to command personnel who use COMSEC material.

d. Complete, maintain, and forward required records concerning COMSEC material as stipulated in this instruction and per references (a) through (c).

e. Acquire, monitor, and maintain the command's required authorized holdings of COMSEC material.

f. Maintain proper storage and adequate physical security for the COMSEC material held by the command.

g. Issue COMSEC material on local custody to authorized persons. Before issuing COMSEC material, ensure all CMS users complete the CMS Responsibility Acknowledgment format, enclosure (8).

h. Provide written guidance to personnel to whom material is issued on local custody. This guidance must include specific

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information about the proper handling, safeguarding, accounting, and destruction or disposition of the material issued.

- i. Maintain required files.
- j. Monitor the proper inventory of COMSEC keying material held at user locations.
- k. Ensure that command procedures are established to reassign the local custody responsibility for COMSEC material held by individuals permanently leaving the command, and those who are departing on extended leave.
- l. Ensure the prompt and proper entry of all amendments by qualified personnel per instructions in reference (a).
- m. Ensure completeness of material by conducting required pagechecks, or by causing them to be conducted, per reference (a).
- n. Comply with authorized methods and procedures for destruction of COMSEC material.
- o. Maintain the CMS portion of the command's emergency plan.
- p. Ensure prompt and accurate preparation, signature, and submission of CMS correspondence, messages, and reports.
- q. Conduct required CMS inventories of COMSEC material per reference (a).

7. CMS Material Handling Procedures

- a. Issue of CMS Material (Subcustody). The CMS Custodian will issue to all local holders and CMS users, under Two Person Integrity (TPI), the CMS material required to carry out the command's assigned mission. This material will be subcustodied using an SF-153 or CMS 17 card.
- b. Reproduction. CMS-distributed material will be reproduced by the CMS custodian only, and only per reference (a).
- c. Two Person Integrity at the Local Holder and User Level

(1) Two Person Integrity (TPI) at the Local Holder level means that no single person will, at any time, or regardless of grade or status, be allowed access to keymat without the presence of another person formally authorized access to

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CMS materials. TPI is applied to keymat from time of receipt at the COMSEC Material Issuing Office through issuance by CMS Custodians and Local Holder Custodians up to, but not including, the user level. Keymat is defined as any material marked "CRYPTO" and used to encode or decode information. COMSEC keying material can include both paper and non-paper items. Paper keying material includes all keylists, keycards, keytapes, codes, authenticators, one-time tapes, and one-time pads. Non-paper keying material includes cribs, keying plugs (keyed), read-only memories (ROMS), and metallic oxide semiconductor (MOS) chips.

(2) TPI at the user level applies to classified COMSEC keying material marked "CRYPTO" and includes keylists, keycards, keytapes and loaded extractable fill devices. It will be established by the use of two combination locks on all security containers which store or hold CMS material at the user level. Two appropriately cleared persons will be present when CMS keying material is inserted into or removed from cryptographic equipments. TPI will be established in any place where cryptographic equipment is located and keyed.

d. Issues to Local Holders and CMS User Custodians.
Monthly issues of COMSEC material will be made from NC 3, room 4N08, between the hours of 0730 to 1500 within the 72 hours preceding the material's effective date. If operational commitments necessitate the draw of keymat prior to 72 hours of the material's effective date, submit a memorandum to the CMS Custodian requesting a waiver of the 72 hour rule. In these instances appointments must be made in advance and the waiver request delivered at the time materials are picked up.

(1) Upon receipt from the NAVSEA CMS Account Custodian, all material will be inspected for completeness per reference (a) and for evidence of tampering per reference (d).

(2) Local Holder, CMS User Custodians will be responsible for ensuring that all personnel who have access to CMS material are thoroughly instructed in the proper handling and stowage of this material following paragraph 7c(1) or (2) above.

(3) The CMS Custodian will personally safeguard and account for all material until issued to users per paragraph 7c(2).

(4) When CMS material is issued to users in accordance with paragraph 7c(2), it is the responsibility of the Custodian to ensure that the material is immediately placed on the "Monthly Watch-to-Watch and Daily Equipment Inventory", enclosure (9). Enclosure (9) may be prepared locally or obtained from the NAVSEA CMS Account Custodian. Ensure page checks of unsealed

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extractable keying material including those superseded segments awaiting destruction are conducted.

(5) Once issued to users, individual segments of unsealed extractable key lists and key cards must be destroyed immediately when superseded. If immediate destruction is not possible, the superseded segments may be retained up to, but no longer than, 12 hours after supersession. The CMS 25 Form or equivalent may be used as a local destruction record. Exceptions to these procedures require a waiver in writing from the NAVSEA CMS Account Custodian.

(a) Superseded keying material not immediately destroyed will be stored in a container under TPI.

(b) Emergency supersessions of keying material marked "CRYPTO" are directed by general messages. Upon receipt of an emergency supersession message, the Local Holder/CMS User Custodian will ensure superseded material is not used after the supersession date and time; destroy material as directed, and arrange the draw of replacement material from the NAVSEA CMS Account Custodian.

(6) Local Holder/CMS User Custodians will not issue any CMS material to any person outside his/her own office without approval of the NAVSEA CMS Custodian. Upon receipt of a request for COMSEC support, advise the NAVSEA CMS Account Custodian who will ensure compliance with reference (a) for such support.

e. Local Destruction. The CMS Custodian is responsible for the complete destruction of all superseded CMS-distributed material held by the command. If immediate destruction is not possible, the material may be held up to, but no longer than, 12 hours after supersession with the exception of holidays and weekends when the superseded material will be destroyed immediately at the beginning of the next routine workday.

(1) Local Destruction Procedures for Superseded Portions or Segments. The CMS Custodian, alternate, or user and a properly cleared/trained witness will destroy keying material in accordance with these procedures.

(a) The material to be destroyed will be separated from all other similar material. Material to be retained will be removed from the general area where destruction will take place.

(b) The material to be destroyed will be arranged in the same order as it appears on the corresponding local destruction record (i.e., CMS 25, SF 153 or equivalent).

(c) The short titles and accounting date of the material to be destroyed will be verified by the two individuals conducting the destruction in the following manner:

1 The person responsible for conducting the destruction will read the short titles, edition suffix (if any), accounting numbers, and card numbers to the witness who will mark the appropriate entries on the destruction record. To preclude inadvertent or unauthorized destruction of the material, take care to ensure pages or cards are not stuck together.

2 In turn, witness will read the short titles, edition suffix (if any), accounting numbers, and card numbers to the person responsible for conducting the destruction who will make the appropriate entries on the destruction record.

3 Immediately after verifying the accuracy and completeness of the line entries, one person will insert the material into the destruction device while the other person watches.

4 Both individuals will then sign the destruction records.

(2) Loss of Keying Material If there is a possible loss of keying material:

(a) Stop all destruction procedures immediately.

(b) Search entire area.

(c) Recheck all keying material which has been used and the remaining keying material in the card book or keylist.

(d) Contact the NAVSEA CMS Account Custodian if material cannot be found.

f. Emergency Action Plan The NAVSEA CMS Account Custodian will ensure that a detailed emergency action plan for all classified CMS material is prepared, updated periodically, and distributed to all CMS personnel. Additionally, all CMS personnel will familiarize themselves with the provisions of the command's Emergency Action Plan.

g. COMSEC Insecurity Any actual or suspected loss or compromise of CMS-distributed material will be reported immediately to the NAVSEA CMS Account Custodian, Local Holder Custodian and User Custodian. The NAVSEA CMS Account Custodian will then notify the Commander or CMS Responsibility Officer and

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make the reports required by references (a) or (b). All personnel handling CMS material will read and become familiar with Chapter 11 of reference (a) and Chapter 4 of reference (b).

h. Resealing of Primary Keying Material. Extractable (segmented) primary keying material and non-extractable (not segmented) primary keying material that will not be used for a significant period of time may be sealed in the following manner:

(1) Place only the EFFECTIVE portion of the keying material in an envelope. All segments superseded before the date the material is sealed must be destroyed as soon as possible, but not later than 12 hours after supersession.

(2) List, on the outside of the envelope, the EFFECTIVE material's short title, edition suffix (if any), accounting number, accountability legend code, classification, and status markings. In addition, list the segments contained in the envelope (e.g., days 7-31, cards 10-34, etc.) and the date the envelope is sealed.

(3) Sign your name along the envelope's principle seam so that opening the envelope would deface your signature.

(4) Seal all envelope seams with cellophane tape or equivalent.

8. Storage and Control

a. The CMS Custodian/Local Holder Custodian/User Custodian is responsible for ensuring the safe storage and positive control of all CMS material within the command. He/she will make inspections to determine that proper physical security and control is provided as defined in applicable portions of references (a), (b), and (e).

b. Storage containers that meet the standards set forth in reference (b) are required in all areas where CMS material is used on a continuing basis. These containers must be used for the storage of CMS material only.

c. In storing CMS materials, consider arranging the material for ease of handling and emergency destruction. The following minimum segregation is required:

(1) TOP SECRET

(2) Superseded material and change residue awaiting destruction

(3) Effective material

(4) Reserve on board (ROB) material

d. Handling, storage, and control of AUTOSEVOCOM material will be per Chapter VII of reference (b) and will remain in the control of the NAVSEA CMS Account Custodian.

e. Per reference (b), combinations of containers used to store CMS-distributed material will be changed:

(1) Wherever a person having knowledge of the combination is transferred from the command or no longer requires access.

(2) Whenever the combination becomes known, or is suspected to have become known, to an unauthorized person.

(3) Annually. The twelve-month period runs from any combination change executed for any reason.

(4) When placed in use after procurement.

(5) When taken out of service.

f. Notice on Containers. The following information will be maintained for each security container or vault used to store classified material under reference (e):

(1) The date the combination was last changed.

(2) The names of personnel who know the combination and who are to be notified if the container is found open.

(3) Brief instructions for action to be taken if the container is found open (e.g., post a guard; notify duty officer; notify individuals who know the combination; do not touch container or its contents).

g. Access to Combinations

(1) Knowledge of the combination to the NAVSEA CMS Account Custodian's vault and safes will be limited to the NAVSEA CMS Account Custodian and alternate custodian(s). A record of both combinations will be wrapped in tinfoil, then laminated and placed in a sealed, opaque envelope and filed in a centrally located safe accessible to the command duty officer.

(2) Knowledge of combinations to safes containing CMS-distributed material held by CMS users will be limited to

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personnel with an appropriate security clearance and the "need-to-know". A record of these combinations will be wrapped in tinfoil, then laminated and placed in a sealed, opaque envelope and provided to the NAVSEA CMS Account Custodian for filing in a centrally located safe accessible to the command duty officer.

9. CMS Destruction Reports

a. The NAVSEA CMS Account Custodian is responsible for the complete destruction of all CMS material which is authorized for destruction in accordance with the machine prepared disposition report, CMS 2-1A, CMS 2-3, CMS 2-4, CSPM 3, and applicable general messages. Destruction will be conducted following reference (a).

(1) The primary method for the destruction of paper COMSEC material is crosscut shredding (the shredder must meet the minimum standards of 3/64 by 1/2 or 1/35 by 7/8 inch shred), and the secondary method of destruction is burning. COMSEC equipment is destroyed only when the Emergency Action Plan is implemented. Equipment is destroyed by removing the classified circuit cards and smashing them beyond reconstruction and scattering the residue over a wide area.

b. Local Holder/CMS User Custodians will submit destruction report forms for AL-1/2 material to the NAVSEA CMS Account Custodian not later than close of business on the 3rd of each month.

c. Local Holder/CMS User Custodians will destroy AL-3, AL-4 and AL-5 material following reference (a).

10. Amendments, Changes and Corrections

a. The NAVSEA CMS Account Custodian will ensure that all amendments, changes and corrections to CMS or CMS-related material and publications are entered promptly and correctly.

b. The NAVSEA CMS Account Custodian will do the following when amendments, changes, or corrections are received by the command:

(1) Determine the effective date of the amendment, change or correction. Consider the extent of the amendment, change, or correction and the required action of cognizant personnel to determine how far in advance of the effective date a change should be entered. Amendments, changes, and corrections that are effective upon receipt will be entered no later than five working days after receipt.

(2) The NAVSEA CMS Account Custodian will enter amendments, changes, or corrections to publications in his/her custody. He/she will issue to Local Holder/CMS User Custodians any amendment, change or correction that pertains to publications held by the Local Holder/CMS User Custodians.

11. COMSEC Equipment. The NAVSEA CMS Account Custodian will be responsible for ensuring the proper maintenance of the account's COMSEC equipment.

12. Reports and Forms

a. Subcustody of CMS keying materials will be executed on the local custody issue/return and destruction form.

b. Destruction reports of AL-1/2 keying materials will be executed on the local custody issue/return and destruction form.

c. Subcustody of equipment will be executed on an SF-153 or CMS-17 card.

d. Semiannual inventories from Local Holder/CMS Users are required and will be submitted when requested from the NAVSEA CMS Account Custodian. Inventories are submitted on a properly executed SF-153 with the original and one copy submitted to the NAVSEA CMS Account Custodian.

e. Forms are available from the NAVSEA CMS Account Custodian. .

13. Point of Contact. For additional information concerning CMS matters, contact the NAVSEA CMS Account Custodian, NC 3, room 4N08, phone 692-3209/10/13/04/07.



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SEA 09B1 (5)
09B2 (50)
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DEFINITIONS

COMMUNICATIONS SECURITY (COMSEC) MATERIAL -

All material, including publications, devices, equipment or apparatus essential to the encryption, decryption or authentication of Naval Communications, including operating and maintenance instructions for COMSEC communications systems and equipment.

CMS ACCOUNT COMMAND -

A command holding an authorized CMS account who issues COMSEC material to local holders/CMS users on local custody receipts.

CMS CUSTODIAN -

A person designated by the Commander or CMS Responsibility Officer to assume general custody and management control of all COMSEC material issued to the command.

CMS RESPONSIBILITY OFFICER -

An officer designated by the Commander to act for him in all matters related to COMSEC per reference (a).

LOCAL HOLDER -

A CMS local holder is a command, activity, detachment, or component whose COMSEC material needs can be met by drawing COMSEC material from a CMS Account Command on a local custody basis.

LOCAL HOLDER CUSTODIAN -

A person designated by the Commander of the local holder command, activity, detachment, or component to perform CMS duties within the command.

CMS USER CUSTODIAN -

The senior person within an office, shop, department, or activity designated to draw COMSEC material requirements from the CMS Account Custodian.

CMS USER -

A properly cleared and authorized individual within a command who signs for and receives COMSEC material on local custody and is responsible for its proper handling and use.

CMS WITNESS -

Any member of the command who has an appropriate clearance, the "need-to-know", and proper training from the custodian may witness CMS-related reports, enter amendments, or conduct page checks.

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TWO PERSON INTEGRITY -

It means that no single person will, at any time, regardless of grade or status, be allowed access to keymat without the presence of another person formally authorized access to CMS materials.

COMSEC KEYING MATERIAL (KEYMAT) -

Keymat is defined as any material marked "CRYPTO" and used to encode or decode information. COMSEC keying material can include both paper and non-paper items. Paper keying material includes all keylists, keycards, keytapes, codes, authenticators, one-time tapes, and one-time pads. Non-paper keying material includes cribs, keying plugs (keyed), read only memories (ROMS), and metallic oxide semiconductor (MOS) chips.

ACCESS AUTHORIZATION -

The Command will implement administrative procedures to identify, by permanent record, all personnel whose duties requires access to CMS keymat, including custodian, alternates, CMS clerks, operators, and maintenance personnel, and must be formally authorized by the signature of the Commander or the CMS Responsibility Officer.



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

SAMPLE "LETTER OF APPOINTMENT"
FOR CUSTODIANS AND ALTERNATES

2280
Ser 09B2/
(date)

From: Commander, Naval Sea Systems Command
To: Lieutenant John L. Doe, USN, 123-12-1234
Subj: DESIGNATION AS (CMS CUSTODIAN) OR (ALTERNATE CMS
CUSTODIAN)
Ref: (a) CMS 4 (Series)
(b) CSP 1 (Series)
(c) NTP 7

1. In accordance with reference (a), you are hereby designated . You are charged with the responsibility of familiarizing yourself with pertinent publications, including references (a) through (c).
2. After you have read all referenced materials, you are directed to assume the duties of .
3. Return this letter with first endorsement completed no later than .
4. This designation is rescinded when you are relieved of your duties or upon detachment from the command whichever occurs first.

Copy to:
LT John L. Doe (Personnel Record)

FIRST ENDORSEMENT

DATE:

From: Lieutenant John L. Doe, USN, 123-12-1234
To: Commander, Naval Sea Systems Command

1. I certify that I am familiar with references (a) through (c).
2. I have assumed the duties as effective this date.

Copy to:
NAVSEA CMS Custodian (SEA 09B2)

Enclosure (2)



NAVY AGAINST 2280.1
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DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

SAMPLE "LETTER OF TERMINATION"
FOR CUSTODIANS AND ALTERNATES

2280
Ser 09B2/
(date)

From: Commander, Naval Sea Systems Command
To: Lieutenant John L. Doe, USN, 123-12-1234

Subj: RELIEF OF DUTIES AS (CMS CUSTODIAN) OR (ALTERNATE CMS
CUSTODIAN)

Ref: (a) NAVSEA ltr 2280 Ser 09B2/ dtd
(b) CMS 4 (Series)

1. As of this date, you are hereby relieved of duties assigned by reference (a). You may not perform CMS custodial duties for a period of three years in accordance with reference (b).

Copy to:
LT John L. Doe (Personnel Record)

Enclosure (3)

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SAMPLE OF LOCAL HOLDER COMBINED
"LETTER OF AGREEMENT" AND "LETTER
OF AUTHORIZATION TO DRAW CMS MATERIAL"
(Prepare on Originating Command's Letter Head)

Date:
268011
(Account Number
of Parent CMS
Account)

From:

To: Commander, Naval Sea Systems Command

Subj: COMBINED LETTER OF AGREEMENT AND LETTER OF AUTHORIZATION
TO DRAW CMS MATERIAL ON A LOCAL HOLDER BASIS

Ref: (a) CMS 4 (Series)
(b) CSP 1 (Series)
(c) NTP 7 (Series)
(d) NAVSEAINST 2280.1

1. As a Local Holder command of CMS account 268011, I certify compliance with distribution, control, security, training, and accountability procedures contained in references (a) through (d).

2. The individuals identified below are qualified and appointed COMSEC Custodian and Alternate(s) in accordance with Chapter 3, reference (a). These same individuals are authorized to receive and courier COMSEC material within the authorized holdings of this command:

NAME/RANK/RATE/GRADE/SSN/CLNC

Local Holder Custodian
Signature

NAME/RANK/RATE/GRADE/SSN/CLNC

Alternate Local Holder's
Signature

NAME/RANK/RATE/GRADE/SSN/CLNC

Alternate Local Holder's
Signature

NAME/RANK/RATE/GRADE/SSN/CLNC

Alternate Local Holder's
Signature

Commanding Officer

Enclosure (4)

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SAMPLE LOCAL HOLDER "CMS RESPONSIBILITY
ACKNOWLEDGMENT" FORMAT
(Prepare on Originating Command's Letter Head)

From:
To: CMS Custodian, Naval Sea Systems Command
Subj: CMS DISTRIBUTED MATERIAL RESPONSIBILITY ACKNOWLEDGMENT
FORM; EXECUTION OF
Ref: (a) NAVSEAINST 2280.1
(b) CMS 4 (Series)
(c) OPNAVINST 5510.1 (Series)

1. I hereby acknowledge that I have read and understand references (a) through (c).
2. I assume full responsibility for the safe handling, storage, inventorying, accounting, transfer, and destruction of CMS distributed material held in my custody and/or used by me or those under my supervision. I have knowledge of and will keep myself informed of publications held, operating instructions and U.S. Navy Regulations, all of which set forth policies, procedures, and responsibilities for the safeguarding of CMS distributed material.
3. I have received instructions on the handling of CMS distributed material from the NAVSEA CMS Custodian. If I have a question, at any time, as to the proper handling of CMS distributed material, I will immediately contact the NAVSEA CMS Custodian and request advice and assistance.
4. Before departing on leave, TAD or detachment, I will check out with the NAVSEA CMS Account Custodian.

Signature

Date

Enclosure (5)

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SAMPLE CMS USER "LETTER OF AGREEMENT" FORMAT
(Prepare on Originating Command's Letter Head)

From: Commanding Officer,
To: Commander, Naval Sea Systems Command

Subj: COMMUNICATION SECURITY MATERIAL SYSTEM (CMS) LETTER
OF AGREEMENT

Ref: (a) CMS 4 (Series)
(b) CSP 1 (Series)
(c) NTP 7
(d) NAVSEAINST 2280.1

1. As a CMS User command of NAVSEA account 268011, I certify compliance with distribution, control, security, training, and accountability procedures contained in references (a) through (d).

(Commanding Officer's
Signature)

Enclosure (6)



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DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

SAMPLE CMS USER "LETTER OF AUTHORIZATION
TO DRAW CMS MATERIAL" FORMAT

Date: _____
268011
(Account Number of
NAVSEA CMS Account)

From:
To: Commander, Naval Sea Systems Command

Subj: AUTHORIZATION TO DRAW COMSEC MATERIAL ON A USER BASIS

Ref: (a) CMS 4 (Series)
(b) CSP 1 (Series)
(c) NAVSEAINST 2280.1

1. The individuals identified below are appointed CMS User Custodian and Alternate(s) and are authorized to receive and courier COMSEC material for _____ (code) of this command. These same individuals shall store, control, and account for materials received in accordance with references (a) through (c) and other instructions generated by the NAVSEA CMS Account Custodian.

NAME/RANK/RATE/GRADE/SSN/CLNC User Custodian's Signature

NAME/RANK/RATE/GRADE/SSN/CLNC Alternate User Custodian's Signature

NAME/RANK/RATE/GRADE/SSN/CLNC Alternate User Custodian's Signature

Enclosure (7)



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DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

SAMPLE CMS USER "USER RESPONSIBILITY
ACKNOWLEDGMENT" FORMAT

From:
To: NAVSEA CMS Custodian
Subj: CMS RESPONSIBILITY ACKNOWLEDGMENT
Ref: (a) NAVSEAINST 2280.1

1. I hereby acknowledge that I have read reference (a), and that I understand it.
2. I assume full responsibility for the proper handling, storage, inventorying, accounting, transfer, and destruction of CMS material held in my custody and/or used by me or those under my supervision.
3. I have received a copy of reference (a) from the CMS Custodian. If I have a question, at any time, as to the proper handling of CMS material for which I am responsible, I will immediately contact the NAVSEA CMS Account Custodian and request advice.
4. Before departing on leave, TAD, or upon my detachment I will check out with the NAVSEA CMS Account Custodian.

Signature

Date

Enclosure (8)

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SAMPLE "AMENDMENT ENTRY, VERIFICATION, AND
LOCAL DESTRUCTION RECORD" MEMORANDUM
(Prepare on Originating Command's Letter Head)

MEMORANDUM

From:

To: Commander, Naval Sea Systems Command

Subj: CERTIFICATION OF AMENDMENT ENTRY, VERIFICATION, AND LOCAL
DESTRUCTION RECORD

Ref: (a) CMS 4 (Series)

1. On _____, Amendment _____, accounting
number _____, was entered into _____
accounting number _____
in accordance with reference (a).

2. Proper entry of the amendment was verified in accordance with
reference (a) by _____.

3. The residue of the amendment was properly destroyed on _____
by the two individuals whose signatures appear
below:

Signature

Signature

Signature (CMS, Local Holder, or
User Custodian)

Enclosure (10)