



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
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ASO 5510.18C
SEC
28 Sep 11

AIR STATION ORDER 5510.18C

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: EMERGENCY ACTION PLAN FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL

Ref: (a) SECNAVINST 5510.36A

Encl: (1) COMSEC Material Emergency Action Plan Supplement

1. Situation. To provide instruction to custodial personnel for the safeguarding of classified material in the event of a hurricane, fire, flood or other natural disasters in accordance with the reference.

2. Cancellation. AirStaO 5510.18B.

3. Mission. This Order provides policy to custodial personnel for the safeguarding of classified material.

4. Execution.

a. When one of the below conditions occur, custodial personnel of the Secondary Control Points and Comsec Material will, without endangering lives, secure all classified material in its approved container and depart the building:

(1) when Hurricane Condition II has been set.

(2) when flooding conditions exist.

(3) when classified material is threatened by fire.

b. Report to the Security Manager and Director, Security and Emergency Services any area that is not secured completely due to the hasty departure of custodial personnel. In addition, the custodian or alternate will complete a post emergency inventory and report to the Security Manager any probable unauthorized viewing or loss of material.

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distribution is unlimited.

c. Custodial personnel of Secondary Control Points and Comsec Material will provide the names, addresses and phone numbers of personnel having access to classified material storage areas to the Command Duty. Additionally, post a copy of the recall roster, and this directive and any other pertinent instructions in the secure area.

d. Custodial personnel of Secondary Control Points Comsec Material will seal records of security container combinations in an envelope (SF Form 700) and maintain them on file at the Station Classified Material Control Center (CMCC). Station CMCC combinations (SF Form 700) will be maintained on file in the Wing Security Manager's Office.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Station Security Manager.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.


E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: A

COMSEC MATERIAL EMERGENCY ACTION PLAN SUPPLEMENT

1. In addition to the basic Order, all Local Elements must develop and maintain their own, unit specific, EAP for the safeguarding of COMSEC material. A Local Element is defined as the responsible individual who has been issued COMSEC material on an SF-153.
2. At a minimum, the Local Element EAP for the safeguarding of COMSEC material must include:
 - a. A roster that designates personnel responsible for reporting a fire and personnel who are responsible for conducting the EAP.
 - b. Instructions to secure all COMSEC material, including Controlled Cryptographic Item (CCI) equipment, but without endangering lives.
 - c. A building layout of where approved secured storage is located, including where CCI equipment is stored.
 - d. A copy of the current COMSEC material inventory.
3. If outside of their approved storage container or space (i.e. being used in the CO's office) KSV-21 crypto-cards must be removed from their associated Secure Telephone Equipment (STE) terminals and secured.
4. KG-175 network encryption devices that are in operational use need not be unplugged or removed from their approved enclaves.
5. All COMSEC material, including CCI, must be accounted for during a post emergency inventory and any discrepancies reported to the EKMS Manager.
6. EAP training is required to be conducted and documented at least annually to ensure personnel who have access to COMSEC material are aware of actions required to be taken during emergency conditions.
7. Currently, an Emergency Destruction Plan (EDP) is not part of the basic Order. However, this requirement will change if the threat of hostile actions such as terrorist attack, rioting, or civil uprising is ever deemed to be a potential risk.