



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO 5510.18B
CMCC
13 Jun 07

AIR STATION ORDER 5510.18B

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

1. Situation. To provide instruction to custodial personnel for the safeguarding of classified material and Naval Warfare Publications (NWP) in the event of a hurricane, fire, flood or other natural disasters in accordance with the reference.
2. Cancellation. AirStaO 5510.18A.
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, Comsec Material and Tenant Units will, without endangering lives, secure all classified material and NWP 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.

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.

b. Custodial personnel of Secondary Control Points, Comsec Material and Tenant Units will post the names, addresses and phone numbers of personnel having access to classified material storage areas on the outer entrance to the area where material is stored. Additionally, post a copy of this directive and any other pertinent instructions adjacent to the area.

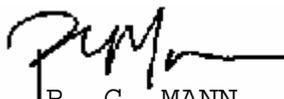
c. Custodial personnel of Secondary Control Points, Comsec Material and Tenant Units will seal records of security container combinations in an envelope (SF Form 700) and maintain them on file at the Station Classified material Control Center (CMCC). Station CMCC combinations (SF Form 700) will be maintained 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.


R. C. MANN
By direction

DISTRIBUTION: A