



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST

2200.1B{PRIVATE }

ETE41
11 AUG 2000

(R)

CNET INSTRUCTION 2200.1B

Subj: COMMUNICATIONS SECURITY (COMSEC) MATERIAL SYSTEM (CMS)
PROCEDURES

Ref: (a) CMS-1
(b) CMS-3B

(D)

Encl: (1) Command Quarterly Inspection Report
(2) Semiannual Required Reading List for CMS Users

1. Purpose. To promulgate CMS guidance for Chief of Naval Education and Training (CNET) subordinate commands with CMS Numbered Accounts. Reference (a) provides specific handling and safeguarding instructions for CMS-distributed material.

2. Cancellation. CNETINST 2200.1A

3. Discussion. This instruction provides additional guidance to the information contained in reference (a) to properly safeguard CMS material and to effectively minimize/eliminate reportable CMS incidents. The following general guidelines apply:

a. The information contained in this instruction is intended for use by subordinate commands to ensure strong and effective involvement in CMS-related matters.

b. Reference (b) and enclosures (1) and (2) to this instruction are provided to assist all levels of command in assessing CMS readiness in the proper accounting, handling, and destruction of CMS material by CMS custodians, users, and local holders on a daily basis.

4. Training

a. Close attention to detail by CMS personnel is required to eliminate possible major threats to national security. Local CMS training programs will provide an aggressive and energetic approach to effectively instruct all CMS users in the handling and destruction of CMS materials.

b. CMS training will be scheduled on a routine basis. The custodian or primary alternate will conduct this training, and it is to be documented in the CMS training files. Spot checks of user spaces and local holder accounts will be conducted by the custodian on a regular basis to ensure that the training program is effective and consistent with current CMS policy and procedures.

c. CMS training visits and local CMS workshops will be used to the maximum extent possible.

5. Action

a. Command CMS accounts will be audited on a quarterly basis by the commanding officer/officer in charge (CO/OIC) or his/her designated representative (executive officer only). The representative must be cleared as high as the classification of material in the account. He/she may not be in the CMS chain of command, but must be familiar with CMS accounting and handling procedures. Prior to conducting the audit, a review of CMS policies and procedures should be required in addition to those requirements listed in enclosure (2).

b. Reference (b) will be used as a guide for conducting the audit. Enclosure (1) is provided as a recommended format to be used to report the results of the audit. A minimum of three items from the account will be checked. The items should be selected from the last quarter's SF-153 Transfer Report. In addition, a visit to user spaces should be made to ensure strict compliance with storage, handling, and accounting procedures. Upon completion of the audit, the CMS custodian will retain the results and corrective action taken for 1 year.

c. All personnel handling CMS or related material/documents will be designated in writing by the CO/OIC.

d. Prior to issuing or allowing new users to handle CMS material, the custodian will require those personnel to read the material listed in enclosure (2) in addition to the command's CMS directives. Personnel will be verbally quizzed to ensure they have a comprehensive understanding of CMS handling procedures. Additionally, all CMS users are required to complete the semi-annual required reading list (enclosure (2)).

e. When the CMS custodian is due to be relieved, he/she will request a visit by the CMS Advice and Assistance (A&A) Team. This visit will be scheduled to coincide with the turnover, or as soon thereafter as possible. Upon completion of the relieving process, a copy of the designation letter will be forwarded to R) CNET (ETE41).

f. When requesting waivers concerning CMS policy or procedures, the request will be forwarded to Director Communications Security Material System (DCMS) via CNET.

6. Training Visits. CMS A&A Team training visits will be scheduled at least once every 18 months. Annual visits are encouraged. A report will not be made to CNET unless the visit identifies significant noncompliance with existing CMS directives.

7. Personal Custody. The custodian shall provide instructions to all persons drawing publications on personal custody. Such instructions shall include the following, as appropriate:

- a. Proper storage.
- b. Inventories.
- c. Page-check requirements.
- d. Dissemination of information contained in CMS publications.
- e. Limitations on, and procedures for, making extracts.
- f. Responsibilities concerning reporting loss or compromise.
- g. Regulations concerning removal of publications from the command.
- h. Requirements for returning publications to the custodian for entry of changes, prior to departure on leave, transfer to another command, release to inactive duty, or separation from the Navy. Personnel drawing publications must sign a CMS-17 or SF-153 Transfer Report, and shall acknowledge receipt of personal custody instructions by signing a copy of the instruction or by some similar means.

8. Inspections

a. Reference (a) directs an inspection of all CMS accounts by the Immediate Superior in Command (ISIC). Reference (b) provides guidance for the conduct of these inspections. Subordinate commands with numbered CMS accounts will have an unannounced CMS inspection at least biennially. The inspection will be sufficient in scope to ensure that the account is properly tended and the assigned custodian is familiar with all pertinent instructions regarding positive handling, stowage, and accountability of CMS material. It will include, but not be limited to, a review of the following areas of special interest:

- (1) Stowage and physical security.
- (2) Local holder accountability and training.
- (3) User training.
- (4) Personnel knowledge of CMS policy and procedures.
- (5) Record keeping.
- (6) Personnel resources and collateral duty assignments of the CMS custodian.

(7) Alternate custodians' understanding of duties.

(8) Emergency and routine destruction procedures.

(9) Previous inspection results and action taken.

b. More frequent inspections may be conducted, if desired, on any of the following occasions:

(1) Coincident with command inspections.

(2) Prior to change of command or custodian.

(3) Subsequent to a COMSEC training visit that identifies significant discrepancies in the administration of the account.

(4) Subsequent to a CMS incident which reveals a significant noncompliance with existing CMS directives.

c. Commands that incur one or more COMSEC incidents will fail the inspection. Commands that incur one or more "practices dangerous to security" may fail the inspection.

9. Action. CMS custodians and alternates shall review this instruction and be familiar with the contents therein. A copy shall be retained in the CMS directives file by the CMS custodian, and distributed to any local holder accounts.

/S/D. L. BREWER, III
Vice CNET

Distribution (CNETINST 5218.2D):
Lists I (1, 17, 19, 20, 22, 24, 32, 38, 42), V (41)

Stocked:
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FORMAT

COMMAND QUARTERLY INSPECTION REPORT

MEMORANDUM

From: Commanding Officer
To: CMS Custodian

Subj: QUARTERLY AUDIT OF CMS ACCOUNT:

Ref: (a) CMS-1
(b) CMS-3B

1. CMS Short Title Audit Report:

a. The following CMS short titles from the last quarter's incoming SF-153s were selected for audit and inspection in accordance with references (a) and (b).

b. Reference (b) was used for each individual material listed above to trace the material through the account and verify its proper handling and accounting.

2. Comments:

SEMIANNUAL REQUIRED READING LIST FOR CMS USERS

: M : C : C :
 : A : M : U :
 : I : S : S :
 : N : : T :
 : T : U : O :
 : : S : D :
 : P : E : I :
 : E : R : A :
 : R : S : N :
 : S : : S :

(D)

CMS-1

CHAPTER 4			X	RESPONSIBILITIES,
ART 450, 455, 460,	X	X	X	DUTIES, AND
465, 470, 475,	X	X	X	DESIGNATION
480, 485	X	X	X	
CHAPTER 5			X	
ART 540	X	X	X	CMS DESTRUCTION
ART 550	X	X	X	SAFEGUARDING
CHAPTER 7			X	
ART 757, 772, 775	X	X	X	PAGE CHECK MANAGEMENT
ART 787	X	X	X	AMENDMENT PROCEDURES
ART 790	X	X	X	CMS DESTRUCTION
CHAPTER 9	X	X	X	INCIDENTS
CHAPTER 10	X	X	X	PRACTICES DANGEROUS TO SECURITY
ANNEX Y	X	X	X	PAGE CHECKS/AMENDMENT PROCEDURES
<u>LOCAL INSTRUCTION</u>	X	X	X	EMERGENCY ACTION PLAN

NAME: _____ SIGNATURE:

RATE: _____ DATE COMPLETED: