



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNICATION-ELECTRONICS SCHOOL
TRAINING COMMAND
BOX 788251
TWENTYNINE PALMS, CALIFORNIA 92278-8251

ScolO 2280.2
C-E/CO
13 Dec 12

SCHOOL ORDER 2280.2

From: Commanding Officer
To: Distribution List

SUBJ: COMMUNICATIONS SECURITY (COMSEC) SUPPORT PROCEDURES FOR EXERCISE FORCES

Ref: (a) EKMS 1 (series)
(b) EKMS 1 (series) Supp-1

Encl: (1) Sample COMSEC Support Request

1. Situation. To provide policy and procedural guidance for the handling, accountability, distribution and destruction of Communications Security (COMSEC) material per the references, distributed from EKMS Account 369551 in support of Exercise Forces (EXFOR). Communications Security (COMSEC) material is used to prevent unauthorized access to U.S. Government transmissions and communications; protect the processing of classified or sensitive unclassified information related to national security; and to insure the authenticity of such communications. The Electronic Key Management System (EKMS) is used to manage COMSEC.

2. Cancellation. None.

3. Mission. All Exercise Forces; Military and Civilian, Government Contractors and any other individual(s), authorized access to COMSEC equipment or keying material distributed through the COMSEC account 369551 will comply with the provisions of this document. This order is based on the references and does not replace their guidance and procedures.

4. Execution

a. Commander's Intent

(1) The intent of this order is to ensure that all commands adhere to proper management procedures for the protection of COMSEC material. This order cannot address every conceivable situation that might arise in day-to-day operations. When confronted by unusual situations, the basic principles of physical security and proper accounting, coupled with sound judgment and common sense should be exercised when dealing with COMSEC material.

b. Concept of Operations. EKMS is an interoperable collection of systems to automate the planning, ordering, filling, generation, distribution, accountability, storage, usage, destruction and management of electronic key and other types of COMSEC material. The security methodologies are as follows:

(1) A continuous chain of custody receipts by use of transfer reports and local custody documents.

(2) Positive accounting records, such as periodic inventory reports, destruction records, transfer reports, and local custody records.

(3) The requirements for the immediate reporting of COMSEC material insecurities and practices dangerous to security.

c. Tasks

Exercise Forces

(1) COMSEC Equipment\CCI. The EXFOR will coordinate with the Exercise Support Division (ESD) to request mobile and ground assets. The ESD Communications Section will directly issue the equipment to the units.

(a) Provide COMSEC support request letters signed by the unit's Commanding Officer.

(b) Provide signed COMSEC responsibility acknowledgement forms.

(c) Provide at least two authorized personnel to sign for material from the ESD.

(2) COMSEC Cryptographic Key. The EXFOR will draw enough key from their unit EKMS manager for the duration of the exercise to bring ISO the exercise. The information for the correct key usage will be provided the COMSEC key usage call-out message drafted and released by the MCCES MCAGCC EKMS office via SIPR AMHS.

Exercise Support Division Communications Element

(1) Coordinate with the EXFOR to ensure that proper COMSEC support request steps are followed. De-conflict any support issues with the EKMS account.

(2) Issue\receive EKMS accountable equipment to the EXFOR, provided the appropriate steps to establish support have been followed.

(3) Report to the EKMS office any violations of COMSEC policy by an exercise unit (as required).

(4) Retain the local custody files for equipment issued\returned per the references.

MCESS-MCAGCC EKMS Account (369551)

(1) Provide COMSEC oversight to exercise support elements.

(2) Provide cryptographic key information related to the exercise.

(3) Emergency key support.

(a) Facilitate over-the-air distribution (OTAD) re-supply of key between exercise units and their EKMS account.

(b) Local issue of key in the event OTAD is not possible.

EKMS User. Each member of the EXFOR is responsible for the proper security, control, accountability, and disposition of the COMSEC material placed in their charge.

5. Administration and Logistics. MCCES agrees to provide COMSEC support to the EXFOR, via the MCCES MCAGCC EKMS Account 369551, with the following provisions:

a. Compliance with the References. The EXFOR will ensure that all personnel, authorized to handle and use the COMSEC materials provided by MCCES, comply with the guidance of this order and written guidance promulgated from the MCCES COMSEC Management Office. To this end, EXFOR will ensure authorized personnel are thoroughly trained in the use and safeguarding of COMSEC materials. Particular emphasis must be given to educating personnel in how to identify COMSEC incidents and Practices Dangerous to Security (PDS).

b. Reporting of COMSEC Incidents. In the event of a COMSEC incident, the EXFOR will report the incident immediately to this command. The information provided must be of sufficient detail to enable the MCCES COMSEC Management Office to assume responsibility for reporting the incident. The following information is required: (1) WHO: Who was involved, (2) WHAT: What COMSEC material was involved, (3) WHEN: When did the incident occur, (4) WHERE: Where was the involved unit located, (5) HOW: How did this incident occur.

c. Responsibility for Certifying Clearance/Access. The EXFOR will accept full responsibility for ensuring that all personnel whose duties require use of COMSEC materials are properly cleared and formally authorized access to COMSEC material in writing.

(1) The EXFOR will ensure that the MCCES COMSEC Management Office receives security clearance information for any personnel authorized to receipt for COMSEC material.

(2) All personnel who are issued COMSEC material from the MCCES COMSEC Management Office are required to complete a COMSEC Responsibility Acknowledgement Form.

d. Storage/Facility Clearance. Exercise Support Agencies will be responsible for ensuring that the storage facilities (e.g., safe and/or vault) being used are approved for storage of the highest classification of COMSEC material to be stored.

e. Personnel authorized to receipt for and turn-in COMSEC. The EXFOR will assign in writing a minimum of two responsible and appropriately cleared personnel. The assigned personnel must be authorized to perform Local Element functions such as turn-in, receipt for, and courier COMSEC Keying Material and CCI per encl. (1).

f. COMSEC Material Sub-Custody. The EXFOR is NOT authorized to issue or transfer COMSEC material outside of your command. Should any instance arise in which you feel this is necessary, you must contact the EKMS account for guidance BEFORE giving COMSEC material to others. The EXFOR will ensure that all material issued from the MCCES COMSEC Management Office is properly accounted for by:

(1) Issuing material to subordinate elements using a properly completed SF-153.

(2) Only issuing material to units within the supported command and/or its attachments.

g. COMSEC Status Information. All COMSEC status information can be obtained from the MCCES COMSEC Management Office.

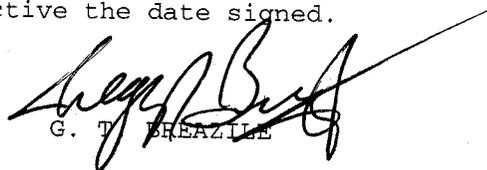
h. Cryptoperiod Extensions. The EXFOR is NOT authorized to extend published cryptoperiods. Requests for extensions must be submitted to the EKMS office for forwarding to the Controlling Authority.

i. Implicit Deny. Personnel at all levels will apply the following principle: COMSEC material shall not be handled in any way that is not **specifically authorized**. Rationale such as, "Show me where it states I can't do that", will not be used as a basis for storing, transporting, issuing, transferring, or otherwise handling COMSEC material. Users will reference an appropriate source which states that the desired action is, in fact, actually authorized prior to storing, transporting, issuing, transferring, or otherwise handling COMSEC material. Bottom line: if there is no policy stating that you CAN do something, then you CAN'T!

6. Command and Signal

a. Command. This Order is applicable to all personnel, Military and Civilian, Government Contractors and any other individual(s) authorized access to COMSEC equipment or keying material distributed through the EKMS account 369551.

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


G. T. BRAZILE

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.



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TRAINING COMMAND
BOX 788251
TWENTYNINE PALMS, CALIFORNIA 92278-8251

2280
C-E/CO
10 Oct 12

From: Commanding Officer, (Requesting Unit)
To: Commanding Officer, Marine Corps Communication-Electronics School

Subj: REQUEST FOR COMSEC SUPPORT

Ref: (a) Sco10 2280.2; MCCES COMSEC Support Procedures for Exercise Forces

Enc: (1) COMSEC User Responsibility Acknowledgement Form

1. I concur with the terms of the reference.
2. Per the reference, COMSEC material support is requested to help this command meet requirements in support of (Operation/Exercise) from (Inclusive Dates).
3. The personnel listed below are formally authorized to turn-in, receipt for and courier COMSEC keying material and CCI to account 369551:

RANK	NAME	SSN	CLEARANCE	DATE GRANTED
SSgt	Marine, I.M.	1234	Secret	20080521

4. I certify that the individuals listed above are assigned to my command and possess a security clearance equal to or higher than the COMSEC material and/or equipment being drawn.
5. All personnel have been advised of their responsibilities regarding proper security and safeguarding of COMSEC materials as evidenced by their signing the enclosed COMSEC Responsibility Acknowledgement Forms.
6. POC for this matter is...

COMMANDING OFFICER'S SIGNATURE

Copy to:
ESD, MCAGCC
Files

Enclosure (1)

Privacy Act Statement: Authority for requesting the last (4) of your SSN is Executive Order 9397, as amended. The requested information you provide will be used to validate your identity to courier, deliver and receipt for COMSEC material. Your disclosure of the requested information is voluntary. However, failure to furnish the requested information may prevent performance of official duties and reassignment.