

UNCLASSIFIED//FOR OFFICIAL USE ONLY

NAG-18A/TSEC

ALLIED COMSEC MATERIAL ACCOUNTING MANUAL

UNITED STATES OF AMERICA

DEPARTMENT OF DEFENSE

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NATIONAL SECURITY AGENCY  
Fort George G. Meade, Maryland

## FOREWORD

### ALLIED COMSEC MATERIAL ACCOUNTING MANUAL

1. The United States of America provides communications security (COMSEC) material to certain of its Allies, in the interest of protecting classified and sensitive unclassified information which is transmitted electrically between military elements of the U.S. and the allied nation and to protect U.S. information which is released to that nation. When accepting U.S. COMSEC assistance, allied nations agree to protect U.S. COMSEC material, including the provision of appropriate control and accounting functions. This document is intended to prescribe accounting procedures to be followed by COMSEC custodians and other personnel charged with controlling and accounting for U.S. COMSEC material.

2. This document is effective upon receipt. Nations to which it is provided are encouraged to use it as a basis for the preparation of counterpart documents prescribing national COMSEC material control and accounting systems. To facilitate this, and because COMSEC relationships between the U.S. and certain of its Allies is classified, this document is drafted to avoid mention of the United States. Recipient nations may substitute their own Foreword for this page. They may also restate the control and accounting procedures stated herein, to adapt them to their specific requirements.

3. This document is intended for use by the military elements of the nations to which it is provided. Its dissemination for other purposes, including releases to public news media, is not in the best interests of the United States or its Allies.

4. This document is intended for distribution to COMSEC custodians and may be made available to other personnel whose duties require it. COMSEC custodians and supervisors whose employees handle or have access to COMSEC material are obligated to ensure strict compliance with the COMSEC control procedures prescribed in this document, and persons who are authorized access to COMSEC material should be aware that noncompliance or deviation from those procedures could jeopardize the security of their nation.

5. Changes in this document must be officially promulgated by the appropriate national authority.



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## CHAPTER I - COMSEC MATERIAL CONTROL SYSTEM

1001. Concept. Since inviolate COMSEC material is the basis for secure communications, effective procedures for ensuring the integrity of COMSEC material is the cornerstone of the national COMSEC effort. The formal mechanism for distributing and accounting for COMSEC material is the COMSEC Material Control System (CMCS), which consists of the central office(s) of record (COR), the cryptologistics depots, and the COMSEC accounts. Two organizational structures for the CMCS are possible, one where the Military Services operate their own CORs, and the other where they do not; see Figure 1.

1002. NDA Responsibilities. The National Distribution Authority (NDA) is responsible for receiving, accounting for, and distributing all accountable COMSEC material. The responsibilities of its principal elements are expressed below:

1002.1. Material Control Branch is responsible for:

- a. Establishing and closing COMSEC accounts.
- b. Maintaining a record of NDA COMSEC accounts, COMSEC Custodians, and Alternate Custodians.
- c. Processing requests to appoint or terminate the appointments of COMSEC Custodians and Alternates, and verifying their clearances.
- d. Verifying the inventory of each COMSEC account semiannually.
- e. Maintaining master records of all COMSEC material entered into the COMSEC Material Control System.
- f. Maintaining financial and property accountability records for all accountable COMSEC equipment owned by or entrusted to (fill in national or organizational title).
- g. Providing a formal COMSEC Custodian training course for all newly appointed COMSEC Custodians and Alternates.
- h. Establishing procedures for the accounting of COMSEC material generated by or entrusted to (fill in national or organizational title).
- i. Maintaining liaison with the Military Services and Civil Agencies on all matters pertaining to the control of accountable COMSEC material.
- j. Auditing internal (fill in national or organizational title) COMSEC accounts at least annually and at such other times as may be required.
- k. Providing guidance and assistance on all procedural matters pertaining to the control of accountable COMSEC material. The policies and procedures contained herein are applicable to all personnel whose duties require access to accountable COMSEC material.

1002.2. The Operations Branch (fill in organizational designator, mailing address, and telephone numbers) is responsible for:

- a. Receiving and processing requirements for accountable COMSEC material, excluding the procurement of COMSEC equipment and spare parts.
- b. Establishing and maintaining lead time schedules for the distribution of accountable COMSEC material.
- c. Providing disposition instructions for COMSEC material held but no longer required, exclusive of material for which disposition is provided by a superseding edition or Service status publication.
- d. Arranging for the shipment of accountable COMSEC material.

### CHAPTER I - COMSEC MATERIAL CONTROL SYSTEM

1002.3. The Distribution and Storage Branch (fill in organizational designator, mailing address, telephone number, and COMSEC account number) is responsible for:

- a. Receiving accountable COMSEC material from outside sources.
- b. Storing accountable COMSEC material for eventual distribution.
- c. Preparing and dispatching worldwide shipments of accountable COMSEC material as directed by the Operations Branch.
- d. Providing assistance to COMSEC Custodians relative to shipping methods and schedules.

1003. User Responsibilities. Users of COMSEC material must be properly cleared and authorized individuals who require the material in order to accomplish an assigned duty or who need the material for advancement study or training purposes. Individual users of COMSEC material are responsible for the proper security, control, accountability, and disposition/destruction of the material, and must be provided a user briefing by the COMSEC Custodian. Additional guidance for users is set forth in paragraph 5011.

### CHAPTER II - ESTABLISHING A COMSEC ACCOUNT

2001. Requirement for a COMSEC Account.

2001.1. Any element that requires accountable COMSEC material must obtain such material through a COMSEC account. If an existing COMSEC account (either in the organization or located in close proximity thereto) cannot provide the support required, a new COMSEC account will be established. However, COMSEC accounts will be kept to a minimum, consistent with support and security considerations.

2001.2. When an existing COMSEC account can adequately support the requirement for COMSEC material within an organization, a new COMSEC account will not be required and the material will be provided to the user(s) on a hand receipt basis, in accordance with the procedures outlined in paragraph 5011 of this manual.

2002. Request for Establishment of a COMSEC Account. The chief of the element requiring a new account must submit a formal request to the COR and include the title and complete address of the element in which the account will be located; the purpose (justification) for establishment of the COMSEC account; the specific items of COMSEC material required; and the desired in-place date. The request must also include a statement that the minimum physical security standards for safeguarding COMSEC material can be met and the names, grade, social security numbers, and clearances of the individuals to be appointed as COMSEC Custodian and Alternate COMSEC Custodian(s). Normally, two Alternate COMSEC Custodians are sufficient at each account and the appointment of additional Alternates should be kept to an absolute minimum. The appointment of more than two Alternate Custodians must be fully justified. If the nominees are military personnel, the branch of service must also be included. Additionally, if a nominee is below the appropriate grade, full justification to support the exception must be included in the request (see paragraph 2005 for COMSEC custodial selection criteria). A minimum of 30 days should be allowed to establish an account and confirm appointments.

2003. Establishment of a COMSEC Account. The COR will confirm in writing to the requesting element or activity the establishment of the account, assignment of an account number, and appointment of the COMSEC Custodian and Alternate COMSEC Custodian(s). The account number assigned will thereafter be referred to in all correspondence or transactions relating to the COMSEC account. Additionally, the COR will provide an initial supply of COMSEC accounting forms, and, where applicable, signature cards, which will be completed and returned to the COR. COMSEC accounts may obtain follow-on supplies of accounting forms by contacting the COR.

2004. Indoctrination of the COMSEC Custodian and Alternate COMSEC Custodian. Immediately subsequent to the submission of a request for the appointment of, or change to the COMSEC Custodian and Alternate COMSEC Custodian, the commander or chief of the element is responsible for arranging for the individuals to either attend the COMSEC Custodian Training Course at the earliest possible date, or make arrangements with the COR for informal training.

2005. Selection of COMSEC Custodian and Alternate Custodian.

2005.1. Because of the sensitivity of COMSEC material and the rigid controls required, the COMSEC Custodian and Alternate Custodian must possess exemplary qualities. The commander or chief of the element, which the COMSEC account will support, is, therefore, obligated to carefully screen personnel to ensure that the individuals selected:

- a. Are responsible individuals qualified to assume the duties and responsibilities of a COMSEC Custodian.
- b. Are in a position or level of authority, which will permit them to exercise proper jurisdiction in fulfilling their responsibilities.

c. Have not been previously relieved of COMSEC Custodian duties for reasons of negligence or non-performance of duties.

d. Are in a position, which will permit maximum tenure (not less than one year) as a COMSEC Custodian or Alternate COMSEC Custodian, thereby reducing the possibility of frequent replacement.

e. Will not be assigned duties, which will interfere with their duties as COMSEC Custodian and Alternate Custodian.

f. Are actually performing the custodial functions on a day-to-day basis. The COMSEC Custodian position will not be assumed solely for the purpose of maintaining administrative or management control of the account functions.

2005.2. Personnel nominated as COMSEC Custodian or Alternate will be selected from among military personnel holding the grade of (insert appropriate middle-level enlisted grade) or above, or civilians in grade (insert appropriate junior professional level civil service grade) or above. At activities where personnel at the appropriate grade level are not available, full justification to support their appointment will be included in the appointment request.

#### 2006. Duties of the COMSEC Custodian and Alternate Custodian.

2006.1. The COMSEC Custodian is responsible for the receipt, custody, issue, safeguarding, accounting and, when necessary, destruction of COMSEC material. The COMSEC Custodian is further responsible for the maintenance of up-to-date records and the submission of all required accounting reports. The COMSEC Custodian will be thoroughly familiar with the procedures for handling COMSEC material outlined in this Manual. In fulfilling his/her responsibilities, the COMSEC Custodian will perform the following duties:

a. Protect COMSEC material and limit access to individuals with a valid need-to-know and clearance, if applicable.

b. Keep informed of any new requirements or modifications to existing requirements to be serviced by the COMSEC account.

c. Receive, receipt for, and ensure the safeguarding and accounting of all COMSEC material issued to the COMSEC account, and, when applicable, produced within the element.

d. Maintain COMSEC accounting and related records as outlined in paragraph 5001.

e. Conduct an inventory semiannually and upon appointment of a new COMSEC Custodian, by physically sighting all COMSEC material charged to the account, and reconcile this inventory with the COR. The conduct of an inventory may also be directed by the COR or other competent authority.

f. Perform routine destruction of COMSEC material when required, or effect other disposition of material as directed by the COR or Controlling Authority.

- g. Submit transfer, inventory, destruction, and possession reports when required.
- h. To ensure the integrity of COMSEC material (i.e. key or equipment), inspect the implemented protective technologies upon initial receipt, during each inventory and prior to each use.
- i. Ensure the prompt and accurate entry of all amendments to COMSEC publications held by the account.<sup>1</sup>
- j. Ensure that required page checks are accomplished on all keying material (as specified in paragraph 5004.6), and on all publications when they are received, returned from hand receipt, transferred, destroyed, when a change of COMSEC Custodian occurs, and when posting amendments which include replacement pages to ensure completeness of each publication.
- k. Ensure that all accountable COMSEC material shipped outside of the accounts organization is packaged and shipped as specified in paragraph 5008 of this manual. Ensure that all material received is inspected for evidence of tampering and, if
  - l. Be aware at all times of the location of every item of accountable COMSEC material held by the account and the general purpose for which it is being used.
  - m. Establish procedures to ensure strict control of each item of keying material whenever operational requirements necessitate that material be turned over from one shift to another or from one individual to another.
  - n. Ensure that appropriate COMSEC material is readily available to properly cleared and authorized individuals whose duties require its use. If the material is classified, verify that the individuals are cleared to the level of the material. Issue material to users by means of a hand receipt, as provided for in paragraph 5011.1, and advise recipients of their responsibility for safeguarding the material until it is returned to the Custodian.
  - o. Report immediately to the element commander or chief any known or suspected incidents of a COMSEC incident, personnel incident, or physical incident, and submit a report in accordance with the procedures outlined in NAG-14, Safeguarding COMSEC Material and Facilities.

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<sup>1</sup> At an element where the size of the COMSEC account is so large as to prevent the COMSEC Custodian from personally checking security packaging and markings, performing page checks and posting amendments, such actions may be performed by other individuals appropriately cleared and authorized, provided these individuals are properly instructed by the COMSEC Custodian. If suspected physical incident is found, submit a report immediately, in accordance with paragraph 5004 of this manual.

p. Verify the identification, clearance and need-to-know of any individual requesting access to the records and/or material associated with the COMSEC account.

2006.2. The individual(s) appointed as Alternate COMSEC Custodian(s) is/are responsible for assisting the COMSEC Custodian in the performance of duties and providing continuity of operations in the absence of the COMSEC Custodian. Specific duties are as follows:

a. Keeping aware of the day-to-day activity of the COMSEC account in order that the duties of the COMSEC Custodian may be assumed, whenever necessary, without undue interruption of operations.

b. Performing those duties outlined in paragraph 3006.1 during the temporary absence of the COMSEC Custodian. Ensuring that semiannual inventories are signed by the Alternate Custodian, and a properly cleared witness in the absence of the COMSEC Custodian.

c. In the event of the sudden, permanent departure or unauthorized absence of the COMSEC Custodian, performing those duties indicated in paragraph 2006.1 prior to the appointment of a new COMSEC Custodian.

#### 2007. Witnesses.

2007.1. The physical inventory or destruction of COMSEC material must be witnessed by an appropriately cleared individual authorized access to COMSEC material. The witness should normally be the Alternate Custodian, but another appropriately cleared individual may act as a witness when the Alternate Custodian is not available. Upon completion of an inventory or destruction, the witness will sign the inventory report, keying material usage/disposition record, or destruction report, as appropriate, attesting that the COMSEC material listed thereon has been inventoried or destroyed. In no case will the witness sign an inventory without having personally sighted the material being inventoried, nor sign a destruction report without having personally witnessed the destruction of the material.

2007.2. The destruction of keying material which has been hand received to a user requires a witness to the destruction of individual key settings. The hand receipt user must ensure that the witness is appropriately cleared. Upon witnessing the destruction of a key setting, the witness will initial the keying material usage record attesting that the material has been destroyed. In no case will the witness initial a usage record without having personally sighted the material being destroyed.

2008. Temporary Absence of the COMSEC Custodian. When the COMSEC Custodian is to be absent for a period not to exceed 60 days, the Alternate Custodian will assume the responsibilities and duties of the COMSEC Custodian. An absence in excess of 60 days must be treated as a permanent absence, and a new Custodian must be nominated.

2009. Return of the COMSEC Custodian from Temporary Absence. Upon the return of a COMSEC Custodian from a temporary absence he or she will be informed of all changes made to the COMSEC account during his or her absence. If COMSEC material was received for on a transfer report by the Alternate Custodian during the absence of the COMSEC Custodian, upon

return, the COMSEC Custodian will inventory the COMSEC material, and sign and date the front side of the COMSEC accounts copy of the report, accompanied by the remark initial and receipted for by the Alternate Custodian thus relieving the Alternate Custodian of accountability for the material. In those cases where material was transferred destroyed. The COMSEC Custodian should verify such actions by comparing the transfer and destruction reports with his or her Register File, thereby assuring the accuracy of the actions affecting the material for which he or she is held accountable.

2010. Change of COMSEC Custodian. When it becomes necessary to terminate the COMSEC Custodian's appointment, the element commander or chief must submit a written request to the COR and include the information prescribed in paragraph 2002 with respect to the nominee's name, grade, social security number, and branch of service, if applicable. While not mandatory, the indoctrination requirements specified in paragraph 2004 are recommended.

2010.1. Upon receipt of written confirmation from the COR, the newly appointed COMSEC Custodian and his/her predecessor will:

a. Conduct a physical (sight) inventory of all COMSEC material held by the COMSEC account. The change of custodian inventory should be conducted by the incoming custodian and witnessed by the outgoing custodian. (The change of COMSEC Custodian will be effective the date the inventory is signed.)

b. The outgoing custodian will prepare a COMSEC Material Report (see Figure 2) listing all COMSEC material to be transferred to the new Custodian. If classified operational key is listed on the transfer, the COMSEC Material Report will be stamped "CONFIDENTIAL.1, Identify the report in block 1 as a "change of Custodian" and check both "received" and "inventoried" in block 14. The report will be addressed from the COMSEC account (block 2) to the COR (block 3). The new Custodian will sign in block 15 and the departing Custodian will sign as the witness in block 17. The signed original copy will be forwarded to the COR and a signed duplicate copy will be retained in the COMSEC account's file. In the case of an account holding over 50 line items, a Custodian may request a preprinted inventory/transfer from the COR. The request for a preprinted inventory/transfer should normally be included in the nomination.

2010.2. Under normal circumstances, the new COMSEC Custodian will have received his written confirmation of appointment before action is initiated to transfer the COMSEC account. However, if the confirmation is delayed and the departure of his or her predecessor is imminent, the transfer will be accomplished prior to the receipt of written confirmation.

2010.3. After receipting for COMSEC material charged to the COMSEC account, the new Custodian will assume full responsibility for its operation. The former COMSEC Custodian will be relieved of responsibility for only that COMSEC material included on the transfer/inventory report. He or she is not relieved of responsibility for COMSEC material which is involved in any unresolved discrepancy until a clear COMSEC Inventory Reconciliation Report has been received from the COR.

2010.4. A change in COMSEC Custodian should normally be scheduled at least 40 days in advance of the departure of the COMSEC Custodian to allow for the receipt of a clear COMSEC Inventory Reconciliation Report before the former Custodian departs. However, the former COMSEC Custodian may depart prior to the return of the COMSEC Inventory Reconciliation Report provided no discrepancies or irregularities were evident at the time the inventory and transfer were made. Responsibility for resolving discrepancies discovered after a COMSEC Custodian has departed rests with the commander or chief of the element.

2011. Change of Alternate Custodian When a change in Alternate Custodian is necessary, the commander or chief of the element will submit a written request to the COR and will include the information prescribed in paragraph 2002 with respect to the nominee's name, grade, social security number, and branch of service, when applicable. While not mandatory, the indoctrination requirements specified in paragraph 2004 are recommended. A change of Alternate Custodian should be made prior to the departure of the present Alternate Custodian if possible.

2012. Sudden, Indefinite, or Permanent Departure of the COMSEC Custodian.

2012.1. Under emergency circumstances such as the sudden, indefinite or permanent departure of the COMSEC Custodian, the commander or chief of the element will nominate a new COMSEC Custodian (preferably the Alternate Custodian) in compliance with the provisions of paragraphs 2002 and 2004. The new COMSEC Custodian and an appropriately cleared witness will immediately conduct a complete physical inventory of all COMSEC material held by the COMSEC account. In the case of the unauthorized absence of the COMSEC Custodian, the Chief of the element will immediately report the circumstances, in accordance with Chapter VIII of NAG-14.

2012.2. Upon completion of the inventory, a COMSEC Material Report will be prepared and identified as a possession report. The possession report will be annotated with the remark "Sudden, indefinite or permanent departure of the COMSEC Custodian" or "Unauthorized absence of the COMSEC Custodian," as appropriate. The new COMSEC Custodian will sign block 15 and the witness will sign block 17. The signed original copy of the report will be forwarded to the COR and a signed duplicate copy will be retained in the COMSEC account's file.

2013. Sudden, Indefinite, or Permanent Departure of the Alternate COMSEC Custodian The COR should be notified as soon as possible in the event that an Alternate COMSEC Custodian must be replaced due to a sudden, indefinite, or permanent departure. An unauthorized absence must be immediately reported, in accordance with Chapter VIII of NAG-14.

### CHAPTER III - COMSEC MATERIAL IDENTIFICATION

3001. Short Titles. For accounting purposes, COMSEC material may be identified by short titles derived from the Telecommunications Security Nomenclature System (TSEC).

3002. Accounting Numbers. Most COMSEC material is assigned an accounting (register or serial) number at the point of its origin to facilitate accounting. However, COMSEC material

may be received which does not bear an accounting number, or for which accounting by number is impractical and therefore not required. (An example of this type of material is a TSEC-nomenclatured printed circuit board which may bear a manufacturer's serial number, but which is only accounted for by quantity and listed on accounting reports as an "N/N" (no number) item in the "accounting numbers" of COMSEC accounting reports.)

3003. Edition. In addition to being identified by short title and accounting number (if applicable), COMSEC material may be identified by alphabetic or numeric edition. COMSEC material is superseded when the new COMSEC material becomes effective (effective edition). The effective dates of operational keying material are considered "CONFIDENTIAL." This information should not be disclosed over an unsecure mode of communications, e.g., unsecure telephone, teletype, facsimile, etc.

3004. CRYPTO Marking. COMSEC keying material, which is used to protect or authenticate telecommunications carrying national security and government sensitive information, is identified by the bold marking CRYPTO. The purpose of this marking is to make this material readily identifiable from other material so that its dissemination can be restricted to personnel whose duties require access and, if the material is classified, who have been granted a final security clearance equal to or higher than the classification of the keying material involved.

3005. Subdivisions of Equipment. Operational COMSEC equipment are identified and accounted for by one short title rather than by individual components and/or subassemblies. Classified and CCI subassemblies, elements, and microcircuits when not incorporated in an equipment will, however, be accounted for by type and quantity.

#### CHAPTER IV - COMSEC MATERIAL ACCOUNTABILITY

4001. Entry of COMSEC Material into CMCS. Accountable COMSEC material enters the COMSEC Material Control System at the times indicated below and remains in the system until destruction or other authorized disposition:

- a. When material is received by a custodian from another department, agency, foreign government, international organization, or other COMSEC accounts.
- b. When a possession report is submitted for COMSEC material, which is in the possession of, a COMSEC Custodian but which is not charged to his account.

4001.2. Questions as to whether material is qualified for entry into the COMSEC Material Control System and the method of accounting, e.g., accountable by serial/register number, accountable by quantity, etc., will be referred to the COR.

4002. Accounting Legend Code (ALC).

4002.1. For the purpose of accounting, all COMSEC material is identified by one of the following accounting legends:

a. ALC-1: Continuous accountability by accounting (register or serial) number within the COMSEC Material Control System.

b. ALC-2: Continuous accountability by quantity within the COMSEC Material Control System.

c. ALC-3: Initial receipt required; locally accountable by accounting (register or serial) number thereafter. Local accounting records must be maintained for a minimum of 90 days after supersession. (Note: Classified ALC-3 material is handled as ALC-1 within all controlled COMSEC accounts.)

d. ALC-4: Initial receipt required; may subsequently be controlled in accordance with National or Service directives.

4002.2. The accounting legend code will be assigned by the originating Government department or agency and will represent the minimum accounting standard to be applied.

4002.3. The accounting legend code will appear on all accounting reports but not necessarily on the material. Holders will not apply accounting procedures less restrictive than those specified by the accounting legend code assigned unless specifically authorized by the COR.

4002.4. Non-accountable COMSEC material. Material such as correspondence, logs, reports, etc., are excluded from the COMSEC Material Control System.

## CHAPTER V - COMSEC MATERIAL CONTROL

5001. Forms, Reports, and Files.

5001.1. The forms used in the COMSEC Material Control System are limited to the multipurpose COMSEC Material Report (Figure 2), COMSEC Material Hand Receipt (Figure 3), and COMSEC Material Record Card (Figure 4).

5001.2. Accounting reports are prepared on a COMSEC Material Record form and are used to record the transfer, possession, inventory, and destruction of COMSEC material. Accounting reports may be prepared either manually or by data processing equipment. The required copies and distribution of accounting reports are covered in the paragraphs of this Manual, which outline the detailed preparation of particular reports. The various reports and a brief description of their use are as follows:

a. Transfer Report - used to record COMSEC material transferred from one COMSEC account to another. (See Figure 6)

b. Destruction Report - used to report the physical destruction or other authorized expenditure of COMSEC material. (See Figure 8)

c. Inventory Report - used to report the physical (sight) inventory of COMSEC material. (See Figure 10)

d. Possession Report - used to report the possession of COMSEC material, see Figure 9. Specific circumstances requiring the accomplishment of possession reports are prescribed in paragraph 5012.

5001.3. Hand Receipt is used to record the acceptance of and responsibility for COMSEC material issued to a user by a COMSEC Custodian. Any of the forms cited in paragraph 5001.2 may be used to hand receipt COMSEC material.

5001.4. Each COMSEC Custodian will establish and maintain COMSEC accounting and related files as indicated below.

a. Accounting Files:

- (1) Incoming transfer reports, possession reports, and change-of-custodian transfer reports.
- (2) Destruction and outgoing transfer reports.
- (3) Inventory reports.
- (4) Hand receipts.
- (5) COMSEC Register File.
- (6) In-process accounting records (if applicable).
- (7) Transaction number log. If an approved automatic system is used, a transaction log is not required.

b. Related Files:

- (1) Courier, mail, and package receipts.
- (2) Correspondence to include such records as COMSEC Custodian and Alternate Custodian appointment confirmation letters, memoranda, messages, and other documentation related to COMSEC accounting.

5001.5. If an account holds only unclassified material, the complete listing will be unclassified, and marked FOUO. All accounting reports and files are classified a minimum of CONFIDENTIAL if:

- a. The address is classified.
- b. The remarks are classified.
- c. They contain a complete, or substantially complete record of an account's classified operational keying material holdings.

d. They contain information, which supplies keying material effective dates.

5001.6. Additionally, the following guidance is provided:

a. If the file contains COMSEC Material Record Cards for classified operational keying material, the entire container will be classified CONFIDENTIAL. In those cases where the account maintains a separate container for the Inactive Register File, this container will also be classified CONFIDENTIAL if it contains inactive COMSEC Material Records for classified operational keying material.

b. Although individual destruction/transfer reports for operational keying material are Unclassified, a compilation of these reports becomes CONFIDENTIAL; therefore, a file holding these reports must be so classified. Likewise, an accounting file holding classified inventories must also be stamped accordingly.

c. Any accounting report or file containing classified information will be classified according to the highest classified information contained therein, but not necessarily at the level of the most highly classified items listed.

d. Classification is the responsibility of the COMSEC Custodian and will be determined by evaluating the content of each report or file. If any doubts arise, the matter should be referred to the COR.

5001.7. All COMSEC accounting files, including a copy of all hand receipts, disposition records, etc., will be retained for a minimum of three years at which time they may be retired or destroyed at the discretion of the element concerned.

5002. COMSEC Register File. All COMSEC material held by an account will be controlled internally using a COMSEC Register File. This file will consist of an active section and an inactive section, both of which shall be maintained in alphanumeric order. Normally this file will consist of COMSEC Material Records (see Figure 4), however, where the COMSEC account holdings are very large, consideration to maintaining this information on a personal mini-computer controlled by the COMSEC Custodian may be warranted and is acceptable with prior COR approval. However, extreme care must be taken to control the database as much as possible since unauthorized persons could alter/erase information without the immediate knowledge of the Custodian.

5002.1. The active section of the Register File will consist of one COMSEC Material Record or one computer line item for each accountable item currently held in the account and must contain the following information:

a. Short title, edition, quantity, and accounting number (if any).

b. Classification and Accounting Legend Code (ALC).

c. Date of receipt, from whom received (account number) and incoming transaction number.

d. Hand receipt information (reverse side of COMSEC Material Record).

5002.2. The inactive section of the register file will consist of one COMSEC Material Record or one computer line item for each item which has been removed from the account and will contain specific disposition data for the item, as follows:

a. The type of disposition, e.g., transfer, destruction, etc. (if transferred, also include receiving account number).

b. Date of action.

c. Outgoing transaction number.

5002.3. Special attention should be given to maintaining the Register File in a current and accurate status as it is a convenient reference and important tool for maintaining strict control over all COMSEC material in the account.

5003. Preparation of COMSEC Accounting Reports. Proper preparation, accuracy, and timely submission of COMSEC accounting reports are essential for effective control of COMSEC material.

5003.1. Each report must include the official titles and addresses of the elements involved; account number(s), transaction, contract number (if applicable); date of report (entered: year, month, day, e.g., 910107 indicates 07 January 1991); typed or stamped names of individuals signing reports; and signatures in ink.

5003.2. All short titles will be listed in alphanumeric order, with the prefix or suffix "TSEC" designator omitted.

5003.3. All line item entries on a report must be single spaced. The last line item will be followed by the remark "NOTHING FOLLOWS" in capital letters on the next line.

5003.4. For items having accounting numbers running consecutively, the inclusive accounting numbers will be entered as a single line entry, e.g., 1-10, in block 11.

5003.5. Enter "N/N" in block 11 for those items not having an accounting number or for which accounting by number is not required (i.e., ALC-2 material).

5003.6. Ensure that consecutive accounting numbers agree with the entries made in the "quantity" column.

5003.7. Include any clarifying remarks deemed appropriate for the receiving COMSEC Custodian or the COR in Block 13 or below the "NOTHING FOLLOWS" line. Required remarks are contained in paragraph 5006.

5003.8. Initial all deletions or corrections in ink.

5003.9. Each accounting report (i.e., incoming and outgoing transfers, possession, inventory, and destruction reports) will be assigned a transaction number from a log. The transaction numbers will be derived from a maximum five-position, consecutive numbering system beginning with "1" each calendar year (e.g., the first yearly transaction number will be 1, the second transaction number 2, etc.)

5003.10. Return preprinted inventories to the COR within ten working days after receipt. Submit all other reports within 48 hours after receipt or preparation, or as otherwise directed.

5003.11. Review all reports for completeness and accuracy, and ensure the legibility of each copy.

#### 5004. Receipt of COMSEC Material.

5004.1. Accountable COMSEC material may be received from military departments, other government agencies, allied governments, international organizations, and contractors.

5004.2. Receipting for Packages and Examination of Container (refer to paragraph 5004.5., below, for equipment). Upon delivery of COMSEC material to the COMSEC Custodian or other individuals within the element authorized to receipt for packages, the packages will be carefully examined for evidence of tampering or exposure of the contents. If either is evident and the contents are classified, CCI, or marked CRYPTO, a report of suspected physical insecurity will be submitted as required by Chapter VIII, NAG-14. Packages showing evidence of tampering will not be opened until approval is received from the COR. Packages received for by an individual other than the COMSEC Custodian will be delivered to the Custodian unopened. The COMSEC Custodian will carefully inventory and check contents against the enclosed transfer report. Any discrepancy in short title, accounting number, or quantity will be reported to the sender and the COR; and the transfer report will be corrected to agree with the material actually received. If the material is classified, CCI, or marked CRYPTO, and the discrepancy cannot be resolved between the sender and receiver, a report of possible compromise will be submitted by the receiver. When the incoming check has been completed, the transfer report will be signed and distributed as follows:

- a. One copy to the COR.
- b. One copy to the cognizant Military Department (refer to paragraph 5007 for addresses) or other accounting headquarters, when appropriate.
- c. One copy to the shipment originator if corrections are made to the COMSEC Material Report; or, if the sending account is a Civil Agency (as a courtesy), a signed copy can be provided to the shipment originator at any time.
- d. One copy for file.

NOTE: It may be necessary to reproduce additional copies of the COMSEC Material Report.

5004.3. Receipting for keying material and/or COMSEC equipment with implemented protective technologies. Certain items of COMSEC material are protectively packaged at the time of production and will not, in most cases, be opened until they are to be employed by the actual user. In order to ensure the integrity of key, inspect all implemented protective technologies upon initial receipt, during inventory and prior to each use. Specific procedures for the inventory of protectively package material are outlined below:

- a. Keying material that is shipped in sealed transparent plastic wraps will not be opened until 72 hours prior to the effective date; therefore, a page check upon initial receipt of the material is not authorized. Test keying material will not be opened until it is to be used. If no special handling instructions are provided, the keying material will be opened and page checked as outlined in paragraph 5004.6, below.
- b. Key tapes in canisters are inventoried by noting the short title and accounting number on the leading edge of the tape segment which appears through the window of the plastic canister.

5004.4. The COMSEC Custodian will, upon receipt of a shipment of tapes, inventory each reel by short title, edition and accounting number. Key tape segments in canisters must not be removed from their canisters until immediately before use or destruction. DO NOT REMOVE TAPE SEGMENTS FROM THEIR CANISTERS FOR INVENTORY. Discrepancies will be reported to the COR.

5004.5. Equipment received in sealed shipping cartons which have not been opened or do not exhibit signs of tampering may be receipted for without physically sighting the material on the inside as long as the label on the carton agrees with the transfer report; if not, the contents must be physically inventoried. The COMSEC Custodian must bear in mind that, although the opening of certain types of material need not take place prior to actual usage, time must be allowed between opening and usage to obtain replacements for incomplete or defective items. Additionally, it is the COMSEC Custodian's responsibility to report all shipment discrepancies to the COR as soon as they are discovered.

5004.6. The COMSEC Custodian, or an appropriately cleared individual working under his direct supervision, will conduct page checks of unsealed material to ensure the presence of all required pages. To conduct the page check, the presence of each page will be verified against the "List of Effective Pages" or the "Handling Instructions," as appropriate. The "Record of Page Checks" page will then be signed and dated; or, if the publication has no "Record of Page Checks" page, the notation shall be placed on the "Record of Amendment" page or the cover. If any pages are missing, the "Record of Page Checks" page will be annotated accordingly. If the publication is classified, a report of physical incident will be submitted in accordance with Chapter VIII of NAG-14. Requests for disposition instructions and a replacement publication will be submitted to the COR. Duplicate page(s) will be removed and destroyed. One copy of a destruction report will be prepared citing the page number and the accounting number of the basic publication; e.g., duplicate page number 72 removed from 5AM-130A, Number 183. The destruction report will be signed by the COMSEC Custodian and a witness, and will be filed locally. No notification to the COR is required and this locally retained destruction report will not be assigned a COMSEC account transaction number. In addition, a notation of the duplicate

page and the resultant destruction will be entered on the “Record of Page Checks” page. In those instances where a change of COMSEC Custodian has occurred, the incoming COMSEC Custodian must perform a page check of all unsealed material within 30 days after the change of custodian takes place. Where the COMSEC account has a prohibitive number of documents requiring page checks, the incoming COMSEC Custodian must submit a request for an extension to the COR to allow more time to complete all page checks. It is recommended that the outgoing COMSEC Custodian complete page checks prior to transferring control of the COMSEC account to the incoming COMSEC Custodian. Specific procedures for page checking packaged keying material and other material are outlined below.

a. Key cards and/or key lists that are shipped in sealed transparent plastic wrap, and authenticators shipped in envelopes, should not be opened until 72 hours prior to the effective date; therefore, a page check upon receipt of the material is not authorized. Test keying material should not be opened until it is to be used. In preparation for actual use, keying material will be opened and page checked in accordance with the handling instructions provided with the material. If no special handling instructions are provided, the keying material will be opened, and page checked as outlined above. Key tapes or key lists in protective canisters should not have tape or lists removed for inventory or check purposes.

b. Other Material. Classified COMSEC publications must be page checked upon initial receipt, upon the completion of entering an amendment requiring the removal and/or insertion of pages, prior to destruction, prior to shipment to another COMSEC account, and upon return from an authorized hand receipt user. Page checks must be accomplished within two work days after receipt of the material, immediately after entering an amendment, and two work days prior to shipment or destruction.

5005. Procedures for Handling Keying Material. Keying material must be stored in containers approved for the classification level of the key. Access to the container storing future editions of classified keying material marked CRYPTO, however, must be restricted to the COMSEC Custodian and Alternate Custodian(s). Where this restriction cannot be applied because others must have access to the container for either current editions of keying material or other material contained therein, future editions of keying material must be stored separately in a locked strongbox, which can be opened, only by the COMSEC Custodian and Alternate Custodian(s). The strongbox must be kept in the security container. The strongbox should be permanently mounted where possible without causing damage to the safe. Exceptions may be made in operational areas to allow shift supervisors access to the next edition of keying material, but not to later editions. -Destruction of keying material is addressed in Chapter VII.

5005.1. When it is necessary for the Custodian to relinquish physical control of operational key cards to a user, the protectively packaged key card book will be issued on a hand receipt basis. When a card is removed from the book for use, the hand receipt user will place his initials and the date in the “USED” column of the “USAGE RECORD” on the inner front cover of the book by the appropriate card number. Handling instructions may contain details applicable to a particular short title. If, in the opinion of the Custodian, issue of individual cards is warranted, the hand receipt user's initials in the “USED” column of the key card “USAGE RECORD” will serve in lieu of a hand receipt.

## 5005.2. Key Lists/Key Tapes.

a. Operational key lists protectively packaged in sealed transparent plastic bags will not be page checked until 72 hours prior to the effective date. When it is necessary for the Custodian to relinquish physical control of operational key lists to a user, he or she will do so on a hand receipt basis. If the issue of individual settings is warranted, the hand receipt user will sign and date the "ISSUED TO" column on the "DISPOSITION RECORD" on the inside front cover of the publication. This will serve in lieu of a hand receipt.

b. Key lists/key tapes packaged in plastic protective canisters do not require a page check. Upon receipt of this material, the COMSEC Custodian will annotate the accompanying record of usage card with the short title, edition, and register number of the material. Labels will not be affixed to keying material canisters or any other implemented protective technology since it may hamper laboratory inspections. Should additional identification of the classification be necessary beyond that visible through the window of the canister itself, the preferred means is to mark or affix a label or tag to the Ziploc bag, if available, or mark the classification on the plastic canister using a grease pencil. The COMSEC Custodian should issue the entire canister to a user on a hand receipt basis. The hand receipt user, however, must not remove more tape segments from the canister than are required for current use. As each segment is removed, the hand receipt user will place his initials and the date in the "USED" column of the "USAGE RECORD" card applicable to the material.

## 5006. Transfer of COMSEC Material.

5006.1. General. COMSEC material may be transferred from one COMSEC account to another only as prescribed by the procedures in this Manual. Prior to transferring accountable COMSEC material, it is the responsibility of the Custodian to verify the receiving activity's official address, COMSEC account number, and authorization to hold the material being shipped. When the validity of a shipping address or authority for shipment is in question, the Custodian should contact the COR before making the shipment. Accountable COMSEC material, regardless of accounting legend code assigned, will not be shipped unless a COMSEC account number is provided with the shipping address. The COMSEC Custodian is responsible for ensuring that equipment and page checking provisions outlined in paragraphs 5004.6 and 5014.2.b are accomplished prior to packing COMSEC material for transfer, and that such shipment is only by authorized modes. Page and equipment checking should normally be conducted no earlier than 48 hours prior to packing.

5006.2. Transfer of COMSEC Material to the Military Departments. The shipping COMSEC Custodian will prepare five copies of the COMSEC Material Report and enclose the original and one copy with the shipment (see Figure 6). He/she will put the notation "ADVANCE COPY" on two copies, and forward one to the COR and one to the appropriate Military Accounting Headquarters. The COMSEC Custodian will retain the final copy for file. The following notations, as appropriate, will be included on all copies of transfer reports going to the Military Departments:

- a. Ownership of the equipment.
- b. Purpose of the transfer/loan, loan term, repayment of loan, transfer of ownership, and authority for the transfer.
- c. Contract number/project name (if appropriate).

5006.3. Additionally, the following statement will be placed on all COMSEC Material Reports reporting the transfer of COMSEC material:

“Custodian:

Sign all copies and distribute as prescribed by the accounting instructions of your Service. This shipment consists of \_\_\_\_ containers.”

5006.4. Receipt/Tracer Responsibility. Upon shipment of COMSEC material, the COR and the Military Department Accounting Headquarters, when appropriate, assume responsibility for ensuring that the material is received by the intended recipient on a timely basis. Upon receipt of an “ADVANCE COPY” of a COMSEC Material Report, the COR will establish a receipt suspense date and take any subsequent tracer action required. The shipping Custodian will not receive a signed copy of the transfer report and is not responsible for ensuring that the material reaches the intended recipient, provided packaging, addressing, and shipping instructions are complied with. This procedure in no way relieves the shipping Custodian of responsibility for errors which normally can only be detected upon opening of the package by the recipient, e.g., shipment of the wrong item, incorrect nameplate, etc. In lieu of a signed copy of the transfer report, the shipping Custodian's recorded proof of shipment will be his file copy of the transfer report combined with either a signed Mail receipt, or other documentation of shipment. However, the COR will not initiate tracer actions for material shipped from Civil Agency COMSEC accounts unless requested to do so on a case-by-case basis. Therefore, a Civil Agency shipping Custodian should be provided a signed copy of a COMSEC Material Report, as required in paragraph 5004.2.c.

5006.5. Forwarding an Advance Copy of Transfer Reports to the COR and the Military Department Accounting Headquarters. Timely input to COMSEC accounting, financial and property records, and the establishment of receipt suspense are dependent on the shipping COMSEC Custodian forwarding an Advance Copy of the transfer report to the COR, and when appropriate, to the Military Department Accounting Headquarters, as soon as the material has been readied for shipment.

5006.6. Non-Routine Disposition of COMSEC Material. Accountable COMSEC material which is lost, compromised, or inadvertently destroyed may be removed from a COMSEC account only with the specific written approval of the COR.

5007. COR and Military Department Accounting Headquarters.

5007.1. COR: (Show the mailing address of the COR.)

5007.2. Army Accounting Headquarters: (Show the mailing address of the Army accounting headquarters.)

5007.3. Navy Accounting Headquarters: (Show the mailing address of the Navy accounting headquarters.)

5007.4. Air Force Accounting Headquarters: (Show the mailing address of the Air Force accounting headquarters.)

5008. Packaging of COMSEC Material.

5008.1. Classified COMSEC material shall be securely packaged for shipment in two opaque wrappers with no indication of the classification on the outside wrapper. Each wrapper will be marked with the "TO" and "FROM" addresses. The outer wrapper must never carry identification of the contents which directly discloses a cryptographic or COMSEC association, e.g., a system indicator and, where applicable, the acronym "TSEC", etc. The short title of an equipment less the "TSEC" designation followed by the accounting number, e.g., SW-15/I01, will be marked on the crate or outer wrapper to identify the contents. Assemblies, ancillary devices, elements, and subassemblies shipped individually will be identified by their short titles, accounting numbers, and the short titles of the equipments in which the items are to be used. Items not accountable by accounting number will be identified by the short title and quantity.

NOTE: The markings on the crate or outer wrap identifying the COMSEC material within should always agree with the accompanying COMSEC Material Report.

5008.2. The inside wrapper of classified cryptomaterial shall be marked CRYPTO together with the classification. The inside wrapper of all accountable COMSEC material shall be marked with the notation "TO BE OPENED ONLY BY THE COMSEC CUSTODIAN."

5008.3. All transfer reports and other forms covering an individual DCS shipment must bear the individual shipment control number and will be affixed to the inner wrapper of the package.

NOTE: The transfer report will never be placed inside the sealed container with the COMSEC material as this defeats the purpose of marking the short title and accounting numbers on the outside of the container. For multiple-package shipments, the COMSEC material will be packaged beginning with package Number 1, followed by a slant and the total number of packages comprising the shipment, and the transaction number. Package numbers will continue to be assigned in ascending order until the entire shipment is packaged (e.g., for a shipment consisting of three packages, the first box would be marked 1/3; the second one marked 2/3; and the third (last) one marked 3/3). The shipping document (COMSEC Material Report) will be affixed to the inner wrapping of the first package of multiple-package shipments. The serialized package number(s) and transaction number will not be annotated in the immediate vicinity of courier system control numbers.

5008.4. Keying material shall be packaged separately from its associated crypto-equipment, unless the application or design of the equipment is such that the corresponding keying material cannot be physically separated from it.

5008.5. CCI equipment must be securely packaged in a manner that will detect tampering and guard against damage or loss in transit. The equipment designator must be annotated on the package. The "CCI" marking may be placed on the exterior of the package if so requested. The accompanying paperwork will be placed in an envelope securely affixed to the outside of the package and the envelope marked with the "TO" and "FROM" addresses, including the account number without the word "COMSEC."

5008.6. Unclassified COMSEC material, except keying material marked CRYPTO, will be wrapped as any other unclassified material in accordance with packaging requirements of the agency or activity.

5009. Shipment of Classified COMSEC Material. The provisions of -this paragraph apply only to physical transfers between COMSEC accounts. Local movements (e.g., within a complex) may be performed by an appropriately cleared individual. There are various authorized modes of transportation for each specific type of COMSEC material as follows:

5009.1. Classified COMSEC material and equipment will be shipped by the means listed below. These provisions encompass all classified COMSEC material where the COR has COMSEC accounting responsibilities. In time-critical situations, heads of departments and agencies or their representatives may approve the use of commercial passenger aircraft for the transportation of classified COMSEC material, provided departmental procedures are followed. However, the use of commercial passenger aircraft for the transportation of current or superseded keying material is normally prohibited. When commercial passenger aircraft is used, written courier authorization is required.

a. When practicable, individual shipments of classified keying material should be limited to not more than three editions or three months' supply of a particular item of keying material (whichever is the greater amount). This restriction does not apply to packaged irregularly superseded materials and may be waived when issuing material to a newly established account or in cases where supply is difficult and the number of shipments is limited. Key may be passed electrically if security is equal to the classification of the transmitted key setting, and the key setting does not appear in plain text anywhere in the communications path. Under normal conditions, classified keying material must be shipped by one of the following means:

- (1) Fill in name of national courier service.)
- (2) Appropriately cleared military or Government civilian personnel who have been designated in writing to act as couriers for cryptomaterial.
- (3) Appropriately cleared contractor personnel who have been designated in writing by competent authority to act as couriers.

b. Classified equipment will not be shipped in a keyed condition unless the physical configuration of the equipment makes segregation of the keying material impossible. For equipment using a crypto-ignition key, removal of the ignition key permits the equipment to be considered un-keyed. COMSEC equipment and components classified higher than CONFIDENTIAL may be transported by any of the means identified for keying material, or by a

cleared commercial carrier under (fill in the proper term for a commercial carrier having cleared couriers). COMSEC equipment and components classified CONFIDENTIAL may be transported by any of the means specified above, or any of the following:

(1) Registered Mail provided it does not at any time pass out of national control and does not pass through a foreign postal system or any foreign inspection.

(2) Commercial carriers under (fill in the proper term for a commercial carrier who provides continuous observation for shipments and delivery receipts).

(3) Military or military-contractor air service, provided the service provides continuous observation of shipments and delivery receipts.

5009.2. Classified material, other than keying material and COMSEC equipment, must be transported as follows:

a. Media which embodies, describes, or implements a classified cryptographic logic, such as full maintenance manuals, cryptographic logic descriptions, drawings of cryptographic logics, specifications describing a cryptographic logic, cryptographic computer software, and operating manuals, may not be transported through any postal system. The following methods must be used:

(1) (Fill in name of national courier service.)

(2) Appropriately cleared military or Government civilian personnel who have been designated in writing by proper authority to act as courier for the material.

(3) Appropriately cleared contractor personnel who have been designated in writing by competent authority to act as courier for the material.

b. Media, which does not embody, describe, implement, or contain a classified cryptographic logic, may be transported by any of the means listed below.

NOTE: The use of Standard First Class Mail service is not acceptable for the transportation of any classified COMSEC material.

(1) Any of the means authorized in subparagraph 5009.2.a., above.

(2) If classified SECRET or CONFIDENTIAL, it may also be transported via Registered Mail or by a cleared commercial carrier using (fill in the proper term for a commercial carrier who provides continuous observation for shipments and delivery receipts).

5010. Shipment of Unclassified COMSEC Material.

5010.1. Unclassified material marked CRYPTO will be transported by (fill in the name of the courier service), Registered Mail, authorized military or Government civilian personnel, authorized contractor personnel, or authorized commercial carrier. Where -practicable, unclassified keying material marked CRYPTO transported by courier should be limited to no more than three editions; or by Registered Mail, to no more than one edition.

5010.2. CCI material will not be transported while in a keyed condition, unless the equipment is designed to operate with a permanently installed hard-wire key. CCI material may be shipped by the following means:

- a. Authorized department, agency, or contractor courier.
- b. Registered Mail.
- c. Authorized Government courier service (fill in name for a courier service who provides continuous observation of shipments and delivery receipts).
- d. Commercial carrier (fill in name for a commercial carrier who provides continuous observation of shipments and delivery receipts).

5010.3. Couriers must be briefed on proper security procedures and be aware of all requirements for access and the physical security of the equipment or materials. Transportation may be by any means that permits the courier to maintain continuous accountability and provide protection against loss and unauthorized access while in transit. Where transportation is by commercial aircraft, the CCI equipment should be stowed in the cabin where the courier can maintain constant surveillance. If equipment bulk will not permit cabin storage or creates an excessive burden for the courier, CCI circuit boards may be removed for cabin storage, and the remainder of the equipment may be checked as hold baggage. For sales to foreign governments, the COMSEC Custodian is responsible for being fully knowledgeable regarding the customs regulations and procedures of countries for the entry of CCI equipment into their countries and for the removal of the equipment without customs inspection. CCI equipment must not be transported through countries other than those who are authorized to receive the equipment. All incidents of impoundment, seizure, or loss of CCI equipment while it is being couriered must be reported in accordance with Chapter VIII of NAG-14.

5010.4. All other unclassified COMSEC material may be shipped by any means which will reasonably assure safe and undamaged arrival at its destination. Unclassified COMSEC items may be shipped with classified COMSEC material when there is an operational need to provide both types of material together.

5011. Hand Receipts. Issuance of COMSEC material between COMSEC accounts shall be accomplished by formal COMSEC Material Report transfer. COMSEC Custodians may issue material for temporary use via a hand receipt to properly cleared personnel only.

5011.1. When accountable COMSEC material is to be issued to a user, the COMSEC Custodian will issue the material on a hand receipt. A hand receipt may be executed on a COMSEC Material Report (Figure 2), on the reverse side of a COMSEC Material Record Card (Figure 4), or on a COMSEC Material Hand Receipt (Figure 3). Prior to effecting such issue, it will be determined that the proposed recipient:

- a. Has the need-to-know and the appropriate clearance.
- b. Will be the actual user of the material (clerical or other personnel who are not the user will not sign hand receipts).
- c. Knows the physical security measures necessary to protect the material, and the possible consequences of compromise.
- d. Has the necessary physically secure means for storage and use commensurate with the classification of the item. The file safe should be located in the user's immediate work area.

5011.2. The COMSEC Custodian must advise the proposed recipient:

- a. That COMSEC material issued on hand receipt shall be signed for and controlled by the actual user until returned to the issuing COMSEC account. Hand receipt users of COMSEC material are not authorized to reissue the material. If the material is needed by another individual outside the immediate office of the original recipient, the material must be returned to the issuing COMSEC account for reissue.
- b. Of the physical security measures necessary to protect the material, and the possible consequences of compromise.
- c. That the file safe must be located in the recipient's immediate work area.
- d. That pages are not to be removed from basic documents, nor is reproduction of a document in whole or in part authorized.
- e. That a user will be relieved of responsibility for material received on a hand receipt when the material has been returned to the issuing COMSEC Custodian and the original copy of the COMSEC Material Report hand receipt (see Figure 2) is given to the user, or by the Custodian's initialing and dating the reverse side of a COMSEC Material Record Card (see Figure 4) or a COMSEC Material Hand Receipt (see Figure 3), as appropriate.
- f. That any accountable COMSEC item issued on a hand receipt will be returned to the issuing COMSEC Custodian prior to TDY, reassignment, or any absence exceeding 30 days.
- g. That any possible compromise, access by unauthorized persons, or violation of security regulations affecting the material (user cannot locate or suspects document was borrowed) must be reported to the issuing COMSEC Custodian immediately.
- h. That the proposed recipient's signature on the hand receipt certifies his/her understanding of the above handling requirements.

5011.3. Prior to issuing COMSEC material on a hand receipt, the user will be provided, and requested to read and sign, "Instructions for Users of COMSEC Material" (see Figure 5).

5011.4. Hand receipts for COMSEC material should be reviewed on a semi-annual basis to ensure their accuracy, and if not executed subsequent to the last inventory, new hand receipts must be completed. In all instances, hand receipts should be renewed every six months.

## 5012. Possession Reports.

5012.1. Possession reports will be prepared under the following circumstances:

- a. When COMSEC material is received without accompanying transfer reports.
- b. When accountable COMSEC material reaches a finished state and will remain in the originating activity.
- c. When reporting conversion of COMSEC material (see paragraph 6013).
- d. When COMSEC material previously lost or removed from accountability is subsequently recovered.
- e. When a new COMSEC Custodian is appointed because of the sudden permanent departure or unauthorized absence of the COMSEC Custodian. In those cases where the holdings of the COMSEC account are large, a preprinted inventory may be requested from the COR and utilized for this purpose.
- f. When an accountable document, which requires control in the CMCS, is originated or reproduced.

5012.2. To submit a possession report, the COMSEC Custodian will prepare a COMSEC Material Report (see Figure 9) and will enter appropriate remarks below the "NOTHING FOLLOWS" in-line, citing the reason for submission of the report. The signed original copy will be forwarded to the COR and a signed duplicate copy will be retained for file. In those instances where COMSEC material is received without an accompanying transfer report, a signed copy of the possession report will be forwarded to the shipping COMSEC account, if known, and to the Military Department COR, if applicable.

5013. Conversion of COMSEC Material. When it becomes necessary to convert the short title and/or accounting number of an item of COMSEC material, the conversion will be reported to the COR for proper adjustment of accounting records. A conversion can result from major modification of equipment requiring the equipment to be re-designated (e.g., TSEC/SL-60, re-designated as TSEC/SL-60A). A conversion will be reported by simultaneously submitting a possession report and a destruction report prepared on COMSEC Material Report forms. The possession report will list the item by its new short title and accounting number, and will contain a remark referencing the associated destruction report. The destruction report will list the previous short title and accounting number, and include a remark that the destruction is for record purposes only and a reference to the associated possession report. One signed copy of

each report will be forwarded to the COR, and one signed copy of each report will be retained for file.

#### 5014. Inventory Report.

5014.1. Semiannual preprinted inventories are issued by the COR and reflect all accountable COMSEC material (ALC-1 through 3) charged to the account as of the date the report was printed. Preprinted inventories (See Figure 10) are arranged for so that distribution among COMSEC accounts occurs evenly throughout the inventory period. The inventory will always be dated within the inventory period and will be forwarded approximately six months after the date of the previous inventory. Physical (sight) inventories shall be conducted and inventory reports returned to the COR no later than ten days after receipt. However, inventories forwarded by the COR in preparation for an audit will be held by the account until the auditor arrives. Upon arrival, the auditor and COMSEC Custodian will jointly conduct the inventory.

NOTE: Inventories, which reflect an account's holdings of classified operational keying material, will be classified CONFIDENTIAL. These inventories may be returned via certified mail.

5014.2. A physical (sight) inventory of all accountable COMSEC material held will be conducted by the COMSEC Custodian and the Alternate Custodian, or another properly cleared witness. The following additional procedures apply when conducting the semiannual physical inventory:

- a. COMSEC equipment in use may be assumed to contain all the required subassemblies and elements and need not be opened for semiannual inventory purposes.
- b. COMSEC equipment out of shipping containers, but held in storage or otherwise "deadlined," will be opened and each individual assembly, subassembly, and/or element checked against the maintenance manual or other appropriate document to ensure that the accountable unit is complete. This requirement is waived when the equipment is secured in an area to which only the COMSEC Custodian and Alternate have access or when the equipment has implemented protective technologies. The implemented protective technology should be checked for possible signs of tampering before operational use of the equipment. Equipments, which remain in sealed shipping cartons, will be inventoried against the marking on the outer wrap or crate identifying the contents therein.
- c. COMSEC material that is unit packed will be inventoried by the label affixed to the exterior of the package. Additionally, each unit package will be inspected for evidence of tampering.
- d. COMSEC publications need not be page checked at the time of the semiannual inventory.
- e. The preprinted inventory should not be used as a checklist when conducting the inventory.

5014.3. Compare the results of the physical (sight) inventory against the preprinted inventory. Any discrepancies that exist should be resolved by comparing the preprinted inventory against the COMSEC Register File. Particular attention should be given to additions to, or deletions from, the accounts, which were accomplished just prior to the date of the report. In some instances, accounting reports may not reach the COR in time for processing against the account and the COMSEC Custodian must update the report by deleting an item or by supplementing the report with a COMSEC Material Report.

a. Each item to be deleted will be lined out in ink by the COMSEC Custodian (erasures are not authorized). Complete details to support the deletion will be given in the "remarks" column opposite the item. In the case of a transfer, this will include the receiving account number, the outgoing transfer number, and the transfer report date. If the deletion is based on a destruction report, the date, and transaction number will be provided.

b. In the case of material held and not listed on the inventory, the material will be listed on a COMSEC Material Report, appropriately classified, signed by the same individuals signing the inventory, and attached as a supplement to the preprinted report. The COMSEC Material Report will be annotated below the "Nothing Follows" line to indicate the name(s) and account number(s) of the sender(s); the incoming transaction number(s) and date(s); and/or details, as appropriate, to support the supplement. The supplement to the preprinted inventory will be assigned the same transaction number as that given to the inventory report (see Figure 11).

c. During the course of updating the preprinted inventory, the COMSEC Custodian and/or other cognizant personnel within the element will review each item on the inventory to determine if the material is still required. If any material is found to be no longer needed, a remark to that effect will be placed in the "Remarks" column opposite each item. When the preprinted inventory has been reconciled to agree with the account's actual holdings, the Custodian and witness will sign and date the certification on the preprinted inventory and any supplemental COMSEC Material Report. The number of supplemental forms will be indicated in the space provided in the Custodian's certification block. If no supplemental form is provided, mark "NONE." The Custodian should then make a final review of the inventory assuring that any deletions or additions are fully documented, that the certification blocks are signed and dated, and that a transaction number has been assigned. The original of the preprinted inventory, along with any supplemental COMSEC Material Report, will be forwarded to the COR, and a copy of these, along with all working papers used in performing the physical inventory, will be retained for the Custodian's files.

5014.4. Upon receipt by the COR, the certified inventory will be reconciled with the records. The COMSEC Custodian will be advised only if discrepancies are noted. If the account is cited with any discrepancy, the COMSEC Custodian will take corrective action within 48 hours of receipt of such notice, advise the COR of the action taken, and submit therewith any substantiating reports required.

5014.5. The inventory required upon change of COMSEC Custodian will be accomplished as prescribed in paragraph 5014.2 and 5014.3. This inventory should be completed prior to the departure of the outgoing Custodian, and all transactions must be accounted for so that the completed inventory reflects the material actually held by the account on the date of the changeover.

5014.6. The COMSEC Custodian will conduct a special inventory when directed by the COR or other competent authority for reasons of suspected loss of COMSEC material or frequent deviation from accounting procedures. Special inventories will be recorded on a COMSEC Material Report. They will not be forwarded to the COR unless requested by the COR or unless the authority directing the special inventory desires that the COR verify its accuracy.

5014.7. When a COMSEC account does not hold accountable COMSEC material (ALC 1-3), semiannual inventories will be forwarded to the COMSEC account from the COR. The COMSEC Custodian and a witness (usually the Alternate COMSEC Custodian) should sign the negative inventory, thereby certifying that the account does not hold accountable COMSEC material. COMSEC accounts will continue to receive semiannual inventories until a requirement for the COMSEC account no longer exists, and the COMSEC account is formally closed. If the COMSEC account has received or still holds accountable COMSEC material when a negative preprinted inventory is received, the inventory should be supplemented to reflect the accountable COMSEC material held by the COMSEC account.

#### 5015. Destruction.

5015.1. Except as authorized by Chapter VII, routine destruction of COMSEC material will normally be performed by the COMSEC Custodian (or the alternate COMSEC Custodian in his/her absence), and witnessed by an appropriately cleared individual. The short title, edition designation, and accounting number, if any, of each item shall be verified immediately prior to destruction. Equipment verification and page checking provisions outlined in paragraphs 5014.2.b and 5004.6 will be accomplished prior to destruction. Such checks should normally be accomplished no earlier than 48 hours prior to scheduled destruction.

5015.2. COMSEC material is ordered destroyed by superseding editions unless directed otherwise by the COR. COMSEC material, other than superseded material, will not be destroyed, dismantled, or cannibalized without specific authorization from the COR. COMSEC material (other than keying material) will be destroyed no later than one work week after supersession. Keying material, both regularly and irregularly superseded, should be destroyed immediately after use when more than one copy of the key setting is available, or as soon as possible after supersession and may not be held for longer than 12 hours following supersession. In the case of an extended holiday period (over 72 hours), the material will be destroyed on the first normal workday following the holiday period. COMSEC material involved in compromised situations must be destroyed within 72 hours after disposition instructions are received. Disposition instructions for obsolete or superseded COMSEC equipment, devices and other items which cannot be destroyed locally will be provided upon request by the COR.

5015.3. Unclassified COMSEC material may be disposed of or destroyed in the same manner as other unclassified material; however, it is recommended that, when possible, paper material be destroyed by burning. Tape canisters should be disposed of as outlined in Chapter VII of this Manual. Unclassified COMSEC hardware is considered destroyed when the nameplate is removed and destroyed. Although COMSEC material nameplates for classified and unclassified COMSEC material are unclassified, it is suggested that nameplates be destroyed by cutting, melting, or rendering them unreadable.

5015.4. Because the destruction of the wrong item can result in a possible compromise, the COMSEC Custodian and witness should take extreme care to assure they are destroying the correct COMSEC material and that the destruction report is completely accurate. (It is recommended that the COMSEC Material Destruction Report be prepared prior to destruction and be used as a "check list" during destruction; however, it must not be signed until actual destruction has been completed.)

5015.5. A COMSEC Material Destruction Report will be prepared for both classified and unclassified accountable COMSEC material. To submit a destruction report (Figure 8), the COMSEC Custodian will prepare COMSEC Material Report and enter the authority for destruction in the "Remarks" column or below the "NOTHING FOLLOWS" line, e.g., "Superseded by SAM-220B; residue of Amend 2 of SAM-212; letter from Controlling Authority, dated 1 January 1982." The signed and properly witnessed original copy of the destruction report will be forwarded to the COR and the signed duplicate copy will be retained for file (see Chapter VII). Destruction reports should be submitted to the COR no later than the 16th of each month. No exceptions are authorized. However, if used or superseded material is not held, negative reports are not required.

#### 5016. Accounting for and Entering Amendments to COMSEC Publications.

5016.1. A message amendment is used to announce information which must be immediately entered in a COMSEC publication. After posting the amendment and noting the entry on the "Record of Amendments" page, classified message amendments will be destroyed. Destruction of message amendments will not be reported to the COR.

5016.2. Printed amendments will be accounted for as COMSEC publications until they have been posted, the residue destroyed, and the destruction reported to the COR. Since printed amendments (ALC-1 through ALC-3) are accountable and will reflect on inventories, it is extremely important that the COR be provided a COMSEC Material Report destruction report to remove them from an account after they have been posted to the basic documents. Care should be taken when preparing the COMSEC Material Report to ensure the short title, edition, and accounting number of the amendment, and not that of the basic document, are reported.

5016.3. An amendment will be posted as soon as possible after receipt and prior to any specified effective date in order to keep the basic publication current. An amendment will be posted by the COMSEC Custodian, other individuals working under his direct supervision, or by the individual holding the basic document on hand receipt. The following guidance will assist COMSEC Custodians in avoiding-errors, which commonly occur in posting amendments:

- a. Untrained personnel will not post amendments.
- b. Specific instructions contained in the letter of promulgation or handling instructions will be read and understood prior to posting. The entire amendment will be posted at one time and not extended over a period of time.
- c. If replacement pages are included in the amendment, a page check of both the basic publication and residue of the amendment will be made prior to destruction of the residue. Inadvertent destruction of effective portions of documents together with residue from amendments is a major cause of COMSEC material security violations.
- d. The individual posting the amendment will note the posting of the amendment on the "Record of Amendments" page and, if pages were added to or removed from the publication, date and sign the "Record of Page Checks" page.
- e. If the amendment was posted by an individual other than the COMSEC Custodian, all residue of the amendment, including any pages removed from the basic publication, will be returned to the COMSEC Custodian for destruction.
- f. To preclude loss, the residue of an amendment, which is being held pending destruction, will be placed in a sealed envelope marked with the short title, accounting number, and classification of the amendment. The residue must be destroyed within five days after entry of the amendment.

## CHAPTER VI - AUDIT OF COMSEC ACCOUNTS

6001. Basis. COMSEC accounts will be audited by the COR annually or as deemed necessary based on the following factors:

- a. Size of the COMSEC account and volume of transactions.
- b. Frequency of COMSEC Custodian changes.
- c. Classification and sensitivity of the COMSEC material held.
- d. Frequency of deviation from COMSEC accounting procedures.

6002. Notification. Prior notice may or may not be provided to the COMSEC Custodian when a COMSEC account has been selected for audit.

6003. Auditor Access. The auditor will present proper identification prior to gaining access to the COMSEC account.

6004. Scope of the Audit. The audit of a COMSEC account includes:

- a. Verification of the completeness and accuracy of COMSEC accounting reports and files.

- b. Determination of the COMSEC Custodian's and Alternate COMSEC Custodian's knowledge of and adherence to provisions of this manual.
- c. A review of all procedures related to the control and safeguarding of COMSEC material.
- d. Normally, physically sighting all accountable COMSEC material.
- e. Verification of compliance with packaging, marking, and shipping procedures.
- f. Solicitations of any problems encountered by the COMSEC Custodian in maintaining the account.
- g. Recommendations for the improvement of local COMSEC accounting and control procedures.
- h. Cursory inspection of implemented protective technologies.

6005. Report of Audit. Immediately upon completion of the audit, the auditor will notify the COMSEC Custodian of any situation requiring immediate action and will conduct an exit interview with the Custodian's supervisor. A formal report of audit outlining any discrepancies noted during the audit, the condition of the COMSEC account, and any recommendations for improvement will be forwarded to the COMSEC account. When the Audit Report outlines actions required of the COMSEC Custodian, or others concerned, a Certificate of Action Statement will accompany the Audit Report. The correspondence forwarding the Audit Report will normally specify that all actions required in the report be completed within ten working days following receipt of the report. A special effort must be placed on returning the Certificate of Action Statement within the specified time.

6006. Addressing Audit Correspondence. The covering correspondence will normally be addressed directly to the COMSEC account's activity of record (i.e., division, branch, etc.).

## CHAPTER VII - ROUTINE DESTRUCTION OF COMSEC MATERIAL

7001. Importance of Secure Destruction. The security achieved through the proper use of contemporary cryptosystems is heavily dependent upon the physical protection that is afforded the associated keying material. Current and superseded keying materials are extremely sensitive, since their compromise potentially exposes to compromise all traffic encrypted with them. For this reason, keying material (other than defective or faulty key, which must be held pending instructions from the COR) must be destroyed as soon as possible after it has been superseded or otherwise served its intended purpose. Destruction of superseded or obsolete crypto-equipment and supporting documentation is also essential to the maintenance of a satisfactory national COMSEC posture, since these materials may be of significant long-term benefit to hostile interests desiring to exploit communications for intelligence purposes. Only nationally owned crypto-equipment is destroyed; borrowed equipment must be returned when it becomes excess or unserviceable.

7002. Training of Destruction Personnel Supervisors must ensure that destruction personnel have been properly trained prior to performing destruction. The personnel involved must be instructed on the proper use/handling of the destruction devices and the proper destruction procedures.

7003. Procedures for Routine Destruction Routine destruction should normally be done by the COMSEC Custodian and the Alternate COMSEC Custodian. However, this restriction should not be enforced at the cost of delaying destruction. Granting the authority to destroy superseded material to additional appropriately cleared people, who then certify the destruction to the COMSEC Custodian, is preferable to delaying destruction, even for a short time. One individual should read the accounting data from the destruction report with the other individual reading back the accounting data from the material to ensure the correct material is being destroyed; then both individuals should reverse the process as a double check. The following paragraphs indicate various procedures that might be followed in representative situations, with an emphasis on keying material.

7003.1. In a large facility, cleared hand receipt users may be granted authority to destroy keying material they use, in the presence of a cleared witness, as soon as the material is used (if more than one key setting is available, replaced or superseded). Hand receipt users may accomplish destruction by placing the material in an approved destruction device, if one is available in the immediate vicinity. The individual performing keying material destruction and the witness shall initial an appropriate record, e.g., the usage/ disposition record, showing the material that is being destroyed. This record shall be provided to the COMSEC Custodian who shall review and consolidate similar information and use it to prepare formal destruction reports.

7003.2. In a small facility with only a few COMSEC equipments, the COMSEC Custodian may personally collect used or superseded keying material, replace it with new material, and effect timely destruction of used or superseded material in the presence of a cleared witness.

7003.3. In mobile situations, routine destruction may be accomplished by the hand receipt user and an appropriately cleared witness. The issuing COMSEC Custodian must be advised by the user, either verbally or in writing, that the hand receipt user has destroyed the material. Verbal notification must be followed up with written confirmation of destruction as soon as possible. For accounting purposes, the COMSEC Custodian will then consider the material destroyed. In such cases, the COMSEC Custodian must brief the hand receipt user on the necessity for prompt and complete destruction of used or superseded keying material and for prompt reporting of any loss of control of material before destruction could be accomplished.

#### 7004. Scheduling Routine Destruction.

a. Certain keying material designated CRYPTO, that has been issued for use must be destroyed as soon as possible after use or supersession, and may not be held longer than 12 hours following supersession. However, where special circumstances prevent compliance with the 12-hour standard (e.g., facility unmanned over weekend or holiday period), an extension to a maximum of 72 hours is authorized. Where communications activity is suspended for extended periods, unused keying material need not be destroyed as it is superseded, but may be retained in secure storage in the COMSEC account until communications activity resumes, at which time

unused superseded key must be expeditiously destroyed. For circumstances not covered above, contact the COR for instructions.

- b. Complete editions of superseded keying material designated CRYPTO held by a COMSEC account must be destroyed within five days after supersession.
- c. Maintenance and sample keying material not designated CRYPTO are not regularly superseded and need only be destroyed when physically unserviceable.
- d. Superseded classified COMSEC publications held by a COMSEC account must be destroyed within 15 days after supersession.
- e. The residue of entered amendments to classified COMSEC publications must be destroyed within five days after entry of the amendment.

7005. Routine Destruction Methods. The authorized methods for routinely destroying paper COMSEC material are burning, pulverizing or chopping, crosscut shredding, and pulping. Non-paper COMSEC material authorized for routine destruction must be destroyed by burning, chopping or pulverizing, or chemical alteration.

7005.1. The criteria given below apply to classified COMSEC keying material and media in paper form which embody, describe, or implement a classified cryptographic logic. Such media include full maintenance manuals, cryptographic descriptions, drawings of cryptographic logics, specifications describing a cryptographic logic, and cryptographic software. Other paper COMSEC material may be destroyed by any means approved for the destruction of other paper material of equal classification or sensitivity.

- a. When destroying paper COMSEC material by burning, the combustion must be complete so that all material is reduced to white ash, and contained so that no unburned pieces escape. Ashes must be inspected and, if necessary, broken up or reduced to sludge.
- b. When pulping, pulverizing, or chopping devices are used to destroy paper COMSEC material, they must reduce the material to bits no larger than 5mm in any dimension.

NOTE: DO NOT PULP paper-Mylar-paper key tape or high wet strength paper (map stock) and durable-medium paper substitute (e.g., TYVEC olefin, polyethylene fiber). The material will not reduce to pulp, and must be destroyed by burning, pulverizing or chopping, or crosscut shredding. This type of material should be cut into pieces and burned.

- c. When crosscut (double cut) shredders are used to destroy paper COMSEC material, they must reduce the material to shreds not more than 3/64-inch (1.2mm) in width and not more than 1/2-inch (13mm) in length, or not more than 1/35-inch (0.73mm) in width and not more than 7/8-inch (22.2mm) in length. When small amounts of material are destroyed (e.g., ten or fewer cards) keying material must be mixed with at least an equal amount of other material of similar composition prior to shredding or pulverizing, so that "secure" destruction will take place and the residue will be unclassified.

7005.2. The authorized methods for routinely destroying non-paper COMSEC material are burning, melting, chopping, pulverizing, and chemical alteration. The material must be destroyed to the extent that there is no possibility of reconstructing classified information by physical, chemical, electrical, optical, or other means.

a. Microforms (microfilm, microfiche, or other reduced-image photo negatives) may be destroyed by burning or chemical means, such as immersion in household bleach (for silver film masters) or acetone or methylene chloride (for Diazo reproductions) for approximately (5) five minutes. When destroying by chemical means, film sheets must be separated and roll film must be unrolled. NOTE: Caution should be exercised to prevent potential hazards when using chemical means for destruction.

b. Magnetic or electronic storage or recording media are handled on an individual basis. Magnetic tapes may be destroyed by disintegration or incineration. Magnetic cores may be destroyed by incineration or smelting. Magnetic discs, disc packs, and drums may be destroyed by incineration or removal of the entire recording surface by means of an emery wheel/disc sander.

**WARNING**

DO NOT INCINERATE MAGNETIC TAPE ON ALUMINUM REELS, AS THIS MAY CAUSE  
AN EXPLOSION

c. Hardware keying material (i.e., PROMS, permuting plugs) and associated manufacturing aids will not be destroyed without the approval of the COR.

d. The objective in destroying plastic canisters is to disfigure the two large flat surfaces of the canister. COMSEC Custodians are to dispose of empty tape canisters after first fracturing the flat surfaces (recommended single canister mutilation), or after smashing the empty tape canister (suggested multiple canister destruction). Custodians must be aware that an empty tape canister will shatter if smashed with a blunt instrument and should not attempt to smash an empty canister without following the safety precautions listed below.

To protect personnel from possible injury from flying fragments while fracturing the empty canister, first place the canister inside a Ziploc plastic bag. Then with a wide-bladed screwdriver and hammer, fracture one flat side of the canister approximately 3/4" from the rounded edge, avoiding the exact center. Turn the canister over and repeat. Dispose of the fractured canister as unclassified trash.

7005.3. Routine destruction of COMSEC equipment and components by users is NOT AUTHORIZED. Disposition instructions for equipment held which is unserviceable and cannot be repaired, or which is no longer required, must be obtained from the COR (give office code and telephone number).

7006. Approved Routine Destruction Devices. Any destruction devices, which satisfy the destruction criteria set forth in this section for the routine destruction of COMSEC material, may be used. Information concerning routine destruction devices that have been tested and approved may be obtained from the COR (give office code and telephone number).

7007. Reporting Routine Destruction. The routine destruction of all ALC-1 and ALC-2 and classified ALC-3 COMSEC aids must be reported to the COR. Specific reporting requirements for keying material are:

7007.1. When all key settings contained within a particular type of keying material are used or superseded and have been destroyed, the COMSEC Custodian must prepare a destruction report and submit it to the COR. The COMSEC Custodian may elect to submit a destruction report as soon as destruction is accomplished or consolidate the destruction information and submit it on a monthly basis. Each COMSEC Custodian who is provided operational keying material for use must ensure that this monthly destruction report is submitted to the COR no later than the 16th day of each month following supersession. No exceptions are authorized; however, negative reports are not required if for any reason no keying material is held that was authorized for destruction during the preceding month.

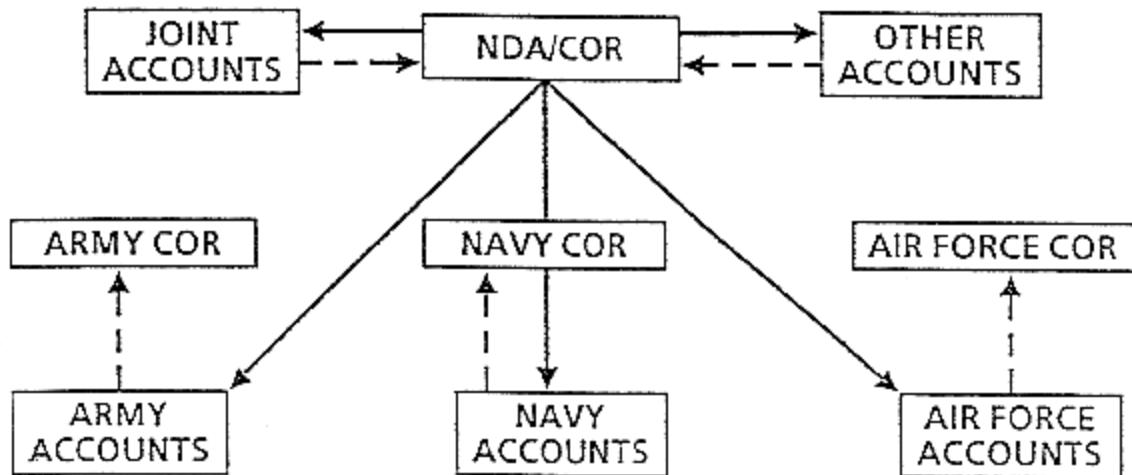
7007.2. The completed Usage/Disposition Record must be reviewed to ensure that all settings were used and properly recorded on the card. The COMSEC Custodian will then prepare the destruction report and forward one copy to the COR (give office code).

7007.3. When destruction reports are prepared by the COMSEC Custodian for keying material actually destroyed by other properly authorized individuals, the appropriate records substantiating the destruction must be retained by the COMSEC Custodian for a period of three years and protected in the same manner as comparable classified COMSEC material. Additionally, the following remark will be typed below the "NOTHING FOLLOWS" line on the COMSEC Material Report destruction report: "The official records in my possession indicate that the above-listed item(s,) has/have been properly destroyed by duly authorized individuals.

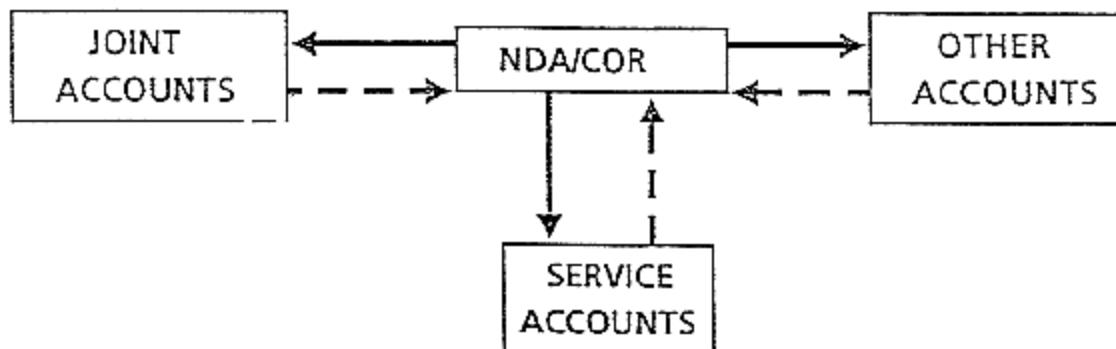
## CHAPTER VIII - CLOSING A COMSEC ACCOUNT

8001. Requirements for Closing a COMSEC Account. The COMSEC account will be closed when all COMSEC material has been properly disposed of, no discrepancies exist, and the COR has determined that the COMSEC account is no longer required. Upon determination that a COMSEC account should be closed, a formal written request for closure of the COMSEC account must be submitted to the COR. The COR will notify the element/activity in writing that the COMSEC account has been closed and the appointments of the COMSEC Custodian and Alternate(s) have been terminated. COMSEC accounting records and files will be disposed of in accordance with Service regulations.

COMSEC ACCOUNTING & DISTRIBUTION  
RECOMMENDED ORGANIZATION



COMSEC ACCOUNTING & DISTRIBUTION  
ALTERNATIVE ORGANIZATION



SHIPMENTS —————→  
REPORTS - - - →

Figure 1

HAND RECEIPT USING A COMSEC MATERIAL REPORT

COMSEC MATERIAL REPORT						
<input type="checkbox"/> TRANSFER		<input type="checkbox"/> INVENTORY		<input type="checkbox"/> DESTRUCTION		<input checked="" type="checkbox"/> HAND RECEIPT
2. COMSEC Custodian R (Name) O M		ACCT NO.		3. DATE OF REPORT (Year, Month, Day) <b>910110</b>		4. OUTGOING NUMBER Leave Blank
7. (Name) T Laboratory 2 O		ACCT NO.		5. DATE OF TRANSACTION (Year, Month, Day) Leave Blank		6. INCOMING NUMBER Leave Blank
				8. ACCOUNTING LEGEND CODES: 1 - accumulation by serial number 2 - accumulation by item(s) 3 - initial account number, usually an accountable by serial number thereafter, social accounting which must be maintained for a minimum of 90 days after manufacture. E - unique product identifier, may be combination in accordance with Bureau agency directives.		
9. SUBJECT TITLE - INFORMATION - EDITION		10. QUANTITY	11. ACCOUNTING NUMBERS		12. ALL	13. REMARKS
SAM-297 A		1	BEGINNING	ENDING	766	1
		NOTHING FOLLOWS				
14. THE MATERIAL NOTED HAS BEEN (4 copy) → <input checked="" type="checkbox"/> RECEIVED			REINFORCED	DISCARDED		
15. AUTHORIZED RECIPIENT	16. (Name) →	WITNESS	<input checked="" type="checkbox"/>	OTHER (Specify)	HR	
a. Signature	b. Grade	c. Signature	(User's signature)			d. Grade Cap
e. Signature or Stamp No.	f. Service	g. Title or Name	(User's name)			i. Service
17. FOR DEPARTMENT OR AGENCY USE						

Figure 2

UNCLASSIFIED

NAG-18A/TSEC

COMSEC MATERIAL HAND RECEIPT

**COMSEC MATERIAL HAND RECEIPT**

COMSEC material issued on a hanc receipt will never be reissued by a user. If the material is needed by another individual outside the immediate control of the original recipient, it must be returned to the COMSEC custodian for reissue. Signature signifies understanding.

RECIPIENT SIGNATURES AND ADDRESSING	PRINTED NAME <b>M. I. NAME</b>	ORGANIZATION <b>LAB 2</b>	RECEIVED <b>911012</b>
	SIGNATURE <i>m. I. Name</i>	PHONE <b>8571</b>	DATE <b>911112</b>
REMOVAL AUTHORIZED BY <i>J. D. Card, COMSEC Custodian</i>			RETURNED
RETURNED TO			

Figure 3

UNCLASSIFIED

COMSEC MATERIAL RECORD

SHORT TITLE <b>SAM 297</b>		EDITION <b>A</b>
SERIAL NO./REGISTER NO. <b>766</b>	ACCNG. LEGEND CODE <b>1</b>	CLASSIFICATION <b>CONF</b>
INITIAL RECEIPT		FINAL DISPOSITION
RECD FROM ACCT NO. <b>0001</b>	DATE OF RECEIPT <b>911010</b> INCOMING TRANS. NO. <b>16</b>	TYPE OF TRANSACTION <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> TRANSFER
		DATE OF TRANSACTION OUTGOING TRANS. NO.
CUSTODIAN: Prepare one COMSEC Material Record card for each item received. To HAND receipt the item to a user, you may use the reverse side of this form, an SF-153, or an A1721. The user may not re-issue the item to another individual. It must be returned to you, the Custodian.		
CONTRACT NUMBER		<input type="checkbox"/> Multiple Contracts
(over) <b>COMSEC MATERIAL RECORD</b>		

LOCATION of ITEM (Room No.)	HAND RECEIPT (cont.)		FORM L6061 REV FEB 80 (reverse)	
	HAND RECEIPT	RETURNED	Custodian's Initials	Date
Lab 2	User's Signature <i>M. J. Name</i>	Date 901012		

USER: COMSEC material obtained on a HAND receipt will be never be reissued by a user. If the material is needed by another individual outside the immediate control of the original recipient, it must be returned to the COMSEC Custodian for reissue. Your signature signifies your understanding.

Figure 4

**INSTRUCTIONS FOR USERS OF COMSEC MATERIAL**

1. Before signing a hand receipt verify the short title(s), quantify, and accounting number(s) of the material.
2. Accountable COMSEC material in the possession of the user is the sole responsibility of the user and under NO circumstances will it be issued to another person. The COMSEC Custodian is the ONLY person authorized to issue accountable COMSEC material.
3. Classified COMSEC material will be stored at all times in a fireproof file safe equipped with a three position combination lock. The file safe must be located within the user's immediate work area. When the material is no longer required, or at the end of a specified retention period (whichever is first), the material shall be returned to the issuing COMSEC Custodian. If material is needed longer than the initial specified retention period, it will be reissued.
4. Pages must not be removed from a basic document. Reproduction of a document in whole or in part is not authorized. Documents must be returned to the issuing COMSEC Custodian for entry of all amendments when so notified by the Custodian.
5. Reproduction of keying material is strictly prohibited.
6. Any accountable COMSEC item(s) issued on hand receipt will be returned to the issuing COMSEC Custodian prior to TDY, reassignment, or any absence exceeding 30 days.
7. The user must be aware at all times of the location of material issued on a hand receipt and, upon request, ensure that it is readily available to the COMSEC Custodian for physical inventory.
8. Any possible compromise, access by unauthorized persons, or violation of security regulations affecting the material (user cannot locate or suspects material was borrowed) must be reported immediately to the issuing COMSEC Custodian.

I have read, understand, and will comply with the above instructions. I have also received a copy of these instructions for my retention.

NAME (PRINTED)

SIGNATURE

DATE

Figure 5

COMSEC MATERIAL TRANSFER REPORTCOMSEC  
MATERIAL REPORT

1. (X) <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> INVENTORY <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> HAND RECEIPT <input type="checkbox"/> OTHER (Specify)					
2. Director F National Distribution Agency R (Courier Address) O M Date Report Is Prepared			3. DATE OF REPORT (Year, Month, Day) 911991		4. OUTBOUND NUMBERS 25
			5. DATE OF TRANSACTION (Year, Month, Day) Leave Blank		6. INCOMING NUMBER Leave Blank
7. Commander T (Unit Name) O ATTN: Account (Courier Address)			8. ACCOUNTING LEGEND CODES: 1 - RECEIVED BY SERIAL NUMBER 2 - RECEIVED BY QUANTITY 3 - SERIAL NUMBER REQUIRED, NO COPY INDICATED BY SERIAL NUMBER 4 - SERIAL NUMBER REQUIRED, NO COPY INDICATED BY QUANTITY 5 - SERIAL NUMBER REQUIRED, MAY BE CHANGED OR UNCHANGED IN ACCORDANCE WITH SERVICE AGENCY INSTRUCTIONS		
9. SHORT TITLE - DESIGNATOR - EDITION		10. QUANTITY	11. ACCOUNTING NUMBERS a. CARRIER      b. ENDING		12. ALC
12. SAM-297 A 13. SAM-331 A 14. SY-71A		15. 2	16. 766	17. 767	18. 1
		19. 2	20. 101	21. 102	22. 1
		23. 2	24. 642	25. 643	26. 1
27. NOTHING FOLLOWS					
28. Custodian: Sign all copies and distribute as prescribed by the accounting instructions of your Service.  29. This shipment consists of 3 containers.  30. The material above is (National Distribution Agency) property being loaned to (Unit Name) for one year.					
31. <b>Required Notations</b>					
32. Courier Control Number					
33. THE MATERIAL REFERRED TO IN THIS REPORT → RECEIVED → IMPERSONAL DESTROYED					
34. AUTHORIZED RECIPIENT → GRADE → GRADE → GRADE (Specify)					
35. Signature		36. Grade	37. Signature	38. Grade	
39. Type or Signature Name		40. Name	41. Type or Signature Name	42. Name	
43. FOR DEPARTMENT OR AGENCY USE Courier No. 15089					

Figure 6

RECEIPT OF COMSEC MATERIALCOMSEC  
MATERIAL REPORT

1. (a) (1) <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> INVENTORY <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> HAND RECEIPT <input type="checkbox"/> OTHER (Specify)			
1. Director F National Distribution Agency R (Courier Address) O M		ACT NO ETAC, Month, Day	5. DATE OF REPORT ETAC, Month, Day
		0001	911001
		DATE RECEIVED	6. OUTGOING NUMBER INCOMING NUMBER
			25
7. Commander T (Unit Name) O ATTN: Account (Courier Address)		REC NO 0139	7. INCOMING NUMBER 911010 16
8. ACCOUNTING LEGEND-CODES*			
1. Accountable by serial number. 2. Accountable by quantity. 3. Item return required. Highly accountable by serial number. (Recall), total accounting required must be maintained for a maximum of 90 days after inspection. 4. Item return required, may be identified in accordance with Service Agency directives.			
9. SHORT TITLE - DESIGNATOR - EDITION		10. QUANTITY	11. ACCOUNTING INFORMATION
SAM-297 A		2	12. BEGINNING 766 ENDING 767 1
SAM-331 A		2	13. BEGINNING 101 ENDING 102 1
SY-71A		2	14. BEGINNING 642 ENDING 643 1
15. NOTHING FOLLOWS			
16. Custodian: Sign all copies and distribute as prescribed by the accounting instructions of your Service.  17. This shipment consists of 3 containers.  18. The material above is (National Distribution Agency) property being loaned to (Unit Name) for one year.			
19. REQUIRED NOTATIONS			
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UNCLASSIFIED

NAG-18A/TSEC

**DESTRUCTION REPORT**

COMSEC MATERIAL REPORT					
<input checked="" type="checkbox"/> TRANSFER	<input type="checkbox"/> INVENTORY	<input checked="" type="checkbox"/> DESTRUCTION	<input type="checkbox"/> HAND RECEIPT	<input type="checkbox"/> OTHER (Specify)	
1. (Unit Name) P R O (Mailing Address) M		ACT NO. 0505	2. DATE OF REPORT FEBRUARY 2001 910808	4. OUTGOING NUMBER 3	
2. Director National Distribution Agency (Mailing Address)		DATE REPORT IS PREPARED	3. DATE OF TRANSACTION (Year, Month, Day) Leave Blank	5. INCOMING NUMBER Leave Blank	
6. ACCOUNTING LEGEND CODE*					
1. Accounting by serial number 2. Accounting by quantity 3. Item records prepared, quantity and description by serial number Remarks: Serial accounting required when the item is re-investigated for a minimum of 90 days after disappearance. 4. Item records required, plus are compounded in accordance with Service Agency directives.					
7. SHIPMENT DESIGNATION - EDITION	8. CHARGE BY	10. ACCOUNTING NUMBERS		12. ACC.	13. REMARKS
SAM-109 A	2	1125	1126	1	Superseded
SAM-114 C	1	---	965	1	Superseded
SAM-140 A Amend 1	1	---	71	1	Residue
SAM-140 A Amend 2	1	---	185	1	Residue
7. NOTHING FOLLOWS					
8. Authority for Destruction:		Handling instructions of superseding editions and amendment residue.			
9.	10.	11.	12.	13.	
14.	15.	16.	17.	18.	
19.	20.	21.	22.	23.	
24.	25.	26.	27.	28.	
29.	30.	31.	32.	33.	
34.	35.	36.	37.	38.	
39. TIME MATERIAL HEREON WAS ISSUED (hr)		40. ISSUED	41. INVENTORIED	42. DESTROYED	
43. AUTHORIZED RECIPIENT		44. GRADE	45. SIGNATURE	46. WITNESS	47. OTHER COMMENTS
48. Signature <i>M. J. Name</i>		49. Grade MAJ	<i>J. S. Moniker</i>		50. Grade CAP
51. Report or Stamp Name M. I. Name		52. GRADE	53. Report or Stamp Name H. S. Moniker		54. GRADE
55. FOR DEPARTMENT OR AGENCY USE					

Figure 8

UNCLASSIFIED

POSSESSION REPORTCOMSEC  
MATERIAL REPORT

<input type="checkbox"/> TRANSFER	<input type="checkbox"/> INVENTORY	<input type="checkbox"/> DESTRUCTION	<input type="checkbox"/> HAND RECEIPT	<input checked="" type="checkbox"/> OTHER (Specify) POSSESSION
F Commander R (Unit Name) O (Mailing Address) M	0202	ACCT NO.	3. DATE OF REPORT (Year, Month, Day)	4. OUTGOING NUMBER
			→ 911025	21
		DATE REPORT IS PREPARED	5. DATE OF RECEISSION (Year, Month, Day)	6. INCOMING NUMBER
T Director National Distribution Agency O (Mailing Address)	0001	ACCT NO.	7. ACCOUNTING LEGEND CODES*	
			1 - Accountable by serial number 2 - Accountable by quantity 3 - Item received, highly vulnerable by serial number - destructive, local accounting requirement to be maintained for a minimum of 30 days after issuance. *Serial receipt required may be omitted in accordance with Service agency directives.	
8. SHORT TITLE / DESIGNATOR / EDITION	10. QUANTITY	11. ACCOUNTING NUMBERS	12. A/C	13. REMARKS
SAM-151 B	1	BEGINNING      ENDING		
		—      295	1	
14. NOTHING FOLLOWS				
<p>Above material received on 911025 from Account 0603        without paperwork.</p> 				
15. APPROPRIATE REASON FOR PREPARING POSSESSION REPORT AND ADDITIONAL INFORMATION AS AVAILABLE.				
16. THE MATERIAL HERON WAS MADE (check) → <input checked="" type="checkbox"/> RECEIVED				
17. AUTHORIZED RECEIPT				
a. Signature <i>Henry L. Winkler</i>	b. Grade MAJ	c. Signature Henry L. Winkler	d. Grade	
18. FOR DEPARTMENT OR AGENCY USE				

Page 1 of 1

Figure 9

UNCLASSIFIED

NAG-18A/TSEC

PRE-PRINTED INVENTORYCLASSIFICATION  
DATE 06 Nov 91EXAMPLE OF COMSEC  
MATERIAL INVENTORY

OUTGOING TN

39

TO BE PLACED  
ON THE INVENTORY  
BY THE COMSEC CUSTODIAN

## ACCOUNT 0202 INVENTORY

SHORT TITLE	EDITION	START COPY	END COPY	COPIES	NUMBER	TRANS DATE	PREVIOUS ACCOUNT	A S L C	REMARKS
SAM-342	A	1		1	117	911212	0092	1	
SAM-143	A	540		540	119	911212	0099	1	
SC-10		1070		1070	1	123	911216	0099	1
		34		34	1	130	911220	0091	1

|||||||/NOTHING FOLLOWS/|||||||

4 TOTAL ITEMS

I CERTIFY THAT I HAVE PHYSICALLY SIGHTED ALL THE MATERIAL LISTED ON THIS INVENTORY. I HAVE LINED OUT INVENTORY ITEMS THAT HAVE BEEN TRANSFERRED, OR DESTROYED AND WRITTEN THEIR OUTGOING TRANSACTION NUMBERS IN THE REMARKS COLUMN. I HAVE ATTACHED SUPPORTING COPIES OF THE TRANSFER OR DESTRUCTION REPORTS. I HAVE ALSO LINED OUT MATERIAL I HAVE NOT RECEIVED AND WRITTEN "NOT RECEIVED" IN THE REMARKS COLUMN. I FURTHER CERTIFY THAT I HAVE REVIEWED MY ACCOUNT'S REQUIREMENT FOR THE MATERIAL LISTED ON THE INVENTORY AND THAT ALL MATERIAL EXCEPT AS NOTED IN THE REMARKS COLUMN IS NEEDED BY THIS ACCOUNT. THIS REPORT AS AMENDED, INCLUDING 1 PAGE(S) OF SUPPLEMENTAL SF-153(S) CONSTITUTES A COMPLETE INVENTORY OF ACCOUNTABLE COMSEC MATERIAL IN MY POSSESSION AS OF THE DATE OF MY SIGNATURE

I CERTIFY THAT I TOO HAVE PHYSICALLY SIGHTED THE MATERIAL LISTED ON THIS REPORT AS SUPPLEMENTED AND/OR AMENDED.

IF NO SUPPLEMENT:  
ENTER "NONE"

SIGNATURE (CUSTODIAN) DATE OF INVENTORY SIGNATURE (WITNESS) DATE OF INVENTORY

CLASSIFICATION

Figure 10

UNCLASSIFIED

SUPPLEMENT TO PREPRINTED INVENTORYCOMSEC  
MATERIAL REPORT

<input type="checkbox"/> TRANSFER	<input type="checkbox"/> INVENTORY	<input type="checkbox"/> DESTRUCTION	<input type="checkbox"/> HAND RECEIPT	<input checked="" type="checkbox"/> OTHER (Specify): <b>SUPPLEMENT</b>
F Commander R (Unit Name) O (Mailing Address) M	ACCT NO 0202	DATE AND NO. SAME AS PREPRINTED INVENTORY	1. DATE OF REPORT Year Month Day <b>7910103</b>	4. OUTGOING NUMBER <b>39</b>
T Director National Distribution Agency O (Mailing Address)	ACCT NO		5. DATE OF TRANSACTION (Year, Month, Day) Leave Blank	6. INCOMING NUMBER Leave Blank
			7. ACCOUNTING LEGEND CODES: 1 - accountable by serial number. 2 - accountable by assembly. 3 - serial number required, locally accountable by serial number. 4 - serial accounting required, must be maintained for a minimum of 90 days after separation. 5 - serial receipt required, may be combined in accordance with Service agency direction.	
# SHEET/ITEM / DESIG/NUM / EDITION	QUANTITY	8. ACCOUNTING NUMBERS	12. # REC	13. REMARKS
SAM-151 B	1	1025	1	
NOTHING FOLLOWS				
Above material received on 911025, Transaction #21 (Possession). ← REQUIRED NOTATION				
SAME INDIVIDUALS WHO SIGNED PREPRINTED INVENTORY				
14. THE MATERIAL HEREON HAS BEEN (A-CODE) → B (CODE) →		X Initiated by Agent →	Destined to Agent →	
15. AUTHORIZED AGENT			X WITNESS	OTHER (Specify)
I. Signature <i>Ira D. Card</i>	I. Grade MAJ	II. Signature <i>Oliver M. Twist</i>		III. Grade CAP
C. Printed or Stamped Name Ira D. Card	D. Printed or Stamped Name Oliver M. Twist			E. Signature d. Grade
16. FOR DEPARTMENT OR AGENCY USE				

Page 1 of 1 pages

Figure 11

CHANGE OF CUSTODIAN INVENTORY COMPLETED

ON A COMSEC MATERIAL REPORT

COMSEC MATERIAL REPORT					
<input type="checkbox"/> TRANSFER		<input type="checkbox"/> INVENTORY	<input type="checkbox"/> DESTRUCTION	<input type="checkbox"/> HAND RECEIPT	<input checked="" type="checkbox"/> OTHER (Specify)
2. (Unit Name) F R O M Commander (Mailing Address)		DATE OF INVENTORY		ACT NO 0202	Change of Custodian
				3. DATE OF REPORT (Year, Month, Day)  911015	4. OUTGOING NUMBER  42
				5. DATE OF TRANSACTION (Year, Month, Day)	6. INCOMING NUMBER
7. Director T National Distribution Agency O (Mailing Address)		ACCT NO		8. ACCOUNTING LEGEND CODES*	
				1 - Recoverable by serial number 2 - Recoverable by quantity 3 - Initial recover required, i.e., by accountable by serial number Thereafter, local accounting records must be maintained for a minimum of 90 days after inspection. 4 - Initial receipt required, may be considered as evidence with Service Agency directives.	
9. SHIPMENT TITLE - DESIGNATOR - EDITION		10. MANAGER	11. ACCOUNTING NUMBERS		12. ALC
1 SAM-297 A		2	766	767	1
2 SAM-331 A		2	101	102	1
3 SY-71A		2	642	643	1
NOTHING FOLLOWS					
14.	15.	16.	17.	18.	19.
20.	21.	22.	23.	24.	25.
26.	27.	28.	29.	30.	31.
32.	33.	34.	35.	36.	37.
38.	39.	40.	41.	42.	43.
44.	45.	46.	47.	48.	49.
50.	51.	52.	53.	54.	55.
56.	57.	58.	59.	60.	61.
62.	63.	64.	65.	66.	67.
68.	69.	70.	71.	72.	73.
74.	75.	76.	77.	78.	79.
80.	81.	82.	83.	84.	85.
86.	87.	88.	89.	90.	91.
92.	93.	94.	95.	96.	97.
98.	99.	100.	101.	102.	103.
16. THE MATERIAL LISTED WAS ACTUALLY RECEIVED		<input checked="" type="checkbox"/>	RECEIVED	OPERATED	DESTROYED
17. AUTHORIZED RECEIPT		<input type="checkbox"/>	RECEIVED	WITNESS	OTHER (Specify)
Signature  M. J. Name		R. Grade MAJ	Signature  D. M. Twist		R. Grade CAP
18. Form of Sampled Item M. J. NAME (Incoming Cust)		R. Form Signature	19. Form of Sampled Item D. M. TWIST (Outgoing Cust)		R. Form Signature
20. FOR INFORMATION OR AGENCE USE					

**Figure 12**