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U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 5511.6C
N1
16 JUL 2002

NAVSUPPACT NAPLES INSTRUCTION 5511.6C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: EMERGENCY DESTRUCTION PLAN (EDP)

Ref: (a) SECNAVINST 5510.30A

Encl: (1) Department Emergency Destruction Form

1. Purpose. To establish U.S. Naval Support Activity, Naples, Italy, EDP for the handling of classified material in the event of natural disaster, civil disturbance or enemy action.

2. Cancellation. NAVSUPPACT Naples Inst 5511.6B.

3. Discussion. The EDP establishes responsibilities and procedures for the handling, protection and destruction of classified material under emergency circumstances.

4. General. In an emergency involving the possible capture or compromise of classified material, every effort will be made to remove classified material to an alternate safe and secured area. Personnel will be prepared, however, for the actual destruction of classified material, if removal becomes impractical. The consequences of inadvertent destruction are small compared with that of compromise. It is important to remember that effective emergency destruction planning is preceded by the following measures:

a. Reducing the amount of classified material to the absolute minimum.

b. To the extent possible, transfer retained material to magnetic media. Magnetic media is more easily destroyed than paper. This precaution will also reduce the bulk to be evacuated/destroyed.

5. Responsibility for Authorizing Emergency Destruction. The Commanding Officer, Executive Officer, or, in their absence, the next senior officer present at the command has the authority to authorize emergency destruction. The Command Duty Officer assumes this responsibility during off-duty hours.

d. General Dynamics. On the front of the terminal located to the right of the menu screen, there is a red button labeled zeroize. Using the end of a paperclip or other small object, press the button to zeroize the terminal.

9. Responsibility

a. Department heads and special assistants are responsible for:

(1) Ensuring that excess and unnecessary classified material is not retained, thereby eliminating an added burden during an emergency destruction.

(2) The periodic screening of classified material and segregation of that portion which should be retained in the event that the command vacates its present location. This will enable expeditious destruction/evacuation of classified material under emergency conditions.

(3) Ensuring enclosure (1) correctly identifies the location of all security containers with classified material within their department and that changes to enclosure (1) are brought to the immediate attention of the command security manager.

(4) Ensuring the persons filling the billets designated to complete the emergency destruction procedures understand all the requirements and their specific responsibilities as outlined in this instruction.

(5) Ensuring enclosure (1) is retained by the department head and a copy provided to the security manager. Each department head will ensure that their department EDP is posted or filed in an area accessible to those personnel assigned the responsibility to carry out emergency destruction.

(6) Completing a Security Container Information Form (SF 700) on each security container listed on enclosure (1) for their respective department. Forward original SF 700 to the security manager for safeguarding. Immediately notify the security manager when any combination change occurs to security containers listed on enclosure (1).

b. The Security Manager will:

(1) Consolidate all departmental reports and generate a command EDP spreadsheet containing the information submitted in enclosure (1).

6. Action. Upon authorization for emergency destruction, the Command Duty Officer will notify all department heads and special assistants to commence destruction of material. Once authorization is received, the senior individual present in space may deviate from established plans when circumstances warrant. Classified material will be destroyed for emergency purposes based on the following priorities:

a. Priority One: TOP SECRET material.

b. Priority Two: SECRET material.

c. Priority Three: CONFIDENTIAL material.

All command classified material should be destroyed within 60 minutes of the authorization to commence destruction. Because it must be anticipated that much less time would be available, it is of vital importance to destroy material according to priorities outlined above. If time permits, an inventory will be maintained of all priority one and priority two material being destroyed. After the emergency destruction is complete, all offices will report to the authorizing officer to confirm destruction.

7. Methods of Destruction. Any method specified in reference (a) for the routine destruction of classified material is approved for use in emergency destruction. Additionally, in case of emergency destruction, classified material may be destroyed by any other means which can reasonably ensure that destruction is complete and reconstruction is impossible.

8. Secure Telephone Unit (STU) III. In the event that emergency destruction of classified material is directed/required, each type of STU-III terminal has a unique method by which to "zeroize" the cryptographic key which is internally loaded.

a. Motorola Terminals. On the back of the terminal is a red button under a plastic cap. Remove the cap and push the button. This will zeroize the terminal.

b. AT&T Terminals. Under the terminal is a door which accesses the battery compartment and the red zeroization button. Push the button once to zeroize the terminal.

c. RCA Terminals. There are three switches located behind the handset rack. The switch located on the right side, when looking at the terminal from the rear, is the zeroization button. Push the button once to zeroize the terminal.

(2) Provide a copy of the command EDP spreadsheet to the Senior Watch Officer for posting in the Quarterdeck.

(3) Ensure SF 700 is completed on all security containers listed on enclosure (1) and that all SF 700s submitted by departments are accessible by duty admin personnel.

(4) Conduct semiannual EDP training for all departmental primary and alternate personnel responsible for the destruction of classified material as listed on enclosure (1).

D. J. FREDERICK

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NAVSUPPACT NAPLES INST 5216.4W
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EMERGENCY DESTRUCTION PLAN FOR

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DEPARTMENT

Location of Safe/Container	GSA Serial Number and Safe Number Assigned	Priority of Destruction	Name of primary person responsible for destruction. Give home recall and work #	Name of alternate person responsible for destruction. Give home recall and work #	Place and method of destruction	Means of after hours access to space

INSTRUCTIONS FOR COMPLETING THIS FORM:

- ***LOCATION OF SAFE/CONTAINER.*** GIVE BUILDING AND ROOM NUMBER.
- ***SAFE SERIAL NUMBER.*** GIVE GSA SERIAL NUMBER.
- ***PRIORITY OF DESTRUCTION.*** USE THE FOLLOWING CODES: PRI 1-TS
  PRI 2-S
  PRI 3-C
- ***PRIMARY PERSON.*** GIVE RATE/RANK, FIRST AND LAST NAME, AND PHONE NUMBER TO WORK CENTER.
- ***ALTERNATE PERSON.*** SAME INFO AS FOR PRIMARY.
- ***PLACE AND METHOD OF DESTRUCTION.*** INDICATE METHOD OF DESTRUCTION, SUCH AS SHRED/BURN/MULCH, AND THE PHYSICAL LOCATION OF THE METHOD USED.
- ***MEANS OF AFTER HOURS ACCESS.*** IF ACCESS TO ROOM WHERE SAFE IS LOCATED IS CONTROLLED BY KEY OR COMBO, INDICATE LOCATION OF KEY/COMBO FOR AFTER-HOURS ACCESS. (EXAMPLE: KEY ON QUARTERDECK, COMBO HELD BY DUTY ADMIN (YN/PN), ETC.)