



UNITED STATES MARINE CORPS  
11TH MARINES  
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IN REPLY REFER TO:  
RegtO 5511.1S  
KMI  
1 Jul 20

REGIMENTAL ORDER 5511.1S

From: Commanding Officer

To: Distribution List

Subj: EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL CONTROL CENTER  
AND KEY MANAGEMENT INFRASTRUCTURE (KMI)

Ref: (a) SECNAVINST 5510.30 (series)  
(b) SECNAVINST 5510.36 (series)  
(c) EKMS 1 (series)  
(d) Regt Policy Letter 5-20

- Encl: (1) Emergency Action Plan Cards  
(2) Emergency Action Plan Recall/Notification Roster  
(3) Emergency Action Plan First Responders Log  
(4) Standard Form 153  
(5) Emergency Action Plan Access/Inventory Procedures  
(6) Emergency Action Plan Report Format  
(7) Emergency Action Plan Protection Plan Checklist  
(8) Emergency Action Plan Removal Plan Checklist  
(9) EKMS Vault Floor Plan  
(10) CMCC/S-2 Secure Room Floor Plan  
(11) Emergency Destruction Plan

1. Situation. In accordance with the references, an emergency action plan (EAP) will be established and implemented for the Classified Material Control Center (CMCC), KMI vault and secondary control points (SCP). This plan will be effective in the event of a natural disaster such as fire, earthquake and flood; hostile actions involving enemy attack, terrorism, civil disturbances and bomb threats in order to ensure the protection and evacuation of communications security materials (COMSEC) and classified information.

2. Mission. Protect or evacuate COMSEC and classified information in the event of a natural disaster, civil disturbance, terrorist or hostile action and familiarize responsible personnel with applicable procedures for the Regimental CMCC room located in Building 43321, EKMS vault located in Building 430256 and any SCP's.

3. Execution

a. Commander's Intent

Subj: EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL CONTROL CENTER  
AND KEY MANAGEMENT INFRASTRUCTURE (KMI)

(1) Purpose. The purpose is to provide an appropriate means of protecting or evacuating COMSEC and classified information in accordance with the specific circumstances of each situation.

(2) Method. This plan outlines courses of action to maintain security, control and access to COMSEC and classified information during an emergency to prevent its loss or compromise. This will be accomplished by:

(a) Establishing a clear chain of command and responsibilities to ensure all personnel are aware of their duties and to whom they report during executing the EAP.

(b) Preparing clear and concise directions for potential situations.

(3) End state. In the event of an emergency; Any staff non-commissioned officer or officer is prepared to execute the EAP without compromise of the COMSEC material and classified information stored in the regimental KMI vault and CMCC room.

b. Concept of Operations.

(1) The responsibility for the protection of classified materials rests with every member of the command. The ultimate responsibility and authority, however, rests with the commanding officer.

(2) Execution of the EAP is a significant event and should be approved by the commanding officer or security manager whenever possible. However, should situations prevent contact with the commanding officer; the senior ranking Marine present is authorized to initiate the EAP without waiting for specific orders. Preferably, the individual implementing this plan will be the security manager, assistant security manager, KMI manager, or the command duty officer (CDO). The commanding officer and executive officer will be notified of any emergency action taken as soon as possible. During implementation, two person integrity (TPI) shall be maintained in accordance with reference (b).

(3) The EAP will first be categorized based on the type of EAP that needs to be executed: protection or removal. Specific details of each of these categories and manner of execution is contained within enclosure (1).

(4) Regardless of the type of EAP to be executed (protection, removal), the EAP is broken into 3 phases: preparation, execution and re-constitution.

(a) Preparation: During this phase, key personnel will review procedures, conduct inspections and drills and ensure the command is prepared to execute the EAP. The preparation phase is continuous and designed to ensure the commander's intent is met and that the EAP meets all the requirements set forth within the references.

(b) Execution: During this phase and based on the situation, a set of pre-established procedures will be executed to ensure the safeguard of COMSEC and classified information.

Subj: EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL CONTROL CENTER  
AND KEY MANAGEMENT INFRASTRUCTURE (KMI)

This phase begins on order as initiated by one of the individuals listed above and ends on order of the commanding officer or security manager.

(c) Re-constitution: During this phase, assigned personnel will ensure the appropriate items are properly stored in their new location and the proper reports have been submitted to higher headquarters. This phase begins on order and ends once the materials are secure and accounted for in the new location.

c. Tasks

(1) KMI Manager

(a) Implement the KMI vault EAP during normal working hours.

(b) Instruct Alternate KMI Managers and the 11th Marines CDO concerning their duties in the implementation of this plan.

(c) No later than the fifth working day of each month ensure that the disaster recovery kit (DRK) is updated with current back-up disks, product inventory list, current automatic key processor re-initialization (AKPREINIT) drives and blank DRK SF-700 combination cards. Ensure the DRK inventory is updated and stored inside the container.

(d) Update the COMSEC portion of this EAP and/or the emergency recall/notification roster contained in enclosure (2) as required.

(e) Maintain training records concerning these drills for two years following the date of the drill.

(f) Maintain First Responders Log (enclosure 3) for two years following the date of EAP implementation.

(g) Utilizing an SF-153, enclosure (4); complete a post-emergency inventory of all COMSEC materials stored in the KMI vault. See enclosure (5) for example of how to fill out the SF-153.

(h) Report any losses or unauthorized exposures to the appropriate authorities, enclosure (6).

(2) Security Manager

(a) Implement the CMCC/S-2 EAP during normal working hours.

(b) Instruct all security assistants and the 11th Marines CDO concerning their duties in the implementation of this plan.

(c) Update the emergency recall/notification roster contained in enclosure (2) as required.

Subj: EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL CONTROL CENTER  
AND KEY MANAGEMENT INFRASTRUCTURE (KMI)

(d) Maintain training records concerning these drills for two years following the date of the drill.

(e) Maintain First Responders Log, enclosure (3) for two years following the date of EAP implementation.

(f) Utilizing an SF-153, enclosure (4); complete a post-emergency inventory of all classified information in the CMCC/S-2 secure room. See enclosure (5) for example of how to fill out the SF-153.

(g) Report any losses or unauthorized exposures to the appropriate authorities, enclosure (6).

(3) 11th Marines CDO

(a) Implement this plan after normal working hours.

(b) Upon instructions to implement any part of this plan; take the information, hang up and immediately call the authority that directed the action to verify the call. Once verified, carry out the directed action.

(c) Be familiar with the contents of this order.

(d) Conduct the directed EAP checklist to ensure proper execution of this order during the emergency, enclosure (7) or (8).

(4) 43 Area Guard.

(a) At least once a quarter, conduct a scenario specifically engineered towards incidents which would directly/indirectly cause implementation of this order. The scenario and all after action comments will be recorded in the duty log book for review by the Security manager in order to judge preparedness in implementation of this order.

(b) Upon order, organize a four man security force led by the Sergeant of the guard to provide additional protection to the CMCC and EKMS offices. Two sentries for each building 430256 and 43321 will be posted at the office or building entrance.

(5) Executive Officer

(a) Ensure proper execution of this order to include all actions required by the 43 Area Guard, S-2 personnel, KMI personnel, and the CDO.

(b) Ensure a current copy of this order is maintained with the CDO during non-working hours.

(6) Senior Marine Present

Subj: EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL CONTROL CENTER  
AND KEY MANAGEMENT INFRASTRUCTURE (KMI)

(a) In the event that a situation arises and there is no personnel identified above available. The senior Marine present is to perform the tasks listed for the CDO/SDO.

(b) The senior Marine present will coordinate all events until the arrival of the CMCC officer or the KMI manager.

d. Coordinating Instructions. An emergency is any unforeseen occurrence that results in significantly increased danger to COMSEC material and classified information for a limited period of time. The situation will determine which emergency plan is to be implemented.

(1) Access to secured spaces:

(a) In order to execute any of the courses of action it will be necessary to obtain access to the spaces containing COMSEC and classified materials. It may also be necessary to gain access to the actual safes to conduct the removal of the classified material. See enclosure (5) for steps to open a lock on the KMI/CMCC containers or doors.

(b) During the execution of the EAP, the CDO or senior Marine present is authorized to receive the combinations to storage containers and spaces over the phone. Per references, during the re-constitution phase of the EAP, the combinations will be changed to ensure security is restored to the spaces and containers.

(c) The combinations to the Regimental CMCC/S-2 secure room and safes are located within the KMI Vault, building 430256 room 110.

(d) The combinations to the KMI vault door, day gate and safe 1 are located within the CMCC/S-2 secure room, building 43321.

(2) Emergency Protection Plan: Refers to actions taken to provide a greater degree of security for materials when it has been determined that an actual emergency exists.

(a) This plan may be implemented for any foreseen or un-foreseen circumstance (i.e. natural disaster/terrorist actions).

(b) During a natural disaster, no person will subject themselves to death or injury to protect classified materials.

(c) Each office/space that contains COMSEC or classified materials will have a copy of enclosure (1) tailored and posted within their spaces.

(d) Utilize enclosure (7) to complete the protection EAP.

(3) Emergency Removal Plan: Refers to actions taken when it has been determined that the facilities no longer provide the required degree of protection for materials and they must be moved to another location.

Subj: EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL CONTROL CENTER  
AND KEY MANAGEMENT INFRASTRUCTURE (KMI)

(a) Organize a six-man working party from Headquarters Battery to move classified material and systems from the regimental CMCC/S-2 secure room in building 43321.

(b) Organize a six-man working party primarily from communication platoon, Headquarters Battery, to move and consolidate all COMSEC and classified material from the KMI Vault in building 430256.

(c) COMSEC and classified materials can be transported outside of the safe if the courier maintains positive control of the materials. To expedite the process, the working party can transport classified materials in a government vehicle, privately owned vehicle, or on foot.

(d) Two possible off site locations for the removal of materials are 1st Marine Regiment and the Headquarters Battalion KMI vaults. The situation may dictate where equipment is to be removed to, during wildfires this is determined by higher headquarters aboard Camp Pendleton. Materials removed remain the responsibility of the regiment.

(e) Utilize enclosure (8) to complete the Removal EAP.

(4) Destruction: Refers to actions used as last resort after all reasonable efforts to secure or remove COMSEC material has failed and capture by foreign/hostile forces could result.

**Destruction will not be executed while in a garrison environment, but for use in deployment planning considerations an EDP has been included. Refer to enclosure (11) for EDP guidance.**

#### 4. Administration and Logistics.

a. The 11th Marines Commanding Officer or senior Marine present may implement other orders to deviate from established plans when circumstances dictate. They must, however, always take into consideration the safeguarding of personnel, COMSEC material and classified information.

b. This order will be located in the 11th Marines CDO Binder tab (3), 11th Marine Regiment KMI vault and CMCC/S-2 secure room as indicated in enclosures (9) and (10).

c. This order shall be reviewed annually to ensure the most up-to-date policies are followed by command security personnel. This review will be conducted before the last day of April.

#### 6. Command and Signal

a. Command. This order is solely applicable to the 11th Marines CMCC secure room located in building 43321 and KMI Vault located in building 430256.


Subj: EMERGENCY ACTION PLAN FOR CLASSIFIED MATERIAL CONTROL CENTER  
AND KEY MANAGEMENT INFRASTRUCTURE (KMI)

b. Signal.

(1) Primary means of communication throughout the execution of the EAP will be ICOM radios provided by 43 Area Guard.

(2) Secondary means of communication will be cell phone.

(3) This order is effective the date signed.



D. J. SKUCE