

COMSCINST 2200.1A	COG CODE N6	DATE 19 MAY 92
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 2200.1A
N6
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COMSC INSTRUCTION 2200.1A

Subj: INTERNAL COMMAND AND CONTROL PROCEDURES FOR THE
CONTROL AND DISTRIBUTION OF COMMUNICATIONS MATERIAL
SYSTEM (CMS) PUBLICATIONS

Ref: (a) CMS 4L

1. Purpose. To establish procedures for the control and distribution of CMS publications within the command.
2. Cancellation. COMSCINST 2200.1.
3. Background. Reference (a) states that Commanding Officers are responsible for the safe custody, handling, disposition and transmission of CMS distributed publications under their jurisdiction. COMSC has designated a senior staff officer for specific CMS command duties and responsibilities. The CMS custodian manages the custody and routine administration of the command's CMS account.
4. Information. Publications are distributed within the Department of the Navy through the Communications Security Material System. CMS provides for the security of certain highly sensitive, classified material and a limited amount of less sensitive but related material.
5. Action
 - a. Access to CMS material by COMSC staff members will be on a "need to know" basis. Appropriate security clearances are a prerequisite for CMS issue.
 - b. CMS publications may be drawn from the CMS library on a subcustody basis. The CMS custodian will ensure that staff members having subcustody of CMS material are thoroughly instructed in stowage, handling (including page checks) and emergency destruction procedures. Subcustody procedures will be effected by the use of CMS Form 17 (*Custodian Record Card*) in accordance with reference (a).

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c. CMS material will ordinarily be released to staff members for subcustody only during normal working hours. Staff members desiring to retain CMS material on a subcustody basis outside normal working hours will notify the CMS custodian so that stowage facilities may be inspected.

d. CMS material checked out on a subcustody basis to the communication personnel will be under a watch-to-watch inventory maintained by the senior watch supervisor as prescribed in detailed written instructions promulgated separately by the CMS custodian.

e. The CMS custodian or alternate custodian are the only person authorized to transmit CMS material outside the command premises.

Distribution:

COMSCINST 5000.19

List I (*Case A, B*)

List II (*Case A, B*)