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all incoming mail, including bulk shipments, are secured until a determination is made as to whether or not they contain classified information. Overnight storage of certain unopened mail, overnight delivery, USPS Express, first class, certified, or registered mail (all of which could contain classified information), shall be safeguarded per chapter 7, paragraphs 7-3 through 7-5 and reference (d).

10-4 PROCUREMENT OF NEW STORAGE EQUIPMENT

1. If new security storage equipment is needed, procure it from the GSA Federal Supply Schedule. However, prior to procuring new storage equipment, conduct a physical security survey of existing equipment and review classified records on hand. Coordinate with the records manager to determine if it is feasible to use available equipment or to retire, return, declassify, or destroy a sufficient volume of records on hand to make the needed security storage space available. Promptly report excess containers (if any) to property disposal and fulfill requirements for added equipment through property disposal when that is more cost effective.

2. GSA approved containers are primarily used to store classified documents, components, materials, and equipment. There are several types and classes of GSA approved containers. Presently there are two classes of containers being manufactured: Class 5 and Class 6. Only Class 5 and 6 containers are on the current GSA schedule. Approved security containers removed from the GSA schedule may still be used to store classified information provided they meet the original level of integrity and have not had the Test Certification Label removed for cause.

3. GSA approved security containers and vault doors must have a GSA label affixed on the outside of the door or front of the control drawer (drawer with the combination lock). The label should have the words "GSA Approved Security Container" or "Vault Door" (as appropriate). If the container or vault door does not have the label, it may have been removed because the container/door is no longer approved. The container or vault door must be inspected and recertified by a person specifically trained and authorized by the GSA before it can be used to protect classified material. Upon completion of the inspection, a "GSA Approved Recertified Security Container" label will be applied and the container/vault door is then considered authorized for storage/protection of classified material. If the container fails inspection, it must be repaired in accordance

with Federal Standard 809, "Federal Standard Neutralization and Repair of GSA-Approved Security Containers," before the re-certification label can be applied. Information on availability and location of technicians may be obtained from the DOD Lock Program (800-982-1219) or from the GSA furniture center, www.gsa.gov.

4. GSA approved containers manufactured before October 1990 are identified by GSA label that has either black lettering on a silver background, or silver on black. Since October 1990 only Class 5, 6, and 7 containers have been manufactured. GSA approved Class 5 and 6 containers manufactured after October 1990 have a silver label with red lettering, or red with silver lettering. GSA approved Class 7 containers have a silver label with green lettering. Class 7 containers were available in filing cabinet style only and are no longer manufactured. New Information Processing System (IPS) containers are GSA-approved security containers for protection of IT systems. The labels for IPS have blue lettering.

a. Class 5 containers provide the same protection as Class 6 plus ten minutes against forced entry attack. Class 5 containers come in several types: file cabinet, map and plan, weapon storage, COMSEC, and IPS.

b. Class 6 containers are typically used for storage of classified information such as documents, maps, drawings, and plans. They come in file cabinet, and map and plan styles.

10-5 REMOVAL OF SECURITY CONTAINERS

Security containers that have been used to store classified information shall be inspected by appropriately cleared personnel before removal from protected areas or before unauthorized persons are allowed access to them. The inspection shall ensure that no classified information remains within, and beneath and between drawers.

10-6 SHIPBOARD CONTAINERS AND FILING CABINETS

1. Shipboard containers shall conform to DON standards for durability, size, weight, maintainability, and safety. These cabinets and safe lockers are designed and constructed according to various hull type drawings and ship drawings, and are equipped with mechanical Group 1R combination locks. If the existing locks need repair or replacement, they will be replaced with locks meeting Federal Specification FF-L-2740.

2. The requirement to store Secret and Confidential information in these types of shipboard containers also includes implementing supplemental security measures such as continuous operations, or locking the surrounding area when not manned by U.S. personnel with the locked area checked every 24 hours.

3. New ship designs shall include requirements for GSA-approved security containers and comply with the storage requirements of this policy manual.

10-7 VAULTS AND SECURE ROOMS

1. Entrances to vaults or secure rooms shall be under visual control during duty hours to prevent entry by unauthorized personnel, or equipped with electric, mechanical, or electro-mechanical access control devices to control access. Electrically actuated locks (e.g., cipher and magnetic strip card locks) do not afford by themselves the required degree of protection for classified information and shall not be used as a substitute for the locks prescribed in paragraph 10-3.

2. GSA-approved modular vaults meeting Federal Specification AA-V-2737 may be used to store classified information as an alternative to vault requirements as described in exhibit 10A.

10-8 SPECIALIZED SECURITY CONTAINERS

1. GSA-approved field safes and special purpose one and two-drawer light-weight security containers are intended primarily for storage of classified information in situations where normal storage is not feasible. These containers shall be securely fastened to the structure to render them non-portable or kept under constant surveillance to prevent their theft.

2. GSA-approved map and plan file containers are available to store odd-sized classified items such as computer media, maps, and charts.

10-9 DECERTIFIED SECURITY CONTAINERS

1. Security containers manufactured by Remington Rand must be removed from service and disposed of under accepted safety standards.

2. Two and four-drawer Class 5 security containers manufactured by Art Metal Products, Inc., are no longer approved for the storage of classified information.
3. The GSA approval labels must be removed from decertified security containers.

10-10 RESIDENTIAL STORAGE

1. Top Secret information may not be removed from designated areas for work at home during off-duty hours except as authorized by the Secretary of Defense, the Secretaries of the Military Departments, the Combatant Commanders, or CNO (N09N).
2. Secret and Confidential information may not be removed from designated areas for work at home during off-duty hours except as authorized by the CNO (N09N), a Fleet Commander, the Commanders of the naval systems commands, the Chief of Naval Research, the Commandant of the Marine Corps, or the Commanding General of U.S. Marine Forces Command.
3. These requests will not be considered unless a critical operational requirement exists. In each instance, commands shall develop written procedures that include the requirement for the information to be under personal control of the authorized individual at all times when it is not secured in a GSA-approved security container, identification and signature receipt of the information temporarily stored, and reconciliation upon its return. The classified information shall be stored in a GSA-approved storage container and protected by an IDS. Other methods of supplemental control may be used in lieu of an IDS, if they provide substantially the same assurance of protection.
4. A copy of all residential storage approvals shall be furnished to CNO (N09N2).

10-11 REPLACEMENT OF COMBINATION LOCKS

1. Exhibit 10B is the priority list for replacing existing mechanical combination locks with locks meeting Federal Specification FF-L-2740. The mission and location of the command, the classification level and sensitivity of the information, and the overall security posture of the command determines the priority for replacement of existing combination locks. All system components and supplemental security measures including an IDS, automated entry control subsystems, video

assessment subsystems, and level of operations shall be evaluated when determining the priority for replacement of security equipment. Priority 1 requires immediate replacement.

2. New purchases of combination locks shall conform to Federal Specification FF-L-2740. Existing mechanical combination locks may not be repaired, but will be replaced with locks meeting Federal Specification FF-L-2740.

10-12 COMBINATIONS

1. Only personnel who have the responsibility and possess the appropriate security clearance eligibility and access will change combinations to security containers, vaults and secure rooms. Combinations will be changed:

- a. When first placed in use;
- b. When an individual knowing the combination no longer requires access unless other sufficient controls (e.g., security-in-depth) exist to prevent access to the lock;
- c. When subjected to compromise; or
- d. When taken out of service. Built-in combination locks will then be reset to the standard combination 50-25-50; combination padlocks will be reset to the standard combination 10-20-30.

2. In selecting combination numbers, sequential numbers (i.e., multiples of five, simple ascending or descending arithmetical series) and personal data, such as birthdates and Social Security numbers shall not be used. The same combination shall not be used for more than one container.

3. The classification of the combination shall be treated at the same level of the classified information stored therein. Mark any written record of the combination with the appropriate classification level.

4. Maintain a record for each security container, vault, or secure room door showing the location of each, the names, home addresses, and home telephone numbers of the individuals having knowledge of the combinations and who are to be contacted in the event the security container, vault or secure room is found open and unattended. Use SF 700, "Security Container Information,"

for this purpose. Place Part 1 of the completed SF 700 on an interior location in security containers, vault or secure room doors. Mark Parts 2 and 2A of the SF 700 to show the highest classification level and any special access notice applicable to the information stored therein. Store Parts 2 and 2A in a security container other than the one to which it applies. If necessary, continue the listing of persons having knowledge of the combination on an attachment to Part 2.

10-13 KEY AND PADLOCK CONTROL

1. Commanding officers shall establish administrative procedures for the control and accountability of keys and locks whenever high security key-operated padlocks are used. The level of protection provided each key will be equivalent to the highest classification level of information being protected by the padlock.

2. Reference (e) makes unauthorized possession of keys, key blanks, keyways, or locks adopted by any part of the DoD for use in the protection of conventional arms, ammunition or explosives (AA&E), special weapons, and classified equipment a criminal offense punishable by fine or imprisonment up to 10 years, or both.

3. Reference (f) governs key security and lock control used to protect classified information.

10-14 SECURING SECURITY CONTAINERS

When securing security containers, rotate the dial of mechanical combination locks at least four complete turns in the same direction, and check each drawer. Rotate the dial of the XO Series locks at least one turn in each direction. If the dial is only a quick twist, it is possible to open most locks merely by turning the dial back to its opening position.

10-15 REPAIR, MAINTENANCE, AND OPERATING INSPECTIONS

1. Neutralization of lock-outs, repairs and maintenance of GSA-Approved security containers shall be accomplished in accordance with "Federal Standard 809, "Neutralization and Repair of GSA-approved Containers," and shall be accomplished only by authorized persons who have been the subject of a trustworthiness determination per reference (g) or who are continuously escorted.

a. With the exception of frames bent through application of extraordinary stress, a GSA-approved security container manufactured prior to October 1991 (identified by a silver GSA-label with black lettering affixed to the exterior of the container) is considered restored to its original state of security integrity as follows:

(1) If all damaged or altered parts (e.g., locking drawer, drawer head, or lock) are replaced with new or cannibalized parts; or

(2) If a container has been drilled immediately adjacent to or through the dial ring to neutralize a lock-out, the replacement lock shall meet Federal Specification FF-L-2740; the drilled hole shall be repaired with a tapered case-hardened steel rod (e.g., dowel, drill bit, or bearing) with a diameter slightly larger than the hole and of such length that when driven into the hole there remains, at each end of the rod, a shallow recess not less than 1/8 inch nor more than 3/16 inch deep to permit the acceptance of substantial welds; and the rod is welded on the inside and outside surfaces. The outside of the drawer head shall be puttied, sanded, and repainted so no visible evidence of the hole or its repair remains on the outer surface after replacement of the damaged parts.

b. In the interest of cost efficiency, the procedures identified in paragraph 10-15.1.a(2) shall not be used for GSA-approved security containers purchased after October 1991 (identified by a silver GSA label with red lettering affixed to the outside of the container control drawer) until it is first determined whether warranty protection still applies. To make this determination, contact the manufacturer and provide the serial number and date of manufacture of the container. If a Class 5 security container is under warranty, use the procedures described in the Naval Facilities Engineering Service Center (NFESC) Technical Data Sheet (TDS) 2000-SHR, "Neutralizing Locked-Out Containers," to neutralize a lock-out. If a Class 6 security container is under warranty, use the procedures described in the NFESC TDS 2010-SHR, "Red Label Class 6 Security Container Opening Procedures," to neutralize a lock-out. Go to the DoD Lock Program site for additional information.

2. GSA-approved containers that have been drilled in a location or repaired in a manner other than described in paragraph 10-15.1.a(2) are not considered restored to their original state of security integrity. Remove the "Test Certification Label" on the

inside of the locking drawer and the "Approved Security Container" label on the outside of the top drawer of the container. Place a permanently marked notice to this effect on the front of the container to indicate that these containers may be used to store only unclassified information.

3. When repair results are visible and could be mistaken for marks left in an attempt to gain unauthorized entry to the container, the locksmith should stamp a registration mark on the metal surface of the container and post a label inside the locking drawer stating the details of the repair. Use exhibit 10C to record the history of the security equipment to reflect the operating problems, the type of maintenance, the date repaired/inspected, the name and company of the technician, the name of the command, and the certifying official. Retain this record for the service life of the security container or vault door per reference (h).

4. External modification of GSA-approved security containers to attach additional locking devices or alarms is prohibited.

10-16 ELECTRONIC SECURITY SYSTEM (ESS)

1. An ESS consists of one or a combination of the following subsystems:

- a. Intrusion Detection System (IDS).
- b. Closed Circuit Television (CCTV); and
- c. Access Control System (ACS).

2. An IDS consists of monitors and electronic sensors designed to detect, not prevent, an attempted intrusion. These sensors are designed to detect movement, changes in heat sources, door openings, and sound changes. A CCTV system is designed to assess, view areas, or detect an intrusion. Some of the major components of a CCTV system are cameras, thermal imagers, switchers, and video motion detectors. An ACS system is designed to help control access to spaces. ACS components consist of card reader devices and/or biometrics, such as hand geometry, iris or fingerprint scanners, and the computers to control them.

3. An ESS provides additional protective controls at vital areas in the event of human or mechanical failure. The use of an ESS in the protection program of a command may be required because of