



MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AF 96603-7161

GruO 5510.11

CMCC

MAR 03 2000

GROUP ORDER 5510.11 W/CH1

From: Commanding Officer
To: Distribution List

Subj: CLASSIFIED MATERIAL CONTROL CENTER EMERGENCY DESTRUCTION
SUPPLEMENT

Ref: SECNAVINST 5510.36

Encl: (1) Emergency Destruction

1. Purpose. To protect material located within MAG-12 Classified Material Control Centers (CMCCs) and Secondary Control Points (SCPs) from a known perceived threat in order to prevent the compromise of that material by hostile agencies.

2. Information. There are ^{four} ~~three~~ central locations for classified material in MAG-12: SCP-A ^{↓ MAG-12 Operation Center} and the CMCC vault in building 1450E; SCP-B in building 1450F.

3. Action. Upon receipt of an order to destroy classified material, CMCCs and SCPs will take the following steps:

a. Call back and verify the authenticity of the order regardless of who the individual was (Commanding Officer, Executive Officer, Security Manager, Group Duty Officer, etc.).

b. Notify the Security Manager, CMCC Officer, and all appropriate personnel. Be sure to let them know that destruction has been ordered and authenticated. All phone numbers are in the GDO binder, located in the Adjutant's office during working hours and in the GDO office after working hours. If personnel are unavailable, continue with the destruction.

c. After hours, obtain the combinations to the CMCC vault from the 3rd SSCT, located in building 1450-B. This office is not operated on a 24-hour basis but they do maintain a beeper for quick notification (beeper #155).

d. The primary location available for destruction of classified material will be the burn cage in Bldg. 189, Communication Center. The Communication Watch Officer must be contacted at extension 5578 or 5579 upon implementation of the Emergency Destruction Supplement to ensure the burn cages' readiness. Ensure you have the matches and lighter fluid provided on the Emergency Destruction board located in the CMCC Vault. Do not throw entire manuals into the burn barrel as they will not burn; instead, loosen the binding and throw the papers in a few at a time to ensure the pages are burned to ash.

4. Responsibility. Individuals involved in the operation of CMCCs and SCPs have various responsibilities during an emergency destruction operation. These duties are (but not limited to) the following:

a. Security Manager. Responsible for the implementation and overall coordination of the Emergency Destruction Supplement. Will also inform the Commanding Officer upon the implementation and completion of the Emergency Destruction operation.

b. CMCC Officer

(1) Responsible for implementation and coordination of the Emergency Destruction Supplement in the absence of the Security Manager.

(2) Notify CMCC and SCP personnel of implementation of the Emergency Destruction Supplement.

(3) Ensure the CMCC personnel are completely informed and trained for the unplanned destruction of classified material.

(4) Ensure all SCPs report to the CMCC Officer when their individual SCPs requirements are met.

(5) Supply After Action comments to the Security Manager.

c. CMCC Custodian

(1) Perform all duties of the CMCC Officer when said officer is not available.

MAR 03 2000

(2) Make liaison with S-4 on required transportation and additional security measures (weapon/ammunition for armed guard).

(3) Forward a complete listing/inventory of all classified material subject to destruction from CMCC and all SCPs to the CMCC Officer.

d. SCP Custodian/Clerk

(1) Ensure all personnel needed for the destruction of classified material are present and/or accounted for.

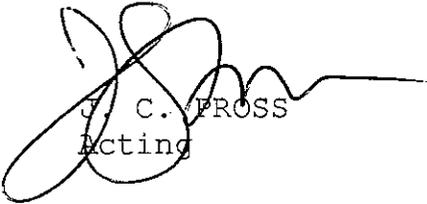
(2) Forward a complete listing/inventory of all material subject to destruction to the CMCC Custodian.

(3) Inform the CMCC Officer upon completion of the Emergency Destruction.

(4) Forward After Action comments to the CMCC Officer.

(5) Assist CMCC personnel when evacuation of classified material for destruction is necessary.

5. Unforeseen Situations. There may be a time that the situation becomes so volatile that destruction of material/information is not possible by the established methods of this Order. In this event the CMCC Officer /SCP Custodian may deviate from the contents of this Order as necessary to destroy classified information/material prior to compromise.


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Acting

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1ST MARINE AIRCRAFT WING, MARFORPAC
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GruO 5510.11 Ch 1
CMCC
14 SEP 2001

GROUP ORDER 5510.11 Ch 1

From: Commanding Officer, Marine Aircraft Group 12
To: Distribution List

Subj: CLASSIFIED MATERIAL CONTROL CENTER EMERGENCY DESTRUCTION
SUPPLEMENT

Encl: (1) New page inserts to GruO 5510.11

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 1, para 2, change "...three central locations..." to "...four locations...", and insert "the MAG-12 Operations Center" so that the paragraph reads: "...are four locations for classified material in MAG-12: SCP-A, the MAG-12 Operations Center and the CMCC vault in building 1450E; SCP-B in building 1450F."

3. Filing Instructions. File this Change immediately behind the signature page of the basic Order.


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EMERGENCY DESTRUCTION

1. Emergency destruction measures are taken to safeguard classified material/equipment against possible loss or compromise; and then when protection or evacuation of the material/equipment is not sufficient or practical. If in the event of an enemy attack, time factors probably would not allow for the evacuation of classified material/equipment. Therefore, under those conditions, emergency destruction should be the first consideration. Premature destruction is far better than subjecting classified material/equipment to loss or compromise.

2. Upon notification to implement emergency destruction procedures the CMCC Officer will complete the following tasks:

a. Recall all available personnel.

b. Notify and coordinate with MCAS PMO, to provide personnel for perimeter security.

c. Ready the destruction equipment. The two approved methods of destruction of classified material for 1st MAW units are shredding and burning.

(1) Classified material shredded using the strip shredder must be burned. Emergency burning will take place behind building 1450B.

(2) Classified material shredded using the INTIMUS cross-cut shredder is considered destroyed once shredded.

(3) When shredding classified material, ensure not to shred beyond the machine's capacity because jamming may occur. Also the shredder operator must oil their machine every 15 minutes of constant use to avoid causing the machine to malfunction.

(4) Those personnel not assigned to the shred or burn detail will assist in preparing documents for destruction.

(5) Classified material will be destroyed in priority order. The priority of material to be destroyed is:

PRIORITY #1 - TOP SECRET/SCI

ENCLOSURE (1)

GruO 5510.11

MAR 03 2000

PRIORITY #2 - NATO SECRET PUBLICATIONS/OP Orders
PRIORITY #3 - ALL REMAINING MATERIAL

d. Every attempt shall be made to retain all logbooks and other records (inventory, destruction, transmittal, receipt, etc.) in the event of destruction of classified material/equipment.

ENCLOSURE (1)