



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 8530.01

FEB 04 2013

J-6

SUBJECT: Communications Security (COMSEC)

References: See Enclosure 1

1. PURPOSE. This Directive, in accordance with (IAW) the authority in References (a) through (e), implements the policy established in Reference (f) for COMSEC in the Joint Task Force National Capital Region Medical (JTF CapMed) National Capital Region.

2. APPLICABILITY. This Directive applies to JTF CapMed Headquarters, Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC) [hereafter, FBCH and WRNMMC are referred to as Joint Medical Treatment Facilities (MTFs)], and the Joint Pathology Center (JPC).

3. DEFINITIONS. Terms used in this Directive are defined in Reference (f).

4. POLICY. It is JTF CapMed policy that:

a. Transmission of DoD information shall be protected through the COMSEC measures and procedures IAW Reference (f).

b. COMSEC materials shall be developed, acquired, operated, maintained, and disposed of through the approved methods per Reference (f).

c. COMSEC equipment shall be compatible with DoD-approved key management systems.

d. COMSEC equipment users and maintenance technicians shall be appropriately trained, to include certification if required.

e. COMSEC policy documents will comply and be consistent with Committee on National Security Systems Policy (CNSSP) issuances. The CNSSP issuances are available on the

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Nonsecure Internet Protocol Router Network at <http://www.cnss.gov> or on the SECRET Internet Protocol Router Network at http://www.iad.nsa.smil.mil/resources/library/cnss_section/index.cfm.

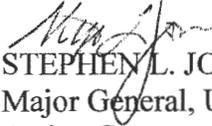
5. RESPONSIBILITIES. See Enclosure 2

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the JTF CapMed Website at www.capmed.mil.

7. EFFECTIVE DATE. This Directive:

a. Is effective upon publishing to the JTF CapMed Website; and

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with JTF CapMed Instruction 5025.01 (Reference (g)). If not, it will expire effective 10 years from the publication date and be removed from the JTF CapMed Website.


STEPHEN L. JONES
Major General, U.S. Army
Acting Commander

Enclosures

1. References
2. Responsibilities

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ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Authorities for Joint Task Force National Capital Region Medical (JTF CapMed)," February 7, 2012
- (b) Deputy Secretary of Defense Action Memo, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) JTF CAPMED-D 5106.01, "JTF CapMed Information Assurance Advisory Group (IAAG)," May 10, 2011
- (f) DoD Instruction 8523.01, "Communications Security (COMSEC) (U)," April 22, 2008
- (g) JTF CapMed Instruction 5025.01, "Formats and Procedures for the Development and Publication of Issuances," March 5, 2012

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ENCLOSURE 2

RESPONSIBILITIES

1. Joint MTF Commanders and Center Directors. The Joint MTF Commanders and Center Directors are ultimately responsible for the proper management and security of all COMSEC material held by his/her command / center. The Joint MTF Commanders and Center Directors shall:

- a. Comply with established policy and procedures governing the transmission of DoD information through COMSEC measures per Reference (f).
- b. Appoint in writing qualified and responsible individuals as COMSEC Manager and Alternate(s) Managers(s).
- c. Establish in writing a list of personnel authorized access to keying material.
- d. Ensure local training procedures are adequate to meet operational requirements and sufficient documentation is maintained.
- e. Ensure all COMSEC incident reports are promptly submitted and action taken as required.
- f. Ensure the establishment of local procedures for identifying any potentially significant changes in lifestyle, financial status, or disciplinary problems involving personnel authorized access to COMSEC material and for reporting those changes to the command Security Manager and if appropriate, Special Security Officer (SSO).
- g. Conduct unannounced spot checks at least quarterly of the COMSEC vault and spaces where COMSEC material is used and stored.
- h. Establish and test Emergency Action Plans.
- i. Conduct an inventory of all COMSEC material held by an account in conjunction with a change of COMSEC Manager and semiannually as required.

2. COMSEC Manager(s). The COMSEC Manager(s) shall be:

- a. Responsible for all actions associated with the receipt, handling, issue, safeguarding, accounting, and disposition of COMSEC material.
- b. Responsible for COMSEC duties and will normally report through the Chain of Command for operational COMSEC needs and for routine (administrative) duties requiring functional direction and administration.

c. Ensure that all COMSEC Alternate(s) are properly trained per Reference (f).

3. Alternate COMSEC Manager(s). The Alternate COMSEC Manager(s) shall:

a. Be designated in writing by the Joint MTF Commander or Center Director as the alternate COMSEC Manager with responsibility to assist the COMSEC Manager in the performance of COMSEC duties and for assuming the duties of the COMSEC Manager in his/her absence.

b. Report to the COMSEC Manager for COMSEC duties and share equally the responsibility for the proper management and administration of the COMSEC account with the COMSEC Manager.