

NSTISSI No. 4008  
9 August 1991

**NSTISS**

NATIONAL  
SECURITY  
TELECOMMUNICATIONS  
AND  
INFORMATION  
SYSTEMS  
SECURITY

**PROGRAM FOR THE MANAGEMENT  
AND USE OF  
NATIONAL RESERVE INFORMATION  
SYSTEMS SECURITY (INFOSEC) MATERIAL**

Approved for Release by NSA on 09-25-2024, FOIA Case # 51573

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**NSTISS**  
NATIONAL SECURITY  
TELECOMMUNICATIONS  
AND INFORMATION  
SYSTEMS SECURITY

## NATIONAL MANAGER

9 August 1991

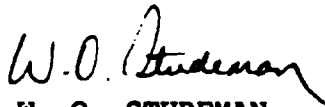
### FOREWORD

1. National Security Telecommunications and Information Systems Security Instruction (NSTISSI) No. 4008, "Program for the Management and Use of National Reserve Information Systems Security Material," establishes a National Reserve Program to ensure that information systems security (INFOSEC) end item equipment, ancillaries, and repair parts are utilized to the maximum extent. This NSTISSI also provides a means for determining annually the total U.S. inventory of INFOSEC equipment. This instruction supersedes NACSI No. 2001, dated 8 June 1970, entitled, "Program for the Management and Utilization of Excess Communications Security Material."

2. Representatives of the National Security Telecommunications and Information Systems Security Committee may obtain additional copies of this instruction from:

Executive Secretariat  
National Security Telecommunications and  
Information Systems Security Committee  
National Security Agency  
Fort George G. Meade, MD 20755-6000

3. U.S. Government contractors are to contact their appropriate government agency or Contracting Officer Representative regarding distribution of this document.



W. O. STUDEMAN  
Vice Admiral, U.S. Navy

PROGRAM FOR THE MANAGEMENT AND USE OF NATIONAL RESERVE INFORMATION SYSTEMS SECURITY (INFOSEC) MATERIAL

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SECTION I - PURPOSE

1. This instruction establishes the National Reserve Program to promote greater use of INFOSEC equipment, including TSEC nomenclatured ancillary devices, design controlled repair parts (DCRP), and other repair parts through the interchange, transfer, or sale of material, and to provide for the disposition of INFOSEC material excess to national needs. This program will be accomplished by screening the assets reported as excess to the needs of an individual user and establishing retention level quantities of contingency stocks for those assets determined to be non-excess to national needs. It also serves as a means for determining annually the total U.S. inventory of INFOSEC equipment.

SECTION II - SCOPE AND APPLICABILITY

2. The following procedures govern the reporting of all INFOSEC equipment, including TSEC nomenclatured ancillary devices, DCRP, and other repair parts owned by U.S. Government departments and agencies using INFOSEC equipment. The procedures outlined are intended to serve as a vehicle through which departments and agencies may use available national reserve resources. The reporting requirements of this program provide for categorizing equipment, ancillary devices, DCRP, and other repair parts according to their condition. The assignment of realistic condition codes to the material will ensure effective management of reported resources for utilization, disposal, or storage for future use.

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**SECTION III - DEFINITIONS**

3. The following definitions are applicable for purposes of this instruction:

a. INFOSEC equipment - includes both communications security (COMSEC) equipment and computer security (COMPUSEC) equipment that perform a cryptographic function and is subject to NSA configuration control.

b. National reserve - INFOSEC equipment, ancillaries, and DCRP determined by NSA to be non-excess and held as contingency stock for redistribution and reuse.

**SECTION IV - PROCEDURES**

4. The National Manager for National Security Telecommunications and Information Systems Security (NSTISS), in cooperation with U.S. Government departments and agencies, will maintain an INFOSEC Material Management Program to ensure that such material assets are used effectively through the interchange, transfer, or sale of available resources and related information. Assets reported by individual customers as excess will be reviewed to determine whether other users have an immediate or potential need for the item. Those items for which a need exists will be shipped to the requiring user. Those assets considered to have future use will be placed in inventory as contingency stock with an authorized retention level, and will be retained as national reserve assets (non-excess to national needs). National reserve assets will be provided to U.S. Government departments and agencies in accordance with national and DoD policies and procedures in a manner that ensures maximum use to satisfy valid needs.

5. Authorized foreign requirements for INFOSEC equipment may be satisfied from the inventory of the national reserve assets by sales accomplished through the normal foreign military sales (FMS) channels.

6. The Primary Inventory Control Activities (PICA) will function as the central point for the management and utilization of DCRP and other repair parts.

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SECTION V - RESPONSIBILITIES

7. Heads of U.S. departments and agencies using INFOSEC shall:

a. Submit annually, by 31 October, to the National Manager (DIRNSA, Attn: [redacted]), a report listing total INFOSEC equipment assets, including TSEC nomenclatured ancillary devices which, on 30 September of the reporting year, are owned by that activity. Additionally, any assets excess to their needs will be listed. Instructions and procedures for the submission of this report are contained in Annex A.

b. If waiting to report on the annual RCS-NSA-955 Report would decrease the effective reuse of excess INFOSEC equipment or TSEC nomenclatured ancillary devices, promptly advise NSA (ATTN: [redacted]). (See Annex A, paragraph 3.)

c. Submit annually, by 31 October, to the PICA (as established and promulgated by NSA for consumable items and repair parts) a report listing DCRP and other repair parts excess to their needs as of 30 September. The reports will be submitted in accordance with the format and procedures contained in Annex B.

d. Submit annually, by 31 October, to the PICA for nonconsumable items a report listing DCRP and other repair parts excess to needs as of 30 September. In order to ensure consistency, parts reports will be submitted in accordance with the format and procedures contained in Annex B.

e. Distribute, destroy, or cannibalize excess INFOSEC equipment and ancillary devices in accordance with applicable guidance provided by the National Manager, NSTISS.\*

f. Dispose of excess INFOSEC DCRP and other excess repair parts in accordance with applicable instructions provided by the PICA.

g. Determine and assign realistic condition codes for assets reported as excess. (See Annex D.)

\* For information on standards for the routine destruction of COMSEC material see NTISSI 4004, "Routine Destruction and Emergency Protection of COMSEC Material," dated 11 March 1987.

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8. The National Manager shall:

a. Establish a national reserve inventory in accordance with the criteria contained herein by determining the type and retention level in the national reserve inventory.

b. Manage the national INFOSEC reserve assets by providing for the cost effective reuse of national reserve assets.

c. Determine the national reserve contingency levels based on whether the item(s) may be needed to:

(1) Augment existing communications networks;

(2) Release to U.S. or foreign governments for contingency use or special projects during wartime or peacetime;

(3) Sell or transfer to authorized foreign governments;

(4) Use for spare parts to support remaining fielded equipment.

d. Arrange for the interchange of national reserve assets to U.S. Government departments and agencies.

e. Arrange for the sale of national reserve assets to authorized foreign governments through normal INFOSEC FMS channels.

f. Procure replacement assets with the proceeds derived from sales of assets requiring replacement. Deposit proceeds from sales of assets not requiring replacement into the Miscellaneous Receipts Treasury Account.

g. Arrange for the secure storage, inventory control, packing, shipping, rehabilitation, and destruction of national reserve INFOSEC equipment and ancillary devices at a facility that can provide these capabilities.

h. Provide disposition instructions for excess assets (see Annexes A and B).

i. Provide each reporting activity updated listings of INFOSEC equipment and TSEC nomenclatured ancillary devices (see Annex A).

9. The appropriate PICA shall:
- a. Review the listings of DCRP and other repair parts reported as excess by the retail activities, and provide for their disposition by redistribution, retention, or destruction.
  - b. Provide disposition instructions to the retail activities for the DCRP and other repair parts reported as excess.

4 Enclosures:

- Annex A: Report of COMSEC Material (RCS-NSA-955) INFOSEC Equipment and Ancillary Devices
- Annex B: Excess INFOSEC Material Report (RCS-NSA-954) Design Controlled Repair Parts (DCRP) and Other Repair Parts
- Annex C: Guidance for Special Disposal and Demilitarization of all INFOSEC Design Controlled Repair Parts
- Annex D: Material Condition Codes

ANNEX A  
REPORT OF COMSEC MATERIAL  
(RCS-NSA-955)  
INFOSEC EQUIPMENT AND ANCILLARY DEVICES

1. The Report of COMSEC Material (RCS-NSA-955) will contain only INFOSEC equipment and TSEC nomenclatured ancillary devices. DCRP and other repair parts will be on a separate report (RCS-NSA-954) (See Annex B).

2. The Report of COMSEC Material (RCS-NSA-955) will be submitted in duplicate to NSA (ATTN: ), by 31 October of each year. The cut-off date for listing quantities in this submission is 30 September of the reporting year. Equipment transactions occurring after that date will be reported in the subsequent year's report. It will be prepared in accordance with the attached format.

3. Interim excess material reports, submitted in accordance with paragraph 7.b. of the basic instruction, are exempt from further reporting on the RCS-NSA-955 Report.

4. NSA will prepare and distribute to all users of INFOSEC equipment, by 30 April of each year, a listing of INFOSEC equipment and TSEC nomenclatured ancillary devices available from the national reserve inventory.

5. Requirements for national reserve material may be requested from NSA, in accordance with the cover letter which will accompany the listing. Users will provide a transportation fund citation for shipping unclassified and controlled cryptographic items (CCIs).

6. When requests for INFOSEC material exceed the total available in the listing of national reserve material, NSA will determine priority of distribution and will notify requesting departments and agencies.

7. Where no current requirement exists for the INFOSEC equipment reported as excess, NSA will issue disposition instructions to move this equipment to a designated facility or destroy the equipment.

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8. The RCS-NSA-955 Report, provided by NSA in August to each user in accordance with paragraph 8.h. of the basic instruction, is identical in format to the RCS-NSA-955 Report submitted by reporting organizations except that excesses, where applicable, will not be included. This listing is provided for use in preparing the subsequent year's report. Additions, deletions, and changes can be noted on the listing.

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SAMPLE FORM

DATE:

RCS-NSA-955  
 REPORT OF COMSEC MATERIAL (EQUIPMENT AND ANCILLARY DEVICES)  
 REPORTING ELEMENT - (Name of Reporting Element Here)

(1)	(2)	(3)		ANTICIPATED
SHORT TITLE	TOTAL QUANTITY OWNED	QUANTITY EXCESS	CONDITION OF EXCESS	EXCESS (NEXT YEAR)

(1) List by end item or ancillary item short title nomenclature.

(2) This is the total quantity owned by the reporting organization, including equipment on loan to other organizations.

(3) Use Condition Code column for excess material only. Use MILSTRAP Condition Codes listed in Annex D. Reporting organizations utilizing GSA Condition Codes should convert the MILSTRAP Code as noted in Annex D.

APPENDIX TO  
 ANNEX A to  
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ANNEX BEXCESS INFOSEC MATERIAL REPORT  
(RCS-NSA-954)DESIGN CONTROLLED REPAIR PARTS (DCRP) AND OTHER REPAIR PARTS

1. The Excess INFOSEC Material Report (RCS-NSA-954) will contain both DCRP and other repair parts. INFOSEC equipment and TSEC nomenclatured ancillary devices are addressed in Annex A.

2. DCRP and other repair parts determined by the retail activities to be in excess of their requirements will be reported to the PICA in the format shown in the appendix to this Annex.

3. Forward your report, by 31 October of each year, listing excess parts. Negative reports are required. You may also forward a report when significant excesses (quantity or dollar value) are identified and when holding such information until the next scheduled Excess INFOSEC Material Report submission would decrease the effective reuse of excess material.

4. The PICA will consolidate excess retail DCRP listings and provide a listing of the reported excess parts to all retail activities.

5. Excess parts for which a need exists will be requested by the retail activities from the PICA within 45 days after receipt of the listing.

6. When requests exceed the total available, the PICA will determine the priority for distribution and will notify the requesting activities of this determination.

7. Where no current requirements exist for the excess parts, but a potential future need is foreseeable, the PICA will issue disposition instructions to move these DCRPs or other repair parts to a designated storage facility.

8. Excess material for which a need does not exist will be disposed of in accordance with the guidance provided in Annex C.

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SAMPLE FORM

DATE:

EXCESS INFOSEC MATERIAL REPORT  
FOR DCRPs (RCS-NSA-954)

FROM: (Give complete address)

TITLE: Excess INFOSEC Material Report for DCRP and other repair  
parts

<u>NATIONAL</u> <u>STOCK</u> <u>NUMBER</u>	<u>PART</u> <u>NUMBER</u>	<u>NOUN</u> <u>NAME</u>	<u>UNIT OF</u> <u>ISSUE</u>	<u>EXCESS</u> <u>QUANTITY</u>	<u>CONDITIONS</u> <u>CODE</u>	<u>UNIT</u> <u>PRICE</u>
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\*Use MILSTRAP Condition Codes as stated in Annex D. Reporting organizations utilizing GSA Condition Codes should convert to MILSTRAP as noted in Annex D.

APPENDIX TO  
ANNEX B TO  
NSTISSI No. 4008

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ANNEX CGUIDANCE FOR SPECIAL DISPOSAL AND  
DEMILITARIZATION OF ALL INFOSEC DESIGN  
CONTROLLED REPAIR PARTS

1. INFOSEC design controlled repair parts (DCRP) are parts, elements, subassemblies, or assemblies of which the design is controlled by NSA and are categorized as follows:

- a. Unclassified items with no assigned TSEC nomenclature.
- b. Unclassified items with assigned TSEC nomenclature.
- c. Classified items usually identified by TSEC nomenclature.

2. Unclassified DCRP referred to above, which have been screened in accordance with this instruction, for which no transfer orders or holding actions are pending, and which have been authorized for destruction by the PICA, will be disposed of as follows:

- a. The holding activity will remove and destroy all TSEC nomenclature or other nameplates or markings which associate the items with the National Security Agency (NSA) or the operational purpose for which the item was intended. Part numbers beginning with "ON" or "CE" need not be removed. When the nameplate or marking cannot be economically removed or when removal would render the material valueless, the item shall be destroyed in the same manner as prescribed in paragraph 3. below, for classified items.
- b. Transfer the item to an appropriate disposal activity as nonreportable personal property. DO NOT report the item by Federal Stock Number with a Federal Stock Class (FSC) of 5810. Recode such items with FSC 9999 and transfer to the disposal activity by FSC only (no Federal Item Identification Number will be cited). The item name will be entered on the transfer document. No additional descriptive material (drawings, etc.) is to be furnished to the disposal activity.

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c. The paperwork documenting transfer to the disposal activity shall bear the following notation:

**NONREPORTABLE PERSONAL PROPERTY - DLSC/GSA SCREENING  
NOT REQUIRED - LOCAL AREA SCREENING AUTHORIZED**

3. Excess classified DCRPs, referred to in subparagraph 1.c. above, may not be disposed of without specific NSA approval. Destruction of classified items will be accomplished in accordance with NTISSI 4004, "Routine Destruction and Emergency Protection of COMSEC Material."

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ANNEX DMATERIAL CONDITION CODES

The following condition codes will be used in conjunction with the reporting procedures contained in paragraph 8.a. of the basic instruction.

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
A	Serviceable (issuable without qualifications)	New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restriction.
B	Serviceable (issuable with qualifications)	New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy.
C	Serviceable (priority issue)	Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a useable asset.
D	Serviceable (test/modification)	Serviceable material which requires test, alteration, modification, conversion or disassembly. (This does not include items which must be inspected or tested immediately prior to issue.)

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E	Unserviceable (limited restoration)	Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
F	Unserviceable (repairable)	Economically repairable material which requires repair, overhaul, or reconditioning (includes repairable items which are radioactively contaminated).
G	Unserviceable (incomplete)	Material requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (condemned)	Material which has been determined to be unserviceable and is uneconomical to repair (includes condemned items which are radioactively contaminated).
I	Suspended (in stock)	Material in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known.

## NOTES:

- 1 GSA Condition Codes N-1/2, E-1/2, O-1/2 report MILSTRAP Code "A."
- 2 GSA Condition Codes N-3/4, E-3/4, O-3/4, R-1/2/3/4 report MILSTRAP Code "F."

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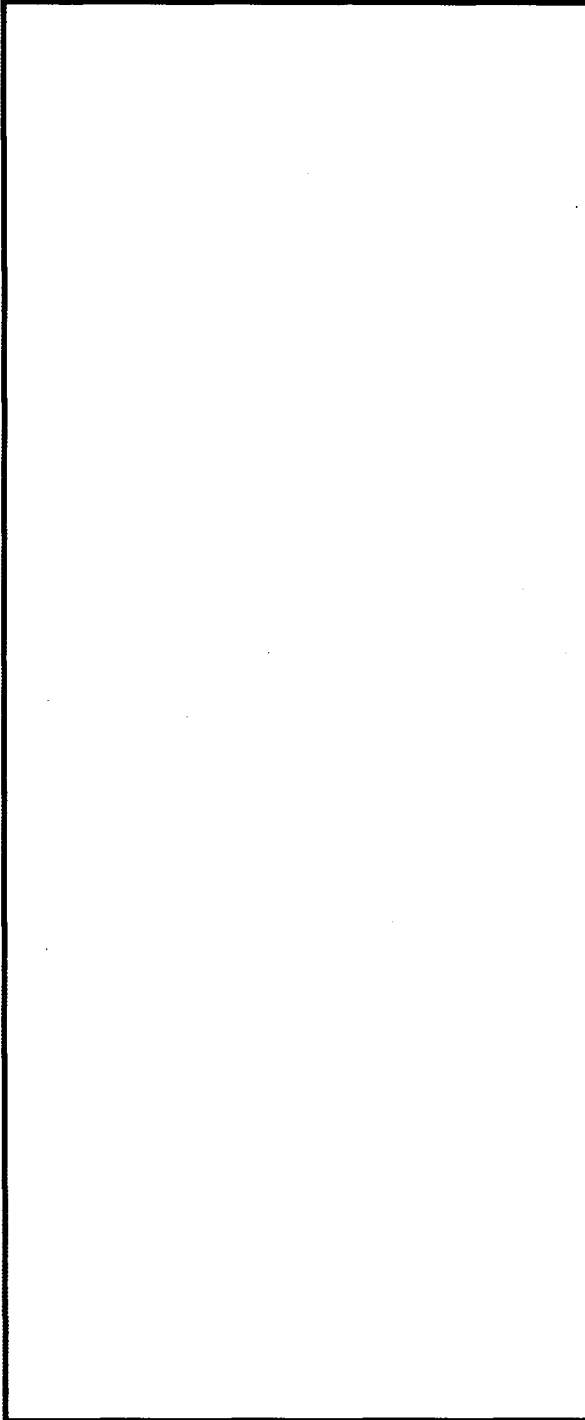


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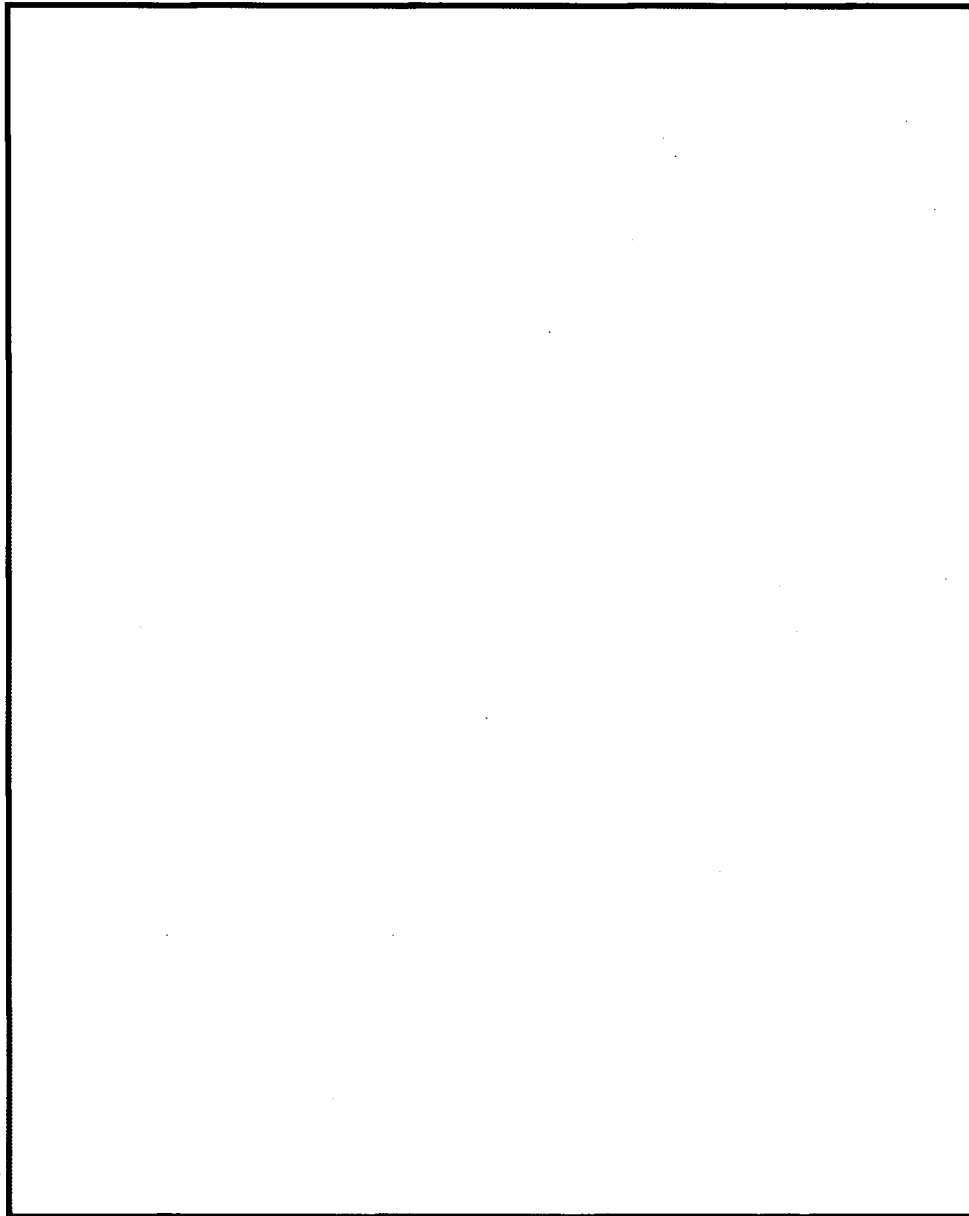
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