

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1  
August 2006



**DESTRUCTION AND EMERGENCY  
PROTECTION PROCEDURES  
FOR  
COMSEC AND CLASSIFIED  
MATERIAL**

**This document contains information exempt from mandatory disclosure under the FOIA. Exemption 3 applies.**

**The information contained herein that is marked U//FOUO is for the exclusive use of the DoD, other U.S. government, and U.S. contractor personnel with a need-to-know. Such information is specifically prohibited from posting on unrestricted bulletin boards or other unlimited access applications, and to an e-mail alias.**

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

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1  
August 2006



## Committee on National Security Systems

### FOREWORD

1. (U) The Committee on National Security Systems Instruction (CNSSI) No. 4004, "Destruction and Emergency Protection Procedures for COMSEC and Classified Material," prescribes minimum standards, processes, and procedures for the destruction of COMSEC and classified material. The instruction also provides criteria and guidance for the protection of such material under emergency conditions.
2. (U) CNSSI No. 4004 is effective immediately and supersedes NTISSI No. 4004, "Routine Destruction and Emergency Protection of COMSEC Material," dated 11 March 1987.
3. (U) Federal departments and agencies may obtain additional copies of this instruction by contacting the CNSS Secretariat at telephone numbers and email address provided below.

/s/

KEITH B. ALEXANDER  
Lieutenant General, U.S. Army

CNSS Secretariat [redacted] . National Security Agency . 9800 Savage Road STE 6716 . Ft Meade MD 20755-6716



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

[redacted]  
(b) (3) - P.L. 86-36

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

**(U) DESTRUCTION AND EMERGENCY PROTECTION PROCEDURES FOR COMSEC AND CLASSIFIED MATERIAL**

PURPOSE..... I  
SCOPE..... II  
REFERENCES ..... III  
DEFINITIONS..... IV  
EXCEPTION ..... V  
ROUTINE DESTRUCTION ..... VI  
OF COMSEC AND CLASSIFIED MATERIAL  
EMERGENCY PROTECTION..... VII  
OF COMSEC AND CLASSIFIED MATERIAL

**(U) SECTION I - PURPOSE**

1. (U) This instruction prescribes the minimum standards, processes, and procedures for the routine destruction and emergency protection of COMSEC and classified material. U.S. Government departments, agencies, and military services may impose more stringent standards or requirements; however, the standards set forth in this instruction shall not be diminished.

2. (U) National standards for the destruction of COMSEC and classified material are necessary to ensure that sensitive data cannot be recovered from the residue of this material after destruction. The standards in this instruction were formulated through careful analysis, in many cases with the aid of sophisticated laboratory equipment. These standards are minimum requirements, which will ensure secure destruction. Additional and more specific guidance can be found within the associated ANNEXES. Updates to, or the addition of ANNEXES, will occur as technologies, threats, or requirements dictate. The following ANNEXES are included in this instruction:

- A (U) Destruction Methods and Standards for Devices Containing COMSEC and Classified Data
- B (U) COMSEC Equipment Demilitarization Process and Procedures
- C (U) Requirements for the Routine Destruction of Classified and COMSEC Printed Circuit Boards (PCBs) or Microcircuits
- D (U) Recovery of Abandoned COMSEC Material
- E (U) Emergency Destruction Guidance for Information Storage Media and Systems
- F (U) References

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

(b) (3) - P.L. 86-36

CNSS Instruction No. 4004.1

**(U) SECTION II --SCOPE**

3. (U//~~FOUO~~) This instruction applies to U.S. Government departments and agencies, that hold COMSEC or classified material, and to contractors and other U.S. non-governmental sources that produce or hold COMSEC or classified material. In cases of conflict between this CNSSI and Operational Security Doctrine for a specific cryptosystem, the Operational Security Doctrine shall take precedence. When a conflict or a CNSSI No. 4004 compliance issue cannot be resolved, resolution shall be requested from the National Security Agency, [REDACTED] through command or staff organizational channels.

4. (U) The information contained in this instruction shall be promulgated within each department and agency to the commanders and civil officials responsible for organizations that hold COMSEC or else process classified material. Such promulgation may be effected through issuance of this instruction or through incorporation of its provisions into department or agency documents.

**(U) SECTION III - REFERENCES**

5. (U) The requirements of the referenced publications apply to this instruction to the extent specified herein. See ANNEX F.

**(U) SECTION IV - DEFINITIONS**

6. (U) The definitions contained in CNSSI No. 4009, "National Information Assurance (IA) Glossary," apply to this instruction. The following are modified or additional terms and definitions that apply to this instruction.

a. (U) Access - Capability and opportunity to gain knowledge of or to alter information or material (A person does not have access merely by being in a place where COMSEC material is kept, as long as security measures such as physical controls or authorized escort prevents compromise of COMSEC material.).

b. (U) Demilitarize - For the purpose of this instruction, to demilitarize is the process of preparing COMSEC equipment for disposal by extracting all CCI, classified, or CRYPTO marked components for their secure destruction, as well as defacing and disposing the remaining equipment hulk.

c. (U) Excess - The discarding of equipment or material.

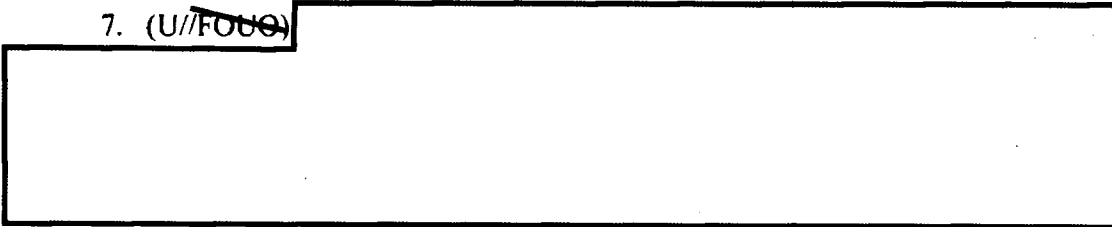
~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

(U) SECTION V - EXCEPTION

7. ~~(U//FOUO)~~



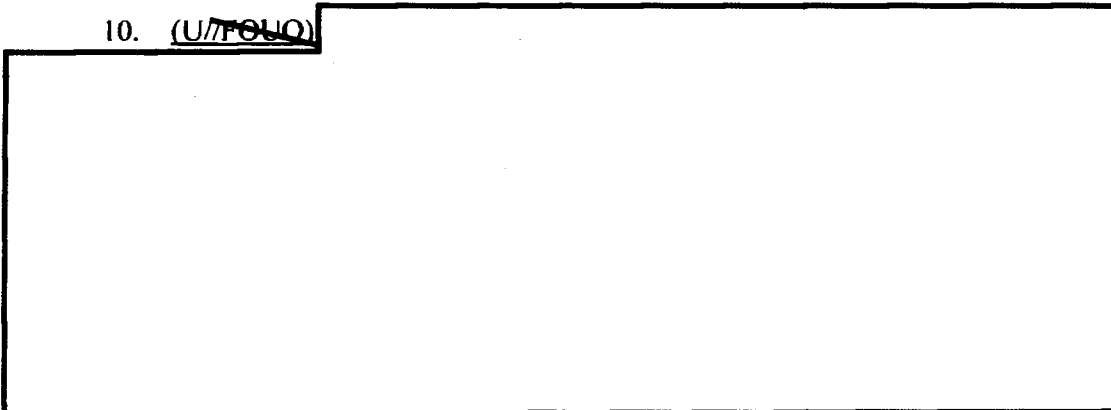
Note: (U) When the term Controlling Authority is used in this document, it also refers to the Command Authority for electronic key.

(U) SECTION VI - ROUTINE DESTRUCTION OF COMSEC AND CLASSIFIED MATERIAL

8. (U) ROUTINE DESTRUCTION POLICY FOR COMSEC KEYING MATERIAL - Keying material shall be destroyed as soon as possible after it has been superseded, served its intended purpose, or is obsolete, in accordance with the methods described in paragraph 12 or in ANNEX A. However, defective or faulty key shall not be destroyed. Defective or faulty key shall be reported to the National Security Agency, Information Assurance Directorate, ATTN: IOIP3 (410.854.6835), and held for disposition instructions.

9. (U) TRAINING OF DESTRUCTION PERSONNEL - Heads of departments and agencies shall ensure that destruction personnel have been properly trained prior to performing destruction in accordance with guidance contained in this instruction. The personnel involved must be instructed on the proper use and handling of the destruction devices and proper destruction procedures.

10. ~~(U//FOUO)~~



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

Note: (U) The terms "appropriately cleared" and "cleared," mean possession of a clearance for the highest classification of the material to be destroyed.

a. (U//~~FOUO~~)

[Redacted]

b. (U//~~FOUO~~)

[Redacted]

c. (U//~~FOUO~~)

[Redacted]

d. (U//~~FOUO~~)

[Redacted]

(1) (U//~~FOUO~~)

[Redacted]

(2) (U//~~FOUO~~)

[Redacted]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

(b) (3) -18 USC 798  
(b) (3) -P.L. 86-36

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

11. (U) SCHEDULING ROUTINE DESTRUCTION

a. (U//~~FOUO~~)

[Redacted content for item a]

b. (U//~~FOUO~~)

[Redacted content for item b]

**Note:** (U) The KYK-13, KOI-18, and KYX-15 are excluded from the audit trail requirement because they do not have an audit trail capability.

c. (U//~~FOUO~~)

[Redacted content for item c]

d. (U//~~FOUO~~)

[Redacted content for item d]

e. (U//~~FOUO~~)

[Redacted content for item e]

f. (U//~~FOUO~~)

[Redacted content for item f]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

g. (U//~~FOUO~~)

[Redacted]

h. (U//~~FOUO~~)

[Redacted]

i. (U//~~FOUO~~)

[Redacted]

j. (U//~~FOUO~~)

[Redacted]

12. (U//~~FOUO~~)

[Redacted]

a. (U//~~FOUO~~)

[Redacted]

(1) (U//~~FOUO~~)

[Redacted]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



**UNCLASSIFIED//FOR OFFICIAL USE ONLY**

CNSS Instruction No. 4004.1

(2) (U//~~FOUO~~)

(3) (U//~~FOUO~~)

(4) (U//~~FOUO~~)

b. (U//~~FOUO~~)

(1) (U//~~FOUO~~)

(2) (U//~~FOUO~~)

**Note:** (U) Caution should be exercised to prevent potential hazards when using chemical means for destruction.

(3) (U//~~FOUO~~)

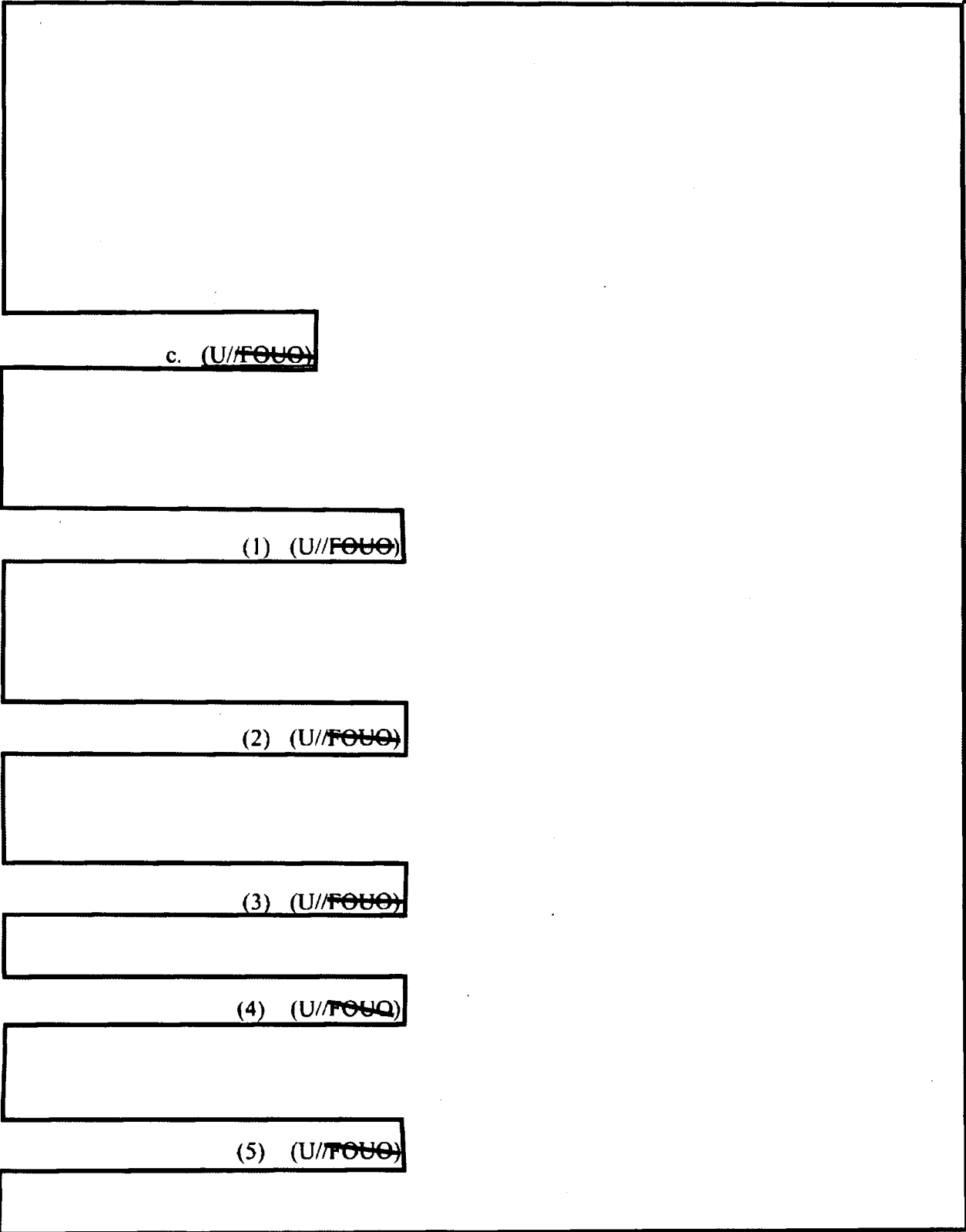
(4) (U) Optical, magnetic (electronic), or recording storage media are handled on an individual basis and shall be destroyed in accordance with methods and standards as described in ANNEX A.

(5) (U//~~FOUO~~)

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

(b) (3) -18 USC 798  
(b) (3) -P.L. 86-36

CNSS Instruction No. 4004.1



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

**UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**

(b) (3) -18 USC 798  
(b) (3) -P.L. 86-36

CNSS Instruction No. 4004.1

(6) (U//~~FOUO~~)

(7) (U//~~FOUO~~)

(8) (U//~~FOUO~~)

**Note:** (U//~~FOUO~~)

(9) (U//~~FOUO~~)

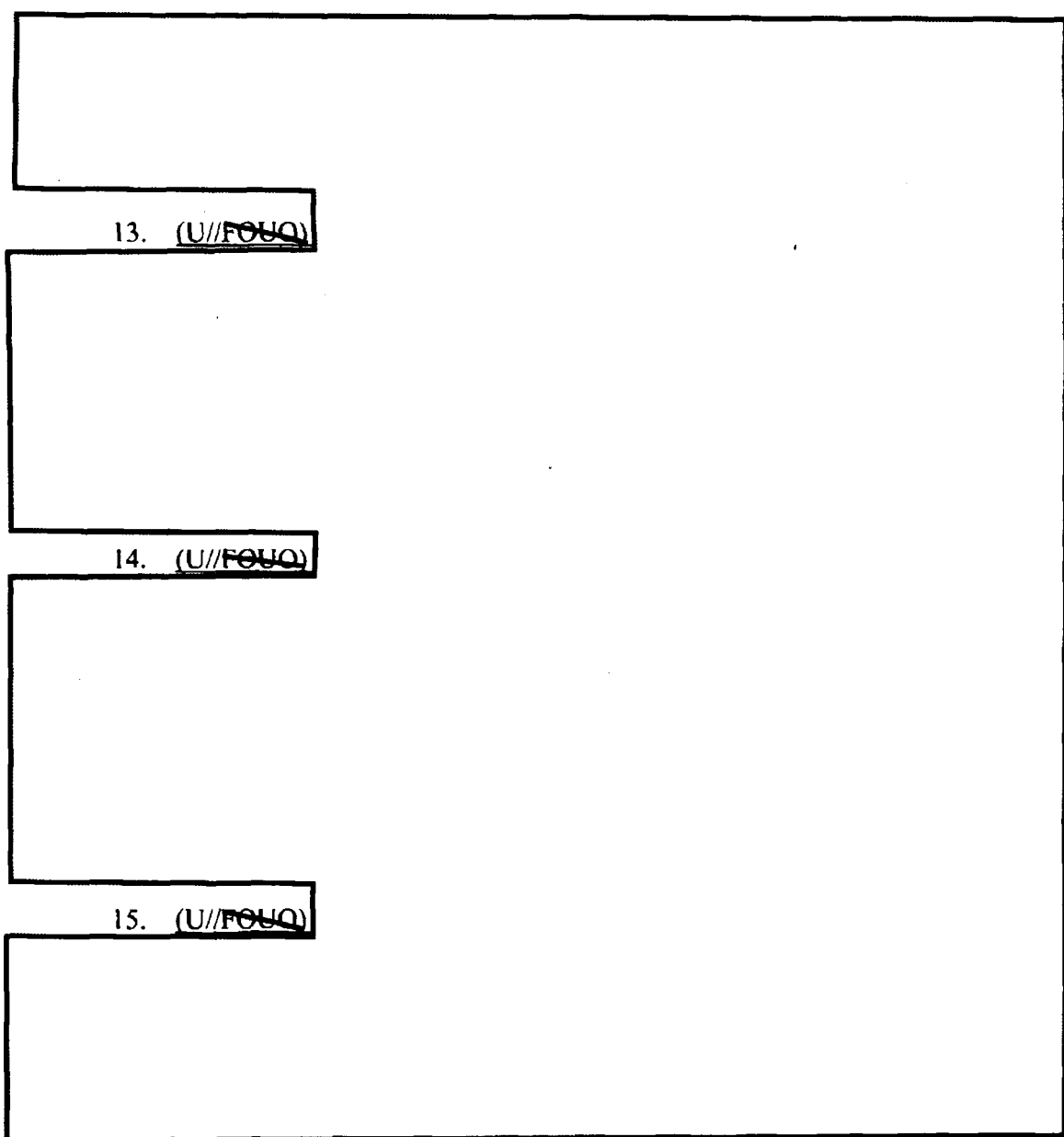
**Note:** (U) Assistance in determining the location of the CCI or classified components within the device, if needed, can be obtained by calling the NSA Satellite Program Office.

d. (U//~~FOUO~~)

**UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1



13. ~~(U//FOUO)~~

14. ~~(U//FOUO)~~

15. ~~(U//FOUO)~~

16. (U) REPORTING ROUTINE DESTRUCTION OF COMSEC MATERIAL

a. ~~(U//FOUO)~~



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

(b) (3) -18 USC 798  
(b) (3) -P.L. 86-36

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

b. (U//~~FOUO~~)  
[Redacted]  
c. (U//~~FOUO~~)  
[Redacted]

(U) SECTION VII - EMERGENCY PROTECTION OF COMSEC AND CLASSIFIED MATERIAL

17. (U//~~FOUO~~)  
[Redacted]  
a. (U//~~FOUO~~)  
[Redacted]  
b. (U//~~FOUO~~)  
[Redacted]  
c. (U//~~FOUO~~)  
[Redacted]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

[Redacted]

(1) (U//~~FOUO~~)

[Redacted]

(2) (U//~~FOUO~~)

[Redacted]

d. (U//~~FOUO~~)

[Redacted]

g. (U//~~FOUO~~)

[Redacted]

18. (U) PREPAREDNESS PLANNING FOR DISASTERS - Planning for disasters must provide for:

- a. (U) Fire reporting and initial fire response by assigned personnel.
- b. (U) Assignment of on-the-scene responsibility for ensuring protection of COMSEC and classified material.
- c. (U) Securing or removing of classified COMSEC and other classified material and evacuation of the area(s).
- d. (U) Procedures for receiving first responders, such as, local police, fire fighters, paramedics, and hazardous material (HAZMAT) crews.
- e. (U) Protection of classified COMSEC and other classified material when admission of first responders into the secure area(s) is necessary.

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

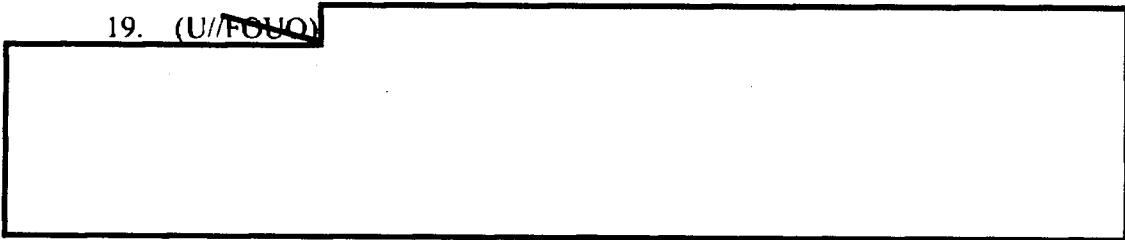
**CNSS Instruction No. 4004.1**

f. (U) Assessment and reporting of probable exposure of classified COMSEC and other classified material to unauthorized persons during the emergency. A debriefing should be provided, and a record of the debriefing (i.e., certificate, log entry etc.) in the event of a probable disclosure.

g. (U) Post-emergency inventory of COMSEC and classified material and reporting of any losses or unauthorized exposures to appropriate authority.

h. (U) Disposition or destruction of damaged COMSEC equipment using routine destruction methods.

19. (U//~~FOUO~~)



a. (U) Assessing the threat of occurrence of various types of hostile actions at the particular activity and of the threat that these potential emergencies pose to the COMSEC material held.

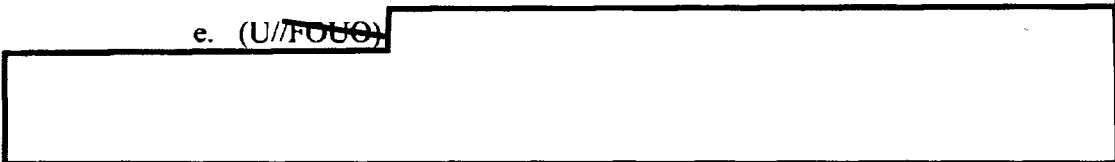
b. (U) Availability and adequacy of physical security protection capabilities; e.g., perimeter controls, guard forces, and physical defenses at the individual buildings and other locations in which COMSEC and classified material is held.

c. (U) Facilities for effecting emergency evacuation of COMSEC and classified material under emergency conditions, including an assessment of the probable risks associated with evacuation.

**Note:** (U) Except under extraordinary conditions (e.g., an urgent need to restore secure communications after relocation), COMSEC keying material should be destroyed rather than evacuated.

d. (U) Facilities and procedures for effecting secure emergency destruction of COMSEC and classified material held, including adequate supplies of destruction devices, availability of electrical power, secure nearby storage facilities, adequately protected destruction areas, personnel assignments, and responsibilities for implementing emergency destruction.

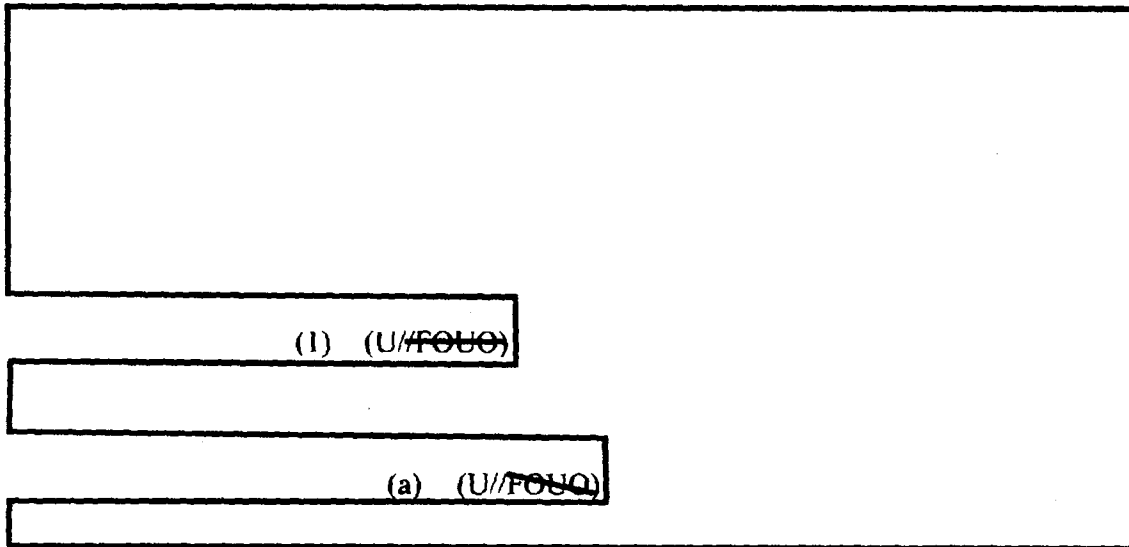
e. (U//~~FOUO~~)



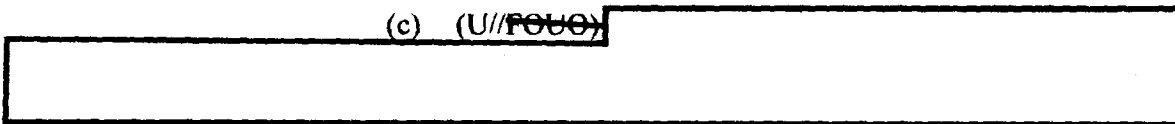
~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

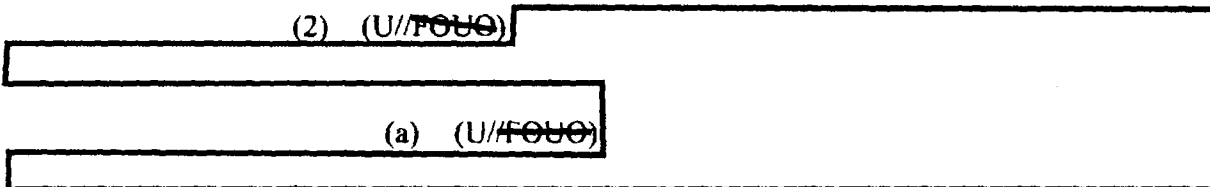
CNSS Instruction No. 4004.1



(b) (U) Remove the screw posts or binder rings, or open the multi-ring binder, whichever is applicable.

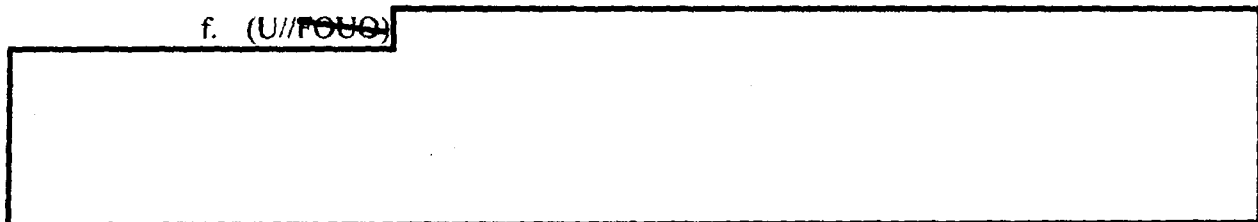


(d) (U) Reassemble the document and conduct a page check.



(b) (U) Insert a thin metal rod (e.g., wire or screwdriver) through the remaining top left-hand hole of the document.

(c) (U) Grasp the rod in both hands and vigorously shake the document; the sensitive pages should fall out freely.



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

[Redacted]

20. (U//~~FOUO~~)

[Redacted]

a. (U//~~FOUO~~)

[Redacted]

b. (U//~~FOUO~~)

[Redacted]

21. (U//~~FOUO~~)

[Redacted]

a. (U) All duties under the plan must be clearly and concisely described.

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

b. (U//~~FOUO~~)

[Redacted]

c. (U//~~FOUO~~)

[Redacted]

d. (U//~~FOUO~~)

[Redacted]

(1) (U//~~FOUO~~)

[Redacted]

(2) (U//~~FOUO~~)

[Redacted]

(3) (U) Zeroize the cryptographic equipment.

(4) (U) Lock up any other classified COMSEC and other classified material in approved storage containers.

(5) (U) Secure the facility door(s), and leave.

(6) (U) Upon return, conduct a careful inventory.

(U//~~FOUO~~)

[Redacted]

22. (U//~~FOUO~~)

a. (U//~~FOUO~~)

[Redacted]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

b. (U//~~FOUO~~)

c. (U//~~FOUO~~)

(1) (U//~~FOUO~~)

(2) (U//~~FOUO~~)

(3) (U//~~FOUO~~)

Note: (U//~~FOUO~~)

23. (U//~~FOUO~~)

a. (U//~~FOUO~~)

b. (U//~~FOUO~~)

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

[Redacted]

c. (U//~~FOUO~~)

[Redacted]

d. (U//~~FOUO~~)

[Redacted]

e. (U//~~FOUO~~)

[Redacted]

f. (U//~~FOUO~~)

[Redacted]

g. (U//~~FOUO~~)

[Redacted]

24. (U//~~FOUO~~)

[Redacted]

a. (U//~~FOUO~~)

[Redacted]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

CNSS Instruction No. 4004.1

A large rectangular redacted area occupies the upper middle portion of the page. On the left side of this area, there are three smaller rectangular redacted boxes stacked vertically. The middle box contains the text "b. (U//~~FOUO~~)". The bottom box contains the text "c. (U//~~FOUO~~)".

Encls:  
ANNEXES A - F

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

**UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**

(U) CNSSI No. 4004 ANNEX A		
(U) DESTRUCTION METHODS AND STANDARDS FOR DEVICES CONTAINING COMSEC OR CLASSIFIED DATA		
<u>MATERIAL</u>	<u>DESTRUCT METHOD</u>	<u>PARTICLE SIZE/REMARKS</u>
Printed COMSEC Paper material (paper documents such as maintenance manuals, descriptions, drawings, specifications, or software of cryptographic logic)	Burn	White Ash
	Pulp <sup>1</sup> , Pulverize, Disintegrate, Chop	5 mm
	Crosscut Shred	5 mm x 1 mm; 5 mm <sup>2</sup> area
Key or Punched Tape	Burn	White Ash
	Pulverize, Disintegrate	5 mm
	Punched Tape Destruction Devices per NSA/CSS 04-01	2.6 mm x .7 mm
Plastic Canisters <sup>2</sup>	Disintegrate, crush	
Floppy Disks	Degauss	
	Burn	Crush ashes
	Shred after removing jacket and metal hub	5mm
<b>Exception</b> – Unclassified floppy disks containing encrypted key, also known as “Black Key”	Cut into pieces	Cut into 4 pieces
Hard Drives	Degauss	
	Smelt	Temperature of 2800 degrees Fahrenheit required

<sup>1</sup> (U) High wet-strength paper (map stock) and durable-medium paper substitute (e.g., TYVEK Olefin, Polyethylene Fiber) shall be destroyed by dry disintegration, shredding, or burning. **DO NOT PULP.**

<sup>2</sup> (U) Canisters may be disintegrated after material is removed and accounted for.

**UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**

(U) CNSSI No. 4004 ANNEX A		
(U) DESTRUCTION METHODS AND STANDARDS FOR DEVICES CONTAINING COMSEC OR CLASSIFIED DATA		
Typewriter Ribbons	Burn, Disintegrate	5 mm
Microfiche, Microfilm, Photo Negatives, and Photomasks	Chemical <sup>3</sup>	Bleach for film masters; acetone or methylene chloride for diazo reproductions. Complete immersion removes information from base material
	Burn	Crush ashes
Integrated Circuits, Hybrid Circuits, PCMCIA Card, MOS Wafers, PROMs, Printed-Circuit Boards (PCBs)	Burn	Temperature above 2800 degrees Fahrenheit required. Crush ashes
	Pulverize <sup>4</sup>	1 mm particle
Magnetic Tape (Digital and Analog)	Degauss	
	Burn	Crush ashes
Magnetic Cores	Burn, Smelt	Crush ashes
Magnetic Disks	Degauss	
	Grind or sand recording surface with emery wheel or sander.	Entire recording surface must be removed
	Smelt	Temperature of 1382 degrees Fahrenheit required
Compact Disk (CD) and Digital Versatile Disk (DVD)	Disintegrate  Optical Media Destruction Devices per NSA/CSS 04-02	5 mm particle

<sup>3</sup> (U) Guidance/further information available from DIRNSA   . . . . .

(b) (3) - P.L. 86-36

<sup>4</sup> (U) Refer to ANNEX C.

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

<b>(U) CNSSI No. 4004 ANNEX A</b>		
<b>(U) DESTRUCTION METHODS AND STANDARDS FOR DEVICES CONTAINING COMSEC OR CLASSIFIED DATA</b>		
<b>Exception</b> – Unclassified CDs containing encrypted key, also known as “Black Key”	Cut or break into pieces	4 pieces
Smart Cards	Disintegrate	2 mm particle
	Strip Cut Shred	2 mm strip cut
	Burn	Crush ashes
KSD-64A	Zeroize in STU III	

(b) (3) - P.L. 86-36

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

**(U) CNSSI No. 4004 ANNEX B**

**(U) COMSEC EQUIPMENT DEMILITARIZATION PROCESS AND PROCEDURES**

1. (U) The guidance set forth in this ANNEX applies to U.S. Government civil departments, agencies, and contractors that hold COMSEC material and non-U.S. government sources that hold COMSEC material. Military Services, however, shall follow disposition guidance provided by their respective COMSEC Service Authority.

2. (U) Contractors possessing U.S. Government Furnished COMSEC Equipment shall obtain approval from the owning department or agency prior to disposal of excess equipment and comply with the instructions provided by the COMSEC Service Authority for the equipment's final disposition.

3. (U//~~FOUO~~)

[Redacted]

4. (U) Removal and disposition of COMSEC components, devices, and hardware shall be performed at the direction of the department or agency COMSEC authority in accordance with the following processes and procedures:

a. (U//~~FOUO~~)

[Redacted]

b. (U//~~FOUO~~)

c. (U//~~FOUO~~)

(1) (U//~~FOUO~~)

(b) (3) - 18 USC 798  
(b) (3) - P.L. 86-36

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

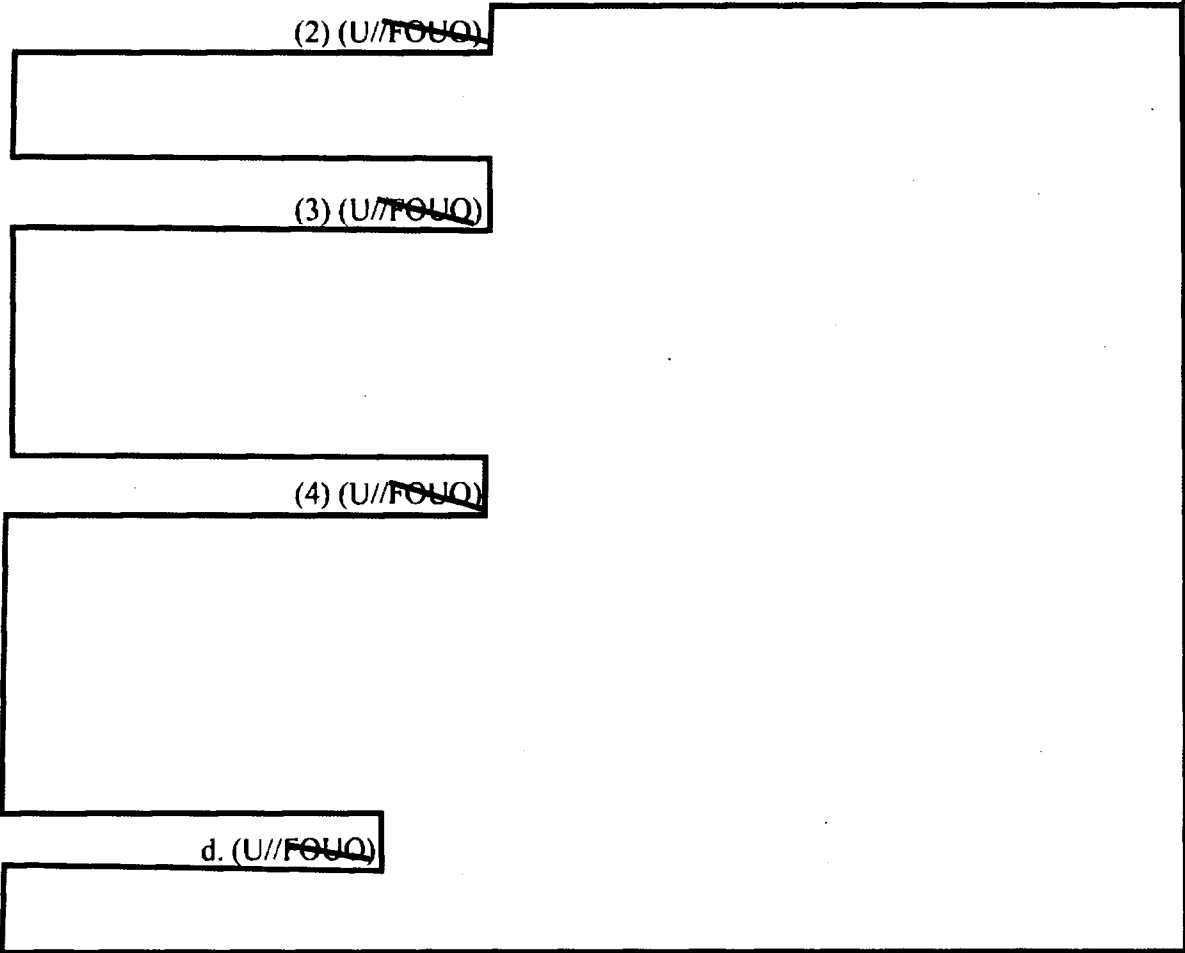
National Security Agency  
Attn: CMC - Suite 6890  
9800 Savage Road  
Fort George G. Meade, MD 20755-6890

(2) (U//~~FOUO~~)

(3) (U//~~FOUO~~)

(4) (U//~~FOUO~~)

d. (U//~~FOUO~~)



(b) (3) -18 USC 798  
(b) (3) -P.L. 86-36

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

(U) CNSSI No. 4004 ANNEX C

**(U) REQUIREMENTS FOR THE ROUTINE DESTRUCTION OF CLASSIFIED  
and COMSEC PRINTED CIRCUIT BOARDS (PCBs) OR MICROCIRCUITS**

(U) Purpose

- 1. (U//~~FOUO~~) [Redacted]
- 2. (U//~~FOUO~~) [Redacted]
- 3. (U//~~FOUO~~) [Redacted]
- 4. (U//~~FOUO~~) [Redacted]

(U) Policy

- 5. (U//~~FOUO~~) [Redacted]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

**(U) Responsibility**

6. (U//~~FOUO~~)

[Redacted]

**(U) Commercial Facilities Destroying Classified or COMSEC**

7. (U) Departments or agencies may contract to have their classified or COMSEC PCBs/microcircuits destroyed at a commercial facility under the following conditions:

- a. (U) The facility must meet the security requirements of this ANNEX.
- b. (U) Cleared personnel shall escort the classified or COMSEC PCBs/microcircuits to the destruction facility.
- c. (U) Cleared personnel shall maintain custody of the classified or COMSEC PCBs/microcircuits at all times during transport to the destruction facility until such time as the COMSEC PCBs/microcircuits are destroyed.

**(U) Security Requirements**

8. (U//~~FOUO~~)

[Redacted]

9. (U//~~FOUO~~)

**(U) Maintenance**

10. (U//~~FOUO~~)

[Redacted]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

**UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**

**(U) Training**

11. (U) Personnel designated to operate and/or maintain equipment used to destroy classified and COMSEC PCBs/microcircuits shall:

- a. (U) Receive applicable initial and interim training to maintain appropriate knowledge and skill levels as updates or changes occur to this process.
- b. (U) Receive equipment-specific training prior to operating or performing maintenance on the destruction equipment.
- c. (U) Participate in a training program that shall include instructions in:
  - (1) (U) Safety Procedures (e.g., protection of eyes and hearing).
  - (2) (U) Use of Safety Equipment.
  - (3) (U) Equipment Operations (i.e., feeding materials into the equipment, clearing jammed material, and inspecting destroyed materials for security compliance).
  - (4) (U) Identifying classified and COMSEC Components (including memory devices).
  - (5) (U) Recognizing anomalies in the operation and output of destruction equipment that may indicate malfunctions or degradation of destruction capability.
  - (6) (U) Federal, State, and Local environmental requirements.

**(U) Continuous Chain of Accountability**

12. (U//~~FOUO~~)

**(U) Retention of Classified and COMSEC PCBs/Microcircuits**

13. (U) Classified and COMSEC PCBs/microcircuits must be destroyed no later than three months after being received by the destruction facility.

**(U) Contingency Plan**

14. (U//~~FOUO~~)

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



**(U) Environmental Considerations**

15. (U) Modern PCBs/microcircuit devices may contain a variety of hazardous materials (i.e., lithium batteries, lead, Polychlorinated biphenyls) that may require special environmental handling during and/or post destruction processing. All destruction processes and their by products must comply with all applicable Federal, State, and Local environmental requirements.

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

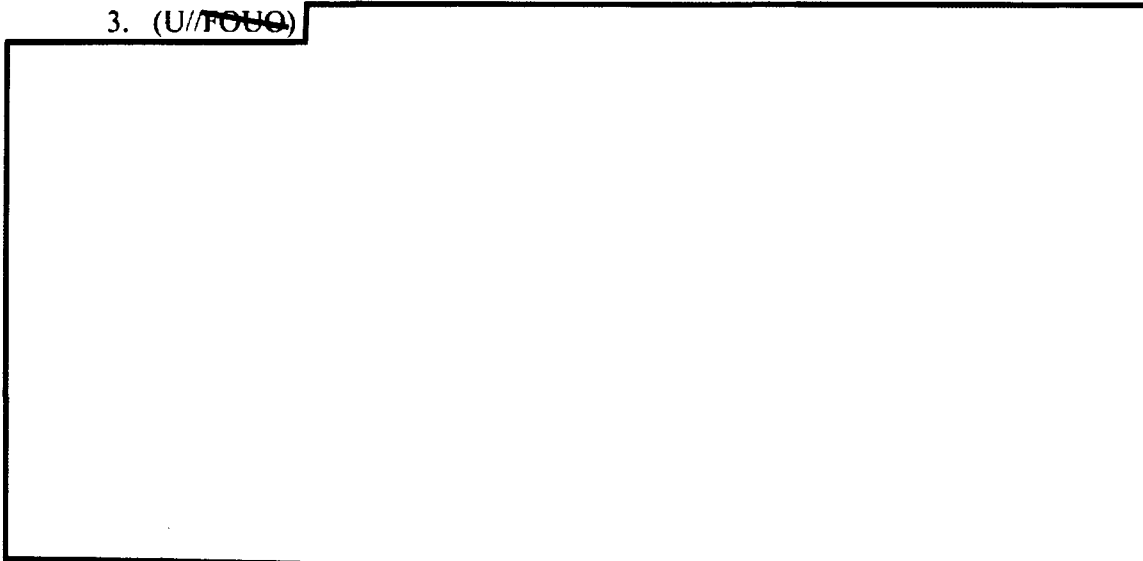
**(U) CNSSI No. 4004 ANNEX D**

**(U) RECOVERY OF ABANDONED COMSEC MATERIAL**

1. (U) The abandonment of COMSEC material, particularly crypto-equipment and maintenance manuals, could severely affect the best interests of the United States. Therefore, all reasonable efforts shall be made to return abandoned COMSEC material to proper control. A decision to attempt recovery of abandoned COMSEC material requires an examination of the criticality and feasibility of recovery based on the technical, political, and environmental factors, such as the sensitivity of the material, whether or not the material was disabled or rendered inoperative prior to abandonment and the material remains a candidate for recovery. However, the chassis or remains of equipment that had its classified or COMSEC components removed or effectively destroyed prior to abandonment need not be recovered. In no case, however, should human life be jeopardized in efforts to recover abandoned COMSEC material.

2. (U) Abandoned COMSEC material is defined as any classified COMSEC equipment/component; COMSEC equipment/component; COMSEC ancillary device, manual, codebook, authenticator, EKMS worksheets, or other destruction worksheets, or keying material that is not in the control of an authorized person(s) and/or properly stored in an authorized container(s) and could possibly be accessed by an unauthorized person(s); or it cannot be disproved that an unauthorized person(s) had access.

3. (U//~~FOUO~~)



4. (U//~~FOUO~~)



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



5. (U) Federal departments and agencies are responsible for:
- a. (U) Establishing appropriate procedures and guidelines to ensure compliance with this ANNEX by their components and by contractors and foreign forces that have been provided COMSEC material.
  - b. (U) Reporting to DIRNSA all instances of abandoned COMSEC material, and providing information concerning any emergency destruction measures attempted or completed prior to abandonment. Such reporting shall be in accordance with NTISSI No. 4003.
  - c. (U) Assessing with input from DIRNSA, the consequences of permanent abandonment, the criticality and feasibility of recovery operations; i.e., location constraints, costs, and associated risks.
  - d. (U) Deciding, in collaboration with DIRNSA, whether to, and when to, undertake a recovery operation or to accept permanent abandonment of COMSEC material. Decisions to permanently abandon COMSEC material require the concurrence of DIRNSA. Proposals for permanent abandonment, wherein DIRNSA does not concur, shall be referred to the Secretary of Defense, Executive Agent of the government to the Committee on National Security Systems, for final decision.

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

**(U) CNSSI No. 4004 ANNEX E**

**(U) EMERGENCY DESTRUCTION GUIDANCE  
FOR INFORMATION STORAGE MEDIA AND SYSTEMS**

**Table of Contents**





<b>Section</b>	<b>Title</b>	<b>Page</b>
1.	(U) General .....	E-2
2.	(U) Emergency Destruction Goals.....	E-2
3.	(U) Material Labeling and Destruction Priorities .....	E-2
4.	(U) Emergency Destruction Planning and Preparation.....	E-2
5.	(U) Precautionary Destruction .....	E-3
6.	(U) Emergency Destruction Toolkit .....	E-3
7.	(U) Emergency Overwrite Software Utilities .....	E-4
8.	(U) Paper Shredders and Disintegrator Devices .....	E-4
9.	(U) Material Jettison and Dispersal .....	E-4
10.	(U) Emergency Destruction Procedures .....	E-5
10.1	(U) Hard Drives and Removable Hard Disks .....	E-5
10.2	(U) Laptop Computers .....	E-5
10.3	(U) Flexible Magnetic Media.....	E-5
10.4	(U) Compact Flash Cards and PC Cards.....	E-6
10.5	(U) Smart Cards .....	E-6
10.6	(U) Optical Disk Media .....	E-7

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

(U) ANNEX E

(U) EMERGENCY DESTRUCTION GUIDANCE FOR  
INFORMATION STORAGE MEDIA AND SYSTEMS

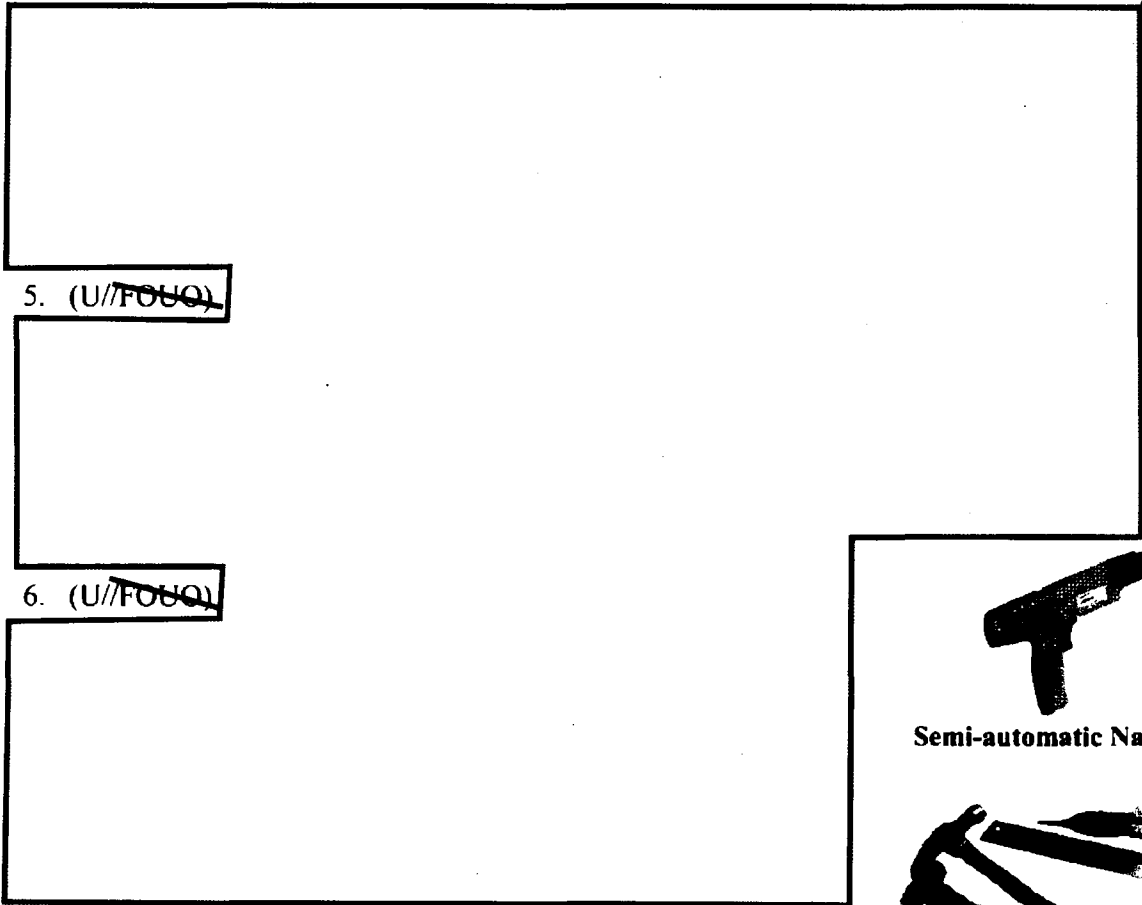
1. (U//~~FOUO~~)  

2. (U//~~FOUO~~)  

3. (U//~~FOUO~~)  

4. (U//~~FOUO~~)  


<sup>5</sup> (U) NSA IA Directorate's *Emergency Destruction Tools and Techniques* instructional videotape (September 2003) and companion CD for computer based training (March 2004).

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

(b) (3) -18 USC 798  
(b) (3) -P.L. 86-36

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



5. (U//FOUO)

6. (U//FOUO)

(U) Striking Tools - Semi-automatic power activated fastener or 'nail gun' that use clips of ten charges (e.g., Remington 496, Ramset Cobra, or Hilti DX-36M). Deploy WITHOUT nails. When fired, the gun's internal striking rod extends to inflict damage and then retracts for the next shot. Deploy hammers for manual destruction. Match hammer sizes/weights to assets and mission environment.

(U) Piercing Tools - Utilize a fireman's style axe, or a heavy hammer to drive a pointed chisel/punch. If reliable AC power is available, use an electric drill with a 1/4-inch drill bit, or spiral cut saw (e.g., Black and Decker Roto Zip or Dremel Rotary Saw) equipped with a plunge cutting bit to penetrate devices and storage media.

(U) Cutting Tools - Essential tools include aviation style metal snips and a fine-toothed hand saw with appropriate blades for cutting through plastic and thin metal. If AC power is available, consider using a saber saw or spiral cut saw (e.g., Black and Decker Roto Zip or Dremel Rotary Saw).



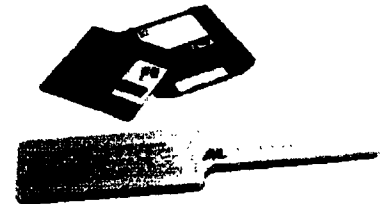
Semi-automatic Nail Gun



Hand Tools



Electric Drill and Saws



Magnetic Wand

**UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**

(U) Magnetic Degaussing Wand - Subject wands contain permanent magnets capable of erasing flexible magnetic media. Suitable devices include: Pinpoint Engineering Model 1500, Proton Engineering Model 1100, and Applied Magnetics Lab Model 6KG. See the NSA Degausser Products List (DPL) for additional information.

(U) Safety Equipment - At a minimum, eye protection and sturdy gloves need to be on-hand for destruction personnel.

**Note:** (U) Prior to using any tools for destruction, ensure destruction personnel are familiar with and understand the safety precautions associated with the equipment.

*(U) See footnote 5 for additional guidance on emergency destruction tools.*

(b) (3) -18 USC 798  
(b) (3) -P.L. 86-36

7. (U//~~FOUO~~)

8. (U//~~FOUO~~)

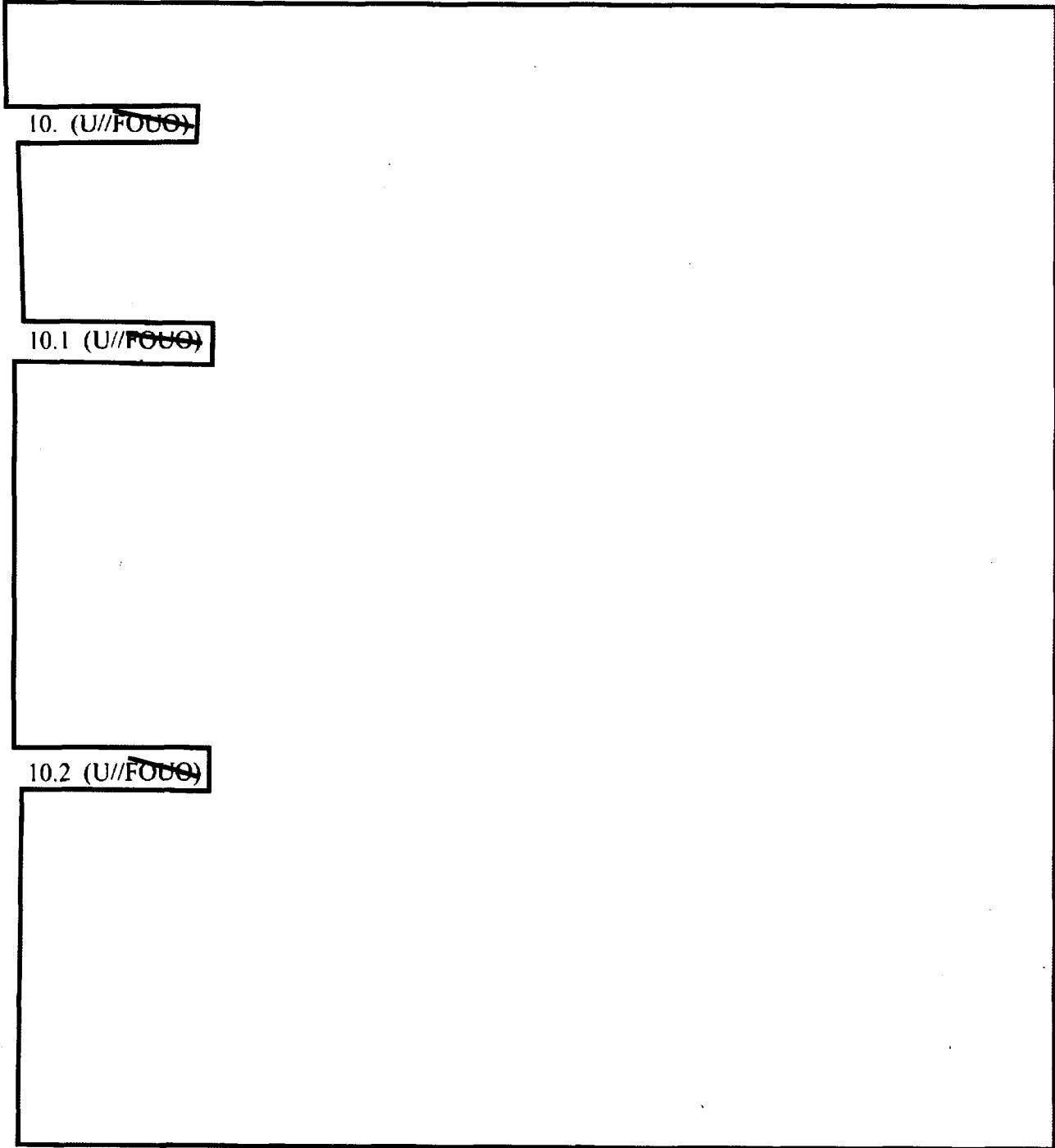
9. (U//~~FOUO~~)

6 (U//~~FOUO~~)

7 (U//~~FOUO~~)

(b) (3) - 18 USC 798  
(b) (3) - P.L. 86-36

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



10. (U//FOUO)

10.1 (U//FOUO)

10.2 (U//FOUO)

**Note:** (U) Do not damage laptop batteries or waste time destroying the laptop display.

10.3 (U//FOUO)

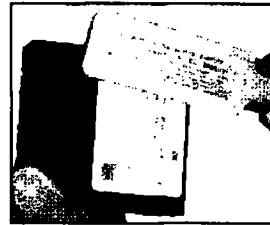


~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

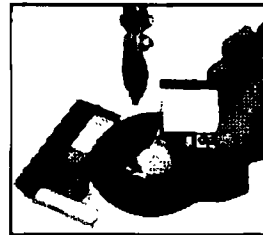


(U) Floppy Disks - In an emergency, erase both sides of the floppy disk using a magnetic wand. Place the wand against the disk jacket and wipe in a circular motion. Alternatively, cut open the floppy jacket, extract the disk platter and remove the center hub before destroying the disk platter in a paper shredder.



Erase Diskettes

(U) ZIP Disks - In an emergency, cut or break open the ZIP disk jacket and extract the disk platter. Erase the disk platter using a magnetic wand or cut the platter into small pieces (nominally one inch). Alternatively, remove the center hub then destroy the disk platter in a paper shredder.



Cut or Erase ZIP Disks

(U) Magnetic Tapes - In an emergency, use a saw to penetrate the tape cassette or reel and to cut through the wound magnetic tape; ensuring the cut extends to the tape spool hubs.



Hub  
Cut Magnetic Tapes

**Note:** (U) Do NOT use paper shredders to destroy magnetic tapes; the shredder blades will jam and the shredder motor may be damaged. Be aware that common office magnets are not strong enough to erase magnetic media.

Cut

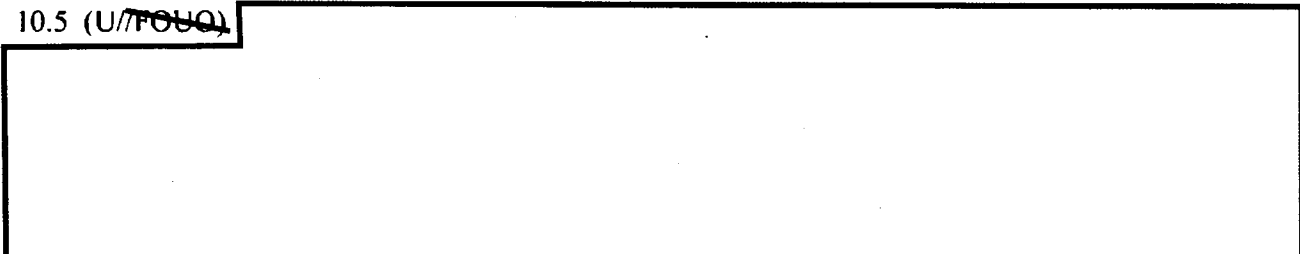
10.4 (U//~~FOUO~~)



**Note:** (U) Magnetic wands have no effect on memory chips; do not attempt to use magnetic wands to erase compact flash cards or PC cards. Placing cards in a clear bag prevents scattering and helps expedite destruction.

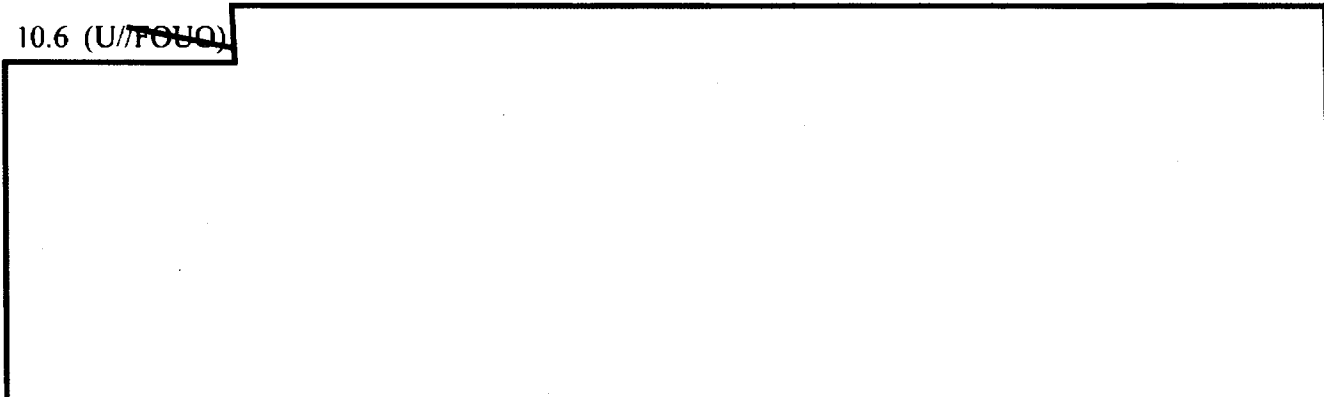
~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

10.5 (U//~~FOUO~~)



**Note:** (U) The smart card printed surface and magnetic stripe are difficult to destroy and typically contain data that has nominal value. Unless directed otherwise, do not attempt to destroy the smart card's surfaces or magnetic stripe during an emergency.

10.6 (U//~~FOUO~~)



**Note:** (U) Optical disks are predominantly plastic and can be cut or broken. Some disks will break easily; others may resist breaking and will instead bend until folded.

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

(U) ANNEX F

REFERENCES

(U) The requirements of the referenced publications apply to this instruction to the extent specified herein.

a. CNSSD No. 502, (U) National Directive on Security of National Security Systems, dated 16 December 2004.

b. CNSSI No. 4009, (U) National Information Assurance (IA) Glossary, dated June 2006 (or as revised).

c. CJCSI 3260.01A, (U) Joint Policy Governing Positive Control of Material and Devices, dated 1 February 2002.

d. NSTISSI No. 4005, (U) Safeguarding Communication Security (COMSEC) Facilities and Material, dated August 1997, as amended.

e. NSTISSI No. 4001, (U) Controlled Cryptographic Items, dated July 1996.

f. NSTISSI No. 4008, (U//~~FOUO~~)

[Redacted]

g. NSTISSI No. 4003, (U//~~FOUO~~)

[Redacted]

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~



~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

~~UNCLASSIFIED//FOR OFFICIAL USE ONLY~~

---