

FINAL QUALIFICATION

NAVEDTRA 43462-2

**301 COMMUNICATIONS SECURITY (COMSEC) LOCAL ELEMENT MANAGER (USING)****MILITARY SEALIFT COMMAND**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only the Ship's Communications Officer (SCO) or approved designated representative may signify completion of applicable sections using the PQS Qualifier Reference sheet either by written/oral examination, or by observation of performance. Should SCOs *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed PQS shall be sent to N1 (Training) to be placed in the individual competency record within the HRMS system, as well as retained with the individual to support verification when assuming the position of Local Element COMSEC Manager.

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The trainee has completed all PQS requirements for this qualification and is qualified COMMUNICATIONS SECURITY (COMSEC) LOCAL ELEMENT MANAGER (USING) (NAVEDTRA 43462-2).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
 Ship's Communications Officer (SCO)

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
 Principal Authority (Commanding Officer, Master, OIC, or Designated Representative)

NOTE: Answers to questions in this standard may be classified. Handle accordingly if notes are made in this book.

301.1 PREREQUISITES

**FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL QUALIFICATION.**

301.1.1 COURSES/KNOWLEDGE:

KG-175D CBT

Completed \_\_\_\_\_  
(Qualifier and Date)

Simple Key Loader (SKL) Basic Usage Interactive Courseware (ICW)  
*(Available at <https://learning.nel.navy.mil/>, click Course Catalog, and Search "SKL Basic".  
The course name is Simple Key Loader (SKL) Basic Usage - SPAWAR-SKL-USAGE-1.0)*

Completed \_\_\_\_\_  
(Qualifier and Date)

Review and demonstrate knowledge of CMS-1 applicable articles

Completed \_\_\_\_\_  
(Qualifier and Date)

Review and demonstrate knowledge of COMSCINST 2280.3 (series)

Completed \_\_\_\_\_  
(Qualifier and Date)

Review applicable Local Element Procedures

Completed \_\_\_\_\_  
(Qualifier and Date)

301.1.2 OTHER:

Required security clearance commensurate with material handled

Completed \_\_\_\_\_  
(Qualifier and Date)

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301.1.2 Meet all criteria set forth in CMS-1, article 403b., 411b.(17).

Completed \_\_\_\_\_  
(Qualifier and Date)

**301 COMMUNICATIONS SECURITY (COMSEC) LOCAL ELEMENT MANAGER (USING)**

**301.2 TASKS**

For the tasks listed below:

- A. Locate applicable information as identified in the PQS Qualifier Reference Sheet.
- B. Identify the steps to perform task.
- C. Identify supporting Local Element Procedure (If applicable).
- D. Satisfactorily perform or simulate this task.

301.2.1 Maintain and file local custody files (3 times)

**Questions**  
A B C D

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.2 Properly store COMSEC material

A B C D

\_\_\_\_\_  
(Signature and Date)

.3 Perform COMSEC inventory (3 times)  
(Watch to Watch, Change of Command and/or Change of Custodian)

A B C D

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

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301.2.4 Verify status information of COMSEC material (3 times)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.5 Conduct proper destruction of COMSEC material (3 times)

A B C D

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.6 Return COMSEC material to Parent Account

A B C D

\_\_\_\_\_  
(Signature and Date)

.7 Perform proper loading of keying material on end cryptographic unit  
(i.e. KG-175D, KIV-7M, etc.) (3 times)

A B C D

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

301.2.8 Conduct visual inspections of electronic fill device (SKL) (2 times)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.9 Use SKL to load COMSEC keying material into end cryptographic unit (3 times) A B C D

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.10 Check/Change battery in SKL A B C D

\_\_\_\_\_  
(Signature and Date)

.11 Destroy, document, and verify destruction, documentation and verification of superseded material stored in an SKL (3 times) A B C D

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

Questions

301.2.12 Verify status of modern key loaded in end cryptographic unit. (3 times)  
CHECK EXPIRATION DATES!

A B C D

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.13 Conduct page checks

A B C D

\_\_\_\_\_  
(Signature and Date)

.14 Locate command handling instruction (COMSCINST 2280.3(series))

A B C D

\_\_\_\_\_  
(Signature and Date)

.15 Change and properly record combinations to security containers

A B C D

\_\_\_\_\_  
(Signature and Date)

.16 Witness receipt and account for COMSEC material from Parent Account A B C D

301.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. Locate applicable information as identified in the PQS Qualifier Reference Sheet.
- B. Identify the steps to perform task.
- C. Identify supporting Local Element Procedure (If applicable).
- D. Satisfactorily perform or simulate this task.

301.3.1 Witness performance of an emergency supersession

A B C D

\_\_\_\_\_  
(Signature and Date)

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301.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. Locate applicable information as identified in the PQS Qualifier Reference Sheet.
- B. Identify supporting Local Element Procedure (If applicable).
- C. What immediate action is required?
- D. How does this condition affect other operations/equipment/watchstations?
- E. What follow-up action is required?
- F. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

## 301.4.1 COMSEC Incidents

Questions  
A B C D E F

\_\_\_\_\_  
(Signature and Date)

## .2 COMSEC PDS

A B C D E F

\_\_\_\_\_  
(Signature and Date)

301.5 EMERGENCIES

For the emergencies listed below:

- A. Locate applicable information as identified in the PQS Qualifier Reference Sheet.
- B. Identify supporting Local Element Procedure (if applicable).
- C. What immediate action is required?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

## 301.5.1 COMSEC vault/radio flood

Questions  
A B C D E F G H

\_\_\_\_\_  
(Signature and Date)

## .2 Base or ship overrun by hostile forces

A B C D E F G H

\_\_\_\_\_  
(Signature and Date)

NOTE: Answers to questions in this standard may be classified. Handle accordingly if notes are made in this book.

.3 COMSEC vault/radio fire

\_\_\_\_\_  
(Signature and Date)

301.6 WATCHES – None.

301.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC)