

FINAL QUALIFICATION

NAVEDTRA 43462-2

302 COMMUNICATIONS SECURITY (COMSEC) LOCAL ELEMENT (ISSUING)**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.

The trainee has completed all PQS requirements for this qualification and is qualified COMMUNICATIONS SECURITY (COMSEC) LOCAL ELEMENT MANAGER (ISSUING) (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.

302.1 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.

302.1.1 COURSES:

General Dynamics-Information Technology (GDIT) Local Element Manager Course
(Required every 5 years)

Completed _____
(Qualifier and Date)

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)

301.1.2 OTHER:

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

Completed _____
(Qualifier and Date)

Review all applicable MOA/LOA

Completed _____
(Qualifier and Date)

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302 COMMUNICATIONS SECURITY (COMSEC) LOCAL ELEMENT MANAGER (ISSUING)302.1.3 WATCHSTATIONS FROM THIS PQS:

301 Communications Security (COMSEC) Local Element Manager (Using)

302.2 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.

302.2.1 Maintain required CMS files/records/reports (2 times)

Questions
A B C D_____
(Signature and Date)_____
(Signature and Date)

.2 Issue COMSEC material on local custody form (2 times)

A B C D

(Signature and Date)_____
(Signature and Date)

.3 Receive COMSEC material on local custody form (2 times)

A B C D

(Signature and Date)_____
(Signature and Date)

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Questions

A B C D

302.2.4 Conduct COMSEC User training (2 times)

(Signature and Date)

(Signature and Date)

.5 Supervise use of COMSEC material

A B C D

(Signature and Date)

.6 Update, verify, and provide up to date status information to Local Element personnel and Principal Authority

A B C D

(Signature and Date)

.7 Incorporate EDP for COMSEC material into the Local Element command EAP

A B C D

(Signature and Date)

.8 Manage COMSEC material within CMWS (if applicable) (3 times)

A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

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Questions

302.2.9 Manage COMSEC material within fill device (SKL) (3 times)

A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

.10 Manage COMSEC material within applicable end equipment (3 times)

A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

.11 Manage Modern Key (3 times)

A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

302.3 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.

302.3.1 Prepare/Maintain EAP/EDP

Questions

A B C D

(Signature and Date)

- .2 Maintain security, accountability and control of reproduced copies of COMSEC material A B C D

(Signature and Date)

- .3 Supervise/conduct emergency supersession A B C D

(Signature and Date)

- .4 Properly prepare COMSEC material for shipment A B C D

(Signature and Date)

- .5 Change combination to security containers A B C D

(Signature and Date)

302.4 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.

302.4.1 COMSEC Incidents

Questions
A B C D E F

(Signature and Date)

.2 COMSEC PDS

A B C D E F

(Signature and Date)

302.5 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.

302.5.1 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.

302.5.3 COMSEC vault/radio fire

(Signature and Date)

302.6 WATCHES – None.

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