

APPENDIX D

SECURE TELEPHONE

1 PURPOSE

This appendix establishes policies and assigns responsibility for the management and use of Secure Telephone Unit - Third Generation (STU-III Type I) equipment, which is used for the protection of national security classified or sensitive but unclassified (SBU) telephone communications.

2 REFERENCES

<u>Source</u>	<u>Publication</u>	<u>Title/Subject</u>
NSA	Handbook	Operational Security Doctrine for the Secure Telephone Unit III Type I Terminal
NSA	Manual	COMSEC Material Control Manual
NSA	Plan	STU-III Key Management Plan

3 ABBREVIATIONS

- COMSEC - COMmunications SECurity
- ISSTD - Information Systems Security and Telecommunications Division
- NSA - National Security Agency
- SBU - Sensitive But Unclassified
- STU - Secure Telephone Unit

4 POLICY

- a All national security classified information transmitted via the telephone, office or mobile, will be protected with a STU-III Type I terminal. SBU information transmitted via the telephone should be offered

the same protection when there is evidence of a threat to those communications. SBU protection is also available on FTS2000/2001.

b All requirements for a STU-III terminal shall be submitted to the OCIO Communications Security (COMSEC) Custodian.

c The use, installation and removal of STU-III terminals will be accomplished only by authorized personnel. The user shall not re-issue the terminal or key to another individual and must return it only to the OCIO COMSEC Custodian.

d The installation of a STU-III in a private residence is not authorized without prior approval from the USDA Command Authority.

## 5 RESPONSIBILITIES

### a Office of Chief Information Officer will:

- (1) Provide secure voice technical assistance to the agencies and staff offices;
- (2) Serve as the USDA Command Authority and designate User Representatives to order keys for the STU-III terminal;
- (3) Serve as the USDA COMSEC Custodian and User Representative for STU-III key ordering, receipt, distribution, and inventory; and
- (4) Verify that the equipment user has the appropriate national security clearance level for the key.

### b Agencies and Staff Offices will:

- (1) Coordinate all national security classified STU-III requirements with the OCIO COMSEC custodian.
- (2) Initiate the necessary actions to obtain a STU-III Type I terminal;
- (3) Assist in the protection of the STU-III Type I terminal and notify the COMSEC Custodian immediately of physical loss of key or terminal and any relocation requirement; and

(4) Contact OCIO upon departure of equipment user from USDA and arrange for secure equipment removal.

c Human Resources Management will:

(1) Authorize the appropriate security clearance level for the STU-III Type I terminal user; and

(2) Coordinate other STU-III matters with the USDA COMSEC Custodian as required.

d STU-III User will:

(1) Protect STU-III Type I terminal and key;

(2) Report the physical loss of a key or a STU-III unit to the USDA COMSEC Custodian immediately; and

(3) Notify OCIO of impending departure from USDA and arrange for secure equipment removal.

e Command Authority will:

(1) Appoint STU-III user representatives for the Department; and

(2) Designate their key ordering privileges.

f COMSEC Custodian will:

(1) Coordinate the receipt, transfer, accountability, safeguarding and destruction of COMSEC material assigned to a COMSEC account; and

(2) Attend the NSA COMSEC Custodian Training Course (ND-112) as required by NSA and USDA.

## 6 DEFINITIONS

a STU-III Type I Terminal. The STU-III Low Cost Secure Terminal is the latest generation of full service secure telecommunications equipment.

b COMSEC. The communications security systems, services, and concepts that constitute protective measures taken to deny unauthorized persons information derived from telecommunications of the U.S. Government related to national security and to ensure the authenticity of any /such communications.

c User. The individual who is required to use COMSEC material in the performance of his/her official duties and who is responsible for safeguarding the COMSEC material.