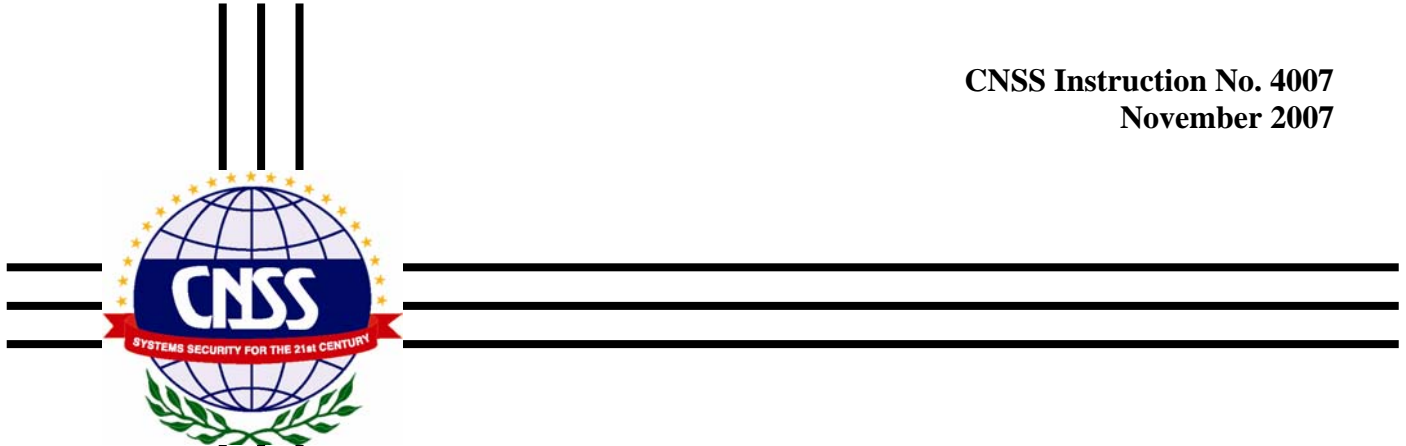


Committee on National Security Systems

**CNSS Instruction No. 4007
November 2007**



**COMMUNICATIONS SECURITY
(COMSEC)
UTILITY PROGRAM**

Committee on National Security Systems



CNSS Instruction No. 4007

National Manager

FOREWORD

1. The Committee on National Security Systems Instruction (CNSSI) No. 4007, entitled "Communications Security (COMSEC) Utility Program," establishes the criteria for ensuring the availability of commonly required COMSEC equipment to satisfy crisis, contingency, and emergent national security requirements. This instruction supersedes NSTISSI No. 4007 dated 30 October 1989.
2. Copies of this instruction are available via CNSS website, www.cnss.gov, or by contacting the office at the address listed below:

**NATIONAL SECURITY AGENCY
CNSS Secretariat
Attn: 1922 - Suite 6716
9800 Savage Road
Fort George G. Meade, Maryland 20755-6716**

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KEITH B. ALEXANDER
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Communications Security (COMSEC) Utility Program

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SECTION I - PURPOSE AND SCOPE

1. The Communications Security (COMSEC) Utility Program (CUP) is a pool of selected information assurance (IA) security equipment available to federal departments and agencies on a reimbursable or temporary basis, used to satisfy crisis, contingency, and emergent national security requirements. This instruction establishes the criteria, assigns responsibilities, and defines procedures for the CUP. The provisions of this instruction are applicable to all federal departments and agencies that have requirements for information systems security equipment.

SECTION II – DEFINITIONS

- 2. The following definitions apply for the purpose of this instruction:
 - a. Crisis or Contingency Requirement: An immediate need for IA security equipment not available from department or agency-owned assets and which are required to meet a crisis or contingency operation.
 - b. Emergent National Security Requirement: A requirement demanding immediate attention, which surfaces as a result of such actions as policy changes, interoperability requirements, security compromises, or unforeseen technology changes and, which cannot be met within the time constraints of the normal budget or procurement processes.

SECTION III – RESPONSIBILITIES

3. The Director, National Security Agency (DIRNSA), as the Program Manager for CUP shall:
 - a. Establish, maintain, and administer the CUP in accordance with the criteria contained herein.
 - b. Consolidate suggestions from Department of Defense (DoD) elements and U.S. civil agencies for potential equipment program candidates for inclusion in the CUP procurement plan, and provide a recommended plan to the Joint Chiefs of Staff (JCS) for validation at periodic intervals conducive to proper and adequate management of the CUP.
 - c. Procure, store, maintain, issue, and dispose of CUP assets through use of existing NSA facilities or in conjunction with other government facilities having capabilities to perform the required asset services.
 - d. Plan, program, and fund for the storage, maintenance, and handling of CUP assets in inventory.
 - e. Establish pricing for CUP assets available for procurement by federal departments and agencies.
 - f. Provide annually, to the JCS, a CUP inventory status and equipment transaction report.
 - g. Provide specific item information of CUP asset availability upon request to the National Security Agency (NSA) Customer Advocates (CA) and potential federal department and agency customers.
4. Federal departments and agencies shall budget for IA security requirements with due consideration for the extensive lead-time required for delivery. CUP assets fill minimum requirements, which cannot be otherwise satisfied.
5. DoD Service Elements, through appointed IA security product management and/or their representatives to the Multi-Service COMSEC Working Group (MSCWG), and U.S. civil agencies shall identify equipment to be considered for procurement during the CUP program build and validation process. A prioritized list of recommended equipment, quantity, applicable program(s), and justification supporting the recommendation shall be submitted to DIRNSA, ATTN: Asset Management, with an information copy to the JCS, ATTN: J6X.

6. The JCS - J6X shall:
 - a. Review the recommended CUP procurement plan and forward a validated equipment requirements list to DIRNSA, ATTN: Asset Management.
 - b. In conjunction with NSA, jointly resolve competing U.S. military requirements for CUP assets.
 - c. Provide comment to NSA, if requested, on established minimum equipment quantities to be retained in the CUP inventory to meet crisis or contingency requirements.

SECTION IV – PROCEDURES

7. Federal departments, agencies, and the U.S. military, having an immediate need for IA security equipment, unable to satisfy within the time frame required through normal COMSEC acquisition channels may:
 - a. Request availability, pricing, delivery, or loan information from the NSA CUP Program Office (Asset Management, 410-854-6154). All formal requests for loan or procurement of CUP assets will be forwarded, in writing, to the NSA CA office.
 - b. When procurement through the CUP is authorized, the procuring department or agency shall provide reimbursable acceptable funding to DIRNSA to cover the cost of the equipment and transportation. Proceeds from the sale of CUP assets will be reinvested in the program.
8. CUP assets may be loaned for a maximum of six months when it is determined by DIRNSA to be in the government's best interest. Federal departments, agencies, and the Military borrowing a CUP asset shall provide funding to cover the cost of transportation, testing, and rehabilitation if necessary, to ensure its future utility. Loan extensions beyond the six-month period will be reviewed on a case-by-case basis. If a loan extension is approved, the government entity borrowing the asset should, at that time, identify the requisite funds to procure the item. If CUP assets are loaned with the stipulation of customer payback via existing customer contracted quantities, the customer must coordinate that payback through the Program or Business Manager that generated the contracted items, and Asset Management must be informed of that arrangement, including documentation affecting the customer's line item number (CLIN) and delivery stipulations for CUP within a timeframe agreeable to the Asset Management office.

9. This program was established in conjunction with the Joint Staff and Multi-Service organizations, from appropriated Congressional funding from U.S. military budgets, to enhance the IA security product availability of the U.S. military and civil entities during times of emergent need. It was not intended nor should it be assumed that products maintained in the asset inventory of the CUP are for general release to any Ally. Only under the defined conditions below will CUP products be released for Allied sales through the Foreign Military Sales office:

a. Sales of a specific IA security product within the CUP inventory will not occur if the Asset Management office deems it potentially detrimental to U.S. source provisioning, insofar as our capability to acquire and re-supply any U.S. customer with the product.

b. The sale represents security needs of an Ally in a joint endeavor with the United States, and loss of life/limb is true potential consequences of non-supply. The justification for Allied need would require written documentation submitted to the Asset Management office, and the final determination for transfer of product would rest with that office after it has received approval pursuant to the requirements of NSTISSP 8 or its successor document.

10. No assets from the CUP inventory will be released for customer sales without funding availability. In extreme circumstances, a written "promise to pay" by a representative of the military or civil entity may be deemed acceptable by Asset Management office to proceed with the provisioning. However, the "promise to pay" must be fulfilled within a reasonable timeframe as stated by Asset Management office, or within 90 days, whichever occurs first.