



## UNITED STATES MARINE CORPS

4TH MARINE LOGISTICS GROUP  
MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

GruO 5510.2  
SECMGR

16 MAY 2006

### Group Order 5510.2

From: Commanding General  
To: Distribution List

Subj: EMERGENCY ACTION PLAN (EAP) FOR THE PROTECTION AND  
DESTRUCTION OF CLASSIFIED INFORMATION

Ref: (a) SECNAVINST 5510.36

1. Situation. To publish guidance per the reference for the protection and destruction of classified information during natural disasters, civil disturbances, or other emergencies.
2. Mission. In an emergency involving the danger of loss or compromise of classified material, the appropriate precautions must be exercised in order to preclude such a loss or compromise in the interest of national security. To that end, every organization that stores classified information is required to develop an Emergency Action Plan (EAP).

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide for the protection of classified information at Headquarters, 4th Marine Logistics Group (MLG) in the event of natural disaster, civil disturbance, or other emergencies in a way that will minimize the risk of injury to personnel.

(2) Concept of Operations. The following procedures will be followed in the event of a natural disaster, civil disturbance, or other event that places classified material or equipment at risk for loss or compromise:

(a) Security Managers, Assistant Security Managers, Classified Material Control Center (CMCC) Custodians and assistants are designated as the responsible officers to ensure the safeguarding of classified material in the event of an

10 MAY 2006

emergency. In the absence of Security or CMCC personnel, the senior person present that holds a Secret clearance will assume responsibility for the protection of classified materials during execution of the EAP. In the absence of cleared personnel, the senior officer present will assume responsibility.

(b) In an emergency requiring execution of the EAP, all classified materials will be collected and transported by the most practicable means to a location designated by security, CMCC, or command personnel for interim storage or classified material will be destroyed.

(c) Personnel executing the EAP will, to the extent possible and consistent with the nature of the emergency relative to the safety of personnel, record the control numbers of all classified holdings that are destroyed.

(d) Classified equipment, such as computers, burn bags, and electronic media, will be rendered incapable of producing classified information. Hard drives will be removed from computers and transported to a designated location for interim storage or destroyed. Floppy diskettes will be destroyed by removing the outer cover and shredding the inner portion of the diskette. The contents of all burn bags will be shredded. Compact discs containing classified information will be removed from the vault or destroyed.

(e) In the event of a power outage that occurs during the course of execution of the EAP, the destruction of classified materials will be accomplished by burning all flammable classified materials inside a non-combustible container. Burning will take place in an open area outside of the building. Two-person integrity will be observed at all times when classified material is destroyed.

(f) In the event classified material and equipment is temporarily removed from the CMCC and subsequently returned, the CMCC Custodian will conduct an inventory of all classified materials within 48 hours of its return to the CMCC.

(g) No logbooks will be destroyed in the course of execution of the EAP. All logbooks will be retrieved and

16 MAY 2006

secured until such time they can be turned over to 4th MLG security or CMCC personnel.

b. Coordinating Instructions. The Security Manager will coordinate with the appropriate representatives from higher, adjacent, and subordinate headquarters in order to facilitate this EAP. All information relative to the EAP will be assembled in a single binder to include EAP directive; 4th MLG Destructive Weather Continuity of Operations Plan; roster of command security and CMCC personnel; facilities, CMCC and security points of contact at Marine Forces Reserve (MFR) Headquarters; and CMCC and security points of contact at Inspector-Instructor Staff, Headquarters and Service Battalion, Marietta, GA. The Security Manager will educate security personnel, CMCC Custodians, and Secondary Control Point (SCP) Custodians in emergency relocation and destruction procedures.

#### 4. Administration and Logistics

##### a. Administration

(1) Inventory. The CMCC Custodian will maintain an inventory of all classified materials evacuated, relocated, or destroyed. SCP Custodians will maintain an inventory of all items evacuated, relocated, or destroyed and provide such information to the CMCC Custodian.

(2) Classified Material Holdings Reduction. In order to reduce the amount of classified holdings to be safeguarded during an emergency, the CMCC Custodian will conduct an annual "clean-out day" of classified materials to identify items that are no longer needed for retention. Items identified as obsolete or that are no longer required to be maintained shall be destroyed. A written report of the results of the "clean-out day" will be made to the Security Manager. A record of the report will be maintained a minimum of two years.

(3) Emergency Action Drill. The Security Manger will conduct an emergency action drill at least annually. The purpose of this drill is to determine the effectiveness of the EAP and to familiarize personnel with emergency procedures. A written report will be made to the Chief of Staff, delineating the results of the drill and any recommendations that would improve the plan. A record of these drills will be maintained a minimum of two years.

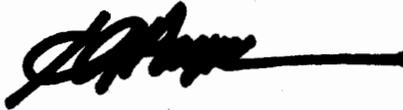
16 MAY 2006

b. Logistics. The Security Manager will procure, stage and maintain the necessary equipment to conduct relocation, shredding and/or burning of classified materials to facilitate the EAP.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve. The Security Manager will ensure widest dissemination of this Order among the Headquarters Staff, CMCC Custodian, SCP Custodians, and Security Assistants.

b. Signal. This Order is effective the date signed.



E. G. PAYNE

DISTRIBUTION: 4th MLG Staff Sections  
SecMgr and Assistants  
CMCC Custodian  
SCP Custodians  
Destructive Weather Officer

Copy to:  
COMMARFORRES (SecMgr)  
COMMARFORRES (CMCC)