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NAVSEA INSTRUCTION 2300.1

From: Commander, Naval Sea Systems Command

Subj: GUIDANCE CONCERNING THE USE OF NAVSEA COMMUNICATIONS SYSTEMS

Ref: (a) SECNAVINST 2305.11A
(b) DoD Directive 5500.7-R

Encl: (1) Guidance for Appropriate Use of Internet
(2) Guidance for Appropriate Use of Electronic Mail (E-Mail)
(3) Guidance for Appropriate Use of Telephone Equipment
(4) Guidance for Appropriate Use of Government Facsimile Machines

1. Purpose. To provide guidance for the appropriate use of communications systems at Naval Sea Systems Command (NAVSEA). This guidance covers the appropriate use of internet, electronic mail, telephone communications equipment and facsimile machines at NAVSEA Headquarters, its field activities, affiliated Program Executive Offices (PEOs) and other authorized entities using NAVSEA communication systems. References (a) and (b) prohibit Department of Navy (DON) civilian and military personnel from using Government services and equipment for other than official use and authorized purposes.

2. Exception. In lieu of the provisions of this instruction, policy regarding use of NAVSEA communications systems by SEA 08 personnel is established by the Director, Naval Nuclear Propulsion Program (SEA 08).

3. Background. NAVSEA recognizes these tools as cost-effective and efficient methods of communication and encourages their use to facilitate the performance of official Navy business.

4. Definitions

a. Communications Systems - Systems that transmit voice, data and/or video over a communications channel. Examples include Government-owned telephones, facsimile machines, electronic mail, internet and other commercial systems.

b. Internet - A public information service using Transaction Control Protocol/Internet Protocol (TCP/IP)-based technology, such as the World Wide Web (WWW).

c. Electronic Mail (E-Mail) - A system of electronic communication whereby messages are transmitted, distributed and received.

d. Telephone Communications - A system for transmission of speech or other signals between two points.

e. "Official Use" - Communications that are necessary for the conduct of official business and in the interest of the Federal Government.

f. "Authorized Purposes" - Personal communications from the employee's usual work place that are reasonably made during working hours, including:

(1) Brief personal phone calls.

(2) Brief internet searches.

(3) E-mailing brief personal messages via the Local Area Network or the internet.

(4) Transmittal and receipt of personal material via office facsimile machines.

g. Sensitive information - Unclassified information which, if lost, misused, accessed or modified in an unauthorized way, could adversely affect the national interest, the conduct of federal programs or the privacy of individuals. Examples include information which if modified, destroyed or disclosed in an unauthorized manner could cause: loss of life; loss of property or funds by unlawful means; violation of personal privacy or civil rights; gaining of unfair commercial advantage; loss of advanced technology, useful to a competitor; or disclosure of proprietary information entrusted to the government. The originator of the information is responsible for initial classification.

5. Policy. Limited Use Authorization for Employees.

a. The following personal uses of Federal Government resources are authorized:

(1) Brief communications that are most reasonably made from the employee's normal workplace, whether by telephone, e-mail, internet or facsimile.

(2) Receipt of brief e-mail and facsimiles, as long as a comparable receipt would be acceptable via telephone, and the use is no more disruptive than a telephone call.

(3) Use of office computers to access the internet for brief personal searches and personal communications.

b. This permission is subject to the following conditions:

(1) Whenever possible, employees should limit personal communications and internet searches to authorized break periods or before or after duty hours.

(2) Employees should keep personal communications infrequent and short.

(3) The Federal Government must not incur any direct long distance charges or other fees for these communications; i.e., employees must use toll-free numbers, charge any long distance communications to personal credit cards, or reimburse the Government for personal charges upon receipt of the official phone bill. (Long distance personal voice and fax calls should be charged to the Government phone system only in emergency or urgent circumstances; where applicable personal credit cards or toll-free numbers should be used at all other times.) Long distance personal facsimile transmissions must be reimbursed by the employee upon receipt of the official telephone bill.

(4) This authorization does not extend to communications which overburden or affect the performance of the telecommunications network.

(5) This authorization does not extend to personal communications to solicit charitable, business, advertising or other commercial activities in support of an organization, private business enterprise, or any other use that would reflect adversely on DoD or which is incompatible with public service (e.g., threatening or harassing phone calls or electronic messages, transmission or receipt of pornographic or other sexually explicit materials or communications) or any other use which violates statute or regulation.

(6) Employees who access any Federal Government communication system, whether from the office or from home via modem, do so with the understanding that such use is not secure and is not anonymous. All use is subject to monitoring.

(7) Any requests to use Federal Government communications systems that are not covered under this limited use authorization will be determined on a case-by-case basis by the immediate supervisors, with the advice of the organization's Information Systems Security Manager.

(8) Supervisors are responsible for insuring that their team members adhere to the above limitations.

(9) Supervisors may revoke this authorization, or parts thereof, for any perceived misuse.

(10) Abuse of this privilege can serve as the basis of a disciplinary action up to and including removal from Federal Government service.

6. Information designated sensitive will be protected with the appropriate level of security safeguards to prevent unintentional or unauthorized disclosure.

7. The increasing accessibility and use of the internet, and the lack of anonymity associated with the internet, raises the potential for NAVSEA personnel to receive direct inquiries from

the media and the public. Employees are directed to forward all media and public inquiries for information to the NAVSEA Public Affairs Office and to forward all Freedom of Information Act inquiries to the NAVSEA Freedom of Information and Privacy Program Office.

8. Enclosures (1) through (4) provide supplemental guidance regarding the appropriate use of the internet, e-mail, telephone equipment and facsimile machines.

9. The NAVSEA point of contact for this instruction is Ms. Jill Garcia, SEA 04X, 703-602-4135 x114, DSN 332-4135, FAX number 703-602-8787, e-mail address: garcia_jill@hq.navsea.navy.mil.

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Guidance for Appropriate Use of Internet

The term internet describes the interconnection of two or more networks. However, internet is more commonly used to describe a specific collection of interconnected networks spanning countries throughout the world. The internet provides services ranging from electronic mail between internet users, file transfer, remote login, and access to software archives, to news reports, bulletin boards, library services, and electronic journals. Internet also provides access to world wide web (WWW) home pages. New and easy to use web browsers and the development of documents written in hypertext markup language (HTML) have spawned a proliferation of WWW home pages on the internet.

The internet offers the ability to communicate broadly and access enormous amounts of information from the desktop. The benefits derived from easily accessible information and far reaching data communications are noteworthy and considered to be a valuable tool for the NAVSEA community. The internet is by its nature an open system, originally designed as an information pipeline for research. Today the internet is evolving into a multifaceted network of information and commerce.

Access to and use of the internet is approved for official Government business and authorized purposes. Refer to the limited use authorization for employees.

The following guidelines apply to the use of NAVSEA internet services at NAVSEA:

1. Users should exercise caution by recognizing potential security risks, copyright issues and the public nature of the internet platform and refrain from usage which may reflect adversely on the Navy.

2. To prevent unauthorized disclosure of information, appropriate security safeguards will be employed to protect the transmission of classified data, national security functions or sensitive unclassified information, such as For Official Use Only (FOUO), Naval Nuclear Propulsion Information (NNPI) and militarily critical/export controlled technology. The level of security safeguards required is determined by the sensitivity of the information.

3. The internet is not to be used to gain unauthorized or unlawful access to information. NAVSEA personnel, contractors, or organizations must not permit access to NAVSEA systems by unauthorized individuals (such as by disclosure of passwords).

4. Commercial internet connections such as "Pointcast" will be limited to the frequency of updates; frequent updates have the potential to overburden or affect the performance of the telecommunications network. Recommend that screen updates be limited to twice per day.

Guidance for Appropriate Use of E-Mail

The use of electronic mail (e-mail) has evolved into a vital and dynamic part of the way we communicate and conduct business. Because of our reliance on e-mail, users must be diligent in checking their mailboxes regularly and where appropriate arrange to have their e-mail forwarded for action when unable to access their mail for more than five consecutive days.

Access to and use of NAVSEA e-mail systems are approved for official Government business and authorized purposes. Refer to the limited use authorization for employees.

The following guidelines apply to the use of NAVSEA e-mail systems at NAVSEA:

1. The e-mail system is not to be used for any unlawful endeavors or to gain unlawful access to information.

2. To prevent unauthorized disclosure of information, appropriate security safeguards will be employed to protect classified data, national security functions or sensitive unclassified information, such as For Official Use Only (FOUO), Naval Nuclear Propulsion Information (NNPI) and militarily critical/export controlled technology. The level of security safeguards required is determined by the sensitivity of the information.

3. Copies of e-mail transmissions are subject to possible release under the Freedom of Information Act (FOIA) and discovery in litigation. They are also subject to the records retention requirements of the Federal Records Act.

4. The e-mail system is not to be used for unprofessional or derogatory personal remarks directed toward an individual or groups of individuals, or for the transmission of pornographic or sexually explicit materials or materials containing profane or unprofessional language or for sexual harassment. E-mail should be treated as a professional work product. Like most documents, e-mail frequently receives a wider distribution and may be kept longer than the author intends. Communications with an associate that may be reasonable in a phone call or personal conversation may not be reasonable to commit to writing either electronically or in hard copy form. E-mail should not be used to conduct an argument or to make comments that could be considered less than professional.

5. The e-mail system is not to be used for chain letters or advertisement of private or social interests, or the distribution of jokes or games. Any chain letter or advertisement received

should not be forwarded, and should be deleted upon receipt. If possible, a reply should be sent to the source of the mail message requesting the recipient's e-mail address be removed from the sender's list of recipients of such mail.

6. NAVSEA personnel, contractors, or organizations must not permit access to their e-mail account by other individuals, such as by disclosure of passwords. Transmission of e-mail is permitted from authorized accounts only. Users are encouraged to logout or provide other necessary levels of protection, such as a screen saver password to ensure that unauthorized personnel do not have access to individual mailboxes and the e-mail system.

7. Use of the e-mail system for official correspondence is at the discretion of signature authority officials. It is incumbent upon the sender to ensure receipt of correspondence. Guidelines contained in the Correspondence Manual, SECNAVINST 5216.5D, Section D, concerning the use of e-mail systems for official written correspondence apply.

8. The e-mail system is not to be used as a storage location for voluminous documentation (e.g., books and manuals). Our systems have storage limitations, as does any e-mail system, and storage of large files is known to cause e-mail disruptions in user organizations. Accordingly, any voluminous materials received via e-mail should be promptly removed from the e-mail system and stored on the user's own hard drive, or any other means that does not overburden the e-mail system.

Guidance for Appropriate Use of Telephone Equipment

Access to and use of NAVSEA telephones, and related communications devices/services such as cell phones, pagers, calling cards and voice mailbox are approved for official Government business and authorized purposes. Refer to the limited use authorization for employees.

The following guidelines apply to the use of telephone communications at NAVSEA:

1. Any long distance personal calls must be charged to a non-DoD number or personal credit card, or must be reimbursed by the employee upon receipt of the official telephone bill. (Long distance personal voice and data calls should be charged to the Government phone system only in emergency or urgent circumstances; personal credit cards or toll-free numbers should be used at all other times.) Reimbursing the Government is a personal obligation and the responsibility of each employee.

2. DoD telephone communications systems are provided for transmittal of official and authorized information only and are subject to telephone communications security monitoring and telephone communications management monitoring.

3. Classified information shall not be discussed over an unsecured telephone.

4. Voice Mailbox greetings shall be brief, professional and reflect accurate information. Greetings should contain information which accurately reflects your availability. If you refer callers to someone in your office please inform that person that calls are being directed to them.

5. Voice Mailbox messages shall be retrieved frequently.

Guidance for Appropriate Use of Government Facsimile Machines

Access to and use of DoD facsimile machines are approved for official Government business and authorized purposes. Refer to the limited use authorization for employees.

The following guidelines apply to the use of facsimile machines at NAVSEA:

1. Any long distance personal facsimile transmission must be reimbursed by the employee upon receipt of the official telephone bill. Long distance personal voice and data calls should be charged to the Government phone system only in emergency or urgent circumstances. Reimbursing the Government is a personal obligation and the responsibility of each employee.

2. Under no circumstances is personal facsimile equipment authorized for connection to DoD telephone lines. Unauthorized action by an employee may result in the initiation of disciplinary action by the supervisor.

3. Facsimile transmissions travel on unsecured telephone lines, making it possible for people outside NAVSEA to gain access to the information contained therein. Mistakes can also occur in transmission because of dialing errors. Unsecured facsimile lines are not to be used for transmission of classified information. Appropriate safeguards should be used when faxing sensitive unclassified information such as For Official Use Only (FOUO), Naval Nuclear Propulsion Information and militarily critical/export controlled technology using an unsecured telephone line. Appropriate safeguards may include requiring that the recipient of the fax be stationed at the fax machine during transmittal.

4. Copies of facsimile transmissions are subject to possible release under the Freedom of Information Act (FOIA) and discovery in litigation. They are also subject to the records retention requirements of the Federal Records Act.

5. Official facsimile messages should be professionally presented, current, accurate, factual, and devoid of emotion. Facsimile equipment should not be used for transmission of voluminous documentation.

6. DoD telephone communications systems are provided for transmittal of official and authorized information only and are subject to telephone communications security monitoring and telephone communications management monitoring.