



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO
NAVSEAINST 2200.1
Ser 00/023
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NAVSEA INSTRUCTION 2200.1

From: Commander, Naval Sea Systems Command

Subj: NAVAL SEA SYSTEMS COMMAND PHOTOGRAPHIC, AUDIBLE RECORDING
AND PORTABLE ELECTRONIC DEVICES POLICY

Ref: (a) DoD Directive 8100.02 of Apr 07, Use of
Commercial Wireless Devices, Services and
Technologies in the DoD Global Information Grid
(b) SECNAV M-5510.36 of Jun 06
(c) DODM 5200.01-V4 of 24 Feb 12, DoD Information
Security Program: Controlled Unclassified Information
(d) OPNAVINST N9210.3, Safeguarding of Naval Nuclear
Propulsion Information (NNPI)
(e) 252.204-7000 Disclosure of Information Clause of
Aug 13
(f) CG-RN-1, REV.3, CHANGES 1-19, (CRD) DoE-DoD SCG for
the NNPP
(g) DoD Instruction 8582.01
(h) SECNAV M-5210.1 of 16 Nov 07
(i) Department of the Navy Civilian Human Resources
Manual Subchapter 752 of Dec 03

Encl: (1) NAVSEA Form 5512/8, NAVSEA HQ Photographic and
Recording Device Pass Request

1. Purpose. This instruction establishes policy, assigns responsibilities, and procedures for the Naval Sea Systems Command (NAVSEA) photographic, recording, and Portable Electronic Device (PED) policy and sets minimum requirements at all elements of NAVSEA, Deputy Commanders (DC), Program Executive Offices (PEOs) and affiliated codes here after known as NAVSEA Headquarters (HQ) and NAVSEA Field Activities (FAs) following the guidance provided in references (a) through (i).

2. Background. The current NAVSEAINST 5510.2C, the NAVSEA Access Control instruction contained limited guidance in intent on the use and allowance of PEDs. This instruction supersedes the NAVSEAINST 5510.2C in any matters related to PEDs.

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3. Scope and Applicability. A PED is defined as an easily transportable electronic device which has a capability to record, copy, store, and/or transmit data, digital images, video, and/or audio. The following list is not all-inclusive, but highlights how prolific and prevalent PEDs have become. Examples include: laptop computers, cellular telephones, cellular smartphones, radios (Amplitude Modulation (AM)/Frequency Modulation (FM), Satellite), compact disc, cassette players and recorders, portable data assistants, digital tablets of any kind (Palm, Blackberry, IPADS), digital audio devices (MP3 players, IPODS), sound reducing headphones/earphones (e.g. Bose, Sony, Quietpoint), digital cameras, cameras, camcorders, programmable calculators, electronic book readers (Kindle, Nook, Neo), electronic watches with smartphone capabilities, input capability and/or reminder recorders, and digital recording and remote computing devices (Google Glass), luggage trackers and other Global Positioning Systems (GPS) or Radio Frequency Identification (RFID) trackers (including but not limited to GPS Watches).

a. For the purposes of this instruction, the definition of PED includes government issued, contractor owned, and personally owned devices. This requirement does not apply to printers, copiers, fax machines, or U.S. Government controlled Communications Security (COMSEC) material subject to the security policies enforced by the Navy's enterprise wide Information Technology contracts.

b. NAVSEA FAs include the Naval Shipyards (NSYs), Supervisors of Shipbuilding (SUPSHIPS), Regional Maintenance Centers (RMCs), Naval Surface Warfare Center (NSWC), Naval Undersea Warfare Center (NUWC), and other field activities such as maintenance planning activities (SUBMEPP, SURFMEPP, and CPA).

4. Action. All military, government civilian and contractor personnel assigned to NAVSEA HQ Staff Codes, affiliated PEOs, and NAVSEA FAs shall comply with this policy. The requirement shall be fully implemented no later than 1 February 2015 at NAVSEA HQ and fully implemented within six months at FAs subject to negotiations with bargaining units.

5. Policy

a. Per reference (b), PEDs will be restricted from certain areas on either a permanent or as required basis. No PEDs, with the exception of government issued laptop computers, are authorized inside of an area designated as a Secure Room for

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Open Storage Secret (OSS) or higher Sensitive Compartmented Information Facility (SCIFs) and vaults. Organizations should reference the NAVSEA Staff Security Officer (SSO) (SEA 00G), and/or local SCI Security Official for SCIF specific guidance.

b. No PED, with the exception of government issued laptop computers and Next Generation (NGEN) Direct Funded Contractor (DFC) laptop computers, are authorized in any Restricted Access Areas (RAA) or Controlled Access Areas (CAA) when classified material, defined in reference (b) is exposed or discussed. Before any classified asset (example: Secret laptop computer) is removed from its approved storage container, or when the classified Local Area Network (LAN) port is unlocked, positive action must be taken to ensure that all PEDs are removed from the area.

c. PEDs, with the exception of government issued laptop computers and NGEN DFC laptop computers, are prohibited when and where classified information is to be exposed or discussed. In an area where PEDs are authorized (common areas, unclassified workstations) positive action must be taken PRIOR to exposure of the information to ensure that all PEDs are removed from the area or disabled (battery removed).

d. Where Unclassified Naval Nuclear Propulsion Information (U-NNPI) or other Controlled Unclassified Information (CUI), as defined in references (c) and (d), is exposed or discussed in unclassified or open access spaces, sound judgment is required prior to discussion. PEDs are authorized in these locations; however, each employee is responsible to ensure that controlled information is not inadvertently exposed to unauthorized personnel.

e. Voice recording is prohibited in all NAVSEA spaces unless specifically authorized by the CO or in support of an approved media engagement.

f. Discovery of prohibited materials on personal PEDs, including government information or digital photographs that have not been authorized for public release, may result in the immediate confiscation of the device, as well as referral to the appropriate authorities.

g. Personally owned and contractor owned PEDs, with the exception of government issued laptop computers and NGEN DFC laptop computers, are NOT to be connected to any Government-owned IT equipment or telephone line at any time.

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h. Lock boxes located outside of an OSS, RAA, or CAA are recommended as one option to temporarily secure such devices when classified information is exposed.

i. Per reference (e), contractor owned laptops not managed by a Navy Enterprise information technology contract (e.g., DFC laptops that do not conform to the two-layer security protection to include the 2013 Disclosure of Information (DFAR) clause, are not authorized for use in NAVSEA HQ buildings. Contractor laptops that meet the requirements from the DFAR 2013 and have the two layer security protection functions, must clearly display on the outside of the laptop the companies' CIO certification that the laptop meets the two layer encryption and meets the 2013 DFAR. NAVSEA SEA 00I and SEA 00P1 are the final verification/approvers that the company issued laptops indeed meet the security standards associated with the 2013 DFAR and two layer encryption.

j. Per reference (f), contractor owned laptops not managed by a Navy Enterprise information technology contract (e.g., DFC laptops) that have been approved to process UNNPI per reference (e) are permitted.

k. Hot spots and non-Government wireless networks in NAVSEA HQ are not authorized.

l. Use of a contractor issued air card is permitted, provided the laptop has received access authorization via enclosure (1), NAVSEA Form 5512/8, and that the laptop conforms with all applicable security controls as required by reference (g).

m. Personally owned laptops are "NOT" authorized in NAVSEA HQ buildings to include personally owned tablets that can be connected to a keyboard.

n. Photographic imaging is authorized in the following areas when neither classified information, U-NNPI nor CUI are present or revealed in any way. Personnel taking photos must be aware of their surroundings to ensure items such as CACs or badges are not captured in photos. The following processes should be adapted to FA organizational structure.

(1) Outside of NAVSEA HQ buildings, as permitted by installation regulation.

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(2) In the following areas during NAVSEA HQ approved ceremonies and special events:

(a) All major open common areas in the HUMPHREYS Building to include the cafeteria and the adjacent atrium next to the cafeteria, the 2nd floor atrium, the auditorium, the open atrium in building 201 first floor, in front of all NAVESA HQ buildings.

(b) Additional areas approved in writing by SEA 00P1 on a case by case basis. For example, Office space ceremonies where family members and guests are present and picture taking is anticipated.

(c) Additional exemptions to this requirement must be approved in writing in advance by both SEA 00P1 and SEA 00I using enclosure (1).

(3) Photographic images and audible recordings, when authorized, shall be appropriately classified and marked according to the information revealed therein and must be approved for public release in accordance with reference (f) of this policy. Photographic images and recordings containing NNPI shall be marked in accordance with references (d) and (e) of this instruction. Pictures and recordings taken during an approved media event are exempt.

(4) Anyone other than media personnel escorted by a SEA 00D representative and official command photographers who wish to take photographic images or audible recordings outside of the areas named above must obtain a NAVSEA HQ Photographic and Audible Recording Device Permit (enclosure (1)) approved by SEA 00P1. Areas where exposure to classified information, NNPI, or CUI is possible must be sanitized by the host office prior to allowing photographic images or audible recordings to be taken.

6. Responsibilities

a. NAVSEA HQ Shall:

(1) Follow the details provided in references (a) through (i), and comply with all the above procedures.

(2) Report any PEDs in unauthorized areas to a supervisor, Security Coordinator, or the Security Department.

(3) Organizations and Departments have full authority to set additional restrictions on the use of personal PEDs within their areas of responsibility due to any concerns associated

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with the handling of sensitive and classified information, safety, and workspace environmental issues.

b. NAVSEA Office of Security Programs SEA 00P shall:

(1) Be responsible for the management and administration of the PED instruction.

c. NAVSEA Office of Security Operations SEA 00P1 shall:

(1) Keep written records of each applicant's acknowledgements of enclosure (1) for two years from the expiration date of the approved permit following the details of reference (h).

(2) While approving these permits, SEA 00P1 shall ensure each permit applicant acknowledges the following in writing using enclosure (1):

(a) Their responsibility to prevent any imaging/recording/exporting of classified information or CUI;

(b) All images/recordings are subject to the standard clearance process for public release in accordance with reference (f); and

(c) All restrictions and potential consequences including administrative and disciplinary actions if these restrictions are violated per guidance provided in reference (g).

d. NAVSEA Command Photographers and SEA 00D shall:

(1) Obtain a Photographic and Audible Recording Device permit (enclosure (1)) approved by SEA 00D. Media will be allowed to bring recording devices into NAVSEA spaces provided they are monitored by a SEA 00D representative and only during interviews. SEA 00D personnel will ensure compliance.

(2) Understand their responsibilities to protect classified information and CUI in accordance with references (c) and (d) of this instruction.

(3) Understand all restrictions and potential consequences including administrative and disciplinary actions if these restrictions are violated per reference (g).

(4) Understand the limitations of their authorization in accordance with this policy.

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(5) Per reference (h), keep written records of the permits for two years from the expiration date of the approved permit.

e. NAVSEA FAs shall:

(1) Issue guidance to define comparable responsibilities and processes that are applicable to their organizations.

7. Disciplinary Action

a. Failure to comply with the requirements of this instruction are subject to disciplinary action per guidance provided in reference (i).

b. Supervisors are responsible for initiating appropriate administrative and disciplinary action.

8. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per reference (h) the SECNAV Manual 5210.1.

9. Forms. Enclosure (1), NAVSEA Form 5512/8, NAVSEA HQ Photographic and Recording Device Pass Request may be downloaded from the NAVSEA forms page on <https://navsea.portal.navy.mil>.



W. H. HILARIDES

Distribution:

Electronic only, via NAVSEA Intranet Website
<https://navsea.portal.navy.mil/>

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NAVSEA HQ PHOTOGRAPHIC AND RECORDING DEVICE PASS REQUEST			DATE
NAME	Phone	PEO / DIRECTORATE	
EMAIL ADDRESS		DATE(S) REQUESTED	
PHOTOGRAPHIC AND RECORDING DATA			
DESCRIPTION	MANUFACTURER	MODEL	SERIAL NO.
SPECIFIC AREA(S) / FACILITIES WHERE THE ABOVE DEVICES(S) WILL BE USED:		FROM: _____	
		TO: _____	
Countermeasures applied to the above device(s) to ensure protection against unauthorized recording, transmitting or exporting photographic images or audible information:			
ACKNOWLEDGEMENT OF NAVSEA PHOTOGRAPHIC AND RECORDING PASS POLICY			
Requestor is responsible for preventing unauthorized recording, transmitting or exporting photographic images or audible information. Requestor understands photographic images and audible recordings are authorized in the areas below when neither classified information nor Controlled Unclassified Information (CUI) are present or revealed in any way:			
SAMPLE			
<ol style="list-style-type: none"> 1. Anywhere outside of NAVSEA HQ buildings. 2. In the areas below during NAVSEA ceremonies and special events: <ol style="list-style-type: none"> a. The Auditorium and Management Information Systems Center b. The second floor atrium of Building 197 c. The cafeteria and the area immediately adjacent to the entrance on the first floor of building 197 d. The area between the employee entrance and the elevators on the first floor of building 197 3. Photos taken in all these locations are considered approved for public release. 4. Additional areas approved in writing by SEA 09P1 on a case by case basis. 			
Additional exemptions to this requirement must be approved in writing in advance by SEA 00D and SEA 09P1.			
<ol style="list-style-type: none"> 5. All images/recordings are subject to the standard clearance process for public release in accordance with NAVSEAINST 5230.12: Release of Information to the Public; unless approved in advance by SEA 00D. 6. All restrictions and potential consequences including administrative and disciplinary actions apply if these restrictions are violated. 7. Possession of a Photographic and Recording Device Pass issued for NAVSEA does not constitute authority to take photographs in other command jurisdictions. 8. Photographers must comply with NAVSEA M-5510.2C SECTION 3-8 and 3-12. 			
Is the requestor a contractor? <input type="checkbox"/>			
If yes, does the requestor have access to similar government furnished equipment with protection equal to or better than NMCII? <input type="checkbox"/>			
MY SIGNATURE AFFIXED TO THIS STATEMENT IS CERTIFICATION THAT I HAVE READ AND THOROUGHLY UNDERSTAND THE ABOVE CONTENTS.			
REQUESTOR'S SIGNATURE	PRINT NAME	DATE	
ENDORSEMENT OFFICIALS			
OFFICE HEAD SIGNATURE	PRINT NAME AND OFFICE CODE	DATE	
DEPUTY COMMANDER / PEO COS SIGNATURE	PRINT NAME AND OFFICE CODE	DATE	
APPROVING OFFICIAL			
HEAD, SECURITY OPERATIONS DIVISION (SEA 09P1) SIGNATURE	ISSUE DATE	EXPIRATION DATE	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
FOR OFFICIAL COMMAND PHOTOGRAPHERS AND PERSON BORROWING SEA 00D CAMERAS			
DIRECTOR, CORPORATE COMMUNICATIONS (SEA 00D) SIGNATURE	PRINT NAME	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	