

DEPARTMENT OF THE NAVY

CRANE DIVISION
NAVAL SURFACE WARFARE CENTER
300 HIGHWAY 361
CRANE INDIANA 47522-5001



IN REPLY REFER TO:

5510
Ser 00/14-02

20 MAR 2014

NSWC CRANE POLICY LETTER 14-02

From: Commanding Officer

Subj: USE OF PERSONAL ELECTRONIC DEVICES INSIDE NAVAL SURFACE
WARFARE CENTER, CRANE DIVISION WORKSPACES

Ref: (a) NAVSEA M-5510.2C, Access and Movement Control Manual
(b) Commanding Officer email of 19 February 2014,
Temporary Policy for Personal Cell Phones for NSWC
Crane Division
(c) Department of the Navy Civilian Human Resource
Manual, Subchapter 752 of December 2003

1. Introduction. Communication is vital to the safety of the workforce and the security of Navy information. Never in history has an individual possessed the hand-held ability to transfer and communicate volumes of information with such ease. Today's advanced devices pose both potential risks to our information while improving our ability to quickly communicate lifesaving information. A balance must be struck between protecting information while not imposing measures that stifle the important ability to communicate.
2. Cancelation. Naval Surface Warfare Center, Crane Division (NSWC Crane), Photography and Recording Device Policy Letter, 01-12, 31 Dec 12.
3. Applicability. This policy applies to all individuals accessing NSWC Crane buildings, whether assigned to or visiting.
4. Action. In accordance with references (a) and (b), all personal electronic devices (PEDs) other than personal cell phones are prohibited in NSWC Crane workspaces. Prohibited devices include: MP3 players, e-readers, digital recording devices, laptop and tablet computers and/or other electronic devices not provided by the government or specifically authorized in accordance with this policy. This prohibition does not apply to portable government furnished devices that are subject to and compliant with Navy Information Technology (IT)

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security policies (e.g., Navy Marine Corps Internet issued laptop computers, NSWC Crane Research, Development, Test and Evaluation laptop computers and Navy furnished Blackberries and cell phones). Also exempt are tape recorders and/or video recording devices used for official depositions and government owned electronic equipment permitted in accordance with reference (a).

a. NSWC Crane personnel hosting visitors and support contractors are responsible for ensuring their guests comply with this policy. This includes visitors from all other activities aboard the Naval Support Activity Crane (NSA Crane) who require access to NSWC Crane; Fallbrook, CA and Hawthorne, NV spaces.

b. In accordance with reference (a), this prohibition does not apply to government owned printers, copiers, fax machines, US government controlled Communications Security equipment and electronic equipment required in support of official surface and subsurface testing environments. IT devices owned by academic institutions and/or contracting companies may be exempt when required for official Department of Defense mission support. Exemptions may be granted in accordance with Form NSWCCRANE P5510/12-01. This exemption does not include personal devices owned by employees of a company or institution.

c. NSWC Crane personnel who fail to comply with the requirements of this policy are subject to disciplinary action in accordance with references (a) and (c). Supervisors are responsible for initiating appropriate administrative, corrective and/or disciplinary action.



A. M. PRATT

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