Telework best practices in an NMCI-constrained environment:

The following is provided as suggestions and best practices in support of your workforce executing telework. These apply to individuals who do not need to access NMCI hosted applications to accomplish their work, and does not waive general operational security requirements. Please note that email can be accessed via work issued phones and OWA.

1) WORK ASSIGNMENTS: Prior to leaving the office for the day, download all materials necessary to perform project work to your C: drive on your laptop should you find out overnight that you will have to telework. Work with your team to identify work that aligns with projects, deliverables etc. that can be accomplished on a disconnected computer.

2) LAPTOP: Have employees bring their laptop and power cord home every day. Please remember that devices cannot be plugged into the work NMCI laptop.

3) CALL FORWARDING: Employees should enable the "call forwarding" function on their work phones to a phone they can access at the telework site every day.

4) CAC ENABLED WEBSITES: There are many ways to gain access to the internet and CAC protected websites without being connected to the NMCI network

a) NMCI LAPTOP - The NMCI laptop can be used to access the internet when not connected to the network provided that it is connected to your home internet router via ethernet cable (hard wire connected).

b) CAC READER – A plug and play CAC reader can be used with a personal computer to access CAC enabled websites.

c) KEYBOARD WITH CAC READER – Many of our work desktop keyboards are outfitted with onboard CAC readers. These can be connected to personal computers.   By using the CAC enabled keyboard the employee will be able to gain access to these websites without being connected to the NMCI network.

5) COMMUNICATION:

a) COMMERCIAL EMAIL - Use commercial email to communicate non-sensitive information or notifications such as 'health and welfare check please reply all', to set up meetings, etc. Ensure that no file transfers occur and always cc your Navy.mil email address to maintain a record of your communications.

b) Refrain from using NMCI email for routine communications. It will be more efficient and a better use of limited resources to call or use other communication methods if you need a response from a colleague or need to communicate scheduling/assignment concerns to your supervisor.

c) VIDEO / TEXT / MESSAGING - Phone bridges are important however also consider using group messaging/texting such as WhatsApp and video conferencing Apps such as SLACK, ZOOM, and SKYPE.

d) Use phone bridges to conduct meetings. Some phones, such as iPhones, have a conference function that allow several lines.

6) NMCI EMAIL (NAVY.MIL): To obtain NMCI email, consider logging in to the server during off-peak hours. A best practice is to log on, download emails and then log off. During the day, write emails (they will be saved in your drafts) and then at the end of the day, or when appropriate, log back on and send the emails in bulk.

7) WEBSITES TO KNOW
   a) Secure file transfer. This is an approved file transfer program. However it is important to note that loading sensitive or PII type documents on a personal computer is prohibited. Please refer to the Information Awareness training for associated regulations: DOD Safe; https://safe.apps.mil/
   b) COVID-19 info on NAVSEA public website: www.navsea.navy.mil
   c) NMCI Webmail (OWA):
      a. East Coast (NADSUSEA)…
         i. https://webmail.east.nmci.navy.mil/exchange/
      b. West Coast (NADSUSWE)…
         i. https://webmail.west.nmci.navy.mil/exchange/