

UNCLASSIFIED//

PATUZYUW RULKCYB0105 2931400-UUUU--RHMFIUU.

ZNR UUUUU

P 201400Z OCT 10

FM COMFLTCYBERCOM FT GEORGE G MEADE MD

TO RUCBCLF/COMUSFLTFORCOM NORFOLK VA  
RHMFIUU/COMUSNAVCENT  
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SUBJ/GUIDANCE FOR ACCESS TO COMMERCIAL WEB-BASED EMAIL FROM NAVY NETWORKS//  
REQUEST WIDEST DISSEMINATION TO SUBORDINATE COMMANDS AND ACTIVITIES  
REF/A/MSG/FLTCYBERCOM/241840ZSEP10/NOTAL//  
REF/B/MSG/FLTCYBERCOM/081559ZJUN10//  
REF/C/MSG/SECNAV/192027ZAUG10//  
REF/D/MSG/SECNAV/192031ZAUG10//  
REF/E/DOC/DOD REGULATION 5500.7R/GC, DOD/23MAR06//  
REF/F/DOC/SECNAVINST 5239.3B/17JUN09//  
REF/G/INST/CJCSI 3213.01C/17JUL08//  
REF/H/DOC/DOD/25FEB10//  
REF/I/MSG/NAVCIRT/021728ZSEP05//  
REF/J/MSG/DON CIO/161108ZJUL05//  
REF/K/DOC/OPNAV 5239/14JUL08//  
REF/L/DOC/SECNAVINST 5239.19/18MAR08//

NARR/REF A PROVIDED NOTICE THAT ACCESS TO COMMERCIAL WEB-BASED EMAIL WOULD BE ALLOWED 12 OCT 10.

REF B PROVIDED INTERIM GUIDANCE FOR INTERNET-BASED CAPABILITIES.

REF C PROVIDED INTERNET-BASED CAPABILITIES GUIDANCE FOR OFFICIAL INTERNET POSTS.

REF D PROVIDED INTERNET-BASED CAPABILITIES GUIDANCE FOR UNOFFICIAL INTERNET POSTS. REF E IS JOINT ETHICS REGULATION (JER), SUBSECTION

2-301.A WHICH PROVIDES SPECIFIC GUIDANCE ON USE OF FEDERAL COMMUNICATION SYSTEMS.

REF F IS DON INFORMATION ASSURANCE POLICY.

REF G IS JOINT OPERATIONS SECURITY INSTRUCTION.

REF H IS DEPSECDEF DIRECTIVE-TYPE MEMORANDUM (DTM) 09-026, DOD POLICY FOR RESPONSIBLE AND EFFECTIVE USE OF INTERNET-BASED CAPABILITIES (IBC). REF I IS THE NAVY DNS BLACKHOLE IMPLEMENTATION MESSAGE.

REF J IS DON CIO MESSAGE ON EFFECTIVE USE OF NAVY INFORMATION TECHNOLOGY RESOURCES.

REF K IS SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N) FORM.

REF L IS DEPARTMENT OF THE NAVY COMPUTER NETWORK INCIDENT RESPONSE AND REPORTING REQUIREMENTS INSTRUCTION.//

POC/24 HOUR WATCH/BATTLE WATCH CAPTAIN/BWC/UNIT:

C10F/LOC: FORT MEADE MD/TEL: UNCLAS STE (240)373-3633/3159/SECTEL:

962-3633/EMAIL: C10F(UNDERSCORE)BWC(AT)NAVY.MIL/SMAIL: C10F(UNDERSCORE)BWC(AT)NAVY.SMIL.MIL //

1. BACKGROUND. THIS MESSAGE PROVIDES NAVY-WIDE GUIDANCE ON RESPONSIBLE AND EFFECTIVE USE OF COMMERCIAL WEB-BASED EMAIL.

2. APPLICABILITY. THIS MESSAGE APPLIES TO ALL UNCLASSIFIED NAVY NETWORK OWNERS AND USERS TO INCLUDE ALL CENTRALLY MANAGED ENCLAVES, LEGACY AND EXCEPTED NETWORKS (RDT&E, EDUCATIONAL, ETC.).

3. ACTION. IN ACCORDANCE WITH REF A, NAVY PERSONNEL ARE NOW AUTHORIZED TO ACCESS COMMERCIAL WEB-BASED EMAIL FROM NAVY INFORMATION TECHNOLOGY (IT) ASSETS. ALL USERS MUST FOLLOW SPECIFIC GUIDELINES DEFINED IN REFS B, C AND D AND SHALL ADHERE TO APPLICABLE DOD AND NAVY REGULATIONS AND POLICIES WHEN USING COMMERCIAL WEB-BASED EMAIL.

4. AUTHORIZED USAGE. IAW REF E, COMMERCIAL WEB-BASED EMAIL MAY BE ACCESSED FROM NAVY IT ASSETS FOR LIMITED PERSONAL USE UNDER THE GUIDELINES APPLICABLE TO USE OF FEDERAL GOVERNMENT COMMUNICATION SYSTEMS. USE MUST BE OF REASONABLE DURATION AND FREQUENCY AS DETERMINED BY SUPERVISORS AND MUST NOT ADVERSELY AFFECT PERFORMANCE OF OFFICIAL DUTIES, OVERBURDEN SYSTEMS, OR REFLECT NEGATIVELY ON THE DON OR DOD. QUOTE AUTHORIZED PURPOSES END QUOTE INCLUDE PERSONAL COMMUNICATIONS THAT ARE MOST REASONABLY MADE AT THE WORK PLACE (E.G. CHECKING IN WITH SPOUSE OR MINOR CHILDREN AND SCHEDULING DOCTOR, AUTO REPAIR, AND HOME REPAIR APPOINTMENTS).

A. IAW REF F, THE USE OF DON-PROVIDED OFFICIAL EMAIL ACCOUNTS IS MANDATORY FOR CONDUCTING OFFICIAL BUSINESS. USE OF COMMERCIAL EMAIL (WEB-BASED OR OTHERWISE) FOR OFFICIAL BUSINESS IS RESTRICTED TO MISSION ESSENTIAL USE AND ONLY WHEN A DON PROVIDED EMAIL ACCOUNT IS UNAVAILABLE. ADDITIONALLY, AUTO-FORWARDING OFFICIAL EMAIL TO A COMMERCIAL EMAIL ACCOUNT (TO INCLUDE WEB-BASED EMAIL) IS STRICTLY PROHIBITED.

B. IN ORDER TO MAXIMIZE NAVY AND DOD COMPUTER NETWORK DEFENSE, PERSONNEL ARE PERMITTED TO USE DON PROVIDED EMAIL ACCOUNTS VICE PERSONAL EMAIL ACCOUNTS FOR AUTHORIZED PERSONAL USE WHEN OPERATING FROM NAVY SYSTEMS.

C. OPSEC IS PARAMOUNT WHEN USING COMMERCIAL WEB-BASED EMAIL AND REF G REFERS. FOR ADDITIONAL REFERENCES AND TRAINING VISIT [HTTPS:\(DOUBLE SLASH\)WWW.NIOC-NORFOLK.NAVY.MIL/OPSEC/INDEX.HTML](https://www.nioc-norfolk.navy.mil/opsec/index.html).

D. PERSONNEL ARE REMINDED THAT COMMUNICATIONS USING, OR DATA STORED ON, DOD INFORMATION SYSTEMS ARE NOT PRIVATE, ARE SUBJECT TO ROUTINE MONITORING, INTERCEPTION, AND SEARCH AND MAY BE DISCLOSED OR USED FOR ANY U.S. GOVERNMENT AUTHORIZED PURPOSE.

E. WHEN ACCESSING COMMERCIAL WEB-BASED EMAIL, PERSONNEL SHOULD NOT CLICK LINKS OR OPEN ATTACHMENTS UNLESS FROM A TRUSTED SOURCE TO REDUCE VULNERABILITIES TO CRIMINAL ACTIVITIES SUCH AS IDENTITY THEFT.

5. ADDITIONAL CONSIDERATIONS.

A. LOCAL COMMANDERS MAY TEMPORARILY LIMIT ACCESS TO COMMERCIAL WEB-BASED EMAIL FOR MISSION ASSURANCE. REF H DIRECTS COMMANDERS AT ALL LEVELS TO DEFEND AGAINST MALICIOUS ACTIVITY AFFECTING NAVY NETWORKS AND TAKE IMMEDIATE ACTION TO SAFEGUARD MISSION. THESE ACTIONS MAY INCLUDE TEMPORARILY LIMITING ACCESS TO THE INTERNET TO PRESERVE NETWORK AND OPERATIONS SECURITY AND/OR MISSION ESSENTIAL BANDWIDTH.

B. USERS WHO REQUIRE ACCESS TO A COMMERCIAL WEB-BASED EMAIL SITE THAT REMAINS BLOCKED IAW REF I MAY SUBMIT AN UNBLOCK/EXCEPTION REQUEST VIA THEIR COMMAND IAM, ECHELON II IAM, AND ECHELON II CIO PER REF I. COMMANDS REQUIRING IMMEDIATE ACCESS FOR OPERATIONAL REASONS MAY MAKE REQUESTS DIRECTLY TO THE POC. IMMEDIATE REQUESTS REQUIRE A SPECIFIC OPERATIONAL IMPACT STATEMENT IN ORDER TO WEIGH ANY POTENTIAL RISK AGAINST THE OPERATIONAL REQUIREMENT AND TIMELINE NEEDED TO SATISFY THE REQUIREMENT. FOR MORE INFORMATION REGARDING INTERNET-BASED WEB-BASED EMAIL THREATS VISIT [HTTPS:\(DOUBLE SLASH\) WWW.NCDOC.NAVY.SMIL.MIL](https://www.ncdoc.navy.smil.mil)

6. ADMINISTRATION.

A. THIS MESSAGE UPDATES PREVIOUS DIRECTION PROVIDED IN REF J THAT SPECIFICALLY PROHIBITED THE USE OF COMMERCIAL WEB-BASED EMAIL. ADDITIONALLY, THE DON CIO IS UPDATING REF K TO REFLECT LANGUAGE CONTAINED WITHIN REF H.

B. LOCAL IA AUTHORITIES AND CURRENT/EXISTING USERS DO NOT NEED TO MODIFY OR RE-SIGN USER AGREEMENTS (I.E. SAAR-N) ALREADY ON FILE. **WHEN ISSUING USER AGREEMENTS (I.E. SAAR-N) TO NEW USERS, ATTACH THIS MESSAGE AS AN ADDENDUM UNTIL DON POLICY AND FORMS ARE UPDATED AND REISSUED.**

7. ACCESSING COMMERCIAL WEB-BASED EMAIL REPRESENTS AN ADDITIONAL NETWORK THREAT VECTOR. PERSONNEL AND COMMANDS MUST REMAIN VIGILANT. REPORT ANY SUSPICIOUS ACTIVITY IAW REF L.//

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