

Department of the Navy Civil Liberties Communications Plan



Department of the Navy
Chief Information Officer

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Civil Liberties Communications Plan

Introduction

The Department of the Navy Chief Information Officer (DON CIO) is the DON Chief Civil Liberties Officer. In this capacity, the DON CIO promotes the civil rights and civil liberties of U.S. citizens, legal residents, military personnel and DON civilian employees. The DON CIO administers a civil liberties program within the department that fulfills Department of Defense (DoD) responsibilities under federal law, promoting understanding and consideration of civil rights and civil liberties in DON policies, procedures and operations. This *Department of the Navy Civil Liberties Communications Plan* aligns with the DoD Civil Liberties Communication Plan.

Activities to be accomplished under this plan by the DON Civil Liberties POC:

1. Department of the Navy Chief Information Officer (DON CIO) Website

<http://www.doncio.navy.mil/>

Update the DON CIO website as necessary to ensure currency of information pertaining to the DoD and DON civil liberties programs. This information will include contact information for the Civil Liberties points of contact and instructions on how to submit civil liberties complaints. Lists of frequently asked questions, relevant guidance and issuances pertaining to civil liberties, and a link to the Defense Privacy and Civil Liberties Office (DPCLC) website will be posted.

2. Publications, Collateral Material and Announcements

a. Make Defense Privacy and Civil Liberties Office (DPCLC) civil liberties posters and tri-folds available via the DON CIO website and in hardcopy throughout the Department as appropriate, modified for DON use if applicable.

b. Employ the DON CIO website, email announcements, and electronic newsletters to provide information on the DON Civil Liberties Program, civil liberties-related events and instructions on how to access *DoD Civil Liberties Workforce Awareness Training*.

c. Include DPCLC's Quick Response (QR) code and a DON Civil Liberties QR code in outreach materials such as brochures, posters, etc. QR codes are an effective tool for people to access more information by using a cell phone application to scan a bar code that will take them directly to the appropriate website.

3. Other Outlets/Resources

a. Publicize the DON Civil Liberties Program and raise workforce awareness of civil liberties using the Washington Headquarters Services (WHS) InfoNet. The InfoNet is a digital signage system with displays at various locations throughout the National Capital Region (NCR).

b. Employ the Defense Media Activity (DMA) as summarized in paragraphs (1) – (3) below. The DMA is DoD’s direct line of communication for news and information to U.S. Forces worldwide. The agency provides news, information, and entertainment through a variety of media platforms, including radio, television, internet, print and emerging technologies (e.g., social media). DMA provides information to millions of active duty and reserve service members, civilian employees, government contractors, military retirees and their families in the U.S. and abroad.

(1) The American Forces Press Service (AFPS) supplies news stories pertaining to the activities of U.S. military forces around the world. The DON has the option of getting interviews with DON civil liberties leaders regarding their organization’s civil liberties program disseminated through AFPS.

(2) American Forces Network (AFN) is the brand name used by the United States Armed Forces Radio and Television Service for its entertainment and command internal information networks worldwide. The AFN worldwide radio and television broadcast network serves U.S. service members, DoD employees, and other U.S. government agencies and families stationed at bases overseas, as well as ships at sea. The DON has the option of working with AFN to produce a 30-second “At Ease” public service announcement about the Civil Liberties Program, which would run during television programming breaks.

(3) DoDLive provides the DoD and military service organizations with an official venue to engage audiences across the Internet. The DON has the option of collaborating with DoDLive to create a video regarding the DON Civil Liberties Program for .

4. CHIPS Magazine

CHIPS, is the DON information technology magazine. . The publication enjoys a readership of more than 2 million online readers from Defense, other Federal, state and local government agencies, allies, coalition partners, academia and industry partners. CHIPS provides the option of publishing articles concerning the DON Civil Liberties Program.

5. DON Events and Symposiums

a. Co-sponsor a civil liberties event with DPCLLO.

b. Encourage DON personnel to attend DPCLLO training sessions, such as Fourth Amendment awareness training.

c. Build outreach and communications initiatives around existing awareness events related to civil liberties, e.g., September 17 is Constitution and Citizenship Day, and December 15 is Bill of Rights Day.

6. Civil Liberties Training

a. Employ distance learning training: add complaint processor training and workforce training to the DON Learning Management System (LMS). Alert target groups to availability of this training through email announcements and website posts.

b. Conduct both in-person and video tele-training (VTT). Schedule complaint processor training with DPCLCLO at a DON facility or via video teleconferencing.

7. Non-DON Events and Symposiums

a. Alert the DON workforce of any civil liberties-related events such as conferences, lectures or workshops sponsored by non-DoD entities. (Note: DPCLCLO will inform DON civil liberties points of contact about such events via email, DPCLCLO's website, and the DPCLCLO's SharePoint site.)

Conclusion

This DON Civil Liberties Plan summarizes top level actions to advance the continuous integration of civil liberties awareness and compliance into our workforce policy and procedures. Specifically, this plan summarizes the methods/tools available for use by the DON CIO and how they can be implemented to develop and sustain an active civil liberties communications program. This plan will be updated as appropriate, but not less than annually.