

DTG: 081745Z Nov 12
Precedence: ROUTINE
Originator: DON CIO WASHINGTON DC
To:
CNO (N2/N6/N9)
CMC (ARSF/C4
ASN RD&A
ASN M&RA
ASN FM&C
ASN EI&E
GC
DON/AA
DNS
DMCS
NAVIG
JAG
OLA
CHINFO
AUDGEN
CNR
DON CIO
SAPRO
NCIS
COMPACFLT
COMUSFLTFORCOM
COMUSNAVEUR USNAVAF
COMNAVAIRSYSCOM
COMNAVRESFORCOM
COMNAVSEASYSYSCOM
CNIC
USNA
COMFLTCYBERCOM
BUMED
COMNAVSAFECEN
NETC
COMNAVLEGSVCCOM
COMNAVSUPSYSCOM
COMUSNAVSO
COMNAVFACENGCOM
NAVWARCOL
COMSPAWARSYSCOM
COMNAVSPECWARCOM
DIRSSP
BUPERS
COMNAVDIST
ONI
NAVY BAND
FLDSUPPACT
NAVPGSCOL
NAVHISTHERITAGECOM
COMOPTVFOR
COMNAVCYBERFOR

COMNAVNETWARCOM
PRESINSURV
COMSC
PEO EIS
DON CIO

UNCLASSIFIED/
UNCLASSIFIED/
MSGID/GENADMIN/DON CIO WASHINGTON DC//

SUBJ/DEPARTMENT OF THE NAVY FAX POLICY

REF/A/GENADMIN/DONCIO/171625ZFEB2012//

NARR/REF A ANNOUNCED THE DEPARTMENT OF THE NAVY (DON) SSN REDUCTION PLAN PHASE III. REF A IS POSTED ON THE DON ISSUANCE WEB SITE AT [HTTP://DONI.DAPS.DLA.MIL/DEFAULT.ASPX](http://DONI.DAPS.DLA.MIL/DEFAULT.ASPX). //

POC/MR. STEVE MUCK/CIVPERS/DON PRIVACY LEAD/DON CIO/LOC: WASHINGTON DC/TEL: 703 695 1297/E-MAIL: STEVEN.MUCK@NAVY.MIL//

PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO N2/N6/N9/

CMC: PLEASE PASS TO ARSF/C4//

RMKS/1. THIS MESSAGE MODIFIES PARAGRAPH 2. D (8) OF REF A REGARDING FAXING PERSONALLY IDENTIFIABLE INFORMATION (PII). ALL OTHER GUIDANCE IN REF A REMAINS THE SAME. FAXING IS ONE OF THE LEAST SECURE MEANS OF TRANSMITTING INFORMATION. IT OFTEN RESULTS IN THE DISCLOSURE OF PII TO PERSONNEL WHO DO NOT HAVE AN OFFICIAL NEED TO KNOW.

2. ACTION.

A. EFFECTIVE IMMEDIATELY, THE USE OF FAX MACHINES TO SEND INFORMATION CONTAINING THE SSN AND OTHER PII BY DON PERSONNEL IS PROHIBITED EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES:

(1) WHEN ANOTHER MORE SECURE MEANS OF TRANSMITTING PII IS NOT PRACTICAL.

(2) WHEN A PROCESS OUTSIDE OF DON CONTROL REQUIRES FAXING TO ACTIVITIES SUCH AS THE DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS), TRICARE, DEFENSE MANPOWER DATA CENTER (DMDC), ETC.

(3) IN CASES WHERE OPERATIONAL NECESSITY REQUIRES EXPEDITIOUS HANDLING.

(4) WHEN FAXING PII RELATED TO INTERNAL GOVERNMENT OPERATIONS ONLY, I.E., OFFICE PHONE NUMBER, RANK, JOB TITLE, ETC.

B. WHEN SENDING A FAX, UTILIZE A PRIVACY ACT DATA COVER SHEET (DD FORM 2923) AND VERIFY RECEIPT BY THE CORRECT ADDRESSEE.

C. EXTERNAL CUSTOMERS SUCH AS SERVICE VETERANS, AIR FORCE AND ARMY PERSONNEL, DEPENDENTS, AND RETIREES MAY CONTINUE TO FAX DOCUMENTS CONTAINING THE SSN TO DON ACTIVITIES BUT SHALL BE STRONGLY ENCOURAGED TO USE AN ALTERNATIVE MEANS. ALTERNATIVES TO THE USE OF FAX MACHINES INCLUDE:

(1) SENDING DOCUMENTS VIA THE UNITED STATES POSTAL SERVICE.

(2) SCANNING DOCUMENTS. SCANNED DOCUMENTS SHALL BE TRANSMITTED USING A SECURE MEANS SUCH AS ENCRYPTED EMAILS, SAFE ACCESS FILE EXCHANGE (SAFE), ETC. DETAILS REGARDING THE USE OF SAFE CAN BE FOUND AT: WWW.DONCIO.NAVY.MIL/PRIVACY.

3. IMPLEMENTATION AND COMPLIANCE. TO ENSURE COMPLIANCE, IMPLEMENTATION OF THE DON SSN REDUCTION PLAN IS SUBJECT TO INSPECTION AND AUDIT BY THE NAVAL INSPECTOR GENERAL, DEPUTY NAVAL INSPECTOR GENERAL FOR MARINE CORPS MATTERS/INSPECTOR GENERAL OF THE MARINE CORPS, OR NAVAL AUDIT SERVICE AS APPROPRIATE, AND MAY BE INCORPORATED INTO COMMAND INSPECTION PROGRAMS.

4. RELEASED BY TERRY A. HALVORSEN, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.//