

***** UNCLASSIFIED / *****

Subject: 2011 MANDATORY ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING

Originator: /C=US/O=U.S.

GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=DON CIO WASHINGTON DC(UC)

DTG: 011623Z Sep 11

Precedence: ROUTINE

DAC: General

To: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=ASSTSECNAV FM WASHINGTON DC(UC)

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GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=TENNESSEE/L=MILLINGTON/OU=BUPERS MILLINGTON TN(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=CHINFO WASHINGTON DC(UC)

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

SUBJECT: 2011 MANDATORY ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING

REF/A/DOC/SECNAVINST 5210.8D/31DEC2005//
REF/B/DOC/SECNAV MANUAL 5210.1/NOV2007 WITH CHANGE (1)//
REF/C/DOC/DON CIO MEMO/15JUN2007//
REF/D/DOC/OPNAVINST 5210.20/21DEC2010//

NARR/REF A DELINEATES THE AUTHORITIES AND RESPONSIBILITIES OF THE DEPARTMENT OF THE NAVY (DON) RECORDS MANAGEMENT PROGRAM. REF B IS THE AUTHORITATIVE SOURCE FOR DEPARTMENTAL RECORDS MANAGEMENT AND DISPOSITION PROCEDURES. REF C, DON CIO MEMO, DEPARTMENT OF THE NAVY ELECTRONIC RECORDS MANAGEMENT AND RECORD ELECTRONIC MAIL (E-MAIL) MANAGEMENT EMPHASIZED THE REQUIREMENTS FOR ELECTRONIC RECORDS MANAGEMENT AND FOR RECORD E-MAIL. REF D PROVIDES NAVY RECORDS MANAGEMENT PROGRAM GUIDANCE.//

POC/DEAN WENCE/CIVPERS/DON CIO/LOC: WASHINGTON DC/TEL:703-695-1971/EMAIL:DEAN.E.WENCE@NAVY.MIL//

POC/SUZETTE BUTTRAM/CIVPERS/DON CIO/LOC: WASHINGTON DC/TEL:703- / 695-1970/EMAIL:SUZETTE.BUTTRAM@NAVY.MIL //

POC/MATT STADEN/CNO DNS-5/LOC: WASHINGTON DC/TEL: 202-433-4217/EMAIL:
MATT.STADEN@NAVY.MIL//

POC/JILL GLENEWINKEL/CMC ARDB/LOC: WASHINGTON DC/TEL: 703-614-1081/EMAIL: JILL.GLENEWINKEL@USMC.MIL//

PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO DNS/DNS-5/N091/N093/N095/N097//N1/N2/N6/N3/N5/N4/N8//

NAVY ECHELON II COMMANDS: PLEASE PASS TO RECORD OFFICERS, ADMIN OFFICERS, CHIEF STAFF OFFICERS, AND TO THESE OFFICIALS AT ALL LOWER ECHELON COMMANDS//

USMC MAJOR SUBORDINATE COMMANDS: PLEASE PASS TO RECORD MANAGERS, ADMIN OFFICERS, ADMIN CLERKS, AND TO THESE OFFICIALS AT ALL LOWER ECHELON COMMANDS//

RMKS/1. PER REFS A AND B, ALL DEPARTMENT OF THE NAVY (DON) COMMANDS ARE REQUIRED, BY LAW, TO PROPERLY MANAGE THEIR RECORDS. THESE REFS, AVAILABLE AT [HTTP://DONI.DAPS.DLA.MIL](http://DONI.DAPS.DLA.MIL), DEFINE AND EXPLAIN WHAT CONSTITUTES A RECORD. FURTHER, EVERY COMMAND SHALL TRAIN THEIR PERSONNEL THAT CREATE AND USE RECORDS TO MANAGE RECORDS CORRECTLY. WITH COMPUTERS AT NEARLY EVERY DESK AND WORK STATION, THIS INCLUDES THE VAST MAJORITY OF DON PERSONNEL WHETHER THEY ARE MILITARY MEMBERS, GOVERNMENT CIVILIANS, OR CONTRACTOR SUPPORT.

2. IN ADDITION TO THE BASIC TRAINING REQUIREMENT, REF A REQUIRES THAT ALL DON PERSONNEL BE REMINDED EVERY YEAR OF THEIR RECORDS MANAGEMENT (RM) RESPONSIBILITIES; THIS IS MANDATORY TRAINING. ACCORDINGLY, PRIOR TO 15 DECEMBER 2011, EACH DON COMMAND SHALL PROVIDE RM TRAINING TO REMIND THEIR PERSONNEL THAT:

A. IT IS THEIR RESPONSIBILITY TO CREATE, MAINTAIN, PRESERVE, AND PROPERLY MANAGE RECORDS, REGARDLESS OF FORMAT.

B. THEY MUST IDENTIFY RECORDS AND DISTINGUISH THEM FROM NON-RECORD MATERIALS. THIS INCLUDES ALL FORMS OF MEDIA, INCLUDING ELECTRONIC DOCUMENTS AND E-MAIL AS POINTED OUT IN REF C.

C. THEY ARE TO IDENTIFY PERSONAL PAPERS AND MAINTAIN THEM SEPARATELY FROM ORGANIZATIONAL RECORDS.

D. THEY ARE NOT TO REMOVE RECORDS FROM GOVERNMENT CUSTODY OR DESTROY THEM, EXCEPT AS REQUIRED OR ALLOWED UNDER AUTHORIZED RECORD SCHEDULES.

E. THEY ARE TO INFORM THE CHAIN OF COMMAND OF ANY ACTUAL, IMPENDING, OR THREATENED UNLAWFUL REMOVAL, ALTERATION, OR DESTRUCTION OF FEDERAL RECORDS. IF THE THREAT TO RECORDS PERSISTS OR DESTRUCTION OCCURS, THEY SHALL NOTIFY THE NAVY RECORDS MANAGER (CNO (DNS 5)) AT SECNAV_OPNAVRECORDS@NAVY.MIL OR THE USMC RECORDS MANAGER (CMC (ARDB)) AT HQMCREC-MGR@USMC.MIL.

F. THERE ARE SANCTIONS IMPOSED FOR THE UNLAWFUL REMOVAL OR DESTRUCTION OF FEDERAL RECORDS.

G. THEY MAY NOT DESTROY, DISCARD, OR DELETE ANY RECORD OR OTHER DOCUMENTARY MATERIAL THAT IS SUBJECT TO ANY TYPE OF HOLD OR MAY BE RELATED IN ANY WAY TO ANY REASONABLY FORESEEABLE OR ONGOING LITIGATION, INVESTIGATION, ANY UNRESOLVED CLAIMS FOR OR AGAINST THE GOVERNMENT, INCOMPLETE INVESTIGATIONS, OR EXCEPTIONS TAKEN BY THE GOVERNMENT ACCOUNTABILITY OFFICE OR INTERNAL AUDITORS.

3. TWO RESOURCES, SPECIFIED BELOW, ARE READILY AVAILABLE TO ASSIST COMMANDS WITH THIS TRAINING REQUIREMENT.

A. THE WEB-BASED TRAINING COURSE ENTITLED RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY, IS AVAILABLE ON NAVY KNOWLEDGE ONLINE (NKO) AND MARINENET. IN ADDITION TO MEETING THE ANNUAL REQUIREMENT, THIS COURSE PROVIDES AN EXCELLENT INTRODUCTION TO RM AND REQUIRES LESS THAN 45 MINUTES TO COMPLETE.

(1) FOR NAVY PERSONNEL: PER REF D PARA 25 SUBPARA C, ALL NAVY PERSONNEL SHALL COMPLETE THE WEB-BASED TRAINING COURSE, RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY ON NAVY KNOWLEDGE ONLINE (NKO) ANNUALLY. IF NKO IS NOT AVAILABLE DUE TO DEPLOYMENT OR ACCESSIBILITY TO NKO, COMMANDS MAY COMPLETE THE TRAINING PER PARA 3B OF THIS MESSAGE. TO FIND THE COURSE, GO TO WWW.NKO.NAVY.MIL, LOG IN AND SELECT NAVY E-

LEARNING, BROWSE CATEGORIES, DEPARTMENT OF THE NAVY (DON) TRAINING, DON RECORDS MANAGEMENT, AND THEN RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY (CATALOG CODE DOR-RM-010). ONCE COMPLETE, COURSE CERTIFICATES ARE AVAILABLE THROUGH THE TRANSCRIPT WINDOW OF EACH INDIVIDUAL'S NKO E-LEARNING ACCOUNT

(2) FOR USMC PERSONNEL: TO FIND THE COURSE, GO TO [HTTPS://WWW.MARINENET.USMC.MIL](https://www.marinenet.usmc.mil). CLICK ON THE BROWSE COURSE CATALOG ON THE LEFT SIDE OF THE WEBPAGE; CLICK ON ANNUAL AND REQUIRED TRAINING COURSES; CLICK ON ADDITIONAL REQUIRED COURSES TO DISPLAY RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY (CATALOG CODE DOR-RM-010). UPON COMPLETION OF THE COURSE, RETURN TO THE MARINENET TRANSCRIPT PAGE TO LAUNCH THE END OF COURSE EXAM AND RECEIVE A CERTIFICATE OF COMPLETION.

B. FOR NAVY AND SECRETARIAT PERSONNEL THAT CANNOT ACCESS NKO: A PAPER ENTITLED 2011 ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING GUIDE IS AVAILABLE ON THE DON CIO WEB SITE ([WWW.DONCIO.NAVY.MIL](http://www.doncio.navy.mil)) IN THE KNOWLEDGE MANAGEMENT TOPIC AREA. THIS PAPER CONTAINS INFORMATION SUFFICIENT TO ADDRESS EACH POINT OF THE REQUIRED TRAINING.

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