



THE UNDER SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

12 JUL 2019

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Use of Personal Messaging Accounts to Conduct Official Business

References: (a) 44 U.S.C. § 2911
(b) DEPSECDEF memo of 16 January 2018
(c) DoD CIO memo of 6 April 2016
(d) WHS memo of 19 January 2017
(e) DoD Instruction 8170.01 of 2 January 2019
(f) DoD Instruction 5015.02 CH-1 of 17 August 2017
(g) DON CIO memo of 12 Feb 16

The Department of the Navy's (DON's) data security and integrity is paramount to our mission to deliver combat ready naval forces. As officials and military and civilian employees of the DON, we are entrusted by the public to safeguard our data and ensure transparency and accountability are maintained. I, therefore, expect all DON officials and military and civilian employees to comply with existing law and policy and use only official Department of Defense (DoD) messaging accounts, including, but not limited to, official e-mail, social media, or other messaging applications to conduct official business.

In accordance with references (a) through (g), existing law, DoD policy, and DON policy, all DON officials and military and civilian employees must use their official DoD messaging accounts when conducting official DoD business with very limited exceptions. DoD policy permits the use of non-official messaging accounts to conduct official business only in a rare circumstance that meets all of these three conditions:

1. Emergencies and other critical mission needs;
2. When official communication capabilities are unavailable, impractical, or unreliable; and,
3. It is in the best interests of DoD or other U.S. Government missions.

Under no circumstances should non-official messaging accounts, including, but not limited to, e-mail, social media, and messaging applications be used for official business based on personal convenience or preference. Personal, non-official accounts may be used to participate in activities such as professional networking, development, and collaboration related to, but not directly associated with, official mission activities as a DON official or military or civilian employee.

In the extraordinary event that a DON official or employee must use a non-official or personal messaging account to conduct DON business, he or she must either (1) copy his or her official messaging account at the time of transmission, or (2) forward the communication to his

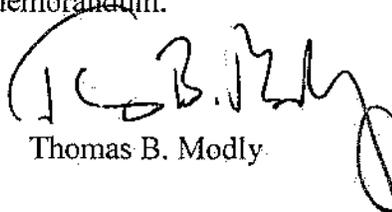
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or her official messaging account within 20 days from the date of transmission. The sender must mitigate against transmitting non-public or controlled unclassified information including "For Official Use Only" (FOUO) and Personally Identifiable Information (PII). Intentional violations may be the basis for disciplinary measures up to and including removal from Federal service.

As a reminder, classified information may never be transmitted over unclassified networks, including non-official messaging accounts. Any questions regarding this memorandum should be directed to an individual's supervisor in his or her chain of command.

I expect everyone to adhere to these requirements and to ask questions and seek guidance if there is any confusion about this policy.

Ensure the widest distribution of this memorandum.



Thomas B. Modly

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