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FM DON CIO WASHINGTON DC

TO ASSTSECNAV FM WASHINGTON DC
ASSTSECNAV IE WASHINGTON DC
ASSTSECNAV MRA WASHINGTON DC
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DON AA WASHINGTON DC
CNO WASHINGTON DC
CMC WASHINGTON DC
OGC WASHINGTON DC
NAVY JAG WASHINGTON DC
OLA WASHINGTON DC
CHINFO WASHINGTON DC
NAVAUDSVC WASHINGTON DC
NAVINSGEN WASHINGTON DC
CNR ARLINGTON VA
COMFLTCYBERCOM FT GEORGE G MEADE MD
COMUSFLTFORCOM NORFOLK VA
COMUSNAVEUR COMUSNAVAF NAPLES IT
COMPACFLT PEARL HARBOR HI
USNA ANNAPOLIS MD
COMUSNAVCENT
COMNAVRESFORCOM NORFOLK VA
COMNAVAIRSYSCOM PATUXENT RIVER MD
BUMED FALLS CHURCH VA
NETC PENSACOLA FL
COMNAVSEASYSCOM WASHINGTON DC
FLDSUPPACT WASHINGTON DC
COMNAVSUPSYSCOM MECHANICSBURG PA
DIRSSP WASHINGTON DC
CNIC WASHINGTON DC
COMNAVLEGSVCCOM WASHINGTON DC
NPS MONTEREY CA
COMNAVFACENGCOM WASHINGTON DC
COMNAVSAFECEN NORFOLK VA
BUPERS MILLINGTON TN
NAVWARCOL NEWPORT RI
ONI WASHINGTON DC
COMNAVSPECWARCOM CORONADO CA
COMSPAWARSYSCOM SAN DIEGO CA
COMNAVDIST WASHINGTON DC
NAVHISTHERITAGECOM WASHINGTON DC
NAVNETWARCOM SUFFOLK VA
COMMARFOREUR
COMMARFORCOM
COMMARFORPAC
COMMARFORRES
COMMARFORSOUTH
CG MCCDC QUANTICO VA
MCNOSC QUANTICO VA
COMMARFORNORTH
COMMARFORSTRAT
COMMARFORSOC

CG MCRC QUANTICO VA
PEO LS QUANTICO VA
PEO LCS WASHINGTON DC
PEO C4I SAN DIEGO CA
PEO CARRIERS WASHINGTON DC
PEO EIS WASHINGTON DC
PEO IWS WASHINGTON DC
PEO SHIPS WASHINGTON DC
PEO SUB WASHINGTON DC
PEOASWASM PATUXENT RIVER MD
PEO SPASYS SAN DIEGO CA
PEOSTRKWPNSUAVN PATUXENT RIVER MD
PEOTACAIR PATUXENT RIVER MD
DRPM AAA WASHINGTON DC
DIRNAVCRIMINVSERV QUANTICO VA
DON CIO WASHINGTON DC

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SUBJ/2016 MANDATORY ANNUAL RECORDS MANAGEMENT REMINDER TRAINING

REF/A/DOC/SECNAVINST 5210.8E/17DEC2015//

REF/B/DOC/SECNAV Manual 5210.1/JAN2012 revised MAY2012//

REF/C/DOC/DoDI 5015.02/24FEB2015//

REF/D/DOC/OPNAVINST 5210.20/21DEC2010//

REF/E/DOC/MCBUL 1500 W/ADMIN CHG/15JUL2015//

REF/F/DOC/DON CIO Memo/12FEB2016//

NARR/ Ref A delineates authorities and responsibilities for the
Department of the Navy (DON) Records Management Program. Ref B is
the DON's authoritative source for departmental records management
and disposition procedures. Ref C delineates authorities and
responsibilities for the Department of Defense (DoD) Records
Management Program. Ref D provides Navy Records Management Program
guidance. Ref E provides Marine Corps commanders a comprehensive
list of required training and education events for conducting
Mission Essential Task List (METL)-based training. Ref F is the DON
CIO Memo Acceptable Use of DON IT//
POC/Dean Wence/DON CIO/LOC: Washington DC/tel:703-695-1971/email
:dean.e.wence@navy.mil//
POC/Helena Gilbert/DON/AA DRMD/LOC: Washington DC/tel: 703-601-0526
/email: helena.gilbert@navy.mil//
POC/Kim Enright-Lamere/CMC ARDB/LOC: Washington DC/tel: 703-614
-2311/email: kim.enrightlamere@usmc.mil//
Passing instructions:
CNO: Please pass to DNS/N091/N093/N095/N097//N1/N2/N6/N3/N5/N4/N8/N9
//
Navy Echelon II Commands: Please pass to Commanders, Commanding
Officers (COs), Officers in Charge (OICs), Records Officers, Admin
Officers, Chief Staff Officers, and to corresponding officials at
all lower echelon commands. This is required for all Sailors,
civilians, and contractors.//
USMC: Commanders, Command Designated Records Managers (CDRM), and
Information Management Officers (IMOs): Ensure widest dissemination

of this message. This is required for all Marines, civilians, and contractors.//

RMKS/1. Per references A and B, all Department of the Navy (DON) commands are required by law to properly manage their records. These references, available at http://doni.daps.dla.mil, also explain what constitutes a record. References A and C require that each command train its personnel who create and use records to manage those records correctly. This training should be completed as soon as possible after an individual reports to a DON organization. Navy and Marine Corps specific training guidance is listed in reference D, available at http://doni.daps.dla.mil, and reference E, available at http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx, respectively.

2. In addition to initial RM training, references A and C also require that all DON personnel be reminded each year of their six RM responsibilities. Therefore, prior to 1 October 2016, each DON command shall inform its personnel that:
a. It is their responsibility to properly create, maintain, preserve, and manage records throughout their life cycle regardless of record format. Additionally, electronic records should be managed in a DON-approved recordkeeping system and include disposition instructions and metadata. Email records should include attachments and metadata.
b. Use of personal or commercial email accounts for official business is only allowed in situations in which DoD email accounts are not available or for an authorized operational reason. Per enclosure (2) of reference (F), a user must submit a request in writing and have it approved by a FO/GO/SES in the chain of command prior to use. When DON personnel must create or send records using non-official email accounts, they must either copy their official email accounts in the original creation or transmission of the records or forward complete copies to their official accounts not more than 20 days after the original creation or transmission of the records.
c. They must identify records and distinguish them from non-record materials. This includes all forms of media, including electronic documents and email as stated in reference A.
d. They are not to remove records from Government custody or destroy them, except as directed or allowed under authorized record schedules.
e. They are to inform the chain of command of any actual, pending, 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 (DON Assistant for Administration, Directives and Records Management Division) at don_records_management@navy.mil, or the Marine Corps Records Manager (Headquarters Marine Corps Records, Reports, Directives, and Forms Management) at hqmcrec-mgr@usmc.mil.
f. They are to keep personal papers separate from organizational records.

3. Information on DON RM training resources is provided below.
a. Navy and DON Secretariat training resources are as follows:
(1) Web-based training course: Reference D, paragraph 25, subparagraph C, requires that all Navy personnel (military, civilian, and contract support) complete the web-based training course, Records Management in the DON: Everyone's Responsibility, on Navy Knowledge Online (NKO) annually. Secretariat personnel may

also take the course, which provides an excellent introduction to RM
and requires less than 45 minutes to complete. To access the course,
go to www.nko.navy.mil, log in and select Navy e-learning, Course
Catalog, browse categories, DON training, DON Records
Management; then enroll in "Records Management in the
DON: Everyone's Responsibility (catalog code DOR-RM-010-1.1)." Upon
completion, a course certificate will be available through the
transcript window of the students NKO e-learning account.
(2)   At commands that cannot access NKO due to deployment or
lack of NKO accessibility, personnel may complete the:
(a) "2016 Annual Records Management Training Guide."
This document, available on the DON CIO website
(www.doncio.navy.mil, click Browse All Topics, and select Records
Management), contains information sufficient to satisfy required
training. Command Training Officers are responsible for tracking
completion and maintaining records of training done with the Guide,
and should enter the information in the Fleet Training Management
and Planning System (FLTMPS) or
(b) New Records Management Mobile Application. This new
training is available for download to personal mobile devices at the
following links:

1. iOS: https://itunes.apple.com/us/app/records
-management/id1078760139?mt=8

2. Android: https://play.google.com/store/apps
/details?id=com.tracen.recordsmanagement
b. Marine Corps training resources are as follows:
(1) Web-based training courses are offered on the MarineNet
website: "Records Management (Department of the Navy): Advanced
Topics (M02RMT0700) and MC Records Management Course: Every Marine's
Responsibility" (M01RMT0700). Go to marinenet.usmc.mil and search
Records Management.
(2) The 2016 Annual Records Management Training Guide identified in
paragraph 3a (2)(a) above.
(3) In-house group training at the command level. To access this
training option, visit the HQMC ARDB home page at https:/
/ehqmc.usmc.mil/org/ar/ard/ardb/default.aspx (choose email
certificate upon request). Under the Records Management Training
menu, click Records Management and Vital Records to access this
PowerPoint package.

4. Released by Robert W. Foster, Department of the Navy Chief
Information

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