DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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25 Jan 22

MEMORANDUM FOR DISTRIBUTION

From: Chief of Naval Air Training
To: All Hands

Subj: COMMON ACCESS CARD AND PERSONAL ELECTRONIC DEVICE REQUIREMENTS FOR CHIEF OF NAVAL AIR TRAINING AND SUBORDINATE COMMANDS

1. All Chief of Naval Air Training (CNATRA) and Naval Air Training Command (NATRACOM) personnel (Military, civilian, and contractors) shall adhere to Cyber Security policies, directives and best practices at all times. If you notice an unattended Common Access Card (CAC)/Military Identification (ID), do not remove it. Contact the military member/employee's supervisor and the responsible Command Security Manager immediately.

a. Actions you should take to safeguard your CAC/Military ID:

(1) Maintain control of your CAC/Military ID at all times.

(2) Remember to remove your CAC/Military ID from your computer when you leave your desk.

(3) Do not display your CAC/Military ID or any other credentials that contain Personally Identifiable Information (PII) when you leave the workplace. For example, do not leave your CAC/Military ID visible while riding public transportation.

(4) Except for Department of Defense (DoD) health care providers, do not allow organizations/businesses to reproduce (photocopy, scan, or other means) an image copy of your CAC/Military ID. If you know of a non-medical organization possessing an image copy of your CAC/Military ID, request destruction of the image.

(5) In the event a CAC scan application come into the market, do not attempt to use or test it on your mobile device, as the barcode information may be sent to an unknown server, stored, and made available for public release.

2. Personal Electronic Devices (PEDs) are not allowed for official business. All CNATRA and NATRACOM personnel are required to use government provided email, mobile devices and computer hardware/software for official business. Use of commercial email (Yahoo, Gmail, etc.) may only be used in the event government provided services are not available and must be authorized in writing by the first Flag Officer in the Chain of Command. PEDs are not authorized to be connected to government computer systems. Unauthorized devices are detected by automated computer systems. These connections are blocked, but will trigger a computer security incident.

3. Cyber Security is everyone's responsibility. Unit Commanders are directed to brief this information to all hands immediately and implement measures to ensure 100% compliance with all DoD/Department of the Navy policies and directives.

R. D. WESTENDORFF