



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

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NAVSUPPACTNAPLESINST 5239.2

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6 Oct 25

### NAVSUPPACT NAPLES INSTRUCTION 5239.2

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NSA NAPLES INFORMATION ASSURANCE POLICY

Ref: (a) SECNAVINST 5239.20A  
(b) OPNAVINST 5239.1D  
(c) Uniform Code of Military Justice  
(d) DoD Instruction 8500.01E  
(e) SECNAV M-5510.36  
(f) U.S. Office of Government Ethics, Executive Order  
12674  
(g) DD-Form 2875 (Latest Revision)  
(h) NCTS Naples User Accounts and SAAR-N Policy Procedures  
(i) Department of the Navy User Agreement Standard Mandatory  
Notice and Consent Provision

1. Purpose. Utilizing references (a) through (i), this memorandum is intended to establish and promulgate the administrative and disciplinary handling of information assurance (IA) violations onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.

2. Applicability. The policy contained in the present memorandum applies to all military members and civilian employees assigned to, or working for, NAVSUPPACT Naples, who utilize any DoD information technology (IT) system. Personnel are encouraged to familiarize themselves with the provisions of references (a) through (h) and other DoD IA policies.

3. Policy. The following procedures will apply:

a. In the event a user has improperly used a DoD IT system, violated the provisions of reference (i), or has committed any other IA violation, the NSA Naples Information System Security Manager (ISSM) will immediately recommend to the Executive Officer (XO) to suspend the user's account and access privileges. Once the investigation is complete, the user is required to complete the current FY DoD Cyber Awareness (CAC) training. In the event of a SIPR violation, the user will also be required to complete the Derivative Classification training.

b. In accordance with section 16.3 of reference (h), the ISSM may re-enable the account after a user's first offense after weighing the circumstances specific to the offense.

c. In the case of a second offense, the user's Department Head (DH) may request reinstatement of user account, via SAAR-N form, from the XO along with a detailed explanation of the incident via e-mail. Each request for reinstatement of privileges will take into account the circumstances of the violation, the user's history, intent, and trustworthiness. The XO is not obligated to sign and

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reinstate a user's account. Once signed, the access request will be routed to Naval Computer and Telecommunications Station (NCTS), Naples, Italy.

d. As IA violations are a serious matter, and depending on the severity of the violation, this may result in the offender facing disciplinary and/or administrative actions. Subsequent violations may be met with permanent revocation and/or additional disciplinary/administrative proceedings. The following disciplinary actions apply:

(1) For IA violations committed by civilian employees: The employee may face appropriate administrative actions up to and including counseling, documentation in the employee's service record, suspension, criminal penalties, and termination of employment per reference (d).

(2) For uniformed service members: Violations of reference (a) and any other misuse of a DoD system is punishable under Article 92 of reference (c). The command will take all appropriate disciplinary and administrative actions to include counseling, non-judicial punishment, administrative separation, and/or trial by court-martial.

#### 4. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

5. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples ISSM will review this instruction annually on the anniversary of its effective date to ensure applicability currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.

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Lists: I through IV

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