

\*\*\*\*\* UNCLASSIFIED / \*\*\*\*\*

Subject: 2012 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: 181837Z Oct 12

Precedence: ROUTINE

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FROM: DON CIO WASHINGTON DC

TO:

ASSTSECNAV FM WASHINGTON DC

ASSTSECNAV IE WASHINGTON DC

ASSTSECNAV MRA WASHINGTON DC

ASSTSECNAV RDA WASHINGTON DC

DON/AA WASHINGTON DC

CNO WASHINGTON DC DNS/N093/N095/N097/N1/N2/N6/N3/N5/N4N8/N9/

CMC WASHINGTON DC DMCS/ MRA/ L/ PPO/ PR/ CDI/ AVN/AR/C4/CL/HS/

HQBN/I/IGMC/JA/MARBKS/OLA/PA/REL/SD/SPD

OGC WASHINGTON DC

NAVY JAG WASHINGTON DC

OLA WASHINGTON DC

CHINFO WASHINGTON DC

NAVAUDSVC WASHINGTON DC

NAVINGEN WASHINGTON DC

CNR ARLINGTON VA

COMFLTCYBERCOM FT MEADE MD

COMUSFLTFORCOM NORFOLK VA

COMUSNAVEUR NAPLES IT

COMPACFLT PEARL HARBOR HI

USNA ANNAPOLIS MD

COMUSNAVCENT BAHRAIN

COMNAVRESFORCOM NORFOLK VA

COMNAVAIRSYSCOM PATUXENT RIVER MD

BUMED WASHINGTON DC

NETC PENSACOLA FL

COMNAVSEASYSYSCOM WASHINGTON DC

FLDSUPPACT WASHINGTON DC

COMNAVSUPSYSCOM MECHANICSBURG PA

DIRSSP WASHINGTON DC

CNIC WASHINGTON DC

COMNAVLEGSVCCOM WASHINGTON DC

NPS MONTEREY CA

COMNAVFACENCOM WASHINGTON DC

COMNAVSAFECEN NORFOLK VA

BUPERS MILLINGTON TN

NAVWARCOL NEWPORT RI

ONI WASHINGTON DC

COMNAVSPECWARCOM CORONDAO CA

COMSPAWARSYSCOM SAN DIEGO CA

COMNAVDIST WASHINGTON DC

NAVHISTHERITAGECOM

COMNAVCYBERFOR NORFOLK VA  
COMNAVNETWARCOM NORFOLK VA  
COMMARFOREUR  
COMMARFORCOM  
COMMARFORPAC  
COMMARFORRES  
COMMARFORSOUTH  
COMMARFORSYSCOM  
CG MCCDC QUANTICO VA  
MCNOSC  
COMMARFORAFRICA  
COMMARFORCENT  
COMMARFORK  
COMMARFORNORTH  
COMMARFORSTRAT  
COMMARFORSOC  
CG MCRC QUANTICO VA  
PEO SPACE SYSTEMS  
PEO JOINT STRIKE FIGHTER  
PEO LS  
PEO LCS  
PEO C4I SAN DIEGO CA  
PEO AIRCRAFT CARRIERS WASHINGTON DC  
PEO EIS WASHINGTON DC  
PEO IWS WASHINGTON DC  
PEO SHIPS WASHINGTON DC  
PEO SUB WASHINGTON DC  
PEOASWASM PATUXENT RIVER MD  
PEOSTRKWPNSUAVN PATUXENT RIVER MD  
PEOTACAIR PATUXENT RIVER MD  
DRPM AAA WASHINGTON DC  
DRPM NMCI ARLINGTON VA  
NCIS  
DON CIO WASHINGTON DC

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

SUBJECT: 2012 MANDATORY ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING

REF/A/DOC/SECNAVINST 5210.8D/31DEC2005//  
REF/B/DOC/SECNAV MANUAL 5210.1/JAN2012 WITH REVISION 1 MAY2012//  
REF/C/DOC/DON CIO MEMO/15JUN2007//  
REF/D/DOC/OPNAVINST 5210.20/21DEC2010//  
REF/E/DOC/NAVMC DIR 5210.11E/15MAY2006//

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, EMPHASIZES THE REQUIREMENTS FOR ELECTRONIC RECORDS MANAGEMENT AND FOR RECORD E-MAIL. REF D PROVIDES NAVY RECORDS MANAGEMENT PROGRAM GUIDANCE. REF E PROVIDES USMC RECORDS MANAGEMENT PROGRAM GUIDANCE//

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

POC/MATT STADEN/CNO DON/AA DRMD/LOC: WASHINGTON DC/TEL: 703-695-9996/EMAIL: [MATT.STADEN@NAVY.MIL](mailto:MATT.STADEN@NAVY.MIL)//

POC/KIM ENRIGHT-LAMERE/CMC ARDB/LOC: WASHINGTON DC/TEL: 703-614-2311/EMAIL: [KIM.ENRIGHTLAMERE@USMC.MIL](mailto: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, OFFICERS IN CHARGE, RECORD OFFICERS, ADMIN OFFICERS, CHIEF STAFF OFFICERS AND TO THESE OFFICIALS AT ALL LOWER ECHELON COMMANDS//

USMC MAJOR SUBORDINATE COMMANDS AND ACTIVITIES: PLEASE PASS TO COMMANDERS, COMMANDING OFFICERS, OFFICERS IN CHARGE, 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. FURTHERMORE, EVERY COMMAND IS REQUIRED TO TRAIN PERSONNEL WHO CREATE AND USE RECORDS TO MANAGE RECORDS CORRECTLY. WITH COMPUTERS AT NEARLY EVERY DESK AND WORKSTATION, THIS INCLUDES THE VAST MAJORITY OF DON PERSONNEL, WHETHER THEY ARE MILITARY, GOVERNMENT CIVILIANS, OR CONTRACTOR SUPPORT.

2. IN ADDITION TO THE BASIC RECORDS MANAGEMENT (RM) TRAINING REQUIREMENT, REF A REQUIRES THAT ALL DON PERSONNEL BE REMINDED EVERY YEAR OF THEIR RM RESPONSIBILITIES; THIS IS MANDATORY TRAINING. ACCORDINGLY, PRIOR TO 30 JANUARY 2013, EACH DON COMMAND SHALL PROVIDE RM TRAINING TO REMIND ITS PERSONNEL THAT:

A. IT IS THEIR RESPONSIBILITY TO CREATE, MAINTAIN, PRESERVE, AND PROPERLY MANAGE RECORDS REGARDLESS OF RECORD 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 (DON/AA DIRECTIVES AND RECORDS MANAGEMENT DIVISION (DRMD)) AT [SECNAV\\_OPNAVRECORDS@NAVY.MIL](mailto:SECNAV_OPNAVRECORDS@NAVY.MIL) OR THE MARINE CORPS RECORDS MANAGER (CMC RECORDS, REPORTS, AND DIRECTIVES MANAGEMENT SECTION (ARDB)) AT [HQMCREC-MGR@USMC.MIL](mailto: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 ARE AVAILABLE TO ASSIST COMMANDS IN COMPLETING THIS REQUIREMENT.

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

B. THE ALTERNATE MEANS IS A PAPER ENTITLED "2012 ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING GUIDE" (PER REF D PARA 3B). THE PAPER IS AVAILABLE ON THE DON CHIEF INFORMATION OFFICER (CIO) WEBSITE ([WWW.DONCIO.NAVY.MIL](http://WWW.DONCIO.NAVY.MIL)) IN THE RECORDS MANAGEMENT TOPIC AREA. THIS PAPER CONTAINS INFORMATION SUFFICIENT TO ADDRESS EACH POINT OF THE REQUIRED REFRESHER TRAINING.

4. NAVY AND SECRETARIAT TRAINING:

A. 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. THE SITE IS AVAILABLE TO SECRETARIAT PERSONNEL AS WELL. TO ACCESS THE COURSE, GO TO [WWW.NKO.NAVY.MIL](http://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.

B. FOR PERSONNEL WHO CANNOT ACCESS NKO DUE TO DEPLOYMENT OR LACK OF NKO ACCESSIBILITY, COMMANDS MAY COMPLETE THE TRAINING USING THE GUIDE IDENTIFIED IN PARA 3B ABOVE. IF TRAINING IS ACCOMPLISHED VIA THIS METHOD, COMMAND TRAINING OFFICERS ARE RESPONSIBLE TO TRACK TRAINING COMPLETION. TRAINING VIA THE GUIDE CAN BE TRACKED IN THE FLEET TRAINING MANAGEMENT AND PLANNING SYSTEM (FLTMPS).

5. MARINE CORPS TRAINING:

A. IN ADDITION TO REF A, REF E REQUIRES EVERY USMC COMMAND AND ACTIVITY TO ENSURE THAT ALL PERSONNEL (I.E., MILITARY, CIVILIAN, AND CONTRACTOR SUPPORT) ARE

TRAINED IN RECORDS MANAGEMENT RESPONSIBILITIES. THE ANNUAL REFRESHER TRAINING REQUIREMENT MAY BE COMPLETED BY USING:

(1) THE WEB-BASED TRAINING COURSE, "RECORDS MANAGEMENT, EVERYONE'S RESPONSIBILITY" LOCATED AT [WWW.MARINENET.USMC.MIL/MARINENET/DEFAULT.ASPX](http://WWW.MARINENET.USMC.MIL/MARINENET/DEFAULT.ASPX).

(2) THE GUIDE IDENTIFIED IN PARA 3B ABOVE.

(3) IN-HOUSE GROUP TRAINING AT THE COMMAND LEVEL THAT INCLUDES THE TOPICS OUTLINED IN PARA 2 ABOVE. DEPLOYABLE LEARNING RESOURCE CENTER LOCATIONS CAN BE FOUND ON MARINENET AT [WWW.MARINENET.USMC.MIL/MARINENET/PORTAL/PAGEVIEW.ASPX?PG\(EQUALSIGN\)LRCS\\_DLRCS.ASPX](http://WWW.MARINENET.USMC.MIL/MARINENET/PORTAL/PAGEVIEW.ASPX?PG(EQUALSIGN)LRCS_DLRCS.ASPX).

B. TRAINING MANAGERS SHALL DOCUMENT AND SUBMIT UNIT TRAINING COMPLETION REPORTS TO THE RECORDS, REPORTS, AND DIRECTIVES MANAGEMENT SECTION (ARDB), HEADQUARTERS MARINE CORPS (HQMC) BY 30 JANUARY 2013. SUBMIT REPORTS TO THE ARDB ORGANIZATIONAL MAILBOX AT [HQMCREC-MGR@USMC.MIL](mailto:HQMCREC-MGR@USMC.MIL). REPORTS WILL LIST UNIT IDENTIFICATION, PERSONNEL STRENGTH, AND PERCENTAGE OF PERSONNEL TRAINED.

4. RELEASED BY BARBARA HOFFMAN, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER (ACTING).

DAC: General

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

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

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

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=B/OU=BUPERS MILLINGTON TN

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

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=USMC/OU=ORGANIZATIONS/L=HQMC WASHINGTON DC/OU=CMC WASHINGTON DC(UC)/OU=CMC WASHINGTON DC C4(UC)

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/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMFLTCYBERCOM FT GEORGE G MEADE MD  
/C=US/O=U.S.  
GOVERNMENT/OU=DOD/OU=USMC/OU=ORGANIZATIONS/L=MARFORSOUTH/OU=COMMARFORSOUTH(UC)  
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAVAIRSYSCOM PATUXENT RIVER MD  
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAVCYBERFOR VIRGINIA BEACH VA  
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/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=N/OU=NAVY BAND WASHINGTON  
DC  
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DC  
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=USMC/OU=ORGANIZATIONS/L=MCB QUANTICO  
VA/OU=PEO LS QUANTICO VA(UC)  
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DC  
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DC  
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RIVER MD  
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PATUXENT RIVER MD  
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RIVER MD  
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/C=US/O=U.S.  
GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=VIRGINIA/L=FALLS CHURCH/OU=BUMED  
FALLS CHURCH VA(UC)  
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GOVERNMENT/OU=DOD/OU=USMC/OU=ORGANIZATIONS/L=MARFORNORTH/OU=COMMARFORNORTH(UC)  
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DC  
/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=O-Q/OU=PEO SPASYS CHANTILLY  
VA  
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DC  
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DC/OU=DRPM AAA WASHINGTON DC(UC)  
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