



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
BUILDING 1001 ROOM W321
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

IMWE-HOD-IM

10 Jul 09

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Network Enterprise Center (NEC) Policy #2009-01 Fort Hood Email Digital Signature and Encryption Policy

1. References.
 - a. AR 25-2, Information Assurance, 23 Mar 09
 - b. DoDD 8500.1, Information Assurance, 23 Apr 07
 - c. DoDI 8500.2, Information Assurance Implementation, 6 Feb 03
 - d. Army PKI Phase 2 Implementation Instructions 14 Apr 08
 - e. AR 380-5, Department of the Army Information Security Program, 29 Sep 00
 2. Applicability. This policy applies to all Fort Hood units and tenant activities that are geographically located at Fort Hood and/ or physically or virtually utilize any portion of the Fort Hood infrastructure.
 3. Policy. Specifies the requirements for using digital signatures and encryption on email.
 4. All emails sent from an Army-owned system or account, which contain an embedded hyperlink and/or attachment, must be digitally signed. Pure text references to web addresses, URLs, or email addresses do not require digital signature, only active content.
 5. All emails sent containing Personally Identifiable Information (PII) such as name, address, social security number and/or FOUO information, to include information included within an attachment must be encrypted. Sensitive Unclassified Information is defined as information that is not classified, but restricted from public disclosure.
 6. Documents containing sensitive information (PII, SBU, FOUO, HIPAA) or otherwise requiring encryption per AR 25-1 and/or the DAR BBP will not be sent from digital sender devices unless the device has CAC/PKI encryption capability.
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7. Documents sent from digital sender devices will be sent only to the sender's email address. The document will then be attached to an email with the required digital signature and encryption, if applicable before being sent to the intended recipient. Documents will not be sent directly to a recipient from a non-compliant digital sender.

6. The point of contact for this policy is the Installation IAM, Kimberly Benton, 254-287-3261 or Kimberly.benton@us.army.mil.



ROBERT L. FARR II
Director, Network Enterprise Center

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