DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361-0001

IN REPLY REFER TO
NAVAIRINST 10460.4C
AIR-7123
27 Jan 92

NAVAIR INSTRUCTION 10460.4C

From: Commander, Naval Air Systems Command

Subj: MANAGEMENT AND UTILIZATION OF OFFICE FACSIMILE TRANSMISSION EQUIPMENT

Ref: (a) SECNAVINST 10460.10
(b) OPNAVINST C5510.93E
(c) AIR-7121 memo 5500 Ser AIR-71211I/0147 of 6 Mar 91 (NOTAL)

Encl: (1) Form NAVAIR 10460/11, NAVAIR Non-secure Facsimile Transmission Cover Sheet (sample)
(2) Form NAVAIR 10460/11A, NAVAIR Secure Facsimile Transmission Cover Sheet/Receipt (sample)

1. Purpose. To

a. establish policy, assign responsibilities, and provide procedures for the utilization and operation of non-secure electronic facsimile transmission equipment at Naval Air Systems Command Headquarters (NAVAIRHQ); and

b. provide a means of transmitting Secret, Confidential, and Unclassified sensitive and nonsensitive material over secure electronic facsimile transmission equipment. The transmission of Top Secret material is prohibited.

2. Cancellation. This instruction supersedes NAVAIR Instruction 10460.4B. Since this is a major revision, changes have not been indicated.

3. Background. Reference (a) requires the establishment of effective management and utilization procedures of electronic facsimile transmission equipment within the Department of the Navy, and more cost effective utilization of such equipment. These procedures include maintaining an inventory of all NAVAIRHQ owned facsimile equipment.

4. Information

a. Facsimile transmission devices, using off-line numbers, are installed in NAVAIRHQ offices. These lines are restricted to the transmission and receipt of unclassified material.

b. Secure electronic facsimile transmission equipment for NAVAIRHQ use is available in the Secret Communications and Files Unit (AIR-712332) to transmit and receive Secret, Confidential, and Unclassified sensitive material. Equipment has also been installed in the NAVAIRHQ Duty Office for after hours use.

c. Secure electronic facsimile equipment has also been installed in selected offices in NAVAIRHQ. Offices maintaining these machines are prohibited from sending or receiving documentation higher than Confidential. Violators will receive a security violation notice.

5. Policy

a. Facsimile transmission provides rapid, reliable, and if equipped, secure communications for NAVGRAMS and other official correspondence as an alternative to the U.S. Mail and other naval telecommunications systems. Facsimile official correspondence requires the same control and accountability as all other official correspondence. In the interest of economy, shared and common use of facsimile equipment will be maximized in order to eliminate unnecessary equipment.

b. The most economical method of acquisition will be followed. Cost analysis factors will include equipment, telephone lines, personnel, number of transmissions and pages per day, proximity of other available equipment, and duration of requirement.

c. Field activity or contractor owned equipment located in NAVAIRHQ spaces will not be covered under NAVAIRHQ maintenance contracts. This is the responsibility of the owning activity. NAVAIRHQ will furnish paper and toner cartridges for these machines.

d. Accepting facsimile equipment from a vendor on loan for trial purposes is prohibited without the express approval of the Communications Management Section (AIR-71233).

e. Facsimile transmission equipment will meet applicable military standard (MIL-STD) specifications. Secure facsimile transmission equipment will be specifically tested and approved for connection to and use with a STU III or computer. A log of each transmission will be maintained as reflected in reference (c).

f. Secret, Confidential, NATO Secret, NATO Confidential, and NATO Restricted information may be transmitted via secure facsimile equipment, provided the recipient and any intermediate handlers have appropriate security clearances. In addition, the

transmission of NATO Confidential and Restricted information requires the sender, receiver, and any intermediate handlers be NATO-briefed. Transmission details must be coordinated before actual transmission to ensure receipt of the facsimile by the authorized recipient and to prevent unauthorized access.

g. Unclassified (both sensitive and nonsensitive) and NATO Unclassified information may be transmitted via non-secure facsimile equipment.

h. Facsimile transmission equipment is considered an information processor and will not be used without prior approval of the TEMPEST Control Officer (AIR-713T) if classified transmissions are required. Facsimile equipment will not be used to transmit classified data unless it has the proper communications and TEMPEST security measures in compliance with references (a) and (b) respectively.

6. Responsibilities

a. Administrative Management and Communications Branch, Communication Management Section (AIR-71233) will:

(1) Control the installation and use of all facsimile transmission devices in NAVAIRHQ, and recommend additions and changes, as necessary.

(2) Gather such information as is required to effectively administer, utilize, and justify to higher authority the existence of facsimile transmission equipment and devices within NAVAIRHQ.

(3) Coordinate and determine requirements for facsimile transmission equipment and devices within NAVAIRHQ, initiate procurement, and obtain required funding in conformance with applicable financial management parameters. Make the necessary arrangements to have new equipment installed ensuring required training is provided.

(4) Maintain an inventory of NAVAIRHQ owned facsimile machines. By 1 August each fiscal year, provide the Property Management Support Section (AIR-71222) with a list of machines requiring maintenance contracts.

(5) Coordinate with AIR-713T for security installation requirements of facsimile transmission equipment.

(6) Authorize receipt of facsimile equipment from a vendor on loan for trial purposes.

b. Facility Modernization Projects Division (AIR-714) will:

(1) Upon request, initiate action for the installation of dedicated telephone lines required with the use of facsimile equipment.

(2) Notify AIR-71233 when a dedicated telephone line is installed.

c. Property Management and Support Services Section (AIR-71222) will:

(1) Upon request, furnish "thermal" facsimile paper and toner cartridges to offices maintaining facsimile equipment.

(2) Issue maintenance contracts for NAVAIRHQ owned facsimile machines. When notified, initiate action to repair facsimile equipment covered under a maintenance contract. Dispose of and delete nonrepairable equipment from existing contracts.

(3) Arrange for recycling of toner cartridges.

d. TEMPEST Control Officer (AIR-713T) is the approval authority for operation of classified facsimile transmission equipment. AIR-713T will:

(1) Approve the connection of STU-III's to electronic facsimile machines and/or computers for transmission of Secret, or Confidential material.

(2) Provide needed forms and assistance for completing TEMPEST Vulnerability Assessment Requests.

(3) Perform a site inspection of the classified facsimile transmission equipment and issue an interim/final authority to operate.

7. Action

a. Submit requests for facsimile machines by memorandum to AIR-71233. If classified transmissions are required, obtain AIR-713T approval prior to forwarding to AIR-71233. Request for a dedicated telephone line should be submitted to AIR-714 via AIR-71233. All such requests require group administrative office approval prior to submission.

b. Submit requests for facsimile machine repairs by memorandum to AIR-71222 with a copy to AIR-71233. State what the problem may be and include the NAVAIRHQ property number, make, model, serial number and location of the machine.

c. Submit requests for "thermal" facsimile paper and toner by memorandum to AIR-71222. Order bond paper from the General Service Administration Customer Supply Catalog. Return used toner cartridges to AIR-71222 for recycling.

d. Include a Facsimile Transmission Cover Sheet when transmitting unclassified material via non-secure facsimile equipment to convey information not covered in the basic correspondence. Form NAVAIR 10460/11, NAVAIR Non-secure Facsimile Transmission Cover Sheet, enclosure (1), may be used for this purpose. Other facsimile transmission cover sheets may be used but, as a minimum, should contain number of pages transmitted including cover sheet, date transmitted, originator and addressee information (agency, name, code, office telephone number, and facsimile number).

e. To transmit Secret, Confidential, or Unclassified sensitive material via secure facsimile equipment:

(1) Coordinate details before actual transmission to ensure receipt of the facsimile by the authorized recipient and to prevent unauthorized access by any intermediate handlers.

(2) Complete Form NAVAIR 10460/11A, NAVAIR Secure Facsimile Transmission Cover Sheet/Receipt, enclosure (2), signed by an individual with "By direction" authority. Deliver the document and properly completed form to AIR-712332. After transmission of Secret material, AIR-712332 will retain the package and confirmation receipt for inclusion in the official file. After transmission of Confidential and Unclassified Sensitive material, AIR-712332 will return the package and confirmation receipt to the sender.

9. Forms. NAVAIR 10460/11, NAVAIR Non-secure Facsimile Transmission Cover Sheet, and NAVAIR 10460/11A, NAVAIR Secure Facsimile Transmission Cover Sheet/Receipt, are available in the NAVAIRHQ Forms Stock Room.

R. V. Johnson
R. V. JOHNSON
Deputy Commander

Distribution (See next page.)

Distribution: FKA1A (established quantity)
SNDL: FKA1A (Deputy Commander for Acquisition and Operations, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, Directorate Directors, and Office and Division Directors)

Copy to: (2 copies each unless otherwise indicated)
SNDL: A1J1A; A1J1B; A1J1C; A1J1J; C21 (1 copy); FKA1A (AIR-00D A/L (1 copy), AIR-71232 (10 copies), AIR-71233B (40 copies))

Stocked: NAVAIRHQ (AIR-71233B)

NAVAIR NON-SECURE

FACSIMILE TRANSMISSION

COVER SHEET

NUMBER OF PAGES TO BE TRANSMITTED INCLUDING COVER SHEET:	DATE:
TO: AGENCY _____ NAME _____ CODE _____ ROOM NO. _____ BLDG NO. _____ TELEPHONE NUMBER _____ ACSIMILE NUMBER(S) _____ COMMMERCIAL "ONLY"	**FROM:** AGENCY NAVAIR NAME _____ CODE _____ ROOM NO. _____ BLDG NO. _____ TELEPHONE NUMBER _____ FACSIMILE NUMBER(S) _____

REMARKS:

NAVAIR 10460/11 (REV 9-91)

NAVAIR SECURE FACSIMILE TRANSMISSION COVER SHEET/ RECEIPT

CLASSIFICATION

WHEN ATTACHMENTS ARE REMOVED DOWNGRADE TO

NO. PAGES TO BE TRANSMITTED INCLUDING COVER SHEET

IN REPLY REFER TO

TO:

AGENCY _____

NAME _____

CODE _____

ROOM NO. _____ BLDG. NO. _____

TELEPHONE NUMBER _____

SECURE FACSIMILE NO(S):
COMMERCIAL "ONLY" _____

VERIFICATION NO(S) _____

FROM:

AGENCY COMNAVAIR

NAME _____

CODE _____

ROOM NO. _____ BLDG. NO. _____

TELEPHONE NUMBER _____

	0700-1600	AFTER 1600, WEEKENDS, HOLIDAYS
SECURE FAX NO(S)	703-746-6149	703-692-0453
VERIFICATION NO(S)	703-692-7882	703-692-3030

SAMPLE

DESCRIPTION OF MATERIAL

JUSTIFICATION *(Be specific: state urgency requiring transmission)*

SIGNATURE *(By direction)*

RECEIPT REQUESTED
☐ YES ☐ NO

RECEIVED BY *(Signature)*	CODE	DATE
		CLASSIFICATION

NAVAIR 10460/11A (10-90)