DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

Office, Chief Information Officer/G-6

SAIS-CBM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Guidance for Retaining Possession of Secret Internet Protocol Router Network (SIPRNet) Public Key Infrastructure (PKI) Tokens

1. References:

a. Memorandum, Department of Defense (DoD) Chief Information Officer (CIO), 14 Oct 11, subject: DoD SIPRNet Public Key Infrastructure Cryptographic Logon and Public Key Enablement of SIPRNet Applications and Web Servers.

b. National Security Systems Public Key Infrastructure Department of Defense Registration Practice Statement (NSS PKI RPS) version 6, 22 May 13.

2. The Army CIO/G-6 authorizes the retention of SIPRNet tokens during duty assignment changes for eligible Department of the Army (DA) civilian and military personnel, per references 1a and 1b.

3. This SIPRNet token retention guidance creates a more efficient SIPRNet token process, resulting in improved mission readiness, less user downtime, fewer public key infrastructure (PKI) operational support requirements and lower sustainment costs. It also promotes better use of available SIPRNet token card stock.

4. To be eligible to retain a SIPRNet PKI token, the holder must be DA military or civilian personnel who:

a. Has verified access requirements for SIPRNet at the gaining organization as confirmed by the personnel office at the losing organization.

b. Requires SIPRNet access for training purposes or requires SIPRNet access for deployment and re-deployment.

5. Instructions for SIPRNet token retention.

a. Commanders must ensure that the organization's Trusted Agents (TAs)/Enhanced Trusted Agents (ETAs) are notified of departing personnel and whether each individual will retain his or her SIPRNet token or is required to turn it in before departure. If the individual

is retaining the token, the TA/ETA shall record which of these conditions permitting retention apply.

1) Out-processing due to a Permanent Change of Station.

2) Scheduled to attend training that requires SIPRNet access, and will return to duty station.

3) Preparing to deploy or redeploy.

b. Military and civilian personnel must ensure that the gaining organization's supporting TA/ETA and System Administrator are notified during in-processing that they transitioned with their SIPRNet PKI token.

6. Instructions for SIPRNet token turn-in.

a. Commanders at losing organizations are required to incorporate SIPRNet token retrieval processes into their out-processing procedures to ensure that SIPRNet tokens are collected from all personnel who no longer require SIPRNet access. These procedures include DA civilians, military and contractor personnel.

b. Users will turn in their SIPRNet token to their organization's supporting TA/ETA when SIPRNet access is no longer required.

c. Personnel who no longer require access but, for whatever reason, failed to turn in the SIPRNet token at the losing organization are required to turn in the token to the local TA/ETA at the gaining organization immediately upon arrival at the new duty station.

d. All contractor personnel will turn in their SIPRNet PKI token to their organization's supporting TA/ETA at contract completion and/or when they no longer require access to the SIPRNet. This includes employment termination.

e. TAs/ETAs or the Local Registration Authority will notify the Army Registration Authority when a SIPRNet user's status changes to ensure that SIPRNet tokens are revoked per Section 4.9 of reference 1b.

7. The guidance in this memorandum will be re-issued no later than one year from the date of signature, or inserted into Army Regulation 25-2.

8. The point of contact for this action is Mr. Mark Dickson: (703) 545-1736, DSN (312) 865-1736 or mark.a.dickson2.civ@mail.mil.

FERRELL.ROBERT.SILAS.1028607268
Digitally signed by FERRELL.ROBERT.SILAS.1028607268
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, cn=FERRELL.ROBERT.SILAS.1028607268
Date: 2015.04.19 00:02:05 -04'00'

ROBERT S. FERRELL
Lieutenant General, GS
Chief Information Officer/G-6

DISTRIBUTION:
Principal Officials of Headquarters, Department of the Army
Commander
- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Pacific
- U.S. Army Europe
- U.S. Army Central
- U.S. Army North
- U.S. Army South
- U.S. Army Africa/Southern European Task Force
- U.S. Army Special Operations Command
- Military Surface Deployment and Distribution Command
- U.S. Army Space and Missile Defense Command/Army Strategic Command
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Criminal Investigation Command
- U.S. Army Corps of Engineers
- U.S. Army Military District of Washington
- U.S. Army Test and Evaluation Command
- U.S. Army Installation Management Command

Superintendent, United States Military Academy
Director, U.S. Army Acquisition Support Center
Executive Director, Arlington National Cemetery
Commander, U.S. Army Accessions Support Brigade
Commandant, U.S. Army War College
Commander, Second Army

CF:
Director, Army National Guard
Director of Business Transformation
Commander, Eighth Army
Commander, U.S. Army Cyber Command