



**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS**

SKYLINE FIVE, SUITE 810, 5111 LEESBURG PIKE
FALLS CHURCH, VIRGINIA 22041-3206

JUN 13 2007

**TRICARE
MANAGEMENT
ACTIVITY**

MEMORANDUM FOR DIRECTORS, TRICARE MANAGEMENT ACTIVITY

SUBJECT: Use of Digital Signature on Official TRICARE Management Activity
Electronic Mail (e-mail)

To maintain integrity and reduce security vulnerabilities, e-mail sent on the TRICARE Management Activity (TMA) network that is an official record (as defined by 44 United States Code Section 3301) and is intended to be formal direction, assignment or completion of an action, stating a position of the organization or office, or contains data where its integrity needs to be maintained shall be signed using a Department of Defense (DoD) digital signature. This will be included in annual security awareness training within initial commencement of digital signatures no later than October 2007.

In addition, e-mail containing privacy information, personally identifiable information, protected health information, procurement sensitive information, trade secret information, etc., shall follow current and future privacy, encryption, and records management requirements established by the TMA Privacy Office. For overlap in guidance or policy, the most restrictive requirement applies.

All government organizations are responsible for maintaining official records. The use of e-mail in lieu of signed memoranda in directing or completing actions is widely used but is also subject to security vulnerabilities. E-mail can easily be forged or altered without being easily discernible. The use of a digital signature ensures that the e-mail came from the person who signed it and will indicate if it was changed since it was sent.

DoD Public Key Infrastructure (PKI) provides a digital signature certificate for use by all users with a Common Access Card (CAC). The TMA network and workstations are capable of using this technology. Instructions on digitally signing e-mail are attached. Questions should be addressed to the proper contact listed in the attachment. My contact for PKI policy is Mr. Daniel Brooks, daniel.brooks@tma.osd.mil, (703) 681-6867.

I am confident that we can use this capability to provide the most efficient business management operations while protecting our support to our beneficiaries.

[Signed]

~~Elder Granger~~
Major General, MC, USA 
Deputy Director

Attachments:
E-mail Use PowerPoint Slides



E-mail Use



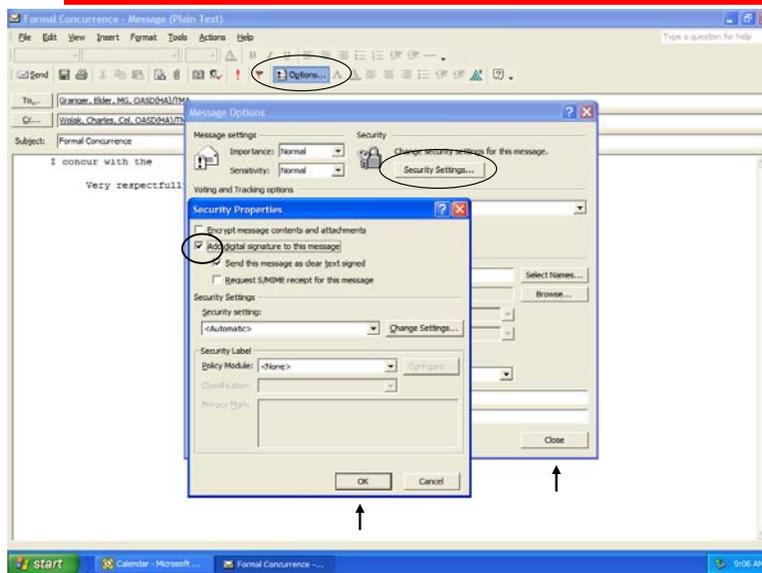
Simple and Easy

- Prepare message as usual
 - Use only minimal, if any, personally identifiable information necessary for the communication
- Set message to add digital signature
 - (see next slide)
- Send
 - Will automatically add digital signature
 - Must have CAC in reader or PKI software certificate loaded on workstation
 - Type in PIN when asked
- Retain all digitally signed e-mail in accordance with records management procedures & guidelines

1



Outlook Digital Signature



Click on the “Options...” button, (or on menu: View, Options...)

Select the “Security Settings ...” button

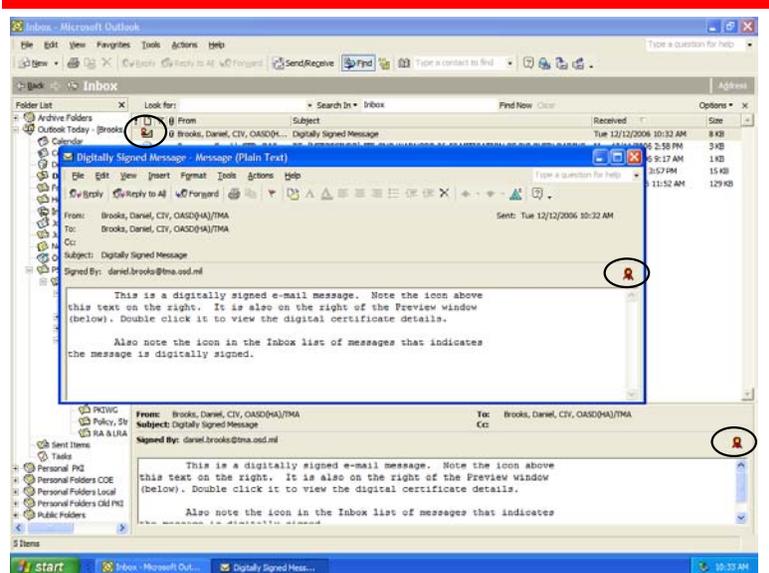
Click in the box “Add digital signature to message”

Click “OK” then
Click “Close”

2



Digitally Signed E-mail



3



Endorsing/Forwarding E-mail



- Why:
 - To forward multiple concurrences similar to a route sheet
 - To document approval with verification of the originator all in one
 - Maintains all digital signatures
 - E-mails cannot be changed unless a new signature is applied
- How:
 - Insert the digitally signed e-mail to be forwarded into an e-mail
 - In Outlook, click on *Insert*, then *Item*.
 - Find the e-mail to endorse/forward in the list of folders.
 - Send new e-mail with digital signature as indicated before
 - Do not Reply or Forward as it will remove the previous digital signature

4



E-mail as Official Record



Some examples of types of official records

- For Official Use Only (FOUO)
- Technical and contract data (such as contract information, unclassified technical specifications or contract data)
- Proprietary Information/Data
- Foreign Government Information
- Financial Information (to include committing, authorizing, or using government funds and E-mail containing financial information (budgets, outlays, contract amounts))
- Source Select Information
- Directions to subordinates
- Acknowledgement of or response to directions from superiors
- Statement of organization position
- Directives
- Sensitive but unclassified
- Directing or completing actions
- Documenting TMA mission
- Providing evidence of a business transaction
- Describing important policies and decisions of TMA

Additional guidance can be found at <http://www.tricare.mil/tmaprivacy/RM-Training.cfm>. Please continue to the Basic Records Management link to view the power point slides 11 through 22.
More information regarding e-mail records at TMA can be found at: <http://www.tricare.mil/TMAPrivacy/Records-Resources.cfm> - FAQs

5



Additional References



- 44 U.S. C. 3301 Definition of a Record : http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+44USC3301
- OMB Memorandum M-06-16: June 23, 2006: **Protection of Sensitive Agency Information** : <http://www.whitehouse.gov/OMB/memoranda/fy2006/m06-16.pdf>
- OMB Memorandum M-06-15: May 22, 2006: **Safeguarding Personally Identifiable Information** : http://www.tricare.mil/tmaprivacy/downloads/doc2006_0612_1.pdf
- TMA Privacy Office Information Paper: **Encryption on E-mail** : http://www.tricare.mil/tmaprivacy/hipaa/hipaasecurity/images/pdf/Email-Encryption-5_05.pdf
- DoD Instruction 8500.2: February 6, 2003, **Information Assurance (IA) Implementation** : http://www.dtic.mil/whs/directives/corres/pdf/i85002_020603/i85002p.pdf
- DoD 6025.18-R, January 24, 2003, **DoD Health Information Privacy Regulation**. http://www.dtic.mil/whs/directives/corres/pdf/602518r_012403/p602518r.pdf
- Health Affairs Policy 06-010: June 27, 2006, **Health Information Portability and Accountability Act Security Compliance**. <http://www.ha.osd.mil/policies/2006/06-010.pdf>

6



H AFFAIRS

Points of Contact



- Using a digital signature in Outlook:
Local network helpdesk
- Common Access Card:
Office of Administration
- DoD Policy on Documents of Record:
 - personal information and protected health information, records management, procurement sensitive
TMA Privacy Office