



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
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PENSACOLA, FLORIDA 32508-5220

NETCINST 5510.1F  
N7  
5 Apr 2024

NETC INSTRUCTION 5510.1F

From: Commander, Naval Education and Training Command

Subj: INFORMATION PROTECTION POLICY FOR NAVAL EDUCATION AND TRAINING COMMAND LEARNING MANAGEMENT SYSTEMS IN MULTIPLE NETWORKS AND APPLICATION ENVIRONMENTS

Ref: (a) DoD Manual 5200.01, Volume 2, DoD Information Security Program: Marking of Information, of 24 February 2012  
(b) SECNAVINST 5510.36B  
(c) 29 U.S.C. §794d  
(d) 5 U.S.C. §552a  
(e) MILPERSMAN 5510-010

Encl: (1) Content Segmentation and Classification Guide

1. Purpose. To provide guidance regarding the segmentation and classification marking of content within the Naval Education Training Command (NETC) learning management systems (LMS) provided for use by NETC and its subordinate commands in all environments per policy and standards contained in references (a) and (b). These environments include, but are not limited to, government content acceptance testing (GCAT), production (PROD), and other similar environments utilized by NETC learning centers (LC) and learning sites (LS) in both the non-classified internet protocol router network (NIPRNET) and secure internet protocol router network (SIPRNET).

2. Cancellation. NETCINST 5510.1E.

3. Scope. This instruction applies to all military, civilian, and contractor personnel submitting content for hosting within the LMS. This instruction is supplemental and provides guidance on how to implement the requirements of references (a) and (b) in the LMS environments. All forms of content or media including, but not limited to, digital or video media must be properly marked and reviewed as indicated herein prior to hosting in the LMS environments. Proper marking of content by content providers pursuant to this instruction includes the

marking of all content in a format and manner, visual (in writing), audio (spoken) or otherwise, and permits individuals with disabilities to have access to such content that meets the requirements of Section 508 of reference (c).

4. Policy. The originator (e.g., content developer or content sponsor) submitting the content to Navy eLearning (NeL) will utilize the Content Hosting and Report Management Service (CHaRMS) and is responsible for ensuring all hosted content has been reviewed and contains proper classification markings per reference (a), as described in enclosure (1), and in compliance with Section 508 of reference (c) and reference (d). Although the content may be hosted in an LMS, it is the originator or provider of the content, not the host of the LMS environment, who must correct any shortfalls in the content classification markings to ensure that the content meets or exceeds the guidelines for proper marking provided in this instruction and its references. Any content not marked per this instruction and its references will not be hosted in the LMS environment. If the review and marking requirements of this instruction are not met, the content will immediately be removed from the LMS. The content will not be re-hosted until the discrepancies have been corrected. Once the content has been corrected, the originator must resubmit the content to NeL via CHaRMS. Markings can be accomplished either manually or as a part of the metadata tagging scheme embedded within the content development software used. For Controlled Unclassified Information type content that will be hosted in the LMS via NIPRNET, refer to reference (a).

5. Action

a. NETC N62 will be responsible for operations and sustainment of the to-be transformed learning stack LMS to include content hosting and technical content support, while adhering to the LMS and content management guidance provided by NETC N7.

b. MyNavy HR Information Technology Solutions is the recognized technical authority for the LMS environment and is responsible for operations and sustainment of the current NeL LMS.

c. NETC N73 is responsible for providing functional requirements and specific guidance for hosting information and course content material in all NETC LMS environments.

d. Content sponsors and LCs will announce the intent to host content on NeL at the beginning of the detailed storyboard phase. They will submit classified content segmentation and access restriction requirements (based on established need-to-know criteria) via CHaRMS to NeL LMS content managers or administrators. The NeL team will review the submitted access control requirements and will be responsible for the configuration of content and learner segmentation within the LMS as communicated by sponsors.

e. Local Commands. Access to LMS-hosted classified content will not be granted based solely on the individual's clearance or indoctrination level. Per reference (e), it is the appropriate activity security manager's responsibility to ensure personnel obtain the appropriate security eligibility from the Defense Counterintelligence and Security Agency Consolidated Adjudication Service and appropriate security access. Students normally must be indoctrinated for such access at the beginning of their training period. If the course is provided over SIPRNET, the command must ensure that those who have access to SIPRNET have the appropriate clearance, while the content sponsors and training officers validate the students' need-to-know, prior to enrollment.

6. Information. In this instruction, the use of term "classification markings" refers to all marking requirements of reference (a), to include original or derivative classification markings, and declassification dates and downgrade instructions if required.

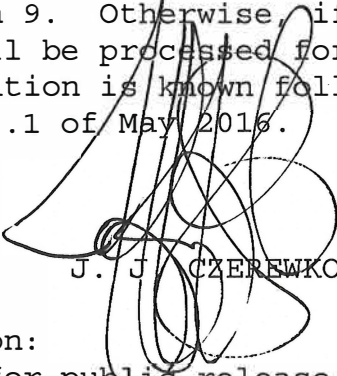
#### 7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

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8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2015.



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**Releasability and distribution:**

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

CONTENT SEGMENTATION AND CLASSIFICATION GUIDE

1. Reference (a) requires all computer media with classified material and content be portion marked. The following are the guidelines for segmentation and classification and marking for any LMS residing on SIPRNET.

2. Background

a. This instruction is intended to supplement and provide guidance on how to effectively and practically implement the requirements of references (a) and (b) in the LMS. This NETC instruction provides a focus on how reference (a) is best applied to the digitally-delivered training content hosted in the LMS and is intended to add rigor, wherever appropriate, to the requirements and options found in reference (a).

b. All classified and unclassified courseware that is resident on or delivered to any LMS on SIPRNET will be labeled with appropriate classification markings and such marking will comply with Section 508 of reference (c).

c. All sharable content objects (SCO) have the potential for re-use and must be individually marked with their appropriate classification (e.g., photographs, videos, animations, and text files).

d. Classified material hosted in any LMS on SIPRNET will be segmented (access control to the content) as necessary by the originator and the hosting authority to protect it from unauthorized disclosure.

3. Requirements

a. The overall classification and markings for the courseware will be the highest classification of any single part of the course. Every effort will be made to keep the course at the lowest classification possible without impacting the learning effectiveness of the content.

b. Each separable piece of the course (e.g., SCO, HyperText Markup Language (HTML) page, graphic, photo, narration text) will be clearly marked so that when viewed in normal display

modes it will clearly indicate the classification and short form of warning notices as described by references (a) and (b), complying with Section 508 of reference (c).

c. The text of each assessment question and answer will be portion marked with the appropriate classification markings. The portion markings will appear when viewed in the browser and when viewed in a text editor.

d. Graphics, photos, animations, and video segments created as a part of new development work will include the security classification level in a location where it is clearly readable on the graphic. This applies to unclassified as well as classified graphics. The text will be clearly readable while not affecting the learning intent of the content and will meet the intent of references (a) and (b). The classification markings will be part of the object and not layered text on top of the graphic frame. In short, the classification marking will display when the file is opened in any display or editing tool (see Figure 1).

e. All unclassified objects will be created on unclassified systems even if the intent is to migrate to classified systems.

f. Each video created as a part of new development work will include the security level classification at the beginning of the video. The classification markings will remain displayed long enough to be readable, but do not have to remain on the screen throughout the whole video. This applies to unclassified video hosted in any LMS on SIPRNET as well as classified videos.



Figure 1: Classification Marking of Graphic on HTML Page

g. Each HTML page will be clearly marked in a manner that displays the classification markings and short form warning notice in both browser and text editor views. The page will be marked with the highest classification of the content on the page or the highest classification of the entire SCO. Reference (a), enclosure (3), paragraphs 5c and 17c apply. See figures 1 through 3 within this enclosure for additional examples.

h. Any unclassified content that is intended to be hosted in the SIPRNET environment will be marked per the same requirements listed in paragraph 4 of this instruction. If the content is to be hosted on the classified network, configure content development software to ensure the appropriate markings are embedded in course material.

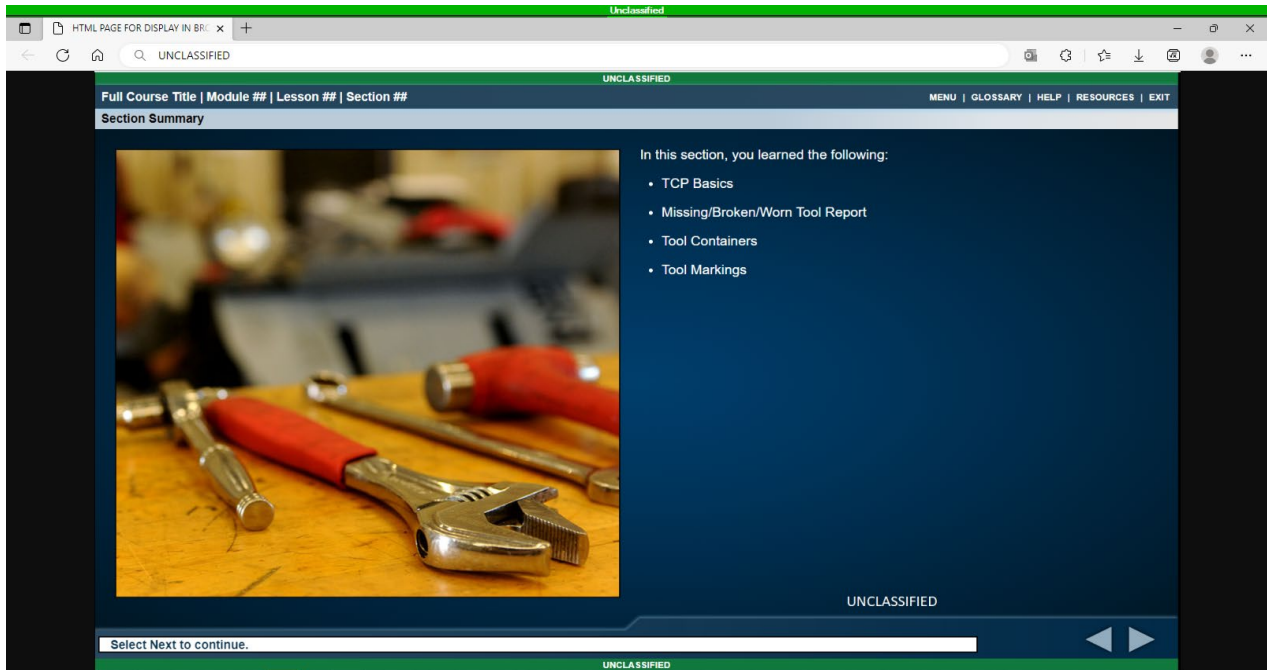


Figure 2: Classification Marking of HTML Page for Display in Browser



```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional/EN"
"http://www.w3.org/TR/html4/loose.dtd">
<html>
<!-- ***** CONFIDENTIAL ***** -->
<head>
<title>Rules of the Nautical Road</title>
<link rel="stylesheet" href="nauticalrules.css">
<meta http-equiv="Content-Type" content="text/html; charset=ISO-8859-1">
<script type="text/javascript" src="script/finddom.js"></script>
<Script type="text/javascript" src="script/pagefunctions.js"></script>
</head>
<body onUnload="parent.stopToggle();">
<table width="100%" border="0" cellpadding="0" cellspacing="0">
<tr>
<td colspan="2"><h1 align="center">Objective for the Steering and Sailing Rules
Section</h1></td>
</tr>
<tr>
<td width="342" valign="top">
<ul style="list-style-type:circle">
<li>The required conduct of vessels in any condition of visibility including
maintaining a proper lookout, the requirement to proceed at a safe speed, and
the factors for determining safe speed.</li>
<li>That all available means appropriate to the prevailing circumstances and
conditions must be used to determine if there is a risk of collision. If there
is any doubt, such risk is deemed to exist.</li>
<li>That proper use of radar equipment, if fitted, and a compass bearing of an
approaching vessel will be used to determine if risk of collision exists.</li>
<li>The actions to avoid collision including the requirement that actions be
positive, made in ample time, and with due regard to the observance of good
seamanship.</li>
<li>The rules for vessels proceeding in narrow channels, and when within
traffic separation schemes.</li>
<li>The specific rules that apply to vessels in sight of one another including
sailing vessels, overtaking situations, head-on, and crossing situations.</li>
<li>The hierarchy of responsibilities between vessels.</li>
<li>The conduct of vessels in restricted visibility.</li>
</ul>
</td>
<td width="450" valign="top">
<br>
</td>
</tr>
</table>
<script type="text/javascript">parent.writeScoMenu();</script>
</body>
<!-- ***** CONFIDENTIAL ***** -->
</html>
```

UNCLASSIFIED - CLASSIFIED FOR ILLUSTRATION ONLY

Figure 3: Classification Marking on HTML Page for Display in Code Editor

i. All objects (SCO, content aggregation, asset) requiring metadata will include data elements for security level. The metadata will include classification markings and abbreviated warning notice applicable to the object to which the metadata applies (see figures 4 and 5).

```
<classification>
<purpose>
<source>
<langstring xml:lang="x-none">L0Mv1.0</langstring>
<!--source-->
<value>
<langstring xml:lang="x-none">Security Level</langstring>
<!--value-->
<!--purpose-->
<description>
<langstring xml:lang="en">SECRET</langstring>
<!--description-->
<keyword>
<langstring xml:lang="en">SECRET</langstring>
<!--keyword-->
<!--classification-->
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```

Figure 4: Example of Classification Element in Metadata

```
<classification>
<purpose>
<source>
<langstring xml:lang="x-none">L0Mv1.0</langstring>
<!--source-->
<value>
<langstring xml:lang="x-none">Security Level</langstring>
<!--value-->
<!--purpose-->
<description>
<langstring xml:lang="enu">CONFIDENTIAL- RESTRICTED DATA </langstring>
<!--description-->
<keyword>
<langstring xml:lang="en">CONFIDENTIAL</langstring>
<!--keyword-->
<keyword>
<langstring xml:lang="en">RESTRICTED OATA</langstring>
<!--keyword-->
<!--classification-->
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```

Figure 5: Metadata Example Including Warning Notice

j. The first page of the course and each SCO will meet all the requirements of the "face of the document" as described by reference (a), and the first page of course content should contain a distribution statement per reference (a). The classification marking of each SCO is intended to meet the requirement in reference (a), enclosure (3), paragraph 2f, which addresses the components of classified documents (e.g., annexes, or appendices to plans, major parts of reports, or reference charts in a program). If a classified document has components likely to be removed and used or maintained separately, mark each component as a separate document.

k. All classified documents will bear the information identified in reference (a), enclosure (3), paragraph 3; however, in exceptional cases specific information provided in this section of reference (a) may be excluded if it reveals additional classified information. Per reference (a), information is to be shown using the following marking elements: banner lines, portion marks, component, office of origin, and date of origin, and classification authority block (original classifying authority (OCA) or derivative). Specific requirements for each marking element are discussed in reference (a), sections 5 through 8 of enclosure (3), including figures that provide examples for correct usage. Material other than ordinary paper (and comparable electronic) documents will have the same information either marked on it or made immediately apparent to holders by another means. The following information is required:

(1) The overall classification of the document (e.g., confidential, secret, or top secret).

(2) Identification of the specific classified information in the document and its level of classification.

(3) Component, office of origin, and date of origin.

(4) Identification of the basis for classification of the information contained in the document and of the OCA or derivative classifier.

(5) Declassification instructions and any downgrading instructions that apply.

(6) Identification of special access, dissemination control, and handling or safeguarding requirements that applies.

1. The narration text will be marked per the requirements of enclosure (3), paragraph 5c, of reference (a) for all "interior page markings." At a minimum, this should include classification and required short form warning notices at the top and bottom center and will include portion marking for each paragraph per reference (a) (see figure 6).

m. Navigation buttons (next, previous, exit, etc.) do not have to be portion marked.

n. Course and SCO titles will always be unclassified such that the titles can be listed in the LMS catalog on both the unclassified and classified websites. In any event, all titles will be marked with the appropriate abbreviated classification level (secret (S), confidential (C), or unclassified (U)) for any content that is intended to be hosted in the SIPRNET environment, before the subject or title and will indicate the classification of that subject or title, not the classification of the document, per enclosure (3), paragraph 6e(2) of reference (a).

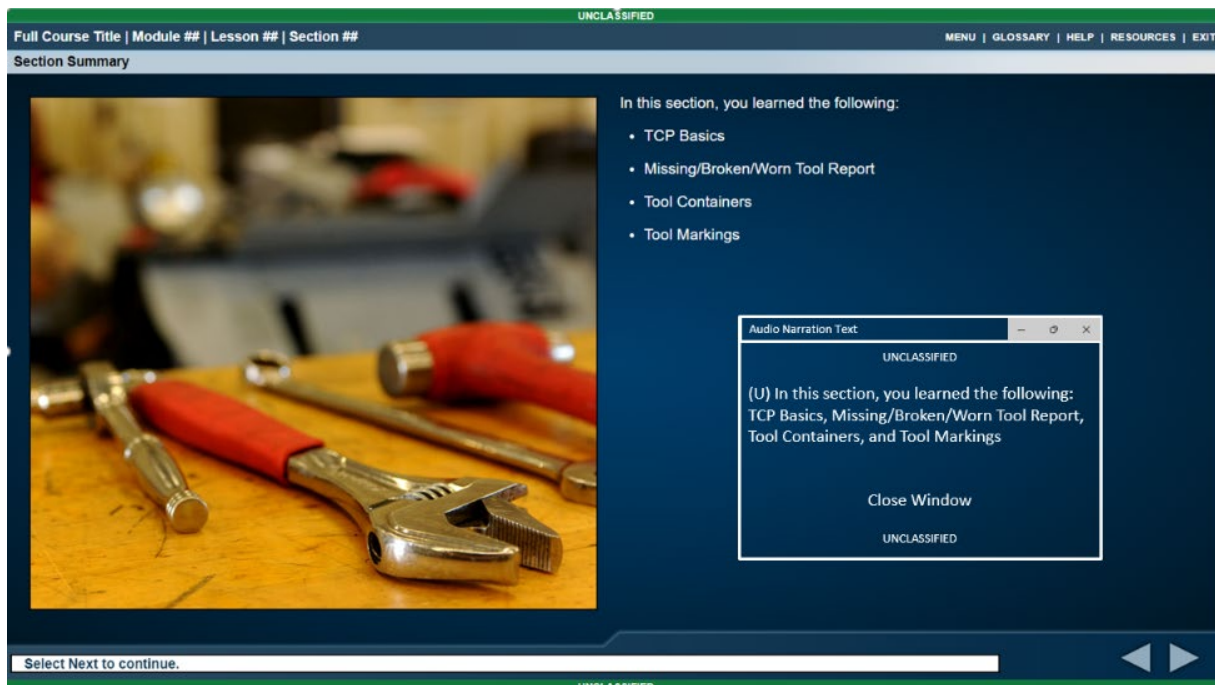


Figure 6: Classification Marking of Narration Text

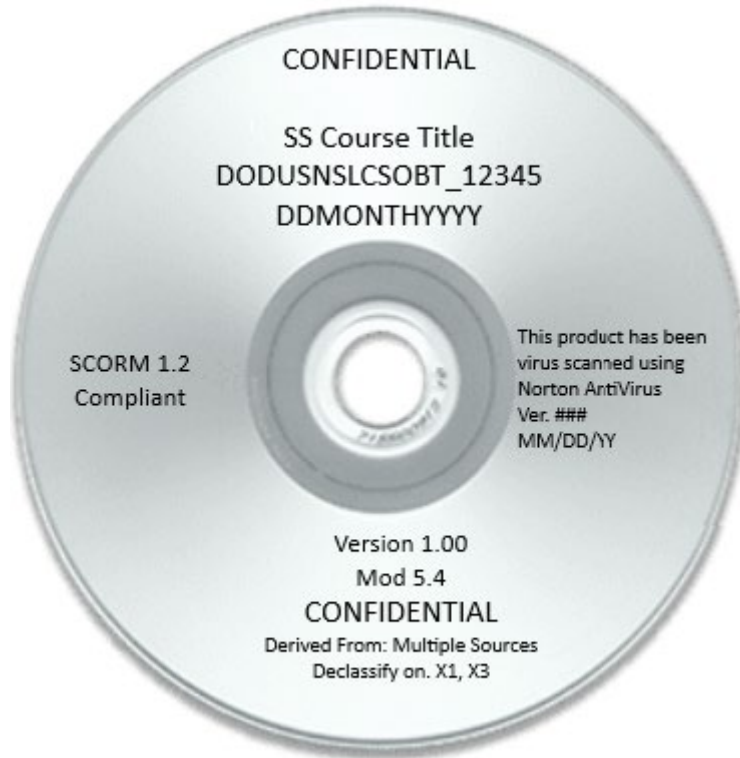
o. Establishing need-to-know is the responsibility of the course provider (e.g., NeL, content sponsor, NETC schoolhouse). If course material contains sensitive information, testing data, information covered under reference (d), or other data requiring segmentation from the general user environment, it must be protected by doing the following:

(1) Content sponsors must ensure all classified content segmentation and access restriction requirements (based on established need-to-know criteria) are accurately identified within CHaRMS and by reaching out directly to the LMS content managers upon hosting the material to ensure proper handling of the course.

(2) Developers, in conjunction with their respective LCs, and per current NeL content hosting procedures, will utilize GCAT, PROD, or similar environments to ensure the content will operate correctly with the sharable content object reference model player. The developer, with the assistance of the content sponsor, may request the NeL team move courseware files to the specific LMS environment, appropriate to the current position within the content hosting process.

(3) LMS content managers or administrators will set all classified or sensitive courseware to a hidden course status within the LMS to prevent unauthorized users from gaining access to classified training materials. The LCs and LSs will develop learning plans and assign them to the individual learners after establishing their need-to-know.

p. All classified media will contain the course title, product number, version number, program classification, short form warning notice (if applicable), date created, "classified by," "derived from," and "declassify on" instructions. Where multiple digital video disc and compact disc-read only memory (DVD and CD-ROMs) comprise a total package, each individual DVD and CD-ROM will be marked with its own level of classification regardless of the classification of other DVD and CD-ROMs from the same training package. This will prevent needless over-classification and the inherent problems with handling and destruction of classified material. A sample CD-ROM with required markings is illustrated in figure 7.



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Figure 7: CD-ROM Labeling