

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard

2703 Martin Luther King Jr Ave SE  
Washington, DC 20598-7710  
Staff Symbol: CG-6  
Phone: (202) 475-3500  
e-mail: david.m.dermanuelian@uscg.mil

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## MEMORANDUM

From: D. M. DERMANELIAN, RADM  
COMDT (CG-6)

Reply to: CAPT C. Bartz  
Attn of: (202) 475-3610

To: U. S. Coast Guard Chief Petty Officers Association  
U.S. Coast Guard Enlisted Association

Subj: APPROVAL FOR THE USE OF USCG EMAIL FOR CHIEF PETTY OFFICERS  
ASSOCIATION AND ENLISTED ASSOCIATION OFFICIAL BUSINESS

Ref: (a) Limited Personal Use of Government Office Equipment and Services,  
COMDTINST 5375.1 (series)  
(b) U.S. Coast Guard Cybersecurity Manual, COMDTINST M5500.13 (series)

1. This memorandum grants the approval for the Chief Petty Officer Association (CPOA) and the CG Enlisted Association (CGEA) to use the CG's email system for administrative purposes.

2. In accordance with reference (a), CG personnel are not authorized to use the CG email system to conduct personal business, unless there is an authorized official purpose. Approval is granted to the CPOA and CGEA with the following stipulations:

a. CPOA and CGEA members shall not send emails related to fundraising using the CG's email system.

b. All emails sent for administrative/internal management purposes must have the following disclaimer: "The contents of this email do not reflect the official position of the United States, the Department of Homeland Security (DHS), or the United States Coast Guard (USCG). Neither DHS nor USCG officially support or endorse the CPOA (or CGEA)."

c. All CPOA and CGEA members with access to administrative emails shall be compliant with all mandated cybersecurity training requirements, in accordance with reference (b), and ensure that no personal or sensitive government data is shared through emails.

3. This change will be incorporated into reference (b) and may be revoked without prior notification if the above conditions are not honored.

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