

NETWORK OPERATIONS & COMMUNICATIONS (NOC)  
STANDARD OPERATING PROCEDURE (SOP)

**Encryption Wizard (EW) Procedure**

**Purpose:** Provide instructions on how to encrypt data in transit using Encryption Wizard.

The Department of Defense and Uniformed Services University of the Health Sciences (USUHS) require that PII, SBU, FOUO, Privacy Act, personal, contractual, analytical, or financial data be encrypted both at rest and during transmission. USUHS data at rest is protected by whole disk encryption and data in transit is typically protected via encrypted email. The Encryption Wizard tool provide an alternative method of encryption for both data at rest and in transit.

**If you have a current DoD CAC, DoD TESLIN (military retiree, dependent, reservist, etc), you are NOT required to submit the SECNAV 5512 Base Access Form. Notify Ms. Baker, [larhonda.baker@usuhs.edu](mailto:larhonda.baker@usuhs.edu), if this is the case.**

**System Requirements:**

The installation of Encryption Wizard (EW) requires:

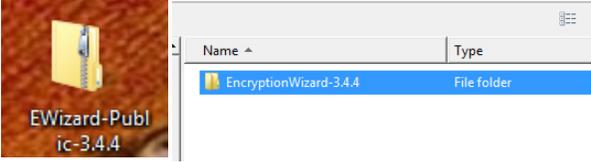
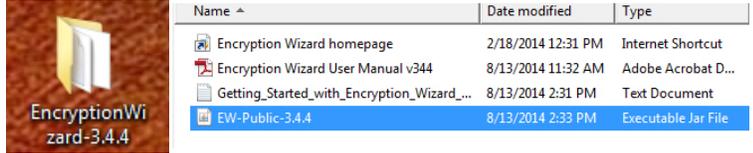
- Oracle Java Runtime Environment 1.6 (circa 2006) or newer from <https://www.java.com>.
- 1.2 to 1.9 MB disk drive space (depending on the edition used).

**Note:** Encryption Wizard does not currently support CAC/PIV on Windows x64 editions.

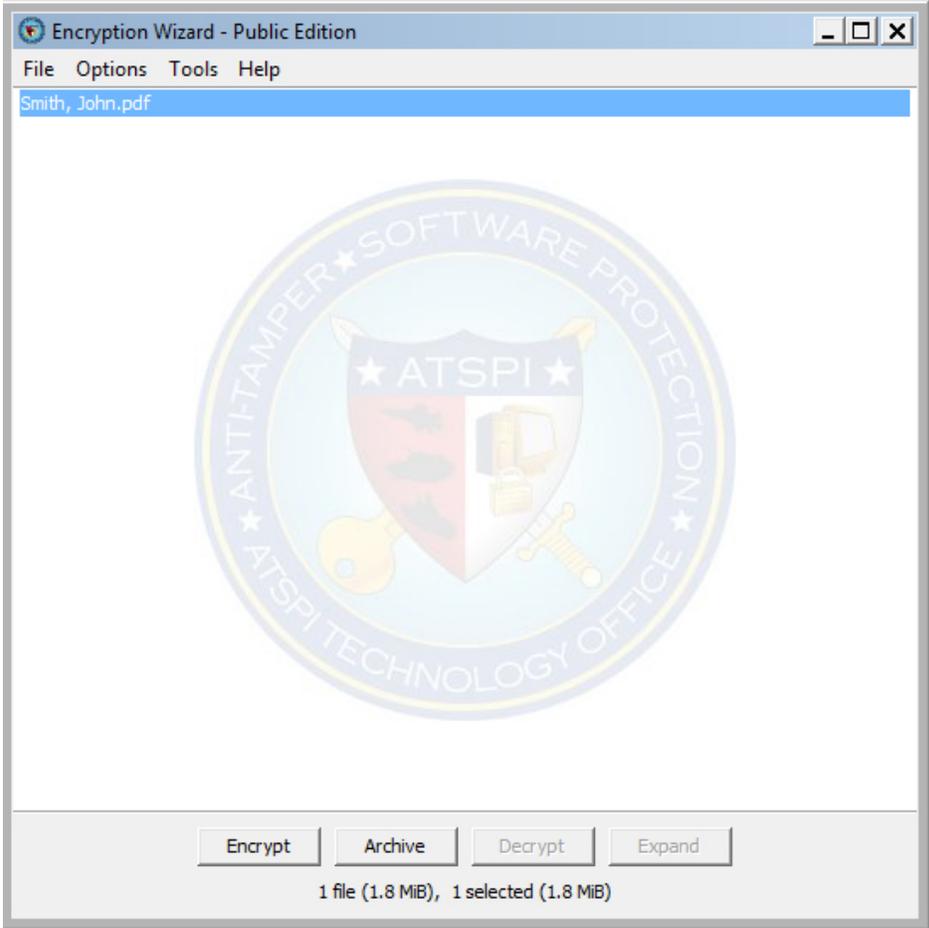
1.	Download the "EW-Public-3.4.4" and "SECNAV 5512" file to your Desktop from the Interview Material webpage: <a href="http://www.usuhs.edu/adm/interview/">http://www.usuhs.edu/adm/interview/</a>
2.	Read and follow the directions in the SECNAV Form Instructions carefully. Make sure you have saved the SECNAV 5512 form to your hard drive. Open the SECNAV 5512 form using Adobe Acrobat or Reader. Completely fill out form and Save. Print Form Add any additional information and initial (29 & 30) and sign form. Scan first and second page of the form. (Do NOT send the third page.) Save file as a PDF file with your with your Last and First name (File name: Smith, John.pdf). Images (jpg, png, gif, etc.) are not accepted.  If you have guests, scan their forms separately and save with their Last and First name. Continue to next page for Encryption instructions. <b>MAC USERS: You <u>MUST</u> FLATTEN your document before saving.</b>

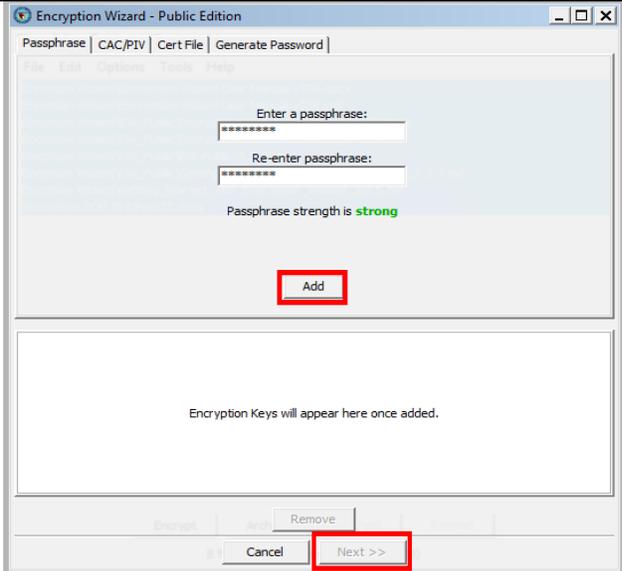
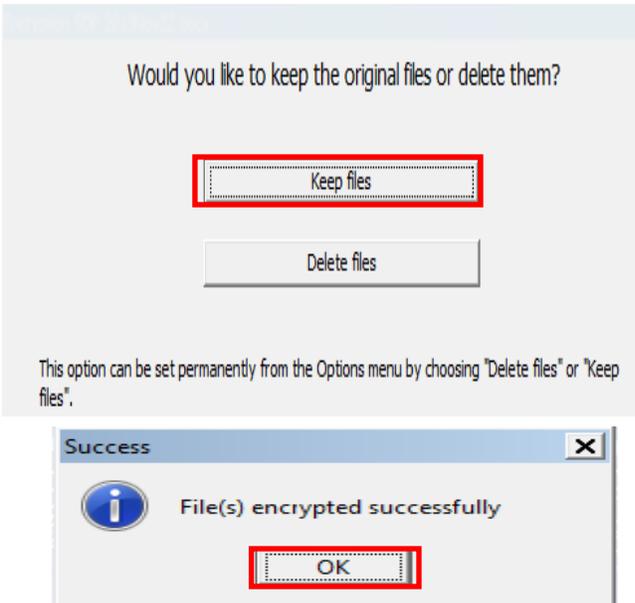
### Encryption Wizard (EW) Procedure

Encryption is for your information security. You may skip the encryption process at your own risk and email your form to [larhonda.baker@usuhs.edu](mailto:larhonda.baker@usuhs.edu). If applicable, submit your guest's form in the same email.

3.	<p>Save the Encryption Program Zip folder to your hard drive - <a href="https://spi.dod.mil/docs/EWizard-Public-3.4.10.zip">https://spi.dod.mil/docs/EWizard-Public-3.4.10.zip</a></p> <p>Double Click “EWizard-Public-3.4.10” to open the zip file.</p> <p>Drag the “EncryptionWizard-3.4.10” folder to the Desktop and open the folder.</p>	
4.	<p>Double Click “EncryptionWizard-3.4.10” folder.</p> <p>Double Click “EW-Public-3.3.10” jar file. This will install and Open the Encryption Wizard tool.</p>	

### *Encrypting Files with a Passphrase*

5.	<p>Drag the renamed Base Access file into the Encryption Wizard tool.</p> <p>Highlight the file.</p> <p>Click “Encrypt”.</p>	
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<p>5. Enter a Strong Passphrase and confirm the Passphrase.</p> <p>Click “Add”. Click “Next”.</p>	
<p>6. Select “Keep files”. Once the encryption process is complete. The “Files encrypted successfully” prompt will appear.</p> <p>Click “OK”.</p>	
<p>7. Email ONLY the encrypted file to larhonda.baker@usuhs.edu with the Subject "Base Access – Event Title: Event Date" (examples: Base Access – Interview Date: 10 September, Base Access - Open House: 11 December, etc).</p> <p>Email your Passphrase to larhonda.baker@usuhs.edu with the Subject "Passphrase - Lastname, Firstname" (example: Passphrase - Smith, John). Type the word "Passphrase", DO NOT type your passphrase in the Subject line. Type your passphrase in the body of the email.</p> <p><b>If you are bringing guests:</b> Encrypt all forms separately, but use the same passphrase. Send your and your guests form in the same email.</p>	