

Overview & End User Training

NAVEN

NAVAIR SECURE ELECTRONIC NATEC DISTRIBUTION



Presented by: International Programs Technical Data/IT Sys Support Division (V456)

Version Date: 1 January 2025



Agenda.

- 1 **NAVSEND Overview**
- 2 **NAVSEND End User Training**
- 3 **Other Features & Options**
- 4 **Primary NAVSEND POC Listing**
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NAVSEND Overview

Background Stakeholders Overview

Background



- This Brief describes the Concept of Operations (CONOPS) for the Naval Air Systems Command (NAVAIR) International Programs Technical Data using NAVAIR Secure Electronic Naval Air Technical Data & Engineering Service Center (NATEC) Distribution (NAVSEND).
- This brief is intended for NAVSEND account users who will be managing and using the electronic technical data delivery service.
- NAVSEND utilizes Box, a cloud-based content management system that end users (primarily in-country International Partners) access to receive delivery of Foreign Distribution Requirements List (FDRL) packages direct from the NATEC web-based management system. Since the NAVSEND service utilizes Box as the end user management system for receiving FDRL package deliveries, users will require Box user account licensing.
- The coined acronym “NAVSEND” is branding for the service of electronically delivering FDRL packages direct from NATEC to International Partners using Box. The use of the acronym NAVSEND and Box may be used interchangeably.

USG-approved means multiple entity approval via formal review, certification and authorization process including Federal Risk and Authorization Management Program (FEDRAMP), DISA provisional authority, and US Fleet Cyber Command Authorization to Operate (ATO) for Impact Level 4 (IL4) Unclassified data which includes NAVAIR Controlled Unclassified Information (CUI)

Stakeholders



International Sustainment Department (ISD) (V45)/ Technical Data Management/IT System Support Division (V456).

NAVSEND resource sponsor, providing strategic direction for organic/government enterprise modernization efforts for the International Programs Community



NAVAIR Emerging Technology Department (V554).

ATO Functional Manager for NAVAIR Box . As a NAVSEND stakeholder, this department provides the cloud-based content management system (Box) service offering and is responsible for procuring and maintaining Box subscription licenses and managing user account access



NAVAIR Joint Technical Data Integration (JTDI).

Designated as the NAVAIR and NAVSEA) lead for the Delivery Management Service (top-tiers) and the Delivery Management Services (distributed components) that enable data movement across multiple DoD infrastructures. JTDI is responsible for development and sustainment of the software used to transfer data from NATEC through the JTDI server to NAVSEND for delivery



NATEC.

Responsible for the control, distribution, and archival of quality technical data for the Naval Aviation Enterprise (NAE) and authorized customers to include International Partners through enabled cyber-secure web-based management systems. NATEC is responsible for creating and maintaining the file/folder structure for each tech data account which is then mirrored on the NAVSEND receiving end

NAVSEND
NAVAIR SECURE ELECTRONIC NATEC DISTRIBUTION

Overview

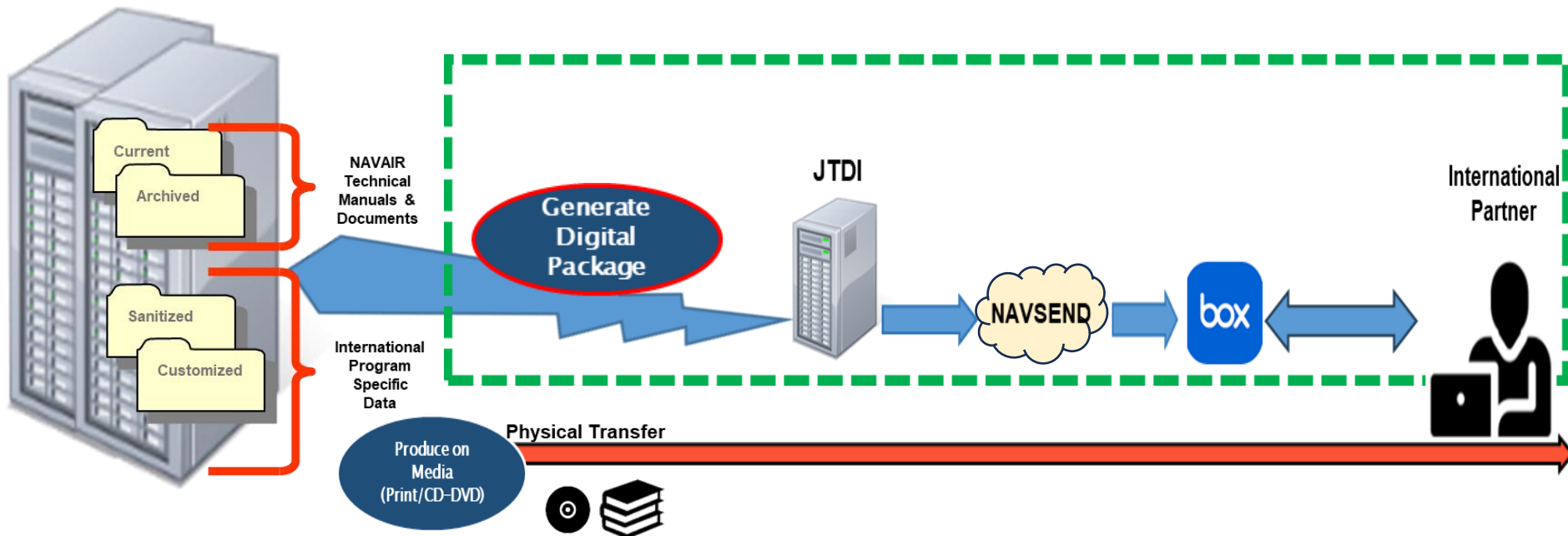


- The primary intent of NAVSEND is to provide a NAVAIR enterprise solution for automating the electronic distribution of approved NAVAIR technical data (new and updates) directly from the TMAPS NATEC International Programs Module to in-country International Partners for retrieval and download.
- NAVSEND is an enterprise modernization service for all NAVAIR International Partners, both Cooperative and Foreign Military Sales (FMS), with a requirement for NAVAIR technical data and FDRL publication libraries that are managed within the NATEC TMAPS International Module.
- NAVSEND is an extension of the NATEC TMAPS International Module and will be used to the greatest extent possible as the primary means for delivering FDRL packages to International Partners. NATEC will, however, continue to support CD/DVD and paper deliveries as required.
- NAVSEND Landing page and access at, <https://www.navair.navy.mil/NAVSEND>



Modernized Distribution Process

NATEC International Module



Emphasis on the green outlined portion related to NAVSEND



NAVSEND End User Training

Access

Setting up Email Notifications

Navigating NAVSEND Folders

Downloading NAVSEND Folders & Files

Other NAVSEND Features

- Permissions
- Troubleshooting
- Export Documentation
- Email Notification

Access



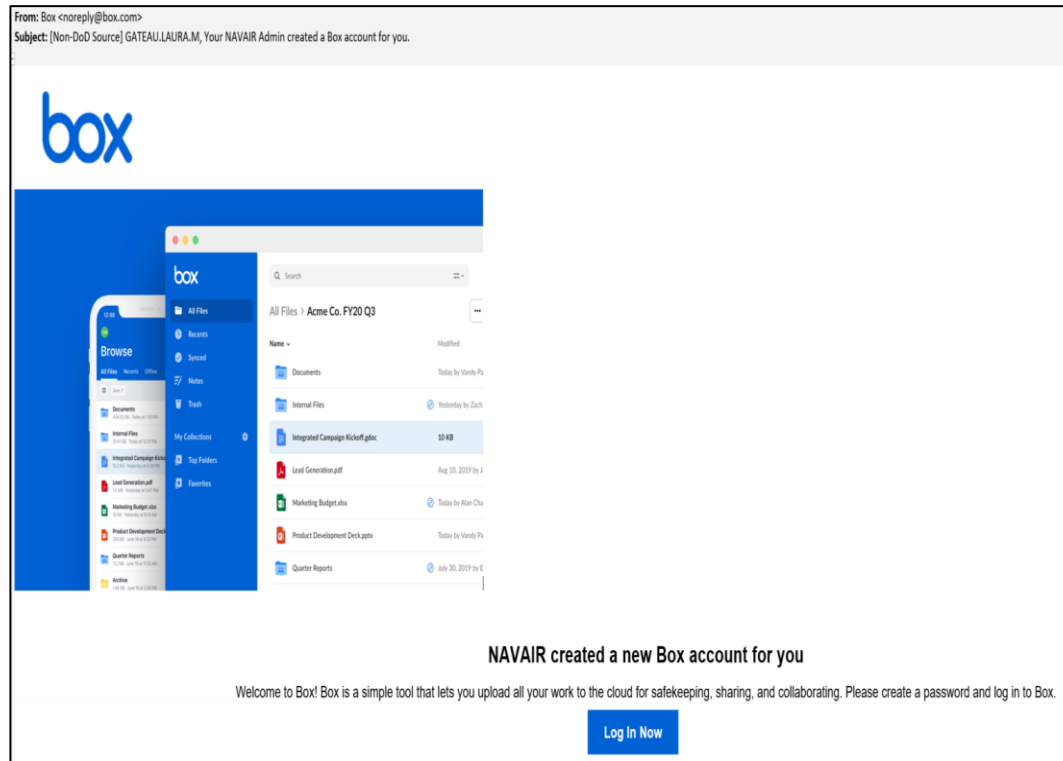
- For NAVSEND service access, each user will require a Box license that is procured through the NAVAIR Emerging Technology Department.
- Submit all NAVSEND account requests (for new, change/transfer, cancellation) to the NATEC International Programs team at NATEC_FMS@us.navy.mil for coordination. At a minimum, NATEC will require the user's name, job title, email address, and country/cases required.
- Consult with your Program Office before submitting any NAVSEND requests to the NATEC International Programs team. Requesting program POCs will coordinate cost and funding procedures with Technical Data Management/IT System Support Division.
- **Note, in order to use NAVSEND services, the Box license must be procured through NAVAIR. Additionally, NAVSEND Box accounts are restricted to non-internet based email addresses such as official government and company email. Internet based email addresses such as Gmail, Yahoo, AOL, etc., will not be accepted.**

Your company/work network may have the website blocked. Please verify that you can reach/view the NAVAIR Box homepage at, <https://navair.account.box.com/>
If blocked, this is an internal issue restricting access that will need to be worked to resolution to allow the site to run on your company/work network.

Access



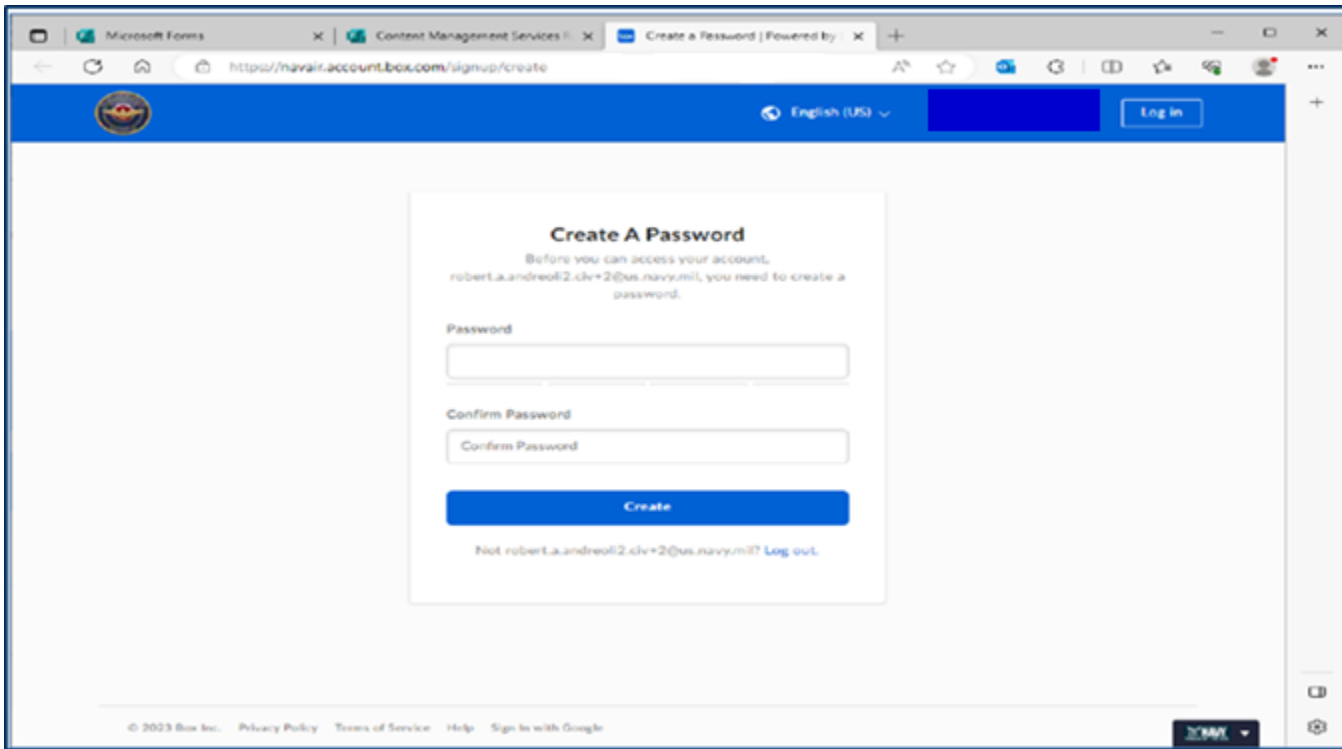
- Once your user license is procured and your account has been created, you will receive an email notifying you to activate your account
- Clicking “Log In Now” within your email notification will take you to the Box web page to set your password.



Access



- Once you have created a password, select “Create.” At this point your account is created and you are ready to log in. You should automatically be directed to the login screen. If not, using a web browser navigate to <https://navair.account.box.com/>



Access



- You will see the NAVAIR Box login screen.
- NAVAIR Box is currently making updates to the site so there are two potential access/login options, either “Not a part of NAVAIR” or “Continue.”
 - Recommend trying the “Not a part of NAVAIR” selection option first for all users, regardless of NAVAIR affiliation.
 - If you receive an error when selecting “Not a part of NAVAIR” then select “Continue” option instead.

Part of NAVAIR?

<p>NAVAIR uses your network credentials to login to Box. Continue to login to Box through your network.</p> <p>Continue</p>	<p>If you are not a part of NAVAIR, continue to log in with your Box.com account.</p> <p>Not a part of NAVAIR</p>
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Welcome to NAVAIR Box!

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.



Access

- When prompted, enter your email address then click “Next”
- Enter the password that you set up during activation then click, “Log In”

Note: International Partner users will receive a unique email address. The use of this email address is for account login purposes only, (i.e., treated as a user name). Use of the unique email addresses ensure all accounts are within the NAVAIR Microsoft 365 flank speed environment. As the NAVAIR Box website transitions to CAC enablement for USG users and Multifactor Authentication (MFA) for our partners and non-CAC users, all accounts must be within this NAVAIR Microsoft 365 flank speed environment.

The screenshot shows the 'Sign In to Your Account' page. At the top, the title 'Sign In to Your Account' is centered. Below it is a red-bordered box containing the 'Email Address' label and a text input field with the placeholder 'Enter Your Email'. Underneath the input field is a blue button labeled 'Next'. Below the 'Next' button is a link for 'Reset Password'. At the bottom, there is a horizontal line with 'or' in the center, and a 'Sign in with Google' button featuring the Google logo.

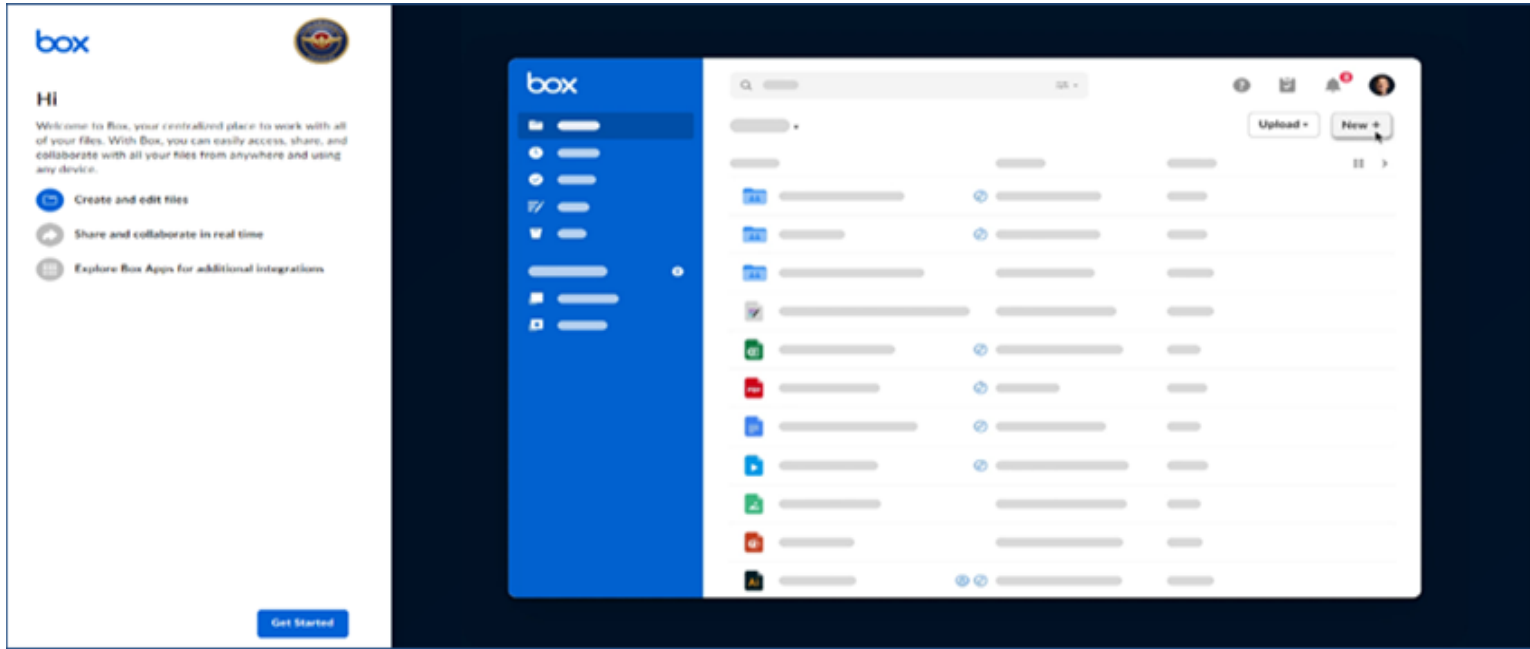
The screenshot shows the 'Sign In to Your Account' page with a back arrow on the left. The title 'Sign In to Your Account' is centered. Below it is a red-bordered box containing the 'Password' label and a text input field with the placeholder 'Enter Your Password'. Underneath the input field is a blue button labeled 'Log In'. Below the 'Log In' button is a link for 'Reset Password'.

- During setup, Box will send you an email to verify your email address

Access



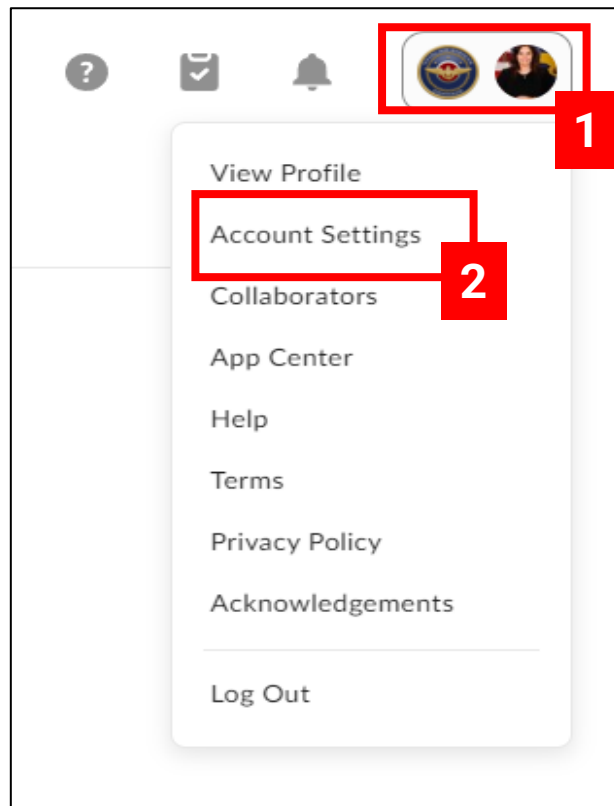
- For first time login, you will see the following welcome screen. Click “Get Started.”





Setting up Email Notifications

- It's important to setup your notifications to ensure you receive email alerts when technical data packages are delivered to your account. Once you are logged in, from the home screen 'click' your profile account image/symbol in the upper-right hand corner of the screen, then select 'Account Settings' from the list of dropdown options.





Setting up Email Notifications

- From the Account Settings screen select the 'Notifications' tab. From the Notifications tab under 'Select Notifications to Receive', ensure that "Uploads" is checked in both columns, "In Items I Own" and "In Items I've Joined"
- **Note, for the purposes of NAVSEND it is highly recommended that at a minimum you setup your email notifications to ensure you receive email alerts when technical data packages are delivered to your account. Any additional notifications selections or default deselections can be made at the discretion of the account user.**

Account Settings

Account Sharing **Notifications** Security Profile Diagnostics Integrations

3

Email Notifications Notification Email

Select for which actions and on what type of content you would like to be emailed.

Select Notifications to Receive

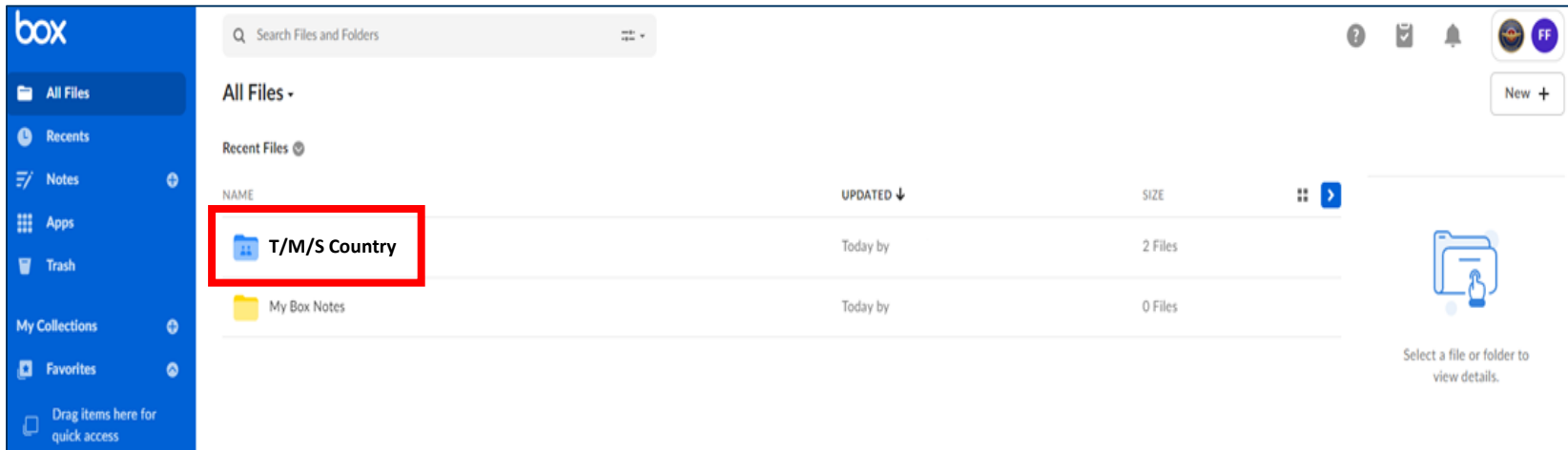
	In Items I Own	In Items I've Joined
Downloads	<input type="checkbox"/>	<input type="checkbox"/>
Uploads	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<input type="checkbox"/>	<input type="checkbox"/>
Previews	<input type="checkbox"/>	<input type="checkbox"/>
Deletes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4



Navigating NAVSEND Folders

- Once logged in, all the folders that you have access to will be visible. Your NAVSEND top file folder name will be titled with Type Model Series (T/M/S) and country name. Select your T/M/S country folder.





Navigating NAVSEND Folders

- Select your country's FMS Case or Cooperative designation

The screenshot shows the NAVSEND interface with a search bar at the top. Below the search bar, the breadcrumb path is 'All Files > T/M/S Country'. On the right side, there are icons for help, checkmarks, notifications, and user profile. Below these are icons for more options, share, and a 'New +' button. A 'Share' button is also visible. The main content area is a table with columns for NAME, UPDATED, and SIZE. A single row is visible, with the folder name 'FMS Case or Coop designation' highlighted in a red box. The 'UPDATED' column shows 'Today' and the 'SIZE' column shows '2 Files'. A 'Show Sidebar' button is located on the right side of the table.

NAME	UPDATED	SIZE
FMS Case or Coop designation	Today	2 Files

- Select your FDRL package

The screenshot shows the NAVSEND interface with a search bar at the top. Below the search bar, the breadcrumb path is 'T/M/S Country > FMS Case or Coop designation'. On the right side, there are icons for help, checkmarks, notifications, and user profile. Below these are icons for more options, share, and a 'New +' button. A 'Share' button is also visible. The main content area is a table with columns for NAME, UPDATED, and SIZE. Two rows are visible, both with the folder name 'FDRL' highlighted in a red box. The 'UPDATED' column shows 'Today by' and the 'SIZE' column shows '2 Files' and '0 Files' respectively. A 'Show Sidebar' button is located on the right side of the table.

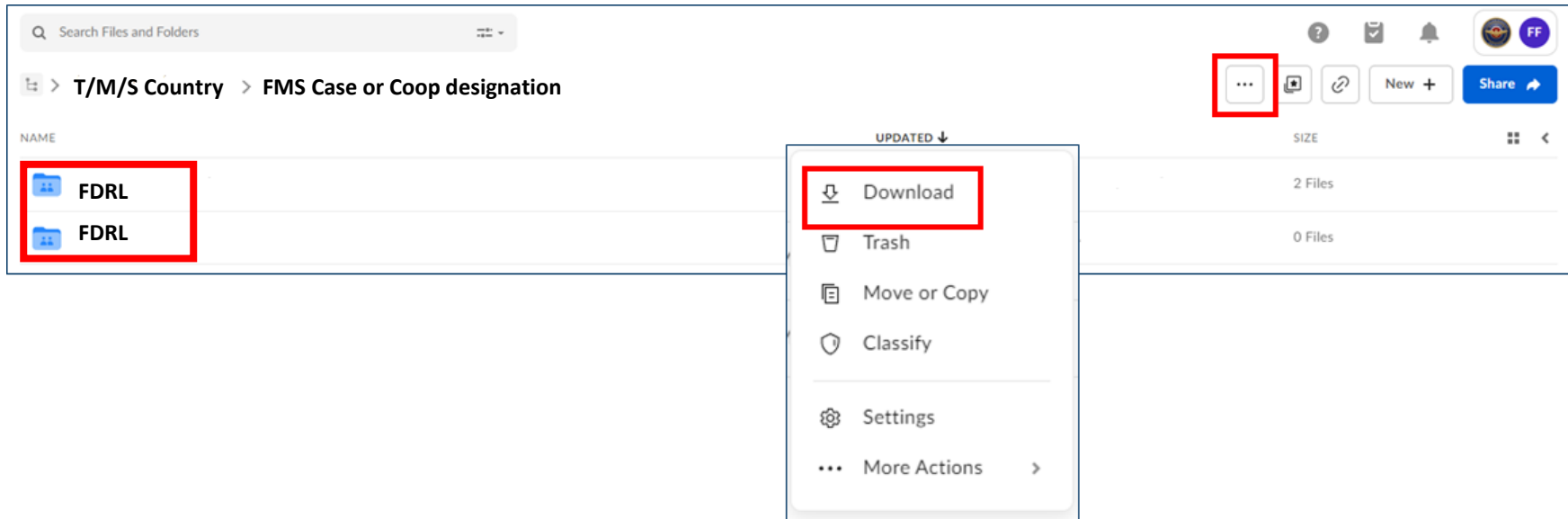
NAME	UPDATED	SIZE
FDRL	Today by	2 Files
FDRL	Today by	0 Files

- **Note, upon initial access you may not have/see these folders and that is okay. Aside from the top-level T/M/S country name folder(s), all other folders will self-populate once you receive your first NAVSEND package**



Downloading NAVSEND Folders

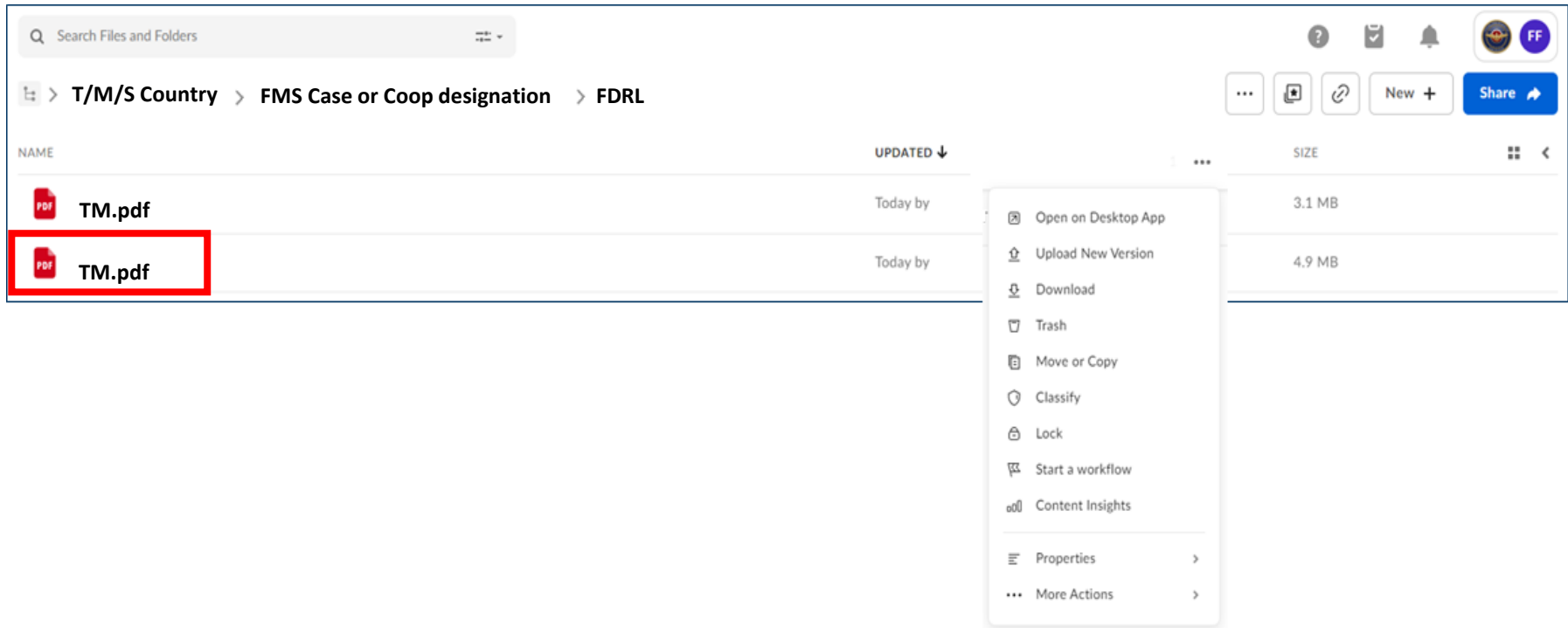
- To download an entire folder, click on the folder to highlight it, then select the ellipsis (“...”) to the right of the file name. From the new sub-menu dropdown, select “Download”





Downloading NAVSEND Files

- Individual files may be downloaded within FDRL package folders. To download individual files, click on the file to highlight it, then select the ellipsis (“...”) to the right of the file name. From the new sub-menu dropdown, select “Download”



- Please note that clicking on the icon for a file will attempt to open the file. If the browser is capable of viewing that file type (i.e. text, graphic), it will open and display the content, however if unable to open, it will download the file. This is not recommended as a standard method of downloading files, as the results change based on file type.

Other NAVSEND Features



Permissions

- Upon account creation, all users are granted “Read/Write” permissions. “Read/Write” is the least restrictive permission and permits the user with the ability to view, add, edit, download, and delete folders/files. If for any reason a user requires that their permission be changed to “Read Only,” which allows them to view and download files only, please contact NATEC International Programs team at NATEC_FMS@us.navy.mil.

Troubleshooting

- Primary focal Point of Contact (POC) for NAVSEND troubleshooting is the NATEC International Programs team at, NATEC_FMS@us.navy.mil The NATEC team will take action and coordinate with the appropriate stakeholders for resolution

Export Documentation

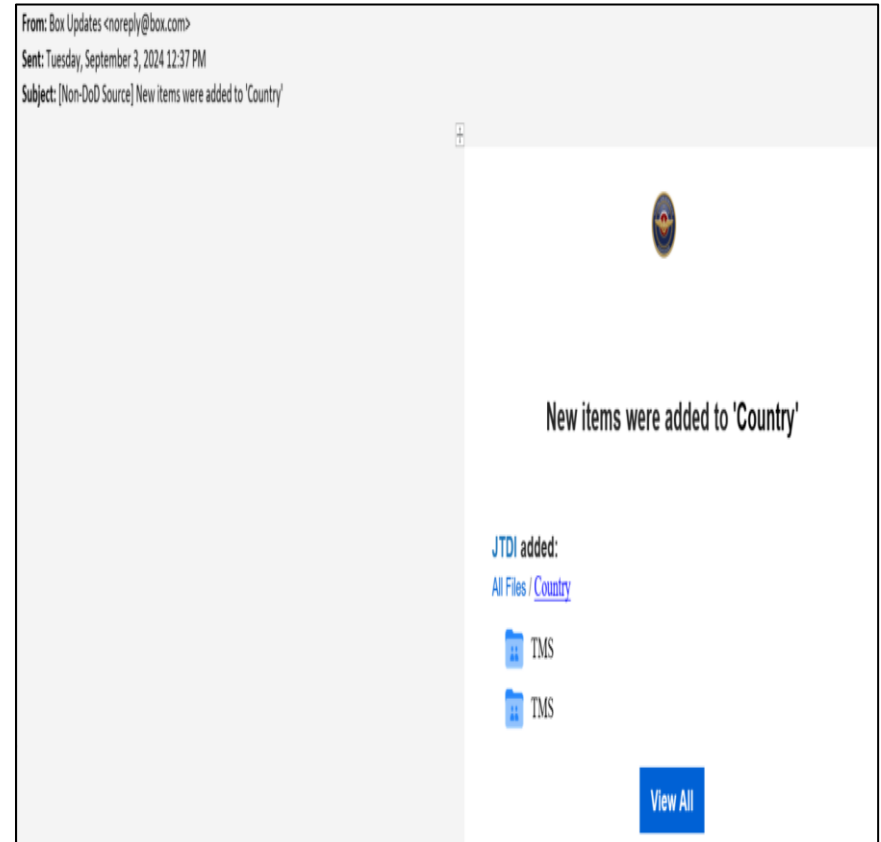
- International Programs Technical Data Logistics Element Managers (IP TD LEMs) are responsible for managing and processing FDRL packages utilizing the NATEC TMAPS International Module and ensuring proper export documentation has occurred prior to delivery, regardless of delivery method. For NAVSEND tech data deliveries, IP TD LEMs will coordinate with NATEC International Programs team to submit all DD Form 1149s into the U.S. Customs and Border Protection Automated Export System (AES) to obtain an Internal Transaction Numbers (ITNs) signifying proper export has occurred. Once the ITN has been received and added to the DD Form 1149, IP TD LEMs will ensure the DD Form 1149 and package index listing accompany the technical data from the NATEC TMAPS International Module to NAVSEND

Other NAVSEND Features



Email Notification

- Once an FDRL package is processed through the NATEC TMAPS International Module and ready for distribution, the IP TD LEM will initiate a NAVSEND delivery. NATEC will send an email notification to the IP TD LEM(s) associated to the FDRL Account once the package has been created and ready for pickup by JTDI. At the time of transfer, Box will transmit an automated email notification to the users assigned to that FDRL account alerting that a package has been delivered. Note, the email includes detailed information about the package ID number and a listing of the contents within the package.
- This automated email serves as a one-time notification that an FDRL package has been delivered to your NAVSEND account. No other email reminders will be provided for that delivery. Please ensure you have followed the steps provided in the 'Setting up Email Notifications' to ensure proper notifications are setup.
- **Note, larger FDRL packages may be received in multiple batches resulting in separate emails for each batch.**





Other Box Features & Options

- Adding Files**
- Deleting Files**
- Copying or Moving Files**
- Creating Folders**
- Other NAVSEND Features**
- Other Features**

Other Box Features & Options



The following Box features fall outside of the scope of NAVSEND service CONOPS, however, these features are available via your Box license. It is understood that additional use of Box functionality outside of the scope of the NAVSEND service will be determined and managed at the Program Office/country team level.

Adding Files

- Box allows you to add files two different ways, 1) you can either drag a file or folder from your desktop into the browser window or, 2) clicking the “New +” button near the browser window’s upper right corner and selecting “File Upload,” or “Folder Upload” from the dropdown to upload.
- **Note, manual uploading is authorized, however, US personnel must be aware that uploading files (data and/or software) in an international partner’s Box folders is an export and must have appropriate authorization and documentation supporting this export.**

Other Box Features & Options



Deleting Files

- To delete a single file, click on the file to highlight it, select the “...” to the right of the file name to see a new sub-menu, and select “Trash.” To delete multiple files, hover your mouse over the file names select the checkbox on each file. After selections are complete, click the “...” to the right of one of the file names to see a new sub-menu, and select “Trash.”
- **Note, the NAVSEND push is a one-time transfer and deleted files will not be re-pushed. If you accidentally delete a file/or files you can retrieve them from your trash can.**

Copying or Moving Files

- To copy or move a single file, click on the file to highlight it, select the “...” to the right of the file name to see a new sub-menu, and select “Copy or Move.” To copy or move multiple files, hover your mouse over the file names select the checkbox on each file. After selections are complete, click the “...” to the right of one of the file names to see a new sub- menu, and select “Copy or Move.”

Other Box Features & Options



Creating Folders

- To create a new sub-folder, click the “New +” button near the browser window’s upper right corner and select “Folder” from the dropdown. Next, enter the name for the folder, and select Return.

Other Features

- The ellipsis (“...”) to the right of the file name contains many other options, including file details such as activity history, comments, versions, etc.



Primary NAVSEND POC Listing

IP TD LEMs
NATEC International Programs
SSCO Technical Data Division

Primary NAVSEND POC Listing



International Program Technical Data LEM	Assigned by Program Office. Contact your Program Office for POC information if unknown.
<p>Contact assigned International Program Technical Data Logistics Element Managers (IP TD LEMs) for:</p> <ul style="list-style-type: none"> • Interest in obtaining a NAVSEND Account. • Primary POC for any questions or concerns related to your specific technical data deliveries. • Team CONOPS for utilizing NAVSEND and additional Box Features. 	
NATEC International Programs team	NATEC_FMS@us.navy.mil
<p>Contact this email address for:</p> <ul style="list-style-type: none"> • All NAVSEND account requests for new accounts, changes to existing accounts, license transfers, or cancellations. • NAVSEND troubleshooting for issues that cannot be resolved at the IP TD LEM level. 	
International Technical Data Management/IT Sys Support Division (V456)	SSCO.Tech.Data@us.navy.mil
<p>Contact this email address for:</p> <ul style="list-style-type: none"> • Any overall NAVSEND concerns, comments, or suggestions for improvements. • Any funding related questions. 	



Frequently Asked Questions (FAQs)

FAQs



Q. How long is a Box user account license good for?

A. Box account licenses are subscription-based, valid for one year, and must be renewed annually. The SSCO Technical Data Division will coordinate the annual renewal process around the end of the FY (Aug-Sept).

Q. Will users be notified in advance that their license is about to expire? Does the system generate a renewal request or are users simply automatically locked out after a year? Is there a set expiration date when users will be locked out of their accounts?

A. The system will not automatically lock users out on a specified date. License renewals are coordinated by the SSCO Technical Data Division via an annual data call. The Emerging Technology Department renews all Box licenses on contract around the start of each FY (October) so the SSCO team will go out with a data call to the Program Offices a few months prior to have each country program team verify their Box license requirements for that upcoming FY (i.e., if they want current licenses renewed or not, or want to procure any additional licenses for their team). SSCO Technical Data Division will then submit licenses requirements to the Emerging Technology Department and coordinate funding with program office country teams.

If there are ever any issues with nonpayment, users would receive plenty of advanced notice from the SSCO Technical Data Division to take corrective action before turning off any user accounts. All NAVSEND stakeholders understand the importance of keeping accounts active.

Q. I support multiple countries and platforms; do I need multiple licenses?

A. No, Box is user account driven. A user under one license can be mapped to multiple accounts/folders as required.

Q. Are annual licenses transferable to a new POC if the original POC/account holder leaves before the end of that year's licensing period?

A. Yes, submit license transfer requests to the NATEC International Programs team at NATEC_FMS@us.navy.mil. At a minimum, NATEC will require the current user's email address, the new user's name, job title, and email address.

FAQs



Q. Are there other options for logging in besides username and password?

A. Currently, Box only offers username and password login as a login option. The NAVAIR Emerging Technology Department is, however, working to develop a CAC-enabled login option and a two-factor authentication option. Both options require the use of Microsoft Office Flank Speed email addresses which is why all US (Govt and CSS) will be required to use their official flank speed email addresses for account setup and International Partners will be provided a unique Microsoft email address.

Q. Can International Partners establish a user account for a group, e.g., an email for an in-country organization with multiple POCs to access box.com vice one person?

A. No, this is not permitted per the licensing contract with Box. User accounts can only be established with individual email addresses.

Q. Is there a minimum login frequency to keep account active?

A. No, there is no login frequency requirement to keep your account active. User accounts will remain active for as long as the license is funded.

Q. Is Box authorized for DoD Controlled Unclassified Information (CUI)?

A. Yes, NAVSEND (via Box) is approved for CUI.

Q. Will NAVSEND change the way International Partner's are managing their libraries?

A. No, NAVSEND is a distribution service only and has no impact to in-country library management. Library maintenance is the responsibility of the country.

Q. Will I receive full FDRL packages to include 'resends'?

A. No, NAVSEND is only programmed to deliver new or updated technical data.



Q. What if the website is blocked on my work network?

A If the site is blocked, this requires the International Partner to coordinate with their IT and security department channels to process a request to have the site unblocked/approved for access. USG team can assist by providing documentation (NAVIAR Sustainment Group (NSG) NAVSEND letter and additional write-up justifications as needed to stress the need and to assist with alleviating any questions/concerns, however, this is an internal country issue that our International Partners must resolve.

Q. Is this NAVAIR Box solution only used by NAVAIR International Programs?

A This solution was developed for/by NAVAIR Domestic and currently in use. Everything that exists on the DoN's network today must have the ATO and the NAVAIR Emerging Technology Department serves as the ATO Functional Manager on behalf of the DoN for the NAVAIR box.com software to run within the NMCI network. As a NAVSEND stakeholder, this department provides the cloud-based content management system (Box) service offering and is responsible for procuring and maintaining Box subscription licenses and managing user account access.

Q. Besides the NAVSEND service feature, what else can I use my Box account for?

A. The Box content management system is a collaboration platform for managing and sharing content and offers a multitude of features; however, the ISD/Technical Data Management/IT System Support Division is currently only providing support for the usage of the NAVSEND service feature. Programs, in conjunction with their International Partners/account users, are encouraged to visit support.box.com to research other capabilities and functionality they may be interested in.

Q. Does this NAVSEND distribution solution change the frequency at which my program will receive FDRL deliveries?

A. Determining delivery frequency is at the discretion of each country team and their desired CONOPs. However, NAVSEND distribution provides the capability to deliver new and updated technical data as soon as the data is processed through the NATEC TMAPS International Module and approved.

FAQs



Q. Is NAVSEND approved for use by NAVAIR Security?

A Yes, NAVAIR Security (Foreign Disclosure) conducted reviews to assure system security and separation of country/platform unclassified technical data and provided concurrence for the use of NAVSEND IL4 Box supporting NAVAIR International Programs.

Q. Will NAVSEND automatically delete my technical data package deliveries after a certain amount of time?

A No, NAVSEND will not automatically delete or override technical data package deliveries. Files remain until/unless they are manually deleted.

Although NAVSEND is not intended to be a repository, determining when files should be deleted is at the discretion of each country team and their desired CONOPs.

Q. How much storage do I have?

A Box storage is unlimited; however, the max individual file size is 150 GB.

Q. I already have a Box account, can I use it for NAVSEND services?

A No, in order to use NAVSEND services, the Box license must be procured through NAVAIR and associated with your official flank speed email address. Additionally, if you already have an established Box account through a license that was not procured by NAVAIR (e.g., personal or company account), be advised that your email address can only be associated with a single Box account license.