1. Go to https://dod411.gds.disa.mil

2. Enter the email of the functional account (CAREER\_WAYPOINTS@navy.mil)

3. Click "Search"

4. Click "BUPERS"

5. Click the appropriate download link (usually: "Download Certificate(s) as vCard Outlook & Internet Explorer or Netscape 7.x Required")

6. Select Certificate

7. Click "Save"

8. Once downloaded, member can send encrypted emails to functional account