



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

3146

CG

APR 13 2012

POLICY LETTER 04-12

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: ESTABLISHMENT OF THE 2D MARINE AIRCRAFT WING (2D MAW)  
INFORMATION MANAGEMENT (IM) CHARTERED WORKING GROUP AND  
FISCAL YEAR (FY) 2012 GOALS AND TASKS

Encl: (1) Assignment to the 2d MAW Information Management  
working group for FY 2012

1. Purpose. To establish a collaborative environment that will promote the development of Group and Wing-level IM procedures and provide end user support beyond the organic capabilities of subordinate level commands.

2. Background. Recognizing existing and future fiscal constraints, this working group will establish a way ahead, assigning metrics and establishing priorities for annual information management goals. The 2d MAW Information Management Officer (IMO) has identified records management, systems training and support, administration and governance policies and planning as four functional areas under information management. Goals and objectives will be established for each of these functional areas.

3. Policy

a. Records Management:

(1) Implement processes to facilitate the retention of organizational knowledge.

(2) Examine effective methods to retain and transfer wartime records.

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b. Systems Training and Support:

(1) Partner with MAGTF Integrated Systems Training Center East (MISTC East) with regard to evolving and emerging C2 training requirements.

(a) Review current locations and points of contact for MISTC courses aboard Cherry Point.

(b) Where feasible, reduce the costs associated with systems training at Camp Johnson (for Cherry Point Marines).

(2) Support Mailed Fist '12.

(a) Using the projected force laydown, generate a Command Operations Center (COC) systems usage list in order to estimate support requirements.

(b) Through Group level IMOs, establish a realistic timeline to train all appropriate personnel on COC systems.

(c) Ensure all required COC system updates take place prior to the execution of Mailed Fist.

c. Administration:

(1) Establish a formal Information Management Working Group (IMWG) with a purpose, vision statement, goals and objectives.

(2) Identify IMOs within each Group in order to effectively manage:

(a) Systems training.

(b) All 2d MAW subordinate SharePoint portals.

(c) Process documentation within each Group.

(d) Collaboratively review processes and implement Information Technology (IT) solutions where feasible to simplify process flows.

(3) Further develop 2d MAW SharePoint portals (Secure Internet Protocol Router (SIPR) and Non-secure Internet Protocol

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(NIPR)) and implement feasible long-term site management procedures.

(4) Diagram 2d MAW C2 architecture and develop C2 systems support framework.

(5) Obtain formal training for all 2d MAW IMOs to the Group level.

(6) Complete and finalize 2d MAWs ANNEX U for future operations.

(7) Utilize Defense Connect Online (DCO) Chat to support Working Group meeting attendance.

(8) Develop organized information repositories.

(a) References.

(b) Correspondence.

(c) After Actions.

(9) Develop and refine the IMO section Table of Organization.

(a) Uniformed (recommended Military Occupational Specialties (MOS)) members.

(b) Civil Service Employees.

(c) Contracted Employees and contract management.

d. Governance Policy and Planning:

(1) Establish staffing of the IMWG.

(a) Executive and Special Staff of 2d MAW.

(b) Subordinate Group Representation.

(2) Establish information standardization policy(s) (naming conventions, format, etc).

(3) Develop input for AIRS/IG checklist for IM.

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e. End State

(1) Improved systems support and training venues to increase information management capabilities within 2d MAW.

(2) Improved processes by aligning information requirements with existing and current IT capabilities.

f. Code of Conduct. IMWG members will receive equal time to voice concerns related to the goals and objectives in this document. These concerns should be supported by references, documentation and evidence relevant to that subject. Members will treat each other with dignity and respect in accordance with rank and position.

g. Charter Modification. This charter can be modified any time by calling a special meeting to vote on material that should be included or excluded or during the next scheduled IMWG meeting. Charter Members:

- (1) President Captain Jason Bane.
- (2) Deputy, (non-voting member) Staff Sergeant David Swaney.
- (3) Assistant Chief of Staff (AC/S) G-1.
- (4) AC/S G-2.
- (5) AC/S G-3.
- (6) AC/S G-4.
- (7) AC/S G-6.
- (8) AC/S G-8.
- (9) Aviation Logistics Department (ALD).
- (10) Department of Safety and Standardization (DOSS).
- (11) Marine Wing Headquarters Squadron 2 (MWHHS-2).
- (12) Marine Aircraft Group 14 (MAG-14).

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(13) MAG-26.

(14) MACG-28.

(15) MAG-29.

(16) MAG-31.

4. Administration and Logistics. This chartered working group will meet in the 2d MAW Commanding General's (CGs) conference room on the third Monday of each month, unless otherwise directed. Marine Corps Air Station (MCAS) Cherry Point members will not utilize Video Teleconference (VTC) for meetings.

5. Command and Signal

a. Command. This policy pertains to all 2d MAW personnel.

b. Signal. This policy is effective the date signed.

  
R. W. REGAN  
Chief of Staff

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IN REPLY REFER TO:  
3146  
SSEC/IMO  
\_\_\_ Mar 12

From: Commanding Officer, Marine Aircraft Group \_\_\_\_\_  
To: 1st Lieutenant Jones XXX XX XXXX/XXXX USMC

Subj: ASSIGNMENT TO THE 2D MARINE AIRCRAFT WING (2D  
MAW) INFORMATION MANAGEMENT WORKING GROUP FOR FY 2012

Ref: (a) MCO 3-40.2  
(b) 2d MAW Chief of Staff ltr 3146 SSEC/IMO of 16 Mar 12

1. In accordance with the references, you are hereby appointed as Group \_\_\_\_\_ representative for the 2d MAW FY 2012 Information Management Working Group.

2. As a working group member, your duties and responsibilities are to:

a. Assist in the establishment of procedures that facilitate the sharing of information, collaboration, and address requests for information.

b. Serve as an advocate for the 2d MAW information management working group within your command or section.

c. Establish benchmarks and conduct analysis to evaluate the efficiency and effectiveness of IM procedures.

d. Make key decisions on behalf of your Commanding Officer to achieve the goals and objectives of the FY 2012 working group as indicated in reference (b).

g. Assist in the development of battle rhythm matrices based upon staff inputs and Command requirements.

h. Coordinate additional training required by personnel that will facilitate 2d MAWs information management procedures.

3. Additional guidance relative to your duties as a Working Group member may be obtained from the above listed references.

(Normal unit or section signature block)

Enclosure (1)