



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

5000
CG
23 Apr 09

Policy Letter 02-09

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

Subj: 2D MARINE AIRCRAFT WING POLICY FOR DISTRIBUTION, USAGE,
AND MANAGEMENT OF NAVY AND MARINE CORPS INTRANET SHARED
DRIVE SPACE

Encl: (1) Unauthorized Files for Storage
(2) Sample Appointment Letter

1. Situation. This Policy Letter provides instruction on distribution, usage, and management of the 2d Marine Aircraft Wing (2d MAW) shared drive space on the Navy and Marine Corps Intranet (NMCI) network. Adherence to the instructions described herein is mandatory. Failure to comply will result in the deletion of unauthorized files and may lead to temporary revocation of administrative privileges on the shared drive.

2. Mission. To provide a policy for more efficient management of 2d MAW shared drive space and shared drive access. 2d MAW has a limited amount of shared drive space on the NMCI network. Due to the shortage of space, strict shared drive management practices must be implemented in order to prevent the shared drive from reaching its maximum capacity.

3. Execution

a. Commander's Intent

(1) Purpose. The purpose of this Policy Letter is to ensure that 2d MAW units and their users are only using the shared drive for official use; furthermore, it will ensure that access to these folders is consistently regulated to ensure data security and integrity is maintained.

(2) Objectives. Currently 2d MAW has a group of small partitions issued to them for shared storage. The largest partitions are 330 Gigabytes which forces us to divide the partitions between at least two Groups. These folders do not

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have quota management. Therefore when one Group fills up the shared partition it prevents the other Groups from being able to save any files to their shared folders. Multiple scans have identified numerous files that do not belong on the shared drive. Pictures, videos, and audio files should not be saved to the shared drive; they take up a considerable amount of space. Files that have not been accessed for a long period of time should be archived and removed from the shared drive to conserve space. In addition, the Group S-6 is responsible for managing access rights to their shared folders and ensuring that only appropriate file types are stored on the shared drive. All data on the Wing shared drive will be reviewed by the Group S-6's to ensure that they are not on the unauthorized file list (see enclosure (1)). All unauthorized files and files that have not been accessed in over one year must be backed up to one of the following:

(a) Personal Hard Drive - "C Drive or My Documents". Files accessed by owner only. Backup of these files are individual user responsibility in case of disaster recovery.

(b) Personal Storage Space - "H Drive". Files accessed by owner only on multiple NMCI machines or that require network backup.

(3) Method

(a) 2d MAW Assistant Chief of Staff, G-6 (AC/S, G-6) will delegate administrative permissions down to the Group level which will allow the S-6's to manage their respective folders on the shared drive. Group S-6's will delegate permissions to their subordinate units as needed. The Group Information Security Custodian (ISC) will be granted administrative privileges to the Group folders. At the discretion of the Groups, they may grant Squadron ISC administrative permissions to their respective Squadron folder. Only properly trained Marines who are designated by appointment letter (see enclosure (2)) will be placed in these ISC groups.

(b) Once Group S-6's have assumed administrative control of their Group folder they will scan the folder to identify all unauthorized file types and coordinate with the squadron S-6's to have these files removed. This effort will allow 2d MAW to clean up the shared folders and maximize the free space that is available to the users.

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b. Files determined to be archival in nature should be stored using one of the following methods, in priority of usage:

(1) Optical Media (CD ROM (CDR) then DVD ROM (DVR)).

(2) External Drives.

(3) Shared Drive (in case of files being viewed by multiple users on a frequent basis).

(4) Endstate. All shared drive folders will be efficiently managed at the Group and Squadron level which will reduce the wait time for service and permissions requests. In addition, shared drive space will be optimized through the removal of unauthorized material and consistent monitoring.

c. Concept of Operations. In order to maintain proper usage and management of 2d MAW folders on the NMCI network all unit commanders and S-6 Officers are responsible for timely and complete compliance with this Policy Letter.

d. Tasks

(1) AC/S, G-6

(a) Assume lead in planning and execution of permissions delegation to subordinate units.

(b) Provide training in support of this effort as necessary.

(c) Appoint in writing personnel designated as local administrators of the Group top-level shared drive folders.

(2) Group S-6 Officers

(a) Designate a lead to work with the G-6 Information Systems Management Office (ISMO) Chief to coordinate assignment of administrative permissions to designated personnel.

(b) Coordinate efforts of all subordinate squadrons under your administrative control.

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(c) Appoint in writing personnel designated as local administrators of subordinate unit folders.

(d) Ensure that Group Headquarters and subordinate Squadrons remove all files identified as unauthorized from the shared drive and establish procedures for continuous monitoring and compliance with the regulations stated.

(3) Squadron S-6 Officers

(a) Coordinate efforts with Group S-6 to ensure personnel are properly appointed and appropriate permissions are assigned.

(b) Scan Squadron shared folders and coordinate with individual sections to ensure that all unauthorized files are removed from the shared drive. Continuously monitor the folders to ensure that unauthorized files are not re-added to the shared drive per instructions from the Group S-6.

e. Coordinating Instructions

(1) Current folder structure will be reviewed to determine if they comply with enclosure (1).

(2) All files not accessed within the last twelve months will be categorized as archival and stored according to guidance in paragraph 3a(2).

(3) Files not accessed within the last 120 days should be categorized as archival and stored according to guidance in paragraph 3a(2).

(4) Individual or personally named folders are not authorized and will be replaced with folders named for a billet.

(5) Use of locally stored methods, i.e., "C" drive or other physical media will be used to the maximum extent possible as described in paragraph 3a(2).

(6) Storage of a single file by multiple users is discouraged as it demonstrates a poor use of shared file space.

(7) Draft documents are not to be kept on the shared drive after the subject document has been finalized.

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(8) No later than 30 days after receiving the class, all units will have appropriate permissions assigned and all unauthorized content removed from the shared drives unless arrangements have been made with the AC/S, G-6 in advance.

(9) Designated unit representatives will report completion of data migration if one occurs prior to the 30 day deadline.

4. Administration and Logistics. Points of contact are AC/S, G-6 (ISMO) at DSN 582-4883 or AC/S, G-6 ISMO Chief at DSN 582-7072.

5. Command and Signal

a. Command. This Policy Letter is applicable to all 2d MAW units.

b. Signal. This Policy Letter is effective the date signed.


J. F. FLOCK

DISTRIBUTION: A

Unauthorized Files for Storage

1. Outlook PST files should not be stored on NMCI shared space. Current PST files can reach the size of 20GB in Office 2003. This equates to the NMCI shared drive space for over 220 active NMCI users. PST files should be stored on the local C Drive and be backed up in accordance with the II Marine Expeditionary Force Command Element sections/units Standard Operating Procedures (SOP) for archiving or saving data.
2. Multimedia files should not be stored on NMCI shared space unless it is specifically identified as required (to support a presentation). Multimedia files include, but are not limited to, .acc, .aiff, .au, .avi, .dcr, .gif, .jpg, .jpeg, .midi, .mov, .mp3, .mpeg, .mpg, .rm, .ram, .swf, .vcf, .wav, .wma, or .wmv. These files should be stored on external drives, CDRs or on local drives.
3. Any data that is executable (such as a back up copy of software) should not be stored on NMCI share drive space. These files should be stored on external drives, CDRs or on local drives.
4. Aged files (files older than two years) should be archived to external drives, CDRs or DVRs.
5. Any unofficial data, such as personal pictures, jokes, etc., are not allowed in shared drive space.

Sample Appointment Letter



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CHERRY POINT, NC 28533-0050

IN REPLY REFER TO:

5000

G-6

Date

From: Assistant Chief of Staff, G-6
To: Gunnery Sergeant First M. Last 0000/0659 USMC
Subj: APPOINTMENT AS SHARED DRIVE LOCAL ADMINISTRATOR
Ref: (a) 2d MAW Policy Letter XX-09

1. You are hereby assigned as the local administrator of the 2d MAW MAG-XX share drive, effective this date.
2. You will coordinate with the 2d MAW G-6 ISMO Chief for shared drive policies and assignment of administrative permissions.
3. This letter supersedes all others.

E. S. JOHNSON

Date

FIRST ENDORSEMENT

From: Gunnery Sergeant First M. Last 0000/0659 USMC
To: Assistant Chief of Staff, G-6
Subj: APPOINTMENT AS SHARED DRIVE LOCAL ADMINISTRATOR

1. I have familiarized myself with all procedures relating to this position. I hereby assume all duties as a local administrator for the 2d MAW MAG-XX shared drive.

F. M. LAST

Enclosure (2)