



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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G-6
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Policy Letter 03-09

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

Subj: 2D MARINE AIRCRAFT WING (MAW) POLICY FOR THE USAGE
AND MANAGEMENT OF THE 2D MAW BATTLE COMMAND DISPLAY
(BCD)

1. Situation. This Policy Letter provides instruction on the usage and management of the 2d Marine Aircraft Wing (MAW) Battle Command Display (BCD). Staff sections and subordinate units will use the BCD as a staff synchronization tool and to provide the Commanding General (CG) with a "snapshot" view of key MAW performance and status indicators.

2. Mission. Staff sections and subordinate units will utilize the BCD to synchronize updates for the CG and to display pertinent information of designated 2d MAW capabilities. All users will use rigor and discipline when providing updates to the BCD to ensure information remains relevant and accurate.

3. Execution

a. Commander's Intent

(1) Purpose. The BCD will enable the CG to have key information presented to aid his situational awareness of the status of 2d MAW. The BCD will also allow the 2d MAW staff to remain synchronized with the CG's priorities and information needs.

(2) Objectives. Currently the CG, staff sections and subordinate units receive and distribute updates on aircraft status, maintenance, communications, safety, fiscal reports, and other data via e-mail or briefs. While necessary for in-depth issues, parallel planning and information sharing can be accomplished with decreased data consumption and increased availability if presented via the BCD. The BCD will provide a forum for contributors to provide updates on a near-real-time basis and viewers to gain access to updates at one central point to further staff synchronization and situational awareness.

Subj: 2D MARINE AIRCRAFT WING (MAW) POLICY FOR THE USAGE
AND MANAGEMENT OF THE 2D MAW BATTLE COMMAND DISPLAY
(BCD)

(3) Method

(a) 2d MAW Assistant Chief of Staff, G-6 (AC/S, G-6) will delegate administrative permissions down to the staff section or Group level to allow organizations to manage the BCD information for which they are responsible. Group S-6s will delegate permissions to their subordinate units as needed. The Group or staff section Information Security Custodian (ISC) will be granted administrative privileges to the Group or staff section areas of interest. Group Information Managers (GIM) or Staff Section Information Managers (SSIM) will be granted rights to add, change or delete information on the BCD. Only properly trained Marines who are designated by the Group S-3, S-6 or authorized staff section authority will be granted rights to update the BCD.

(b) Once Groups and staff sections have assumed administrative control of their areas of interest, it will be the responsibility of the Group or staff section to provide updates via the BCD.

(4) Endstate. The CG's situational awareness is improved, e-mails providing routine updates are reduced, and the 2d MAW staff has improved awareness of issues that concern the CG.

b. Concept of Operations. The BCD will be used as the primary tool for the 2d MAW staff to provide routine day-to-day updates to the CG.

c. Tasks

(1) Information Management Officer (IMO)

(a) Assume the lead in planning and execution of BCD permission delegation to group and staff section ISCs.

(b) Supervise SharePoint Portal Technicians on the development of the BCD website to support the CG's information requirements.

(c) Assign permissions to SSIMs to update the BCD as required by the staff sections.

Subj: 2D MARINE AIRCRAFT WING (MAW) POLICY FOR THE USAGE
AND MANAGEMENT OF THE 2D MAW BATTLE COMMAND DISPLAY
(BCD)

(2) AC/S, G-6

(a) Provide technical assistance to SSIMs and GIMs in the operation of the BCD.

(b) Coordinate with the IMO in the further development of the BCD and procurement of additional hardware to support BCD Information Technology requirements.

(3) Department Heads and Group Commanders

(a) Designate a lead to work with the IMO to develop BCD requirements.

(b) Assign permissions to GIMs to update the BCD as required by each Group.

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

d. Coordinating Instructions

(1) Information or posts on the BCD are to be concise and limited in scope.

(2) Significant events are to describe the "who, what, where, when," and avoid the input of superfluous information.

(3) Updates to the BCD will be made as required by the GIMs or SSIMs.

(4) Stoplight indicator definitions will be defined by the SSIM or GIM responsible for the area of interest.

(5) Significant events are defined as events that inhibit, impair or debilitate 2d MAW mission readiness.

(6) All sections will coordinate with the Information Management section to develop their areas of interest to meet information distribution and synchronization requirements.

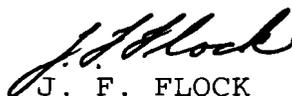
4. Administration and Logistics. Points of contact are the AC/S, G-6 (IMO) at DSN 582-2366, or AC/S, G-6 Information Systems Management Office at DSN 582-4883.

Subj: 2D MARINE AIRCRAFT WING (MAW) POLICY FOR THE USAGE
AND MANAGEMENT OF THE 2D MAW BATTLE COMMAND DISPLAY
(BCD)

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

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