



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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2300
G-6
AUG 23 2010

Policy Letter 08-10

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

Subj: POLICY LETTER FOR THE DISTRIBUTION, MANAGEMENT AND USE
OF NAVY AND MARINE CORPS INTRANET (NMCI) BLACKBERRY
DEVICES

Ref: (a) DISA Wireless STIG, Blackberry Security Checklist 23
May 07
(b) MCEN OPDIR 190-07, Mandatory Blackberry Configuration
Changes
(c) MC IA STD 005 Personal Electronic Devices

Encl: (1) 2d MAW Blackberry User Statement of Understanding

1. Situation. 2d Marine Aircraft Wing (2d MAW) currently provides NMCI Blackberry services to key staff and personnel aboard Marine Corps Air Station Cherry Point, Marine Corps Air Station New River, and Marine Corps Air Station Beaufort. This Policy Letter will provide an effective process in order to maintain accountability and disseminate authorized handling procedures for end-users.

2. Cancellation. Policy Letter 01-09.

3. Mission. Obtain and maintain 100 percent accountability of all 2d MAW Blackberry devices and ensure that the devices are used according to DOD directives and 2d MAW policy.

4. Execution. This policy applies to all Blackberry handheld devices currently used in support of 2d MAW. All measures will be taken to ensure complete accountability of Blackberry devices. These devices are assigned to support specific key billets and will remain associated with the computer and phone number supporting that billet. These devices will be utilized in accordance with references (a) through (c) and any loss or damage will be reported immediately to the Assistant Chief of Staff, G-6 (AC/S, G-6).

a. Marine Aircraft Group's S-6 will compile an inventory of all Blackberry devices within their respective units and the

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list will be updated regularly and forwarded to the AC/S, G-6 (Attn: Information Security Manager Officer (ISMO)). The International Mobile Equipment Identity number will be used to identify each individual device.

b. Each issued Blackberry device is assigned to a specific unit billet. This device is to remain with that specific unit and billet. Blackberry devices will not be taken with the user when he/she executes Permanent Change of Station/Permanent Change Assignment orders, deploys, or is transferred between units. Each user will sign a Statement of Understanding (see enclosure (1)) when they receive this device. When there is a turn-over in the billet, a Service Request E-Form will be submitted per local base/station procedures through the Wing G-6 to have the settings for the new user correctly associated with the existing device and to remove the current user from that device. In the event that there is not an immediate replacement to fill that billet, the device will be returned to the S-6 for tracking and safe keeping. These changes will be annotated in the unit inventory and forwarded to the Wing G-6 with a copy to the local Contract Technical Representative (CTR).

c. The Blackberry is a NMCI-owned asset and as such will not be deployed outside of the Continental United States in support of Operation IRAQI FREEDOM, Operation ENDURING FREEDOM, or Joint Task Force Horn of Africa for any reason.

d. NMCI does not provide international voice or data service. Units requiring Blackberries with international service must purchase the Blackberry with an international service plan from AT&T via their unit supply office. Once the unit has purchased the Blackberry, they will need to have their S-6 contact the CTR office to have a Common Line Item Number 6100AA ordered to attach the Blackberry to the NMCI network. NMCI will attach the asset to the user's NMCI account and provide technical support, but they are not responsible for the device if it is damaged or malfunctions.

e. The Blackberry device is to be utilized in support of the 2d MAW mission and the current user will be held to existing Department of Defense, Defense Information System Agency, and Navy and Marine Corps directives and operational standards. These restrictions include, but are not limited to, the following:

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(1) Blackberry handhelds will be set to lock and erase information after five failed password attempts.

(2) All Blackberry devices will be set to lock (Timeout) after 15 minutes of inactivity.

(3) The periodic challenge time for the Blackberry will be set to a sixty-minute maximum.

(4) The loading of third party applications is forbidden.

(5) Blackberry devices will not allow third party software to utilize the Serial, Universal Serial Bus, or Infrared Ports.

(6) Access to Messaging services to include Public America Online, Google Talk, Chat Software, Yahoo, and Blackberry Messenger services is forbidden.

(7) Web access via carrier-provided connections is not allowed, all traffic must go through the NMCI web access points.

(8) The camera functionality will be disabled.

(9) E-mails may not be automatically forwarded to any commercial e-mail account(s).

(10) More detailed information on this subject can be found at <https://www.homeport.navy.mil/training/tips/security-policy/> or by reviewing reference (a).

f. Within 30 days of receiving this Policy Letter, the following actions are directed:

(1) All Squadrons and Group Headquarters elements under 2d MAW shall conduct an inventory of all Blackberries within their unit using an Excel spreadsheet. Upon completion of the inventory, the Groups and Squadrons will forward the inventory to their Group S-6. If an inventory was recently turned in, then one will not be required until the next quarter.

(2) Group's S-6 will compile all inventories from the Squadrons into a master inventory and forward the inventory to the 2d MAW G-6 ISMO with a courtesy copy to their local CTR.

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(3) Group's S-6 will turn in an updated inventory to the G-6 every quarter on a date designated by the G-6.

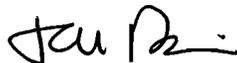
(4) Squadron's S-6 will ensure that all users who are assigned a Blackberry have read and signed the Statement of Understanding (enclosure (1)) and a copy of this Policy Letter is maintained by the S-6.

5. Administration and Logistics. The processes listed will be used to effectively maintain accountability of all Blackberries within the 2d MAW and prevent the misuse of 2d MAW NMCI assets.

6. 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. M. DAVIS

DISTRIBUTION: A

2d MAW BLACKBERRY USER STATEMENT OF UNDERSTANDING

Blackberry Serial Number: _____

Cell Phone Telephone Number: _____

- Ref: (a) DISA Wireless STIG, Blackberry Security Checklist
23 May 07
(b) MCEN OPDIR 190-07, Mandatory Blackberry
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GOVERNMENT PHONES ARE FOR OFFICIAL BUSINESS ONLY

1. Official business calls can include personal, local, and long distance calls if they do not adversely affect performance of the employee's official duties or the mission of the employee's organization, are of reasonable duration and frequency, and reasonably cannot be made at another time. Personal calls cannot result in a charge to the government even if the employee intends to reimburse the government. (This means that a personal call using a government phone must be made using an 800 number, a personal calling card, charged to a home phone, or calling collect.) Examples of permissible types of personal calls include: Checking on a family member, making or canceling personal appointments, checking on the status of home or auto repairs, and notifying family of overtime requirements or other changes in schedules. NOTE: Reimbursing the government for an unauthorized call does not exempt violators from disciplinary action.
2. When authorized in Temporary Additional Duty (TAD) orders, personal calls made during the period of TAD to the traveler's home are considered official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary.
3. Cellular phones and Personal Digital Assistants are not allowed in classified areas.
4. You are responsible for this highly pilferable item and when you no longer require this item, it must be turned in to your Group S-6 for re-issue.

2d MAW BLACKBERRY USER STATEMENT OF UNDERSTANDING

I have read and understand the above policy for usage of Marine Corps Network Operation and Security Command Blackberries with phones and I accept responsibility for any unauthorized usage while in my possession.

Print Name

Signature

Date