



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

IN REPLY REFER TO:

2300

G-6  
DEC 29 2010

POLICY LETTER 15-10

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

Subj: 2D MARINE AIRCRAFT WING (2D MAW) POLICY FOR THE  
DISTRIBUTION, MANAGEMENT AND USE OF SPRINT 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 MAW currently provides contracted 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. Mission. Obtain and maintain 100 percent accountability of all 2d MAW Blackberry devices and ensure that the devices are used according to Department of Defense (DoD) directives and 2d MAW policy.

3. 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 immediately reported to the Assistant Chief of Staff, G-6 (AC/S, G-6).

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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a. All 2d MAW Marine Aircraft Groups, the Marine Air Control Group and Marine Wing Support Group S-6's will compile an inventory of all Blackberry devices within their respective units. This list will be updated regularly and forwarded to the AC/S, G-6 (Attn: Information Systems Management 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 2d MAW G-6 to have the settings for the new user correctly associated with the existing device and to remove the former 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 2d MAW G-6 with a copy to the local Contract Technical Representative (CTR).

c. The Blackberry is a contractor owned asset and as such will not be taken outside of the Continental United States.

d. By default, contracted Blackberry devices do not provide international voice or data service. Units requiring Blackberries with international service must contract and purchase the Blackberry with an international service plan 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 (CLIN) 6100AA ordered to attach the Blackberry to the Navy Marine Corps Intranet (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 primary purpose of 2d MAW provided Blackberry devices is to provide the CG, 2d MAW timely and accurate updates in order to feed his situational awareness. As such, 2d MAW will fund only key billets that have a directed requirement to report directly to the CG, 2d MAW or his key staff on matters relating to Commander's Critical Information Requirements,

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request for information, or matters likely having specific  
interest to the 2d MAW CG.

(1) Any Blackberry requirement identified by local  
Commanders as necessary for the accomplishment of their mission,  
but not considered a key billet, will be provided for at the  
unit's discretion and cost.

(2) Four per unit provided no additional Blackberries  
can be controlled by individual units as requested.

f. Squadron S-6 will identify additional Blackberry  
requirements to the Group S-6 so that they may consolidate and  
forward the request to the 2d MAW G-6 ISMO. The ISMO will  
acquire the additional Blackberries and issue them to the Group  
S-6 for distribution. The ISMO will identify the additional  
cost to the 2d MAW comptroller. Funds will then be deducted  
from the unit's local funds.

g. In the case of damaged Blackberries due to software or  
hardware malfunction, the unit S-6 will notify the ISMO in order  
to get it replaced. For Blackberry damage due to neglect and  
carelessness, the unit will be held accountable to replace it  
with local funds.

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

(1) Blackberry devices 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 60 minute maximum.

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

(5) Third party software will not be utilized to enable  
Serial, Universal Serial Bus, or Infrared Ports on Blackberry  
devices.

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(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).

i. Within ten 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) Each Group 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.

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

(4) Each Squadron 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 will be maintained by the S-6.

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

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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. 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  
Configuration Changes  
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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, or 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, or 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, or 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.

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Print Name

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Signature

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Date