



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
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TISD

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COMMANDING OFFICER'S POLICY LETTER 04-15

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: TABLE OF AUTHORIZED MATERIAL CONTROL NUMBERS (TAMCN) A9100 ON THE MARINE CORPS AIR STATION (MCAS) CHERRY POINT MARINE CORPS ENTERPRISE NETWORK-NON-SECURE INTERNET PROTOCOL ROUTER NETWORK (MCEN-N)

1. Purpose. To establish the processes and procedures for adding TAMCN A9100 Computer Systems Digital to the MCEN-N aboard MCAS Cherry Point (CHERPT MCEN-N).

2. Background. Marine Corps Installations East (MCIEAST) G-6 has issued guidance to permit the installation of TAMCN A9100 Computer Systems Digital on the MCEN-N aboard MCIEAST Installations. The following processes and policies are provided in order to comply with this direction and ensure the best quality of service to users aboard MCAS Cherry Point.

3. Information

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. Network protocol issued by higher authority must be adhered to and is necessary to ensure the security of the CHERPT MCEN-N which supports all units aboard the Installation. While ensuring compliance with regulations, supported units will continue to receive the most responsive and reliable service possible.

(2) Concept of Operations. 2d Marine Air Wing (MAW) G-6 and the Telecommunications and Information Systems Directorate (TISD) are the only recognized approving authorities for the installation of TAMCN A9100 computers onto the MCEN-N at MCAS Cherry Point.

b. Coordinating Instructions. All requests from subordinate groups and squadrons are required to use the current service request process and be routed through the 2d MAW G-6 for review, approval, and submission to TISD. All requests from other supported commands will be routed directly to TISD. The most current service request form is located on the Cherry Point share point page at <https://cherrypoint1.mcieast.usmc.mil/TISD/pages/TISD.aspx>

4. Action

a. Quality Control. Prior to arrival at TISD, laptop computers will be inspected by powering on the device to ensure the device boots up and the screen is functional. Devices that are missing components (e.g., hard drive, hard drive cover, battery, etc.) will be returned to the unit for replacement and depending on the time delay to repair, may require the process to be re-initiated for that asset. Any computer not meeting these criteria will be rejected.

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b. Completion Time. Due to equipment and personnel, the time period to complete the imaging and installation process will depend on the quantity of devices requested and other ongoing operational support requirements. Installation of TAMCN A9100 computers on the CHERPT MCEN-N is considered non-critical and other ongoing operational support requirements will not be deferred to support this action. However, every effort will be expended to ensure timely completion of the requests.

c. Connection to CHERPT MCEN-N. All MCEN-N assets, including approved TAMCN A9100 computers, are required to be continuously connected to the MCEN-N to receive program updates and patches to ensure cyber security compliance. Upon receipt of the imaged and configured computers, owning units are required to connect them to the CHERPT MCEN-N in compliance with their original request of the correct building and network port. Any completed computers not connected within five days of receipt by the owning unit may be disabled and the network port shut off. An additional request for enabling the computer and connecting to the network port will be required and must be routed through 2d MAW G-6.

d. Port Capacity. In order to ensure the functionality and reliability of the Installation's local area network infrastructure, switches providing data and phone services are not permitted to go over 80 percent port capacity. Any request that will result in an over capacity may be deferred or rejected until additional port capacity is available. Requests for additional switches in support of A9100 computers should be routed to the II Marine Expeditionary Force (MEF) G-6 via 2d MAW G-6.

e. Technical Support. Users will contact TISD by dialing 114 for technical support. If it is determined that the physical device requires maintenance, the owning unit will need to induct the device into maintenance via the Global Combat Support System-Marine Corps (GCSS-MC). Internal hard drives are not authorized to be transferred between machines. The machine name is associated with the serial number of the chassis. Machines found to have interchanged internal hard drives will be immediately disabled.

f. Deployment. If devices are to be deployed to another Area of Responsibility (AOR) and will be connected to MCEN-N, a minimum of 21 days will be required for TISD to prepare the machines for the move and transfer of those machines in the Active Directory to the receiving AOR's organizational unit. If the device is removed from the CHERPT MCEN-N for use on any network other than the MCEN-N (mcdsus.mcids.usmc.mil), the device is required to be reimaged by TISD prior to returning to the CHERPT MCEN-N.

5. Scope. This Policy Letter is applicable to MCAS Cherry Point and its subordinate and tenant commands.

6. The point of contact for this Policy Letter is the Director of TISD at 252-466-4343 or DSN: 582-4343.

  
C. PAPPAS III

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