UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

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COMMANDING OFFICER'S POLICY LETTER 01-22

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

Subj: PERSONAL PORTABLE ELECTRONIC DEVICE POLICY

Ref: (a) CMC White Letter 3-16
(b) ECSM 005 Portable Electronic Devices
(c) ECSM 011 Personally Identifiable Information
(d) MCO 5239.2B
(e) MCO 5100.19F Marine Corps Traffic Safety Program
(f) DC Aviation White Letter NO. 2-16 of 4 Nov 16
(g) MCIEAST ltr 3302 of 7 Oct 16 (NOTAL)
(h) MCIEAST-MCB CAMLEJ CG Policy ltr 16-16 of 4 Jan 2017

1. Background. Personal Portable Electronic Devices (PPEDs) provide convenience and connectivity in our daily lives — allowing instant contact to friends, family, and information. However, PPED use can also cause reduced situational awareness, compromise our privacy, and threaten operational security.

2. Information. The training, readiness, discipline, and safety of our Marines, Sailors, and Civilian Marines directly contributes to success on the battlefield. While in garrison or on deployment, taking a photo and posting it on a social media site could increase risks to mission or life by unknowingly exposing embedded meta-data containing location information. PPED activity, whether surfing the web, and texting and playing games, reduces situational awareness and could lead to mishaps resulting in injuries and/or damage to government equipment. These risks are unnecessary and wholly avoidable if we exercise discipline in this area of our operations. We must train the way we fight and our training must include more prudent use of PPEDs.

3. Purpose. Establish policy that will address the following in clear, unambiguous detail:

a. Per reference (b), current rules regarding PPED and Official Portable Electronic Devices (OPEDs) use and presence in restricted/ classified environments remain in effect.

b. Garrison and Deployed Work Environments. Every work environment is different; however, official or unofficial use of PPEDs/OPEDs at the wrong time or place invites risk. Convenience should not drive our risk decisions. The restrictions in this policy letter apply to

garrison operations at Marine Corps Air Station Cherry Point (MCAS CHERPT). Deployed detachments will comply with PPED policies directed by the installation they deploy to.

c. Government Vehicle/Aircraft/ Equipment operators and Crew. Operators and all associated crews are prohibited from using OPEDs/PPEDs at all times while operating vehicles or equipment. PPEDs may be used in aircraft assigned to MCÄS Cherry Point in accordance with reference (g).

d. Live Fire Training. PPED use will not be authorized during any phase of live fire training. Restrictions apply to both the trainees and the training staff. OPEDs and/or approved range safety communication devices will continue to be used in accordance with local orders.

4. Prohibited Activities. As set out in reference (d), the following activities are specifically and expressly prohibited related to the use of PPEDs:

a. Users will not use any personally owned devices on the Marine Corps Enterprise Network.

b. Users will not acquire commercial or unauthorized Internet Service Provider (ISP) network access into Marine Corps operational facilities, or implement commercial wireless components (e.g., access points, base stations, clients, etc.) without approval from the Telecommunications and Information
Systems Directorate.

c. Users will not use removable secondary storage media on government Information Systems (IS) without prior written approval from the Commanding Officer, MCAS CHERPT. This includes, but is not limited to, removable flash media, thumb drives, smartphones, camera memory cards, and external hard disk drives, or any device that is capable of being inserted into and removed from an IS that can store data.

5. Use of PPEDs While Driving On/Off Base

a. Off Base Driving. North Carolina General Statute § 20-137.4A - Unlawful use of mobile telephone for text messaging or electronic mail.

(1) Offense. It shall be unlawful for any person to operate a vehicle on a public street or highway or public vehicular area while using a mobile telephone to:

(a) Manually enter multiple letters or text in the device as a means of communicating with another person.

(b) Read any electronic mail or text message transmitted to the device or stored within the device.

b. On-Base Driving. Per reference (e), driver distractions are defined as any action that distracts the driver's attention from the safe operation of the motor vehicle (i.e., talking on phones, using listening devices (iPods), using or performing any form of texting, using

computers, or actively programming navigational systems while the vehicle is in motion (in drive or in gear) is prohibited.))

6. Flightline. Per reference (f), use of PPEDs at the MCAS, Cherry Point Flight line is prohibited.

7. PPED Security/ Best Practices for Device Security Configurations

a. Turn off Wi-Fi, GPS and Bluetooth when not in use.

b. Download applications only from trusted stores.

c. Keep your operating system and applications updated.

d. Enable 'Do Not Track' in your mobile Web browser.

e. Use a recovery application to find lost or stolen devices.

f. Turn off data sharing applications that are not in use.

8. Coordinating Instructions

a. Military users in violation of Department of Defense, Department of the Navy, and Marine Corps cybersecurity policies and procedures may be subject to disciplinary actions under the Uniform Code of Military Justice (UCMJ), Federal, or State criminal statutes and laws.

b. Violation of reference (d) by government or contractor civilian personnel may result in personnel actions under 5 CFR 2635.101 (b) (9) and (14), the Federal Acquisition Regulation (FAR) , or referral of criminal violations to appropriate civilian authorities.

c. Questions pertaining to the contents of this Policy Letter should be directed to the Director, Telecommunications and Information Systems, MCAS CHERPT.

M. R. HUBER

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