



**UNITED STATES MARINE CORPS**

I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
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IN REPLY REFER TO:  
I MEFO 2060.1  
G-6  
FEB 25 2009

I MARINE EXPEDITIONARY FORCE ORDER 2060.1

From: Commanding General  
To: Distribution List

Subj: WIRELESS COMMUNICATIONS DEVICES

1. Situation. In an environment of limited personnel resources and high operations tempo, effective, accurate, and timely information flow through the I Marine Expeditionary Force (I MEF) Command Element (CE) is paramount. To this end, technology can support command information flow requirements without requiring personnel to be tethered to their office. This capability and services is provided within the I MEF CE at a fiscal cost that must be managed through diligent oversight.

2. Mission. To set forth procedures for the appropriate issue and responsible use of government procured and owned wireless equipment.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. To provide guidance on the management, resourcing, and distribution of wireless devices within I MEF CE.

(2) Concept of Operations. Through coordinated efforts between I MEF CE and I MEF Headquarters Group (I MHG), I MHG Supply will provide managed and monitored mobile communications and data connectivity to required users. This policy applies to all government owned or funded wireless devices to include cellular telephones, BlackBerry or BlackBerry-like devices, and wireless data cards utilized by I MEF CE personnel. This policy pertains to the I MEF CE and I MHG.

b. Subordinate Element Missions

(1) I MHG

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(a) Establish procedures for wireless device accountability that at a minimum includes appointing a Wireless Device Non-Commissioned Officer (NCO) to monitor and coordinate the use, issue, and management of wireless devices.

1. The I MHG Supply Wireless Coordinator will:

a. Issue to the assigned Responsible Officer (RO) devices authorized by the I MHG Supply Officer.

b. Establish a local assigned Table of Authorized Material number and load all wireless devices under that Table of Authorized Material Control Number for accountability when received.

c. Reconcile monthly, with the section ROs, the holders of any wireless devices.

d. Provide monthly usage reports and billing statements to the Staff Principals in each section for review.

e. Order, receive, replace, and dispose of assets as required to meet the requirements authorized.

f. Coordinate the redistribution of unused assets.

g. Provide to the I MHG Supply Officer any ideas, concerns, or trends to manage and minimize costs to the command.

h. Compile list of numbers exceeding normal contract usage charges to the I MHG Supply Officer.

i. Establish procedures for collection of reimbursable charges.

(b) Receive written requests and justifications for the issuance of any wireless device from I MHG supply. General guideline for issuance: lack of this device would present an undue cost to government because of required travel by Marine or employee, frequent duties away from the Marine's appointed duty

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location, or mitigating hazards associated with the performance of a Marine's duties.

(c) Submit requirements for wireless devices to Assistant Chief of Staff (AC/S) G-6. This will begin the Information Technology Waiver process and the initiation of appropriate CLIN support through the Navy Marine Corps Intranet (NMCI).

(2) Staff Principals and I MHG Sections

(a) Appoint, in writing, a RO for authorized wireless devices. A quarterly reconciliation will occur between the I MHG Supply Wireless Device NCO and the assigned RO.

(b) Requests for issue of wireless devices will be justified in writing by the requesting AC/S, section, or battalion. Requests will be initiated at the section head or Executive Officer levels for issuance of a wireless device from I MHG supply.

(c) All requests for issuance of data capable devices will be routed through the AC/S G-6 for endorsement. The AC/S G-6 will submit the Information Technology Waiver and forward the package to MHG once the waiver is approved by Headquarters U. S. Marine Corps, C4.

(d) Completed issuance requests will be routed to the I MHG Supply Officer for final review and actions required to issue device.

(e) The I MHG Supply Officer will forward for review, requests that do not meet identified guidelines to the appropriate Staff Principal or I MHG Commanding Officer as appropriate.

(f) Requests will be screened for alternative methods of contact such as use of mobile Automatic Data Processing (ADP) assets or Outlook Web Access.

(g) Staff Principals will review monthly usage reports and billings. Recommendations for reimbursement will be submitted to the I MHG Commanding Officer, as appropriate, within five working days of notice.

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(3) AC/S G-6

(a) Based on requirements from the I MHG Wireless Device Coordinator, initiate and provide follow up on Information Technology (IT) Waivers for the purchase.

(b) Provide approved IT Waivers to the I MHG Wireless Device Coordinator for purchase of required wireless devices.

(c) Upon receipt of new wireless devices requests, or transfer of already active wireless devices, activate the data services through the ordering and application of appropriate CLINs.

(4) Responsible Officers

(a) Maintain accountability of wireless units assigned.

(b) Coordinate with the wireless device manager at supply for the activation of authorized units.

(c) Reconcile monthly, the holders of any wireless devices assigned to the account.

(d) Coordinate the suspension of service for any device due to Permanent Change of Station, reassignment, Temporary Additional Duty of the assigned user, or misuse.

(5) I MEF Personnel Requiring Wireless Device Support

(a) Provide written justification to supported Staff Principal.

(b) Upon receipt of wireless data device, contact G-6 personnel with Username, Asset Number (from top of NMCI laptop), phone number, and PIN in order to activate wireless data services.

(c) Return wireless devices to RO when checking out of command or departing for a long term deployment.

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(d) Authorized users will log and report all outgoing international calls, and all incoming and outgoing usage while in a foreign location. The report will include distant end party, distant end phone number, local time, and duration of the call. This log will include calls to and from other I MHG phones and may result in user liability for charges incurred.

c. Coordinating Instructions

(1) Usage. Government wireless devices are for official use only. Members of the command being issued these devices are to be briefed on the services provided under the terms of the contract, and insure usage is in the best interest of the government. Commanding Officers and Staff Principals will review the usage of the wireless devices they have authorized on a monthly basis.

(a) Services provided under current contract:

1. Five hundred peak service minutes with sharing across all I MHG contract phones. The peak service time is 0700-2100 Monday-Friday.

2. Unlimited ATT in network mobile to mobile calling.

3. Unlimited night and weekend airtime. Unlimited airtime is 2100-0700 Monday to Friday and 2100 Friday to 0700 Monday.

4. Unlimited data transfer (NMCI Blackberry units only).

(b) Short Message Service, text messaging, ringtone, mobile software, or game downloads are not permitted. Data transfer and web access on Non-BlackBerry units is also prohibited. Any individual assigned a government furnished wireless device incurring charges for these services will be held financially liable.

(c) Limited personal use will be accepted under the following guidelines. These guidelines also apply to all government information and telephone systems.

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1. Usage for personal gain is strictly prohibited.

2. Personal usage will not interfere with the performance of assigned duties.

3. Personal usage will not incur additional expense to the government.

4. Usage of government owned and procured wireless devices will not be a substitute for personal communications devices.

(d) Data Services. Once issued, Blackberry users will report to the Marine Air-Ground Task Force Communications Control Center for activation of Data Services. Issues concerning data connectivity or BlackBerry services will be reported to the NMCI helpdesk.

(e) International travel. Wireless devices will be provided with international access on an as required basis only. Unit and Section ROs will notify and coordinate with supply for any known or planned travel to foreign locations. For budgeting purposes, requests that include authorizations for foreign travel will include projected travel locations and budget estimates.

(f) Unit level deployments. Wireless devices procured through I MHG supply are for use in the United States with limited mission critical International availability. These devices will not be used as a wholesale solution for unit deployments. Units requiring wireless device support in foreign locations will coordinate with AC/S G-6 and AC/S G-4 for available resources to support their mission.

1. Units departing CONUS for deployment will ensure I MEF provided wireless devices are deactivated or returned to I MHG supply.

2. Limited devices may be authorized for mission critical use. This usage should be limited to extreme circumstances where all other means of communication is not feasible, or other means of communication would not be cost effective.

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3. Commanding Officers may be held responsible for usage in excess of budgeted amounts.

4. Personnel violating this policy may have their services suspended and be required to procure future wireless device services under a separate contract, funded from their unit budget.

4. Administration and Logistics. A determination of requirement for wireless devices will be based on the following guidelines.

a. General guideline for issue

(1) Lack of this device would present an undue cost to government because of required travel by Marine or employee.

(2) Frequent duties away from a Marine's appointed duty location.

(3) Mitigating hazards associated with the performance of a Marine's duties.

b. Personnel authorized issue of wireless devices include:

(1) Service members or employees requiring frequent access to data or email after normal working hours.

(2) Frequent travelers.

(3) Service members or employees assigned to billets that require working from multiple locations.

5. Command and Signal

a. Command. This Order is applicable to the I MEF CE and I MHG.

b. Signal. This Order is effective the date signed.



P. J. KANEWSKE  
Chief of Staff

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