



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

I MEFO P5510.36 Ch 1
SSEC
27 Sep 10

I MARINE EXPEDITIONARY FORCE ORDER P5510.36 Ch 1

From: Commanding General
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE HARD DISK DRIVE MANAGEMENT
PROGRAM (SHORT TITLE: I MEF HDDP)

Encl: (1) New page insert to I MEFO P5510.36

1. Situation. To transmit new page insert to the basic order that corrects paragraph 1012 to reflect enclosure (6) vice enclosure (5).
2. Execution. Remove page 1-5, and replace with corresponding page in the enclosure.
3. Filing Instructions. File this change transmittal behind the signature page of the basic order.


G. M. RYAN
Chief of Staff

DISTRIBUTION LIST: I, II

CLASSIFIED HARD DISK DRIVE CONTROL PROGRAM

3. Unmarked HDD's will be confiscated if found 30 days from the date of this order.

1011. TAMPER SEALS

1. Tamper seals have been purchased to assist in the management of classified HDD's and are under the strict control of the Command Security Manager. See enclosure (4) for an example of the tamper seal. Enclosure (4) displays the tamper seal prior to tampering and tampered/compromised.

2. Tamper seals are mandatory on all external classified HDD's. The tamper seal is placed on external HDD's to assist in determining whether or not an external HDD has been inventoried.

a. External HDD's intended for classified use shall be brought to the Command Security Manager prior to use for proper marking and accountability. This must be done by either the SSR or an assistant to the SSR. Only the sections AC/S, Deputy AC/S or SSR can approve the addition of new classified HDD's. This is done to ensure that a sections HDD listing doesn't grow without the SSR's knowledge.

b. Any classified external HDD's found without the tamper seal 30 days after the date of this order will be confiscated. HDD's will be returned after the HDD has been inventoried and properly labeled. This will require the SSR or their assistant to approve the addition of the device.

c. Unclaimed HDD's will be submitted to the National Security Agency destruction facility. The Command Security Manager will report any confiscated HDD's to all SSR's to include where the device was found prior to submission for destruction.

3. Tamper seals are optional on desktop and laptop computers.

a. Tamper seals will only be placed on desktop and laptop computers upon request by the SSR. When applied the tamper seal will be placed on the computer in such a manner that the only method to remove the imbedded HDD would be to compromise the tamper seal.

b. Sections that request tamper seals to be placed on laptop and desktop computers will not be required to remove the HDD during audits.

c. SSR's or those who have been directed to complete audits will have to remove the HDD and inspect it physically if there is any evidence of the tamper seal having been tampered with.

1012. DESTRUCTION PROCEDURES. HDD's that are no longer required will be brought to the I MEF Command Security Manager and enclosure (6) shall be used to list the equipment in question to be relinquished for destruction. A copy of the form shall be placed in a section specific binder retained by the Command Security Manager.



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IN REPLY REFER TO:

I MEFO P5510.36

SSEC

5 Feb 10

I MARINE EXPEDITIONARY FORCE ORDER P5510.36

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE HARD DISK DRIVE MANAGEMENT PROGRAM
(SHORT TITLE: IMEF HDDP)

Ref: (a) MFPO P5510.18a
(b) I MEF Policy Letter 06-09

Encl: (1) Hard Disk Drive Initial Inventory Report
(2) Classified Hard Disk Drive Audit Discrepancy Report
(3) New Classified Hard Disk Drive Report
(4) I MEF Hard Disk Drive Tamper Seal Example
(5) Classified Hard Disk Drive Internal Transfer of Custody Report
(6) Classified Material Transfer of Custody Form
(7) Help Desk Classified Material Chain of Custody Form

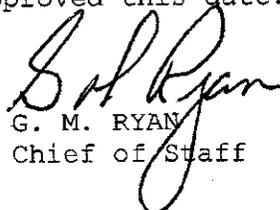
1. Purpose. Outline the specific actions to be executed by the I Marine Expeditionary Force Command Security Manager, and its principle and special staff sections as it pertains to the control, accountability and management of classified external and internal hard disk drives.

2. Background. This Order is effective upon receipt and all supervisory personnel will ensure strict compliance with its guidelines. Should any portions of this order conflict with the directives of higher headquarters the latter will apply.

3. Scope. Recommendations concerning the contents of this manual are invited but shall be directed towards the Command Security Manager, I Marine Expeditionary Force.

4. Execution. This order is effective immediately.

5. Certification. Reviewed and approved this date.


G. M. RYAN
Chief of Staff

DISTRIBUTION LIST: I, II

CLASSIFIED HARD DISK DRIVE CONTROL PROGRAM

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CLASSIFIED HARD DISK DRIVE CONTROL PROGRAM

1000. PURPOSE

1. This order provides guidance and instruction pertaining to the mandatory management and accountability of classified external and internal Hard Disk Drives (HDD) within the I Marine Expeditionary Force (I MEF) Command Element (CE).
2. This order serves as a supplement to references (a), (b), and (c) and must be used in conjunction with those references to be effective.
3. This order is also intended to serve as an example for subordinate commands in establishing their own Classified HDD control program.

1001. APPLICABILITY. This order is applicable to the principal and special staff sections of this command element.

1002. GUIDANCE. Command personnel are encouraged to contact the Command Security Manager to obtain amplifying guidance or interpretation of this order and the references.

1003. OBJECTIVES

1. Prevent and/or minimize the possibility for loss of classified HDD's.
2. Provide definitions for the equipment that this order governs.
3. Establish the requirement to execute an initial inventory of classified HDD's currently retained by the principal and special staff sections of this command element.
4. Establish how and when classified HDD's shall be audited to ensure accountability.
5. Provide guidance on marking classified HDD's.
6. Identify the use of tamper seals on classified computers and external HDD's.
7. Provide forms to be used within the I MEF CE to track the movement and/or destruction of classified HDD's.
8. Explain the procedures for inspecting subordinate commands Classified HDD control programs.
9. Define the internal procedures for reporting the loss of classified HDD's.

1004. DEFINITIONS

1. Hard Disk Drive: a non-volatile storage device that stores digitally encoded data on rapidly rotating platters with magnetic surfaces.

CLASSIFIED HARD DISK DRIVE CONTROL PROGRAM

2. Internal Hard Disk Drives: A HDD that has been designed to be placed within computers, both desktop and laptop, and server racks. It cannot be used outside the computer without a specially designed housing unit.

3. External Hard Disk Drives: A HDD that has placed in specially designed housing unit and can connect via various cables to computerized systems to include but not limited to desktop and laptop computers.

1005. RESPONSIBLE AUTHORITIES

1. The Command Security Manager is responsible for the management and implementation of this program. This includes but is not limited to creating and managing any and all documents necessary to assist in the tracking of HDD program, establishing a database of all inventoried HDD's, appropriate record keeping and ensuring the proper mailing and destruction of classified HDD's.

2. Section Security Representatives (SSR) are responsible to inventory, account for and manage their respective sections HDD's. It is absolutely critical that when a SSR is about to PCS/PCA or transfer in any way that prevents them from executing their duties that a new SSR be appointed with sufficient time to ensure a proper turn over.

a. It is highly recommended that Assistant Section Security Representatives be appointed to ensure the sections HDD program receives the level of attention it requires.

1006. INITIAL INVENTORY

1. All I MEF principal and special staff sections that store classified HDD's will execute an initial inventory of all classified HDD's they retain.

2. The initial inventory form to be used shall be provided by the Command Security Manager. See enclosure (1). No other format shall be accepted.

3. The SSR of each principal and special staff section is responsible for the completion of the initial inventory.

4. The initial inventories will be used by the Command Security Manager to create a digital database track all the devices and to generate audit reports.

5. All initial inventories hard copy reports shall be kept on record in a section specific binder.

1007. HARD DISK DRIVE AUDITS

1. All classified HDD's shall be audited on a monthly basis unless otherwise directed.

CLASSIFIED HARD DISK DRIVE CONTROL PROGRAM

2. The audit report will be provided by the Command Security manager to the Section Security Representative within the first week of each month.

3. Audit reports will be completed within 10 working days from the date of notification.

a. Extensions may be granted but must be submitted to and approved by the Command Security Manager. Extensions will not be approved beyond the month the audit is due.

4. Audit reports will be signed for by a section representative via a logbook kept by the Command Security Manager. The logbook will also be initialed when the audit is returned as completed.

a. Audits, while the responsibility of the respective SSR, can be completed by any member of the principal or special staff section. It is ultimately the responsibility of the SSR to ensure the audit is accomplished on time and that any discrepancies are reported in accordance with this order.

5. Equipment in use or temp loaned will not be accepted as justification for not completing an audit within the month the audit is due.

a. Sections are directed to keep written record when HDD's are temporarily loaned out of their custody for various reasons to include but not limited to training and repair.

b. The written record may be used as proof of existence for one audit period without the requirement to physically site the device. Beyond one audit period and the HDD must be physically site certified at its temporary location until returned to the section.

1008. AUDIT DISCREPANCIES. If during the course of an audit it is discovered that there is a discrepancy with the audit report, it shall be reported immediately to the Security Manager. Any and all changes to correct the audit report must be submitted in writing using enclosure (2). This form to be requested from the Command Security manager.

1009. NEW HARD DISK DRIVE REPORTING. Sections that have new HDD's to report/inventory shall use enclosure (3) and provide it to the Command Security Manager preferably before the equipment is put into use.

1010. CLASSIFICATION MARKING OF HARD DISK DRIVES

1. All secret HDD's will the SF 707 SECRET classification sticker placed on them in accordance with SECNAV M-5510.36.

2. All unclassified hard disk drives store in the same safe, vault or workspace as classified HDD's must have a SF 710 unclassified sticker placed on them to ensure the equipment is not improperly handled or mistaken as classified.

CLASSIFIED HARD DISK DRIVE CONTROL PROGRAM

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CLASSIFIED HARD DISK DRIVE CONTROL PROGRAM

1013. TRANSFER OF CUSTODY

1. If and when HDD's transfer in custody permanently between two sections of the I MEF CE then enclosure (5) shall be used, a copy provided to the Command Security Manager and retained by both parties.

a. A copy of enclosure (5) shall be placed in the gaining and the relinquishing sections binders kept by the Command Security Manager.

2. If and when HDD's transfer in custody to another command or organization for the purpose of permanent transfer or destruction then enclosure (6) shall be used.

a. A copy of enclosure (6) shall be placed in the relinquishing sections binder kept by the Command Security Manager.

3. Enclosure (7) shall be used when a section needs to submit their classified HDD and computer to the I MEF G6.

4. Any questions concerning any of the forms listed within this section can be directed to the Command Security Manager

1014. REPORTING LOST CLASSIFIED HARD DISK DRIVES

1. If a HDD is suspected of being misplaced or lost it shall be reported immediately to the Command Security Manager. No more than 24 hours should pass from the moment it is believed the HDD is missing or lost before reporting it to the Command Security Manager.

2. Once reported to the Command Security Manager the section will have 72 hours to do a thorough search for the device. If at the conclusion of the 72 hour period the device cannot be located a Preliminary Inquiry will be initiated.

1015. VIOLATIONS OF THIS ORDER

1. Military personnel are subject to disciplinary action under the Uniform Code of Military Justice (UCMJ), or criminal penalties under applicable Federal Statutes, as well as administrative sanctions, if they knowingly, willfully, or negligently violate the provisions of this order.

2. Civilian employees are subject to criminal penalties under applicable Federal Statutes, as well as administrative sanctions, if they knowingly, willfully, or negligently violate the provisions of this order.

1016. ADDITIONAL GUIDANCE. Requests for additional guidance and explanation of this order will be directed to the I MEF Command Security Manager.

INITIAL CLASSIFIED HDD REPORT

Section: _____

Date Equipment inventoried: _____

HDD Type	HDD S/N	HDD Manufacturer	Comp S/N	Comp Manufacturer
Building	Safe/Vault Number	Inventoried By	Signature	

HDD Type	HDD S/N	HDD Manufacturer	Comp S/N	Comp Manufacturer
Building	Safe/Vault Number	Inventoried By	Signature	

HDD Type	HDD S/N	HDD Manufacturer	Comp S/N	Comp Manufacturer
Building	Safe/Vault Number	Inventoried By	Signature	

HDD Type	HDD S/N	HDD Manufacturer	Comp S/N	Comp Manufacturer
Building	Safe/Vault Number	Inventoried By	Signature	

HDD Type	HDD S/N	HDD Manufacturer	Comp S/N	Comp Manufacturer
Building	Safe/Vault Number	Inventoried By	Signature	

HDD Type	HDD S/N	HDD Manufacturer	Comp S/N	Comp Manufacturer
Building	Safe/Vault Number	Inventoried By	Signature	

HDD Type	HDD S/N	HDD Manufacturer	Comp S/N	Comp Manufacturer
Building	Safe/Vault Number	Inventoried By	Signature	

HDD Type	HDD S/N	HDD Manufacturer	Comp S/N	Comp Manufacturer
Building	Safe/Vault Number	Inventoried By	Signature	

GUIDANCE

HDD Type: Identify whether the HDD is an internal or external HDD.

HDD S/N: List the serial number of the HDD. This number is preceded by the abbreviations S/N, DS/N, HDD S/N or the works Serial Number. If you are in doubt of the number contact the Command Security Manager and be prepared to bring in the device.

HDD Manufacturer: List the company that made the HDD. Not to be confused with the maker of the computer. They are not always one in the same. (e.g. Toshiba, Maxtor, Seagate)

Comp S/N: Serial number of the Computer. This number is preceded by the abbreviations S/N or DS/N and on NMCI computers they it is listed as Serial/Tag on the top of the laptop.

Comp Manufacturer: List the company that made the computer. (e.g. HP, Dell, IBM)

Building: Provide the number of the building the HDD is kept. (e.g. 210700)

Safe/Vault Number: Number of the vault or safe where the HDD is stored when not in use. If the HDD is not utilized list N/A.

Inventoried By: Rank and Last name of the individual that executed the inventory.

Signature: Signature of person who performed the inventory.



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IN REPLY REFER TO:
 5510
 SECMGR
 (DD/MMM/YY)

From: (SECTION), I Marine Expeditionary Force
 To: Command Security Manager, I Marine Expeditionary Force
 Subj: CLASSIFIED HARD DISK DRIVE AUDIT DISCREPANCY REPORT

1. The below listed changes must be made to correct the (section) Hard Disk Drive (HDD) inventory.

1) HDD AS LISTED ON AUDIT

HDD S/N:
 Type: (EXTERNAL or INTERNAL)
 Manufacturer:
 Associated Computer S/N: (If Applicable)
 Computer Manufacturer:

Correction to be made: (Describe what change(s) need to made to correct the sections audit report) (i.e. HDD S/N is incorrect and must be changed to, Change from external to internal, Associated Computer has changed to, HDD previously submitted for destruction and needs to be removed, Change safe number listed to...)

2) HDD AS LISTED ON AUDIT

HDD S/N:
 Type: (EXTERNAL or INTERNAL)
 Manufacturer:
 Associated Computer S/N: (If Applicable)
 Computer Manufacturer:

Correction to be made: (Describe what change(s) need to made to correct the sections audit report) (i.e. HDD S/N is incorrect and must be changed to, Change from external to internal, Associated Computer has changed to, HDD previously submitted for destruction and needs to be removed, Change safe number listed to...)

Prepared by (Rank Fi. Mi, Last Name)

Signature

Received by (Rank Fi. Mi. Last Name)

Signature

ENCLOSURE (2)



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IN REPLY REFER TO:
 5510
 SECMGR
 (DD/MM/YY)

From: (SECTION), I Marine Expeditionary Force
 To: Command Security Manager, I Marine Expeditionary Force
 Subj: NEW CLASSIFIED HARD DISK DRIVE REPORT

1. Listed below are new Hard Disk Drives (HDD) that need to be added to the (section) HDD inventory for future audits.

1) HDD INFORMATION

HDD Type: (EXTERNAL or INTERNAL)
 HDD S/N:
 HDD Manufacturer:
 Associated Computer S/N: (If Applicable)
 Computer Manufacturer:
 Building Number:
 Safe/Vault Number:

2) HDD INFORMATION

HDD Type: (EXTERNAL or INTERNAL)
 HDD S/N:
 HDD Manufacturer:
 Associated Computer S/N: (If Applicable)
 Computer Manufacturer:
 Building Number:
 Safe/Vault Number:

Prepared by (Rank Fi. Mi. Last Name)

Signature

Received by (Rank Fi. Mi. Last Name)

Signature

ENCLOSURE (3)

Examples of I MEF Tamper Seal

Untampered Seal:



Tampered Seal:





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SECMGR
(DD/MMM/YY)

From: (SECTION), I Marine Expeditionary Force
To: (SECTION), I Marine Expeditionary Force

Subj: CLASSIFIED HARD DISK DRIVE INTERNAL TRANSFER OF CUSTODY REPORT

1. The below listed classified Hard Disk Drive(s) (HDD) is/are here by transferred from the (Section) to (Section).
2. Additionally, the new storage location of the equipment is also provided.

1) HDD INFORMATION

HDD Type: (EXTERNAL or INTERNAL)
HDD S/N:
HDD Manufacturer:
Associated Computer S/N: (If Applicable)
Computer Manufacturer:

GAINING SECTIONS STORAGE LOCATION

Building Number:
Safe/Vault Number:

2) HDD INFORMATION

HDD Type: (EXTERNAL or INTERNAL)
HDD S/N:
HDD Manufacturer:
Associated Computer S/N: (If Applicable)
Computer Manufacturer:

GAINING SECTIONS STORAGE LOCATION

Building Number:
Safe/Vault Number:

Released by (Rank Fi. Mi. Last Name)

Signature

Section

Date

Received by (Rank Fi. Mi. Last Name)

Signature

Section

Date

ENCLOSURE (5)

CLASSIFIED MATERIAL TRANSFER OF CUSTODY

Reason: Destruction Transfer

1. FROM: (OFFICIAL UNIT OR SECTION TITLE)			2. TO: (OFFICIAL UNIT OR SECTION TITLE)		
3. OFFICIAL MAILING ADDRESS FOR RECEIVING DESTINATION (FOR MAIL OUT)			4. INSTRUCTIONS Personnel submitting this form for the purpose of transferring classified material are liable for the accurate listing of all articles listed herein and their appropriate classification markings. No form will be accepted unless completely filled out. NO HAND WRITTEN FORMS WILL BE ACCEPTED WITHOUT PRIOR APPROVAL TO ENSURE LEGIBLE DOCUMENTATION.		
5. CONTACT PHONE NUMBER		6. FAX NUMBER (OPTIONAL)	7. DATE OF REPORT		8. DATE OF TRANSACTION
9. UNCLASSIFIED DESCRIPTIONS (I.E. TITLE, MAKE, MODEL)		10. QTY	11. SERIAL NUMBER (IF APPLICABLE)		12. CLASSIFICATION
13. MEDIUM (I.E. CD, HDD)					
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
13)					
14)					
15)					
REQUEST FINAL DESTINATION ORGANIZATION FILL OUT BOXES 20, 21 AND 22					
14. SUBMITTED BY: (PRINTED RANK/TITLE AND FULL NAME)			15. SIGNATURE		16. DATE SIGNED
17. RECEIVED BY: (PRINTED RANK/TITLE AND FULL NAME)			18. SIGNATURE		19. DATE SIGNED
20. RECEIVED BY: (PRINTED RANK/TITLE AND FULL NAME)(FINAL DESTINATION)			21. SIGNATURE		22. DATE SIGNED
BELOW FOR COMMAND SECURITY MANAGER OFFICE USE ONLY (USED FOR MAILED MATERIAL)					
METHOD OF TRANSMISSION REQUESTED (Check One) REGISTERED CERTIFIED FEDEX			PARCEL TRACKING NUMBER:		
PREPARED BY: (RANK AND FULL NAME & INITIALS)			SIGNATURE OF INDIVIDUAL WHO PREPARED MATERIAL FOR MAILOUT.		
THIS FORM CREATED 2008/12/08			UNCLASSIFIED		Page ____ of ____

ENCLOSURE (6)

HELPDESK CLASSIFIED COMPUTER AND HARD DISK DRIVE CHAIN OF CUSTODY FORM

1. FROM: (SECTION SUBMITTING EQUIPMENT)	3. CONTACT NUMBER
2. TO: (SECTION INITIALLY RECEIVING EQUIPMENT)	

4. INSTRUCTIONS:
 THIS FORM WAS CREATED TO TRACK THE CHAIN OF CUSTODY FOR COMPUTERS AND THEIR RESPECTIVE CLASSIFIED HARD DISK DRIVES WHEN SUBMITTED FOR REPAIR OR PROGRAMMING UNTIL RETURNED TO THE ORIGINATOR. NO HAND WRITTEN FORMS WILL BE ACCEPTED WITHOUT PRIOR APPROVAL TO ENSURE LEGIBLE DOCUMENTATION.

5. REASON FOR SUBMISSION:

	Yes	No
--	-----	----

6. SSR SIGNATURE: (SIGNATURE IS CONFIRMATION OF APPROVAL BY SSR FOR SUBMISSION)

6. SERIAL NUMBER COMPUTER	10. BRAND	11. SERIAL NUMBER HDD	12. BRAND (IF KNOWN)	13. CLASSIFICATION
1)				
2)				
3)				
4)				
5)				

FAILED HARD DISK DRIVES SHALL BE RETURNED TO THE RESPECTIVE SECTION SECURITY REPRESENTATIVE (SSR)

14. SUBMITTED BY (PRINTED RANK & FULL NAME)	16. DATE SUBMITTED
16. SIGNATURE	
17. RECEIVED BY (PRINTED RANK & FULL NAME)	
18. SIGNATURE	
20. RECEIVED BY (PRINTED RANK & FULL NAME)	
21. SIGNATURE	
23. RECEIVED BY (PRINTED RANK & FULL NAME)	
24. SIGNATURE	
25. RETURNED TO (PRINTED RANK & FULL NAME)	
27. SIGNATURE	

NOTICE: SECTION SECURITY REPRESENTATIVES ARE TO SUBMIT BROKEN HARD DISK DRIVES TO THE COMMAND SECURITY MANAGER FOR DESTRUCTION