



UNITED STATES MARINE CORPS
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IN REPLY REFER TO
5510
SSEC/SEC
25 MAR 2014

Policy Letter 1-14

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

Subj: PORTABLE ELECTRONIC DEVICES IN CLASSIFIED WORK SPACES

Ref: (a) USMC Enterprise Cybersecurity Directive 005 Portable
Electronic Devices Version 2.0
(b) SECNAV M-5510.36, Information Security Program

1. Situation. This policy establishes I Marine Expeditionary Force (I MEF) policy concerning the use of Portable Electronic Devices (PED) in accordance with reference (a).

2. Mission. Due to the inherent risk posed by PEDs it has been determined by HQMC Cybersecurity that the use of PEDs in the work place must be limited to the maximum extent possible. Only when the conditions of this policy and reference (a) have been met will PEDs be permitted in any I Marine Expeditionary Force facility or the facilities of its subordinate commands where classified information is processed, stored, transmitted or may be discussed.

3. Definition. A PED is defined as "any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, or transmitting data, voice, video, or photo images." This includes but is not limited to all desktop wireless phones, cellular phones, MP3 players, digital tablets, audio recorders, personal laptops and watches with data, voice or image recording ability.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Immediately implement procedures throughout the I MEF Command Element and all subordinate commands to prohibit non-approved PEDs from spaces that process, store, and transmit classified material or where classified material may be discussed, per reference (a).

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(2) Concept of Operations. All areas where classified media is processed, stored, transmitted or may be discussed shall post signs that prohibit the use of PEDs that have not been cleared for use in the space in accordance with reference (a).

(3) Tasks

(a) Section Leadership. Ensure that all personnel are aware of this policy and report violations of the policy to the Command Security Manager.

(b) Subordinate Commands. Enforce this policy within their commands and ensure their subordinate units are in compliance.

(c) Command Security Managers. Ensure that this policy is a part of local orientation training and annual refresher training, and investigate all violations of the policy in accordance with reference (b).

(d) Information Assurance Managers. Establish procedures to inspect, and approve PEDs that are submitted as necessary for government use in restricted areas in accordance with reference (a).

4. Administration and Logistics

a. I MEF Command Security Manager and all MSC's and I MHG MSE Security Managers shall retain a copy of this policy letter and the references.

b. Units shall post signs to identify those spaces where PEDs are prohibited.

5. Command and Signal

a. Command. This policy is applicable to all commands, organizations, units, and activities under the command of I MEF.

b. Signal. This policy letter is effective the date signed.


M. J. GOUGH
Chief of Staff