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IN REPLY REFER TO:
5239

G-6
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POLICY LETTER 16-16

From: Commanding General
To: Distribution List

Subj: USAGE OF PORTABLE ELECTRONIC DEVICES WITHIN I MARINE EXPEDITIONARY
FORCE

- Ref: (a) DoDD 8100.02, Use of Commercial Wireless Devices, Services, and Technologies in the DoD Global Information Grid
(b) DoD CIO Memo, Introduction and Use of Wearable Fitness Devices and Headphones within DoD Accredited Spaces and Facilities
(c) MCO 5239.2B
(d) MCO 3070.2A
(e) MCO 5100.29B
(f) CMC WASHINGTON DC C4 271630Z May 16 (MARADMIN 274/16)
(g) USMC ECSD 005, Portable Electronic Devices, Ver. 2
(h) I MEFO 5101.1
(i) CMC White Letter 3-16, Personal Portable Electronic Device (PPED) Policy
(j) DCA White Letter 2-16, Deputy Commandant for Aviation White Letter: Policy on Use of Portable Electronic Devices by Aircrew and Maintenance Personnel

1. Purpose. The last decade has witnessed a steady rise in the availability, capability and use of portable electronic devices (PEDs). PEDs are deeply integrated into our personal lives as people leverage the functionality of mobile phones, cameras, watches, global position systems, fitness monitors and other emergent technologies. Although PEDs are convenient in many ways, they also present weaknesses related to operational security (OPSEC), information assurance (IA) and safety. These vulnerabilities must be addressed and mitigated. It is the responsibility of each individual to continuously incorporate OPSEC in order to prevent compromise of classified or sensitive material. We must identify critical information and protect it during the planning, preparation, execution, and post-execution phases of all operations and activities to ensure mission success. PEDs also risk distracting personnel in situations that require heightened attentiveness which is a safety concern. Simply stated, PEDs must be used safely and responsibly to minimize risk to the force and the mission.

2. Information. To promulgate reasonable but enforceable punitive orders that articulate expectations for proper use of PEDs by I MEF personnel. The objective will be protection of assets vital to I Marine Expeditionary Force (I MEF), specifically the proper security of our information and the safety of our personnel. This policy letter is republished in order to incorporate the updated guidance contained in reference (i).

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3. Scope

a. PEDs are defined as any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, or transmitting data such as voice, video, or photo images. This includes, but is not limited to any form of wireless phones, laptops, cellular (smart) phones, MP3 players, tablets, audio recorders, video cameras and wearable fitness devices. PEDs are further categorized as personal (PPED) or official (OPED).

b. The definition of PEDs is broad and the commercial market will continue to produce new capabilities expanding it even further. Reasonable consideration of new technologies, to include wireless capabilities, should be assumed as a component of this policy.

c. Tasks

(1) Commanding Generals and Commanding Officers of I MEF Headquarters Group (MHG), 11th Marine Expeditionary Unit (MEU), 13th MEU, and 15th MEU.

(a) No later than 1 January 2017, develop and promulgate an order that articulates detailed enforceable guidance to assigned personnel regarding PED usage.

(b) While major subordinate command (MSC)/major subordinate element (MSE) orders may be tailored to specific operational requirements, they will clearly and unambiguously:

(1) Reinforce regulations regarding PPED/OPED use and presence in restricted / classified environments.

(2) Establish regulations related to the safe use of PPEDS/OPEDs in both garrison and deployed work environments. Every work environment is different; however, unofficial use of PPEDs/OPEDs or official use at the wrong time/place invites unnecessary risk. Convenience should not drive risk decisions. When in doubt, Marines must be safe and err on the side of caution.

(3) Direct specific attention to the sharing of pictures, images and other information that negatively impacts the mission and/or good order and discipline of the organization. References (a) through (d) provide guidance on IA and OPSEC matters.

(4) Establish regulations that prohibit operators and all associated crew from using PPEDs/OPEDs at all times while operating government vehicles, aircraft or other equipment. This restriction includes the use of voice, text, message, video, and other like applications.

(5) Provide comments regarding the improper use of PPEDs/OPEDs as a form of distraction in mishap reports or investigations that result in the injury of assigned personnel or damage of government equipment. Reference (j) provides amplifying guidance for the Marine Corps aviation community.

(6) Address expectations for duty standers and deployments: Commanders will determine whether PPEDs/OPEDs are permitted, and if so, how and when they are to be used.

(7) Establish regulations that prohibit the use of PPEDs/OPEDs by all personnel during each phase of every live fire training event. OPEDs and/or approved range safety communication devices will continue to be used in accordance with local orders.

(2) Inspector General

(a) Review each commands PED policy during annual Commanding General's Readiness Inspections (CGRI). Assign an appropriate functional area inspection category to ensure compliance.

(b) Capture results of safety reports that identify improper PED usage, specifically as a form of distraction, as a causal factor in mishap reports.

5. Certification

a. Military users in violation of DOD, DON and USMC cybersecurity policies and procedures may be subject to disciplinary actions under the Uniform Code of Military Justice UCMJ), federal, and/or state criminal statutes and laws.

b. Violation of this policy by civilian and contract personnel may result in personnel actions under 5 CFR 2635.101(b)(9) and (14), the federal acquisition regulation, or referral of criminal violations to appropriate civilian authorities.

c. Ensure commands leverage subject matter expertise of OPSEC Program Coordinators to align PED policy with established references and higher headquarters guidance.

d. There may be circumstances or scenarios where commanders deem the use of PEDs as a necessary means of communication, planning, or information exchange. Exceptions to this policy may be granted based upon mission requirements or other prescribed circumstances but this authority will not go below the Battalion/Squadron commander level.

e. Recommended changes to this policy will be submitted to I MEF G-6 via the appropriate chain of command.


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