



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-900

IN REPLY REFER TO:
DepO 5230
SAF

12 FEB 2018

DEPOT ORDER 5230

From: Commanding General
To: Distribution List

Subj: USE OF PERSONAL PORTABLE ELECTRONIC DEVICES BY MARINE
CORPS RECRUIT DEPOT PARRIS ISLAND PERSONNEL

Ref: (a) CJCSI 6510.01F
(b) ECSD 005
(c) ECSD 014
(d) CMC White Letter 3-16
(e) MARADMIN 274/16
(f) TECOMO 5230
(g) MCRC Policy Letter 3-17

1. Situation. The proliferation of Personal Portable Electronic Devices (PPEs) and Official Portable Electronic Devices (OPEs) has increased dramatically in recent years. These devices represent a major change in personal convenience and have led to a paradigm shift in social behaviors and norms. PPEs/OPEs provide convenience and connectivity in our daily lives. However, PPE use can also cause reduced situational awareness, compromise our privacy, and threaten operational security. When used at the wrong time or in the wrong location, PPE/OPE use can contribute to training mishaps resulting in the injury or death of Marines and Sailors. Without an appropriate level of leadership involvement, Marine Corps Recruit Depot, Parris Island (MCRD PI) Marines will continue to incur unnecessary and avoidable risks to themselves, their organizations, and their families.

2. Mission. Effective immediately, all MCRD PI personnel will comply with this Order, in order to increase situational awareness, maintain safe operations, prevent unauthorized transmission, receipt or storage of "For Official Use Only (FOUO)", Personally Identifiable Information (PII), sensitive unclassified, and classified data utilizing PPEs.

3. Execution

a. Commander's Intent and Concept of Operations

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(1) Commander's Intent. In accordance with the references, this Order is to establish processes which increase the operational safety, situational awareness, and increase security of the government's data, while taking into consideration the increased prevalence of PPEDs with photo and e-mail capabilities.

(2) Concept of Operations. Commanding Officers and supervisors at all levels are directed to govern the use of PPEDES/OPEDs in office/work spaces in order to promote good order and discipline and to reduce distractions from official business that could cause loss in productivity.

b. Coordinating Instructions

(1) PPEDs include any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, and/or transmitting data, voice, video, location, or photo images. This includes but is not limited to the following:

(a) Cellphones, to include smartphones.

(b) Personal computers (PCs), whether a laptop or desktop, and their peripherals (i.e., printers, monitors, keyboards, mice, etc.).

(c) Tablet computers.

(d) Mass storage devices (i.e. flash drives, thumb drives, external hard drives, etc.).

(e) Network equipment (i.e. routers, switches, hubs, wireless access points, etc.).

(f) Smart watches and electronic step counters.

(g) Digital cameras and camcorders.

(h) Telephones, pagers, and facsimile machines.

(i) All other devices used for, or capable of, the transmission, receipt, or storage of information.

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(j) Global Positioning System (GPS), Position Location Information (PLI), and devices that transmit media location.

(2) As the capabilities of PPED technologies increase, special attention must be paid to the inherent increase in risk of data being compromised. An enhanced security posture is being implemented to mitigate or eliminate these risks with minimal impact to MCRD PI personnel.

(3) PPEDs may be stored and utilized in MCRD PI office spaces that handle sensitive unclassified information, provided the following conditions are met:

(a) At no time will a PPED be connected to the Marine Corps Enterprise Network (MCEN) regardless if the computer is connected to the network or not.

(b) At no time will a PPED be used to photograph printed documents or computer screens.

(c) At no time will the electronic emissions of a PPED interfere with other equipment in the office space.

(4) PPEDs will not be allowed in MCRD PI areas that transmit, receive, or store classified material at any time, excluding medical assistive and life-saving devices (i.e. prosthetic limbs, Automated External Defibrillators (AEDs), pacemakers, etc.) and will not be used to transmit, receive, or store classified information.

(5) PPEDs will not be used to transmit, receive, or store FOUO, PII, and sensitive unclassified or classified data when working from home.

(6) PPEDs will not be used during high risk training events such, as rifle/pistol range operations, water survival training, confidence/obstacle courses, or rappel and fast rope training events. Restrictions apply to both the trainees and the training staffs. OPEDs and/or approved range safety communication devices will continue to be used for official matters only.

(7) Operators of government-owned vehicles/equipment aboard MCRD PI and all associated crews are prohibited from using PPEDs and OPEDs at all times while the vehicle/equipment is in operation. This restriction includes the use of voice,

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text, message, video, headphones and similar hands free applications. Additionally, Marines and civilians assigned to the Eastern Recruiting Region will adhere to the guidelines set forth by Marine Corps Recruiting Command (MCRC) policy letter 03-17 regarding Bluetooth technology usage in government vehicles.

(8) Duty standers are authorized to use PPEDs as long as it does not interfere with the execution of their duties.

(9) All mishap reporting/investigations shall include comments regarding both PPED and OPED use, if relevant, and consider a perceived/determined contribution to the reportable event.

(10) It is understood that work/classroom/training environments throughout MCRD PI are inherently unique; however, PPED/OPED use in those environments invites risks. The use of such devices will not interfere with the safety of daily operations.

(11) The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating, or skateboarding on roadways on the depot is prohibited. Using listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

(12) Contractor-Supplied Equipment. Any equipment defined as a PPED in paragraphs 3b(2)(a-i) of this Order that has been supplied by a privately owned company to one of their employees working aboard MCRD PI in support of a contract with the government will only be allowed to connect said equipment to the MCEN if all of the following conditions are met:

(a) The contract explicitly states that the equipment may be used on the MCEN.

(b) All hardware and software have been certified and accredited by the Marine Corps Designated Approving Authority at Headquarters Marine Corps C-4 Cyber Security.

(c) The AC/S G-6 Cyber Security Division (CSD) has scanned the equipment for viruses and all current applicable

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security patches, and any discrepancies found have been mitigated.

4. Administration and Logistics

a. The Assistant Chief of Staff (AC/S) Safety (SAF), is the sponsor for this Order. Recommendations for changes or modifications to this order will be provided to the AC/S, SAF for staffing to the AC/S G-1.

b. An electronic copy of this Order can be found on the Parris Island Intranet (<http://parrislandintranet.nmci.usmc.mil/G1/default.aspx>).

5. Command and Signal

a. Command. This Order is punitive in nature and is applicable to all Marines, Sailors, and civilians.

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



M. G. ST. CLAIR
Chief of Staff

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