



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

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S-6  
13 MAR 2017

AIR STATION ORDER 5100.28

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: PORTABLE ELECTRONIC DEVICE USAGE IN THE WORKPLACE

Ref: (a) CMC White Letter 3-16 of 2 Nov 16  
(b) USMC ECSM 005 of 1 Jul 16  
(c) ALNAV 019/16, ACCEPTABLE USE OF AUTHORIZED PERSONAL PORTABLE ELECTRONIC DEVICES IN SPECIFIC DEPARTMENT OF THE NAVY SPACES  
(d) DC Aviation White Letter NO. 2-16 of 4 Nov 16  
(e) CG MCIEAST Policy Letter 16-16  
(f) 10 U.S.C. Chapter 47

1. Situation. A Portable Electronic Device (PED) is defined as any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, and/or transmitting data, voice, video, or photo images (i.e. cell and smart phones, laptop and tablet computers, e-readers, portable music and media players, handheld gaming devices, and wearable devices such as fitness bands, and smart watches). A PED can be classified as a Personal Portable Electronic Device (PPED) or an Official Portable Electronic Device (OPED). OPEDs are those devices procured, owned, or issued by the United States Government for official use.

a. PEDs, both government issued and personal, provide a great convenience and connectivity at work, and in personal lives. However, PEDs can also be a distraction that can greatly reduce situational awareness, compromise privacy, threaten operational security, and impact safety standards. Used at the wrong time or in the wrong place, PEDs can cause mishaps, allow enemy forces to target Marine Corps personnel and assets, or even compromise protected information. The results can lead to the injury or death of Marines, or mission failure.

b. The proliferation of PEDs has increased considerably in the last decade. Representing a revolution in societal norms, PED use has led to an increased risk of behavioral challenges across the force that include:

- (1) Distracted, inattentive, and unsafe behavior
- (2) Compromise of classified or sensitive material
- (3) Unconscious self-targeting and exposing Position Location Information (PLI)
- (4) Degraded operational security and disclosure of Personal Identifiable Information (PII)

c. Per the references, Marine Corps Air Station (MCAS) Beaufort will ensure technical and procedural controls are in place to reduce these risks, while ensuring that operational requirements can be met.

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2. Mission. Establish policy governing the acceptable use of PPEDs and OPEDs for all personnel aboard MCAS Beaufort, in accordance with references (a) and (b).

3. Execution

a. Commander's Intent. All DOD personnel and contractors aboard MCAS Beaufort are provided with clear, unambiguous detail on the authorized use of PPEDs and OPEDs in the workplace.

b. Concept of Operations

(1) All commands aboard MCAS Beaufort shall ensure the regulations stated within this order are promulgated. Restrictions regarding the use and presence of PPEDs, OPEDs, and other removable electronic storage devices in restricted/classified environments remain in effect. In all cases, wireless technologies/PPEDs used for storing, processing, and/or transmitting information shall not be allowed in areas where classified information is electronically stored, processed, or transmitted.

(2) Personnel shall exercise discretion in using PEDs while conducting official government business. Excessive personal calls and internet use during the workday/work shift can interfere with workplace productivity and be distracting to others. Personnel shall restrict the use of PPEDs during work time to urgent matters and/or emergency situations. Personal calls shall be minimized during working hours. Non-business related internet use, communication via social media, and gaming should be conducted during non-work hours. Personnel should ensure their friends and family members are informed of this policy. To ensure the effectiveness of meetings, personnel are encouraged not to bring their PPEDs to meetings. If it is necessary to bring the PPED to a meeting, the device should be placed in the off or silent mode.

(3) The following prohibitions for PED use are established:

(a) Personnel standing duty are prohibited from using their PPEDs for personal use and/or entertainment. Educational use (i.e. personal/professional military education) is permitted unless said use interferes with the conduct of duty established by existing Marine Corps and Air Station Directives.

(b) Operators and all associated crews of government vehicles, aircraft, machinery, and/or equipment are prohibited from using OPEDs/PPEDs at all times while their vehicle, aircraft, machinery and/or equipment are in operation. This restriction includes the use of voice, text, message, video, and other like applications. In all cases, personnel are expected to comply with local, state, and federal laws and regulations regarding the use of mobile electronic devices. In accordance with reference (d), OPEDs, specifically tablets used for flight (i.e. KILSWITCH, ForeFlight, etc.), are authorized for only their official application/use.

(c) Personnel are prohibited from PPED use during any phase of live fire training. This restriction applies to both the trainees and the training staff. OPEDs and/or approved range safety communication devices will continue to be used in accordance with existing Marine Corps and Air Station Directives.

(d) Personnel are prohibited from using PPEDs while working in or occupying areas of increased risk of personal injury or property damage, unless conducting official business such as using portable maintenance aids (PMAs) for aircraft, facility maintenance, etc. These areas include but are not limited to areas around industrial operations, heavy machinery, on or around the flight line, in maintenance spaces, and briefing areas.

(e) No photographs, audio, or video recording of restricted areas, official government activities, business, meetings, personnel, or tactical operations may be taken at any time unless authorized by the Installation Commander, unit commander, officer in charge, or appropriate directorate. Upon authorization, the photographs, video, and/or audio will become the property of the owning unit. The media will be transferred via appropriate mediums without connecting devices to government-owned networks. Photographs, video, or recordings of official government activities will not be disseminated to any other individual or group, online posting, non-government website, or media outlet until reviewed by the unit security manager for appropriate handling.

(4) Immediate reporting using PPEDs/OPEDs is authorized when an incident, emergency, or catastrophic situation endangers the safety, health, or well-being of personnel or property.

c. Tasks. Subordinate and supported commands shall ensure the policy stated herein is promulgated.

4. Administration and Logistics. In accordance with the requirements and guidance within this order, subordinate commands aboard the air station are responsible for implementation and enforcement of the established restrictions.

5. Command and Signal

a. Command

(1) Provided in this order are the minimum requirements governing the use of PPEDs and OPEDs. More stringent restrictions may be implemented based on specific operational or safety needs.

(2) The provisions of this order are applicable to all units, military personnel, civilians, contractors, and visitors assigned to, employed at, or visiting MCAS Beaufort.

(3) This order is punitive in nature and violations of this order are punishable under reference (f). Violators who are not subject to reference (f) may be subject to adverse administrative processes.

(4) Proposed changes to this order should be forwarded to the MCAS Beaufort S-6 Officer in Charge.

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

  
P. D. BUCK