



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

CANC: Apr 26

ASBul 5210

ADJ

29 Apr 25

AIR STATION ORDER BULLETIN 5210

From: Commanding Officer

To: Distribution List

Subj: ELECTRONIC RECORDS MANAGEMENT (ERM) MIGRATION PLAN IN CASE OF MARINE CORPS AIR STATION BEAUFORT

Ref: (a) OMB M-23-07, "Update to Transition Electronic Records," Dec 23, 2022
(b) OMB Government Reform and Reorganization Plan, "Delivering Government Solutions in the 21st Century," 2018
(c) SECNAVINST 5210.8F
(d) SECNAV M-5210.1 w/CH-1
(e) MCO 5210.11F
(f) 5 U.S.C. § 552a
(g) SECNAVINST 5211.5F
(h) MCO 5215.1K w/Admin CH-1
(i) DoD CIO Memorandum, "Use of Text Messaging on Mobile Devices and Records Management of Electronic Records," September 27, 2023
(j) NARA Bulletin 2022-02, "Resubmission of Capstone Forms," 19 Apr 22
(k) DoDI 5015.02 w/CH-1, "DoD Records Management Program," 17 Aug 17
(l) ASO 5210.1 Records Management Program
(m) McBul 5210 of 12 Feb 24
(n) S-6 LOI 5000 of 16 Aug 22

1. Purpose. To provide interim guidance to the current Air Station Order (ASO) regarding the management of records and provide guidance regarding the directed migration to electronic records management while current directives undergo revision.

2. Cancellation. None

3. Background. Currently reference (l) provides guidance regarding the maintenance and disposition of all records. However, per reference (a) beginning 30 June 2024, the National Archives and Records Administration (NARA) and Federal Records Centers (FRCs) will no longer accept paper records. This bulletin outlines policy and program changes directed by Headquarters Marine Corps (HQMC) designed to supplement the current Air Station Order to ensure compliance with all key directives pertinent to the installations records management program.

4. Action

a. Transition to Command Records Operational Support Site (CROSS)

(1) Per reference (m) Marine Corps Air Station (MCAS) Beaufort has completed Phase I of the DoD directed migration of Records Management to the Electronic Records Management (ERM) CROSS.

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(2) Per reference (n), MCAS Beaufort migrated all files from their local S-6 share drive to a cloud-based application via the Microsoft share point. This transition aligns with Phase 2 of reference (m) the implementation of ERM via the SharePoint Online (SPO).

b. Records Maintenance

(1) Non-Electronic Records

(a) Per reference (m), circumstances where management of paper is required and an electronic record of such is not possible due to specific requirements such as litigation, freezes, etc. a NAVMC 10030/1, "Records Management Paper Waiver Request," must be submitted to the HQMC Records, Reports, Directives, and Forms Management Section (ARDB) Records Outreach Mailbox at smb_hqmc_rmoutreach@usmc.mil for review and may be subject to NARA for approval.

(b) Justification for paper waiver requests must include associated policy to include specific order number(s), chapter(s) and paragraph(s) stating the requirement to retain records in paper format. All other requests for waivers must provide comment or explanation.

(c) If the request is denied, the form will include a summary detailing the reason for denial. If the request is approved, the form will provide date parameters for the requesting unit to transition to ERM processes.

(d) Copies of all waivers, whether approved or denied, shall be maintained on the requesting unit's CROSS page.

(2) Electronic Records

(a) Electronic records shall be maintained in accordance with the requirements set forth in references (a) through (l).

(b) The location for MCAS Beaufort current records can be accessed via the SPO site at: https://usmc.sharepoint-mil.us/sites/MCIEAST_BFRT_Adjutant/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FMCIEAST%5FBFRT%5FAdjutant%2FShared%20Documents%2FRECORDS%20MANAGEMENT&viewid=debd130a%2D5098%2D4ff1%2D9cbd%2D7b83a7592678

(c) Records maintained on the SPO containing Personally Identifiable Information (PII) or other Controlled Unclassified Information (CUI) are subject to access controls and may not be viewable by all hands.

(d) requests for access to view or modify electronic records shall be managed via the Command Designated Records Manager (CDRM) or appropriate Share Point Manager.

c. NAVMC 10030, "Commander's Record Management Acknowledgement Agreement." Commanders must acknowledge their understanding and responsibility to the Marine Corps Records Management Program and the enterprise-wide transition to ERM. All commanders in the grade of O-5 and higher, must complete and sign the Commander's Records Management Acknowledgement Agreement Form (NAVMC 10030) within 30 days of assuming command. Upon completion, commanders will ensure the record is appropriately

stored in the command's electronic records repository with a copy uploaded to the command's CROSS page.

d. NAVMC 11786, "Records Management Checklist for Departing USMC Employees." This form was updated and shall be integrated into unit check-out procedures.

e. Mobile Devices and Text Messaging Records. When conducting government business, users of government-owned mobile devices must use the Microsoft (MS) Teams Chat as the official messaging application for all Department of Defense (DoD) personnel, per reference (i).

(1) MS Teams is available on desktop, laptop, and properly configured Government Furnished Equipment (GFE) Mobile Computing (Android/iOS) devices.

(2) Neither personal nor GFE text messaging applications are authorized for the retention or transmission of Marine Corps records.

(3) If MS Teams is not accessible for business communications, individuals are directed to connect via official United States (U.S.) Government email accounts.

(4) If records, as defined by reference (k), are inadvertently created on a personal mobile device, users are required to capture screenshots of the content and promptly forward as an attachment to their official government email account with Subject Line: "Official Record of Text Messages". This action will create a record and is retained by the email exchange account.

(5) Examples of official messaging records:

(a) Any contact with a media outlet by any member of the United States Marine Corps (USMC) acting in an official capacity.

(b) Any business contact with a business on behalf of the U.S. Government.

(c) Any contact between a member of the U.S. Government and a foreign official or military member.

(d) Any interagency coordination between members of the U.S. Government.

(6) Examples of non-official messaging records:

(a) Personal contact between family, friends, and coworkers unrelated to official government business.

(b) Contact with foreign officials or members of the military for personal reasons.

(c) Basic non-operational coordination communications, such as standard daily accountability or morning meeting locations.

(d) Personal medical, legal, therapeutic, religious, or other such protected communication between an individual and their provider, attorney, victim advocate, clergy, or therapist.

f. CDRMs

- (1) Comply with the requirements set forth in reference (1).
- (2) Provide oversight and guidance to all sections within the command related ERM migration (not just the G-1/S-1).
- (3) Oversee and implement transition phases and timelines in accordance with reference (m).
- (4) Submit NAVMC 10030/1 to HQMC ARDB Records to request waivers for the continued use and maintenance of specific paper records, if applicable. CDRMs are responsible for the retention and disposition of the NAVMC 10030/1, regardless of approval or disapproval status.
- (5) Ensure upload the NAVMC 10030, with the commander's signature, into the command's CROSS page, within the miscellaneous folder within 30 days of the assumption of command.

g. Records management. Records created as a result of this Bulletin shall be managed according to NARA-approved dispositions in reference (d), SECNAV M-5210.1 w/CH-1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (e), MCO 5210.11F, for Marine Corps records management policy and procedures.

h. Controlled Unclassified Information (CUI)

- (1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.
- (2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.
- (3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

i. Privacy Act. Any misuse or unauthorized disclosure of PII may result in both civil and criminal penalties. The DON recognizes that the privacy of

an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (f)] and implemented per reference (g).

j. Forms Management

(1) The forms referenced within this Bulletin are available at Navy Forms Online (NFOL): <https://forms.documentservices.dla.mil/order/>

(a) NAVMC 10030/1, "Records Management Paper Waiver Request."

(b) NAVMC 10030, "Commander's Record Management Acknowledgement Agreement."

(c) NAVMC 11786, "Records Management Checklist for Departing USMC Employees."

(d) Department of the Navy, United States Marine Corps (Record Group 0127) NA-1005 Form, "Verification for Implementing GRS 6.1," is located at <https://www.archives.gov/records-mgmt/rcs/schedules/capstone-forms>.

k. Key Points of Contact. Subject matter expertise and program assistance is available via the following points of contact/official mailboxes.

(1) HQMC Records Manager - HQMCREC-MGR@usmc.mil

(2) ARDB Outreach - SMB_HQMC_RMOUTREACH@usmc.mil

l. Applicable Websites

(1) CROSS website at https://usmc.sharepoint-mil.us/sites/USMC_CROSS.

(2) DON Record Schedules at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

(3) HQMC (ARDB) Website at <https://www.ar.marines.mil/Branches/Publishing-and-Logistics-Management/Records-Reports-Directives-and-Forms/>

5. Cancellation Contingency. The actions set forth in this bulletin shall remain valid until revision to reference (1) is signed by the Installation Commander.

6. Reserve Applicability. This bulletin is applicable to Marine Corps personnel assigned to Marine Corps Air Station Beaufort.



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