



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

IN REPLY REFER TO:
2000
S-6

21 MAR 2016

POLICY LETTER 02-16

From: Commanding Officer
To: Distribution List

Subj: INFORMATION TECHNOLOGY UNCLASSIFIED GARRISON ASSET DEPLOYMENT POLICY

Ref: (a) MCENMSG-UNIFICATION 023-13

1. Situation. Garrison information technology (IT) assets include desktop computers, laptop computers, printers, and other gear that are a daily part of the Unclassified Marine Corps Enterprise Network (MCEN-N). The unclassified MCEN-N is also known by the term non-secure internet protocol router network (NIPRnet). There is a need for units to deploy with MCEN-N assets. This policy letter serves to unclassified MCEN-N components when leaving the Installation for deployments or exercises.

2. Cancellation. Policy Letter 3-13.

3. Mission. The mission of this policy is to define the disposition of garrison IT assets when units deploy from Marine Corps Air Station (MCAS) Beaufort. All aspects of garrison IT asset administration is handled by MCAS Beaufort IT Division located within MCAS Beaufort S-6. The mission of the MCAS S-6 IT Division is to plan, install, operate, and maintain secure, reliable, and scalable IT services in order to support MCAS Beaufort's ongoing mission of promoting combat readiness of our Marines and Sailors in the defense of our nation. We will provide effective IT support to all units aboard the Installation, and ensure that IT systems that support airfield operations are secure and available at all times.

4. Execution. MCEN-N end user laptop assets/devices (EUD), including former Navy and Marine Corps Intranet (NMCI) assets and Marine Corps Common Hardware Suite (MCHS) assets maintained with Next Generation Enterprise Network (NGEN) program funds, are authorized to be used in a deployed environment. If the unit wishes not to take the MCEN-N EUDs, they can leave them in a secure unit area attached to the network until return or coordinate with the Station IT Division for storage while on deployment.

a. If the unit chooses to take the EUDs, the unit's Responsible Officer (RO) for those items will maintain and track their whereabouts throughout the duration of the deployment. If the RO is not deploying, then a new one will need to be assigned by the unit.

b. If a garrison IT asset is required for temporary additional duty (TAD), please contact the MCAS Beaufort IT Division to check out a TAD laptop in lieu of taking a garrison IT asset off the network. Any asset that has been

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deployed to an environment other than the MCEN-N will be re-imaged prior to being returned to the MCEN-N network.

5. Administration and Logistics. MCAS Beaufort S-6 and Marine Aircraft Group 31 (MAG-31) S-6 will be the parties responsible for ensuring proper disposition of assets upon a unit deploying. All ROs and responsible individuals (RI) will be accountable for garrison IT assets while in garrison and when deployed. MCAS Beaufort S-6 can be reached at 843-228-6290. The MAG-31 S-6 can be reached at 843-228-7242.

6. Command and Signal. The point of contact for this policy is the Station S-6 Officer at 843-228-6367 or the Station IT Officer at 843-228-6290.



P. D. BUCK

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