



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

5230

DMCS

12 JUN 2014

MEMORANDUM FOR ALL HQMC DEPARTMENTS, STAFF AGENCIES AND OFFICES

From: Staff Director, Headquarters Marine Corps

Subj: HQMC IMPLEMENTATION OF USMC ENTERPRISE CYBERSECURITY
DIRECTIVE 005 PORTABLE ELECTRONIC DEVICES

Ref: (a) USMC Enterprise Cybersecurity Directive 005 Portable
Electronic Devices dtd 15 Mar 2012

Encl: (1) Procurement Information and Examples

1. The reference provides Marine Corps-wide policy on the workplace use and storage of Personal Electronic Devices (PEDs).

2. PEDs include government provisioned, privately purchased, and contractor provided laptops, pocket PCs, personal digital assistants, tablets, MP3 players, cell phones, video cameras, BlackBerry devices, and pagers and are divided into three types of devices:

a. PED ZONE 1 devices do not process, store, or transmit DoD/USMC data and never connect to a DoD network. This includes all privately owned PEDs.

b. PED ZONE 2 devices process, store, and/or transmit Controlled Unclassified Information (CUI) and can be connected to a DoD unclassified network.

c. PED ZONE 3 devices process, store, and/or transmit classified data at the Secret Level and can connect to a DoD classified network (SME-PEDs).

3. The reference also defines what type of PED can be used in specific types of workspaces:

a. UNCLASSIFIED SPACES. PED ZONE 1 and 2 devices may be used in unclassified spaces with the following caveats:

(1) All audio and video recording capabilities must be turned off or disabled prior to allowing PEDs into these spaces.

(2) Devices not meeting the criteria must be stored in approved containers or not brought into the workspace.

Subj: HQMC IMPLEMENTATION OF USMC ENTERPRISE CYBERSECURITY
DIRECTIVE 005 PORTABLE ELECTRONIC DEVICES

b. CLASSIFIED SPACES

(1) No PED ZONE 1 (or privately owned) devices are allowed in spaces cleared for open storage.

(2) PED ZONE 2 devices may be used in classified spaces with the following caveats:

(a) All radio frequency/wireless, video/camera capabilities must be removed or disabled before bringing a PED ZONE 2 device into classified spaces (all government provisioned PEDs comply with this requirement).

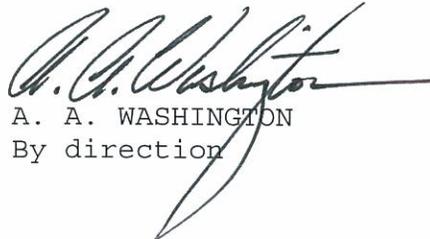
(b) Devices not meeting these criteria must be stored in approved storage containers or not brought into the workspace.

(3) PED ZONE 3 devices are authorized for use in classified spaces.

4. PEDs not meeting or verified as meeting these requirements cannot be brought into any HQMC workspaces and must be left at home, in the car, or placed in a PED lock-box container or shielded pouches. HQMC Staff Agencies are responsible for purchasing and installing PED lock-box containers or for the purchase of shielded pouches in which non-compliant PEDs can be stored. Enclosure (1) contains information and examples of PED storage containers and shielded pouches. For PED lock box installation requirements, contact Mr. Don Black at (703) 693-3089/email: don.black1@usmc.mil.

5. The Security Program and Information Management Branch (ARS) will monitor storage compliancy by including this requirement in its physical security inspection checklist. For physical security and inspection requirements, contact Mr. Orlando Roman at (703) 614.2477/email: orlando.roman@usmc.mil.

6. The point of contact with regard to this issue is Mr. Allan Katzberg, Head, Information Systems Management Branch (ARI), at (703) 614-3329/email: allan.katzberg@usmc.mil.


A. A. WASHINGTON
By direction

Copy to:
CMC
ACMC

PROCUREMENT INFORMATION AND EXAMPLES

1. All PED storage lockers and individual shielded pouches are commercially available. An internet search for "Cell Phone Storage Lockers" or "Shielded Cell Phone Pouches" will provide numerous companies that provide cell phone and laptop storage lockers and storage pouches.

2. All procurement regulations and requirements must be followed when purchasing these storage lockers and pouches whether it is via Government Credit Purchase Card (GCPC) or, for large purchases, via RCO Quantico.

3. Examples of commercially available products are provided below.



16-Door PED Locker



24-Door PED Locker



Laptop Locker



Shielded PED Pouch



Shielded Laptop Pouch