



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002
KANEHOE BAY HAWAII 96863-3002

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27 OCT 2017

MARINE CORPS BASE HAWAII POLICY LETTER 2-17

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: PERSONAL PORTABLE ELECTRONIC DEVICE USAGE

Ref: (a) CMC White Letter 3-16
(b) III MEF/MCIPAC Order 5230.1
(c) MARADMIN 274/16
(d) OPNAVINST 3710.7U
(e) U.S. Fleet Cyber Command Authorization to Operate Electronic
Kneeboard Configurations Letter dated 15 Apr 16

1. Situation. Personal portable electronic devices (PPED) are pervasive in today's society and nearly every Marine, Sailor, and civilian Marine possesses numerous PPED. As outlined in references (a) and (b), the proliferation and lack of clear guidance of PPED has introduced risk into the operational and training environment. Per reference (a), this Policy Letter provides guidance for the use of PPED by all Marine Corps Base Hawaii (MCBH) personnel, to include active duty, civilian Marines, and contractor support personnel working aboard MCBH.

2. Mission. PPED provide convenience and connectivity in our daily lives—allowing instant contact to friends, family, and information; however, PPED usage can also cause reduced situational awareness, compromise our privacy, and threaten operational security. When used at the wrong time or in the wrong location, PPED can contribute to mishaps or allow enemy forces to target us. Both of these possibilities can result in injury, death, or mission failure.

3. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. Set in place a policy and procedures for the use of PPED.

(2) Concept of Operation

(a) Task. All commands, organizations and activities, to include those not affiliated with the Marine Corps aboard MCBH must comply with this policy letter.

1. Commanding Officers

a. Ensure dissemination and enforcement of this Policy Letter by employing either technical monitoring or through physical checks, spot checks, and/or physical searches.

b. Ensure compliance with established security incident reporting requirements. MCBH personnel who knowingly and willfully violate

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authorized use of PPED during any of their rounds or other duty functions. PPED may be used during breaks and in the case of an emergency where the duty phone and OPED are not functional.

8. Other Duty Standards. Commanders will dictate PPED use by additional duty standards under their cognizance.

4. Administration and Logistics

a. Definitions. PPED are defined as any mobile electronic apparatus with singular or multiple capabilities of recording, storing, and/or transmitting data, voice, video, or photographic images. PPED include, but are not limited to, cell phones/smart phones, laptops, tablets, bluetooth headphones, e-readers and MP3 players, smart watches, and cameras. Personal Wearable Fitness Devices (PFWD) are authorized for use provided they meet the requirements in reference (c). Official Portable Electronic Devices (OPED) are those devices procured, owned, or issued by the U.S. government for official use (e.g. BlackBerry Devices). "Personal" in this Policy Letter refers to PPED privately owned by Marines, Sailors, civilians, and support contract personnel.

b. Distracted, Inattentive, and Unsafe Behavior. Multi-tasking to check e-mail, text, update social media, or surf the web can distract personnel from focusing on their immediate tasks, whether it be behind a desk; on post; on the flight line; in the warehouse; or behind the controls of equipment, vehicles, or aircraft.

c. Self-Targeting. GPS-enabled PPED make it possible to retrieve the real-time location of someone across the globe which can be easily exploited by a relatively unsophisticated enemy.

d. Operational Security (OPSEC). Many PPED are computers that provide increased features and functionality. These technological advancements provide immediate access to and the ability to freely share information across the globe; consequently, this provides an opportunity for poor OPSEC that can compromise operations or missions.

5. Command and Signal

a. Command. This Policy Letter is applicable to all MCBH personnel, to include active duty, civilian Marines, contractor support personnel, personnel not affiliated with the Marine Corps and other entities aboard MCBH.

b. Signal. This Policy Letter is effective the date signed.



R. LIANEZ

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