

MCBUL 5210. POLICY FOR E-MAIL USAGE, E-MAIL ACCOUNT MANAGEMENT, AND RECORDS MANAGEMENT ON THE MARINE CORPS ENTERPRISE NETWORK-NIPRNET

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REF/B/DOC/THE WHITE HOUSE WASHINGTON DC/28NOVEMBER2011//

REF/C/DOC/THE WHITE HOUSE WASHINGTON DC/24AUGUST2012//

REF/D/DOC/5 U.S.C.552A/U.S.C/07JANUARY2011//

REF/E/DOC/SECNAV WASHINGTON DC DNS-36/28DECEMBER2005//

REF/F/DOC/CMC WASHINGTON DC ARDB/10MAY2007//

REF/G/DOC/NARA WASHINGTON DC/29AUGUST2013//

REF/H/DOC/SECNAV WASHINGTON DC N09B30/06JANUARY1999//

REF/I/DOC/SECNAV WASHINGTON DC CIO/JANUARY2012//

NARR/REF A IS MARADMIN 118/13, OUTLOOK WEB ACCESS (OWA) URL CHANGES. REF B IS PRESIDENTIAL MEMORANDUM, MANAGING GOVERNMENT RECORDS. REF C IS THE OFFICE OF MANAGEMENT AND BUDGET MEMORANDUM, MANAGING GOVERNMENT RECORDS DIRECTIVE. REF D IS TITLE 5 U.S.C. 552A. REF E IS SECNAVINST 5211.5E, DEPARTMENT OF THE NAVY (DON) PRIVACY PROGRAM. REF F IS MCO 5215.1K, MARINE CORPS DIRECTIVES MANAGEMENT PROGRAM. REF G IS NATIONAL ARCHIVES AND RECORDS ADMINISTRATION BULLETIN 2013-02. REF H IS SECNAVINST 5720.42F, DEPARTMENT OF THE NAVY FREEDOM OF INFORMATION ACT (FOIA) PROGRAM. REF I IS SECNAV M-5210.1, DEPARTMENT OF THE NAVY RECORDS MANAGEMENT PROGRAM, RECORDS MANAGEMENT MANUAL. REF J IS IRM 2300-14, E-ITSM IDENTITY AND ACCESS MANAGEMENT PROCESS GUIDE. REF K IS IRM 5231-1, ENTERPRISE SERVICE ROLES RESPONSIBILITIES AND PERMISSIONS GUIDE. REF L IS IRM 5231 IMPLEMENTATION, TECHNICAL IMPLEMENTATION GUIDE. REF M IS D406.232-20131101, ACCOUNT CREATION AND LOGICAL MOVES SOP. REF N IS MARADMIN 288-13, UPDATE TO ANNUAL CYBER AWARENESS TRAINING.// GENTEXT/REMARKS/1. PURPOSE. THE PURPOSE OF THIS MCBUL IS TO REINFORCE E-MAIL USAGE POLICY ON THE MARINE CORPS ENTERPRISE NETWORK-NIPRNET (MCEN-N) AND TO REVIVE PREVIOUSLY PUBLISHED E-MAIL POLICIES.

2. CANCELLATION. THIS MCBUL SUPERSEDES AND CANCELS MARADMIN 325-05, MARADMIN 210-04, MARADMIN 136-00, MARADMIN 427-08, AND MARADMIN 642-09.

3. ACTION. THE FOLLOWING IS THE MANDATED STANDARD FOR E-MAIL USE ON THE MCEN-N IN ORDER TO INITIATE AND IMPLEMENT COMPLIANCE WITH REFS A THROUGH H.

3.A. AUTO-FORWARDING OF E-MAIL

3.A.1. AUTO-FORWARDING OF E-MAIL IS THE ACT OF AUTOMATIC REDELIVERY OF ALL INCOMING E-MAIL MESSAGES FROM YOUR OFFICIAL NIPRNET E-MAIL ACCOUNT TO ANOTHER E-MAIL ACCOUNT. AUTO-FORWARDING OF E-MAIL OR CALENDAR INVITES OR ENTRIES FROM NIPRNET TO COMMERCIAL OR PRIVATE DOMAINS (E.G., HOTMAIL, YAHOO, GMAIL, ETC.) IS STRICTLY PROHIBITED. THIS DOES NOT IMPLY

THAT INDIVIDUAL, NON-FOR OFFICIAL USE ONLY (FOUO) E-MAILS CANNOT BE MANUALLY FORWARDED TO COMMERCIAL DOMAINS. THIS MEASURE IS IN PLACE TO ASSIST WITH SPILLAGE CONTAINMENT OR FOUO CONTROL.

3.A.2. REDIRECTING E-MAIL TO A DEPARTMENT OF DEFENSE (DOD) .MIL E-MAIL SYSTEM (E.G., @MAIL.MIL) OR U.S. GOVERNMENT .GOV E-MAIL SYSTEM IS AUTHORIZED TO SUPPORT MISSION REQUIREMENTS, WHILE ASSIGNED TEMPORARY ADDITIONAL DUTY (TAD) OR DEPLOYED, OUTSIDE THE USMC.MIL DOMAIN.

3.A.3. ALL HEADQUARTERS MARINE CORPS (HQMC) GENERAL OFFICERS (GO) AND SENIOR EXECUTIVE SERVICE (SES) MEMBERS MUST ENSURE E-MAIL ACCOUNTS – INCLUDING THEIR ATTACHMENTS, IF ANY – ARE UNENCRYPTED OR DECRYPTED PRIOR TO PERMANENT CHANGE OF STATION (PCS)/PERMANENT CHANGE OF ASSIGNMENT (PCA), DEPLOYMENT, TERMINAL LEAVE, OR SEPARATION/RETIREMENT. THIS CAN BE DONE BY YOUR LOCAL S-6/G-6, COORDINATE VIA INFORMATION SYSTEMS COORDINATOR (ISC). GO/SES MEMBER E-MAILS ARE A MATTER OF PUBLIC RECORD AND UNENCRYPTED COPIES OF THEIR .PST FILES WILL BE KEPT ON FILE.

3.A.4. IF ACCESS TO THE USMC.MIL E-MAIL SYSTEM IS REQUIRED WITHOUT ACCESS TO A MCEN-N CONNECTED DEVICE, USERS MAY USE A COMMERCIAL COMMON ACCESS CARD READER AND ANY INTERNET CONNECTED MACHINE TO ACCESS OUTLOOK WEB ACCESS (OWA). OWA, PER REF A, MAY BE ACCESSED AT THE FOLLOWING URLS.

3.A.4.A. FOR THE MARINE CORPS DOMAIN SERVER US (MCDSUS) THAT SERVES MOST CONTINENTAL UNITED STATES (CONUS) USERS: [HTTPS:\(SLASH-SLASH\)WEBMAIL.US.USMC.MIL](https://webmail.us.usmc.mil)

3.A.4.B. FOR THE MARINE CORPS DOMAIN SERVER JAPAN (MCDSJP) THAT SERVES JAPAN AND OTHER OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS) USERS: [HTTPS:\(SLASH-SLASH\)WEBMAIL.JP.USMC.MIL](https://webmail.jp.usmc.mil)

3.A.4.C. FOR THE INTEGRATED SOLUTIONS FRAMEWORK (ISF) DOMAIN IN THE MARINE CORPS ACTIVE DIRECTORY (MCAD) (LIMITED USERS): [HTTPS:\(SLASH-SLASH\)WEBMAIL.ISF.USMC.MIL](https://webmail.isf.usmc.mil)

3.B. SPAM E-MAIL FILTERING SOLUTION FOR THE MCEN-N

3.B.1 MCEN-N USERS ARE SUBJECTED TO AN INCREASING AMOUNT OF SPAM E-MAIL MESSAGES. SPAM IS DEFINED AS UNSOLICITED COMMERCIAL E-MAIL, SENT INDISCRIMINATELY TO MULTIPLE MAILING LISTS OR INDIVIDUALS. SPAM REDUCES PERSONNEL PRODUCTIVITY, CONSUMES NETWORK RESOURCES AND CAN INTRODUCE WORMS, VIRUSES, AND OTHER FORMS OF MALICIOUS CODE THROUGHOUT THE NETWORK.

3.B.2. THE MARINE CORPS NETWORK OPERATIONS AND SECURITY CENTER (MCNOSC) OPERATES THE ANTI-SPAM SOLUTION TO BLOCK THE RECEIPT OF SPAM TO THE MAXIMUM EXTENT POSSIBLE, WHILE ALLOWING THE CONTINUED FLOW OF OFFICIAL E-MAIL.

3.B.3. LIMITATIONS. ANTI-SPAM TECHNOLOGY IS NOT PERFECT IN ITS ABILITY TO DISTINGUISH BETWEEN SPAM AND OFFICIAL E-MAIL. THE ANTI-SPAM FILTERS IMPLEMENTED ON THE MCEN-N ARE PRECONFIGURED TO IDENTIFY AND BLOCK MOST E-MAIL CONTAINING INAPPROPRIATE CONTENT OR ORIGINATING FROM KNOWN SOURCES OF SPAM. HOWEVER, IT IS POSSIBLE THAT USERS MAY RECEIVE SOME SPAM E-MAIL THAT THE ANTI-SPAM FILTER FAILS TO BLOCK (FALSE NEGATIVES). IN RARE CASES, IT IS POSSIBLE THAT THE ANTI-SPAM FILTER MAY ERRONEOUSLY IDENTIFY OFFICIAL E-MAIL TRAFFIC AS SPAM AND BLOCK DELIVERY TO THE INTENDED RECIPIENT (FALSE POSITIVES).

3.B.4. SPAM FILTER CONFIGURATION ADJUSTMENTS. AS SITUATIONS INVOLVING FALSE NEGATIVES AND FALSE POSITIVES ARE IDENTIFIED, IT MAY BE NECESSARY TO MODIFY THE CONFIGURATION OF THE ANTI-SPAM FILTER. USERS WILL IDENTIFY INSTANCES OF MISSED OR FALSELY IDENTIFIED SPAM TO THE LOCAL INFORMATION ASSURANCE MANAGER (IAM) OR OTHER DESIGNATED G-6 REPRESENTATIVE. THE IAM/G-6 WILL REVIEW USER SPAM ISSUES AND LOCAL IMPACT AND DETERMINE WHETHER TO REQUEST MODIFICATION OF THE MCEN-N ANTI-SPAM FILTER. THE IAM/G-6 WILL SUBMIT ANTI-SPAM FILTER MODIFICATION REQUESTS TO THE MCNOSC THROUGH THE MCNOSC OPERATIONS CENTER VIA REMEDY TROUBLE TICKET.

3.B.5. APPROVAL AND IMPLEMENTATION OF SPAM FILTER CONFIGURATION CHANGES. THE MCNOSC WILL MAINTAIN OPERATIONAL CONTROL OVER THE ENTERPRISE ANTI-SPAM SOLUTION AND HAS THE AUTHORITY AND RESPONSIBILITY TO REVIEW AND APPROVE ALL CHANGES TO THE ANTI-SPAM FILTER CONFIGURATION WITHIN THE MCEN-N. ALL CONFIGURATION CHANGES WILL BE CAREFULLY CONSIDERED FOR THEIR ENTERPRISE-WIDE APPLICABILITY AND POTENTIAL IMPACT ON THE MCEN-N. APPROVED CHANGES TO THE ANTI-SPAM FILTER CONFIGURATION WILL BE IMPLEMENTED ACROSS THE ENTIRE MCEN-N. CHANGES WILL NOT BE MADE FOR INDIVIDUAL USERS, COMMANDS, OR LOCATIONS. IN THE EVENT THE SPAM BLOCKING CONFIGURATION RESULTS IN AN ADVERSE OPERATIONAL IMPACT, THE MCNOSC WILL WORK WITH THE AFFECTED COMMANDS TO RESOLVE THE ISSUE.

3.C. CHAIN E-MAIL AND VIRUS HOAXES. CHAIN E-MAIL DISTRACTS RECIPIENTS FROM THEIR WORK, DEGRADES NETWORK PERFORMANCE, AND IS A DENIAL OF SERVICE THREAT. MCEN-N USERS ARE ADVISED TO DELETE CHAIN E-MAIL UPON RECEIPT, PERMANENTLY REMOVING IT FROM THEIR SYSTEM. IF IT IS AN ITEM OF CONCERN, USERS MUST NOT "REPLY ALL"; INSTEAD, FORWARD THE E-MAIL TO YOUR LOCAL S-6/G-6. LOCAL NETWORK OPERATIONS CENTERS MAY REQUEST NOTIFICATION WHEN CHAIN E-MAIL IS RECEIVED.

#### 3.D. E-MAIL SPOOFING AND MALICIOUS ATTACHMENTS

3.D.1. ATTACKS AGAINST MARINE CORPS NETWORKS HAVE ATTEMPTED TO TAKE ADVANTAGE OF USER TRUST IN E-MAIL BY ATTEMPTING TO COMPROMISE THE MCEN-N USING E-MAIL ATTACHMENTS OR EMBEDDED URLS THAT MAY APPEAR TO COME FROM A TRUSTED SOURCE. MOST TIMES, AUTOMATED NETWORK DEFENSES ARE EFFECTIVE, BUT ALL MCEN-N USERS ARE REMINDED TO REMAIN CAUTIOUS WHEN RECEIVING E-MAIL ATTACHMENTS OR EMBEDDED URLS.

3.D.2. IF YOU RECEIVE A SUSPICIOUS E-MAIL MESSAGE, DO NOT OPEN ATTACHED FILES OR CLICK ON WEB LINKS THAT THE MESSAGE MAY CONTAIN. CONTACT YOUR LOCAL S-6/G-6 REPRESENTATIVE AT THE EARLIEST OPPORTUNITY. DO NOT DELETE THE MESSAGE, AS IT MAY BE USEFUL FOR INVESTIGATION PURPOSES.

3.E. USERS WILL NOT UTILIZE THEIR MCEN-N E-MAIL ACCOUNT FOR NON-WORK RELATED PERSONAL FINANCIAL GAIN/BUSINESS, HARASSMENT, OR OTHER INAPPROPRIATE BEHAVIOR. USERS WILL NOT MASS E-MAIL USERS IN THE GLOBAL ADDRESS LIST OUTSIDE THE FUNCTION OF THEIR BILLET.

3.F. COMMANDERS ARE REMINDED TO ENSURE AND ENFORCE THE MANDATORY INFORMATION ASSURANCE (IA) AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING REQUIRED FOR ALL USERS OF DOD INFORMATION TECHNOLOGY RESOURCES DURING THE FISCAL CALENDAR YEAR.

3.F.1. AUTHORIZED USERS ARE REQUIRED TO COMPLETE THE FOLLOWING

## TRAINING.

3.F.1.A. MARINES ARE REQUIRED TO COMPLETE MARINET TRAINING COURSE USMC CYBER AWARENESS TRAINING CYBERM0000.

3.F.1.B. CIVILIAN MARINES ARE REQUIRED TO COMPLETE TOTAL WORKFORCE MANAGEMENT SYSTEM (TWMS) TRAINING DOD CYBER AWARENESS CHALLENGE V2 DOD-IAA-V12.0 AND PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION PII AWARENESS TRAINING DOD-PII-2.0.

3.F.1.C. CONTRACTORS ARE REQUIRED TO COMPLETE MARINET TRAINING CIVILIAN CYBER AWARENESS TRAINING CERTIFICATE CYBERC

3.F.2. PRIVILEGED USERS ARE REQUIRED TO COMPLETE THE FOLLOWING TRAINING.

3.F.2.A. MARINES ARE REQUIRED TO COMPLETE MARINET TRAINING COURSES USMC CYBER AWARENESS TRAINING CYBERM0000 AND PRIVILEGED USER IA RESPONSIBILITIES CERTIFICATE DODPUR0001.

3.F.2.B. CIVILIAN MARINES ARE REQUIRED TO COMPLETE TWMS TRAINING DOD CYBER AWARENESS CHALLENGE V2 DOD-IAA-V12.0 AND PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION PII AWARENESS TRAINING DOD-PII-2.0, AND THE MARINET TRAINING PRIVILEGED USER IA RESPONSIBILITIES CERTIFICATE DODPUR0001.

3.F.2.C. CONTRACTORS ARE REQUIRED TO COMPLETE MARINET TRAINING CIVILIAN CYBER AWARENESS TRAINING CERTIFICATE CYBERC AND PRIVILEGED USER IA RESPONSIBILITIES CERTIFICATE DODPUR0001.

4. ACCOUNT MANAGEMENT. PER GUIDANCE OUTLINED IN REF G, THE FOLLOWING INFORMATION APPLIES TO ALL USER ACCOUNTS INCLUDING E-MAIL, ACTIVE DIRECTORY (AD) PROFILE, AND NETWORK STORAGE (H DRIVE). SUBSEQUENT GUIDANCE WILL BE EXPANDED UPON IN A FUTURE MARADMIN.

4.A. ALL ACTIVE DUTY, RESERVE (ACTIVE RESERVE, INDIVIDUAL MOBILIZATION AUGMENTEE, SELECTED MARINE CORPS RESERVE), AND CIVILIAN MARINES ARE PERMITTED TO HAVE AN ACCOUNT ON THE MCEN-N; CONTRACTORS WILL BE PROVIDED ACCOUNTS WHERE APPROPRIATE.

4.B. THE ONUS IS ON THE INDIVIDUAL ACCOUNT HOLDER AND THE GAINING/LOSING COMMAND TO ENSURE INDIVIDUAL USERS CHECK IN AND OUT WITH THE LOCAL S-6/G-6, DURING THE CHECK-IN/CHECK-OUT PROCESS. FAILURE TO FOLLOW THROUGH WITH CHECK-IN/CHECK-OUT PROCESSES TO SUPPORT ACCOUNT UPDATES WILL RESULT IN MULTIPLE ISSUES FOR THE USER'S ACCESS TO THE NETWORK, PRINCIPALLY SLOWER ACCESS TO E-MAIL AND NETWORK STORAGE.

4.B.1. IF THE ACCOUNT IS NOT MOVED TO THE STAGING ORGANIZATIONAL UNIT (OU) OR THE GAINING ORGANIZATION HAS NOT PLACED THE USERS ACCOUNT WITHIN THE GAINING ORGANIZATIONS OU STRUCTURE AFTER PCS/PCA, THE ACCOUNT WILL BE DEACTIVATED AFTER 1 YEAR/365 DAYS. DEACTIVATION OF AN ACCOUNT IS WHEN THE ACCOUNT IS PLACED WITHIN STAGING OU, THE ACCOUNT IS DISABLED AND HIDDEN FROM THE GLOBAL ADDRESS LIST (GAL). THE USER CANNOT ACCESS THE ACCOUNT UNTIL THE LOCAL S-6/G-6 ENABLES THE ACCOUNT.

4.B.2. IF A USER IS ASSIGNED TO THE FLEET ASSISTANCE PROGRAM OR ON TAD, THE ACCOUNT WILL REMAIN IN THE PARENT OU AND SHALL NOT BE MOVED.

4.C. DURING THE CHECK-IN PROCESS, THE GAINING ORGANIZATION ISC, CTR, SUPERVISOR, OR S-6/G-6 WILL OPEN A REMEDY SERVICE REQUEST TO MOVE THE USER'S ACCOUNT FROM THE STAGING OU TO THE APPROPRIATE AD OU. THE LOCAL S-6/G-6 WILL ENSURE THE USER'S ACCOUNT IS REMOVED FROM THE STAGING OU AND PLACED IN THE PROPER AD OU, THE USER ACCOUNT INFORMATION IS UPDATED

APPROPRIATELY, THE USER HAS COMPLETED ALL REQUIRED TRAINING, AND THAT THE USER IS AWARE OF ALL POLICIES PERTAINING TO THE USE OF THE MCEN.

4.C.1. UPON CHECK-IN, THE USER SHALL PROVIDE THE LOCAL S-6/G-6 A COPY OF THEIR REQUIRED TRAINING CERTIFICATIONS PER SECTION 3.F.1. OF THIS MESSAGE AND A NEW SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR), DD FORM 2875, SIGNED BY THE NEW SUPERVISOR, SECURITY MANAGER, INFORMATION OWNER, IAM, AND ACCOUNT PROVISIONER TO BE MAINTAINED BY THE LOCAL S-6/G-6.

4.C.2. DURING THE CHECK-OUT PROCESS, THE LOSING ORGANIZATION ISC, CTR, SUPERVISOR, OR S-6/G-6 WILL OPEN A REMEDY SERVICE REQUEST TO MOVE THE USER'S ACCOUNT TO THE STAGING OU, THE LOSING ORGANIZATION WILL APPEND THE USER'S SAAR DD FORM 2875 ON FILE, ATTACH IT TO THE REMEDY SERVICE REQUEST, AND THE LOSING ORGANIZATION S-6/G-6 WILL ENSURE THE USER ACCOUNT IS MOVED TO THE STAGING OU.

4.D. STANDARD USER (NON-GO/SES EMPLOYEES) ACCOUNTS WILL BE DISABLED AFTER A PERIOD OF 70 DAYS OF INACTIVITY (NO LOGINS OR OWA) AND USERS MUST CONTACT THEIR ISC OR S-6/G-6 TO GET THE ACCOUNT TURNED BACK ON.

4.E. STANDARD USER ACCOUNTS WILL BE MAINTAINED FOR A PERIOD OF AT LEAST 1 YEAR/365 DAYS OF INACTIVITY BEFORE DELETION WITH THE FOLLOWING EXEMPTIONS.

4.E.1. ANY ACCOUNT BELONGING TO A USER IN LEGAL HOLD OR AS REQUESTED BY THE APPROPRIATE STAFF JUDGE ADVOCATE (SJA) OR NAVAL CRIMINAL INVESTIGATIVE SERVICES VIA MEMO BETWEEN COMMANDING OFFICERS, WILL BE PLACED INTO INDEFINITE DEACTIVATION UNTIL SUCH TIME AS DIRECTED BY THE PROPER LEGAL AUTHORITY PRESIDING OVER THE INVESTIGATION. INDEFINITE DEACTIVATION IS THE SAME AS REGULAR DEACTIVATION BUT THE ACCOUNT IS NOT DELETED, REACTIVATED, OR MODIFIED UNTIL AFTER THE APPROPRIATE AUTHORITY HAS AUTHORIZED SUCH ACTION.

4.E.2. ANY ACCOUNT BELONGING TO A GO/SES MEMBER SHALL BE MAINTAINED FOR 1 YEAR FROM DATE OF SEPARATION/RETIREMENT. GO/SES USERS MAY PETITION TO HAVE EXTENDED ACCESS TO THEIR ACCOUNTS POST-ACTIVE SERVICE ON AN INDIVIDUAL BASIS. THE COMMAND S-6/G-6 OR THE INDIVIDUAL RETIRING GO/SES MEMBER WILL SUBMIT A REQUEST TO THE DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS AND COMPUTERS DEPARTMENT (C4), HQMC IN WRITING NO LATER THAN 30 DAYS PRIOR TO SEPARATION/RETIREMENT.

4.E.3. INDIVIDUAL PRIVACY AND E-MAIL CERTIFICATIONS BELONGING TO A GO/SES MEMBER SHALL BE MAINTAINED BY THE S-6/G-6 WITH ASSISTANCE FROM THE UNIT ISC OR LOCAL ADMIN FOR THE PURPOSES OF RECORDS MANAGEMENT AS OUTLINED IN PARAGRAPH 5 AND IN ACCORDANCE WITH REFS F AND G.

4.E.4. COMMANDING OFFICERS, EXECUTIVE OFFICERS, SERGEANTS MAJOR, AND ADJUTANTS AT THE BATTALION/SQUADRON LEVEL AND HIGHER SHALL HAVE THEIR ACCOUNTS MAINTAINED IN EXTENDED DEACTIVATION FOR A PERIOD OF NO LESS THAN 1 YEAR/365 DAYS FROM END OF SERVICE PRIOR TO DELETION.

4.E.5. MEDICAL PERSONNEL, TO INCLUDE MEDICAL OFFICERS AND CORPSMEN, SHALL HAVE THEIR ACCOUNTS MAINTAINED IN EXTENDED DEACTIVATION FOR A PERIOD OF NO LESS THAN 1 YEAR/365 DAYS FROM END OF SERVICE PRIOR TO DELETION. THIS APPLIES TO ACCOUNTS HELD ON THE MCEN-N ONLY. ALL NAVY CONTROLLED ACCOUNTS ARE SUBJECT TO OPNAV N2/N6 POLICIES AND ARE OUTSIDE THE CONTROL OF THE MCEN-N.

4.E.6. ALL USERS DIRECTLY SERVING IN FINANCIAL MANAGEMENT (PAY) AND

COMPTROLLER ROLES, SJA AND LEGAL STAFF, AND SUPPLY PERSONNEL SHALL HAVE THEIR ACCOUNTS MAINTAINED IN EXTENDED DEACTIVATION FOR A PERIOD OF NO LESS THAN 1 YEAR/365 DAYS FROM END OF SERVICE PRIOR TO DELETION.

4.E.7. ANY ACCOUNT STILL VIABLE BUT INACTIVE THAT IS THE SUBJECT OF A FREEDOM OF INFORMATION ACT (FOIA) REQUEST SHALL BE PLACED IN EXTENDED DEACTIVATION UNTIL THE FOIA REQUEST IS RESOLVED OR A PERIOD OF 1 YEAR/365 DAYS FROM END OF SERVICE, WHICHEVER IS LONGER.

4.E.8. MARINES EXECUTING ORDERS TO A JOINT UNIT/BILLET WHERE THEY WILL NOT HAVE ACCESS TO THEIR MCEN-N ACCOUNT MAY HAVE THEIR ACCOUNTS PLACED IN A DEACTIVATED "JOINT DUTY HOLD" STATUS FOR A PERIOD OF 3 YEARS/1095 DAYS AT THE TIME OF CHECKOUT.

4.E.9. COMMANDERS (BATTALION/SQUADRON AND HIGHER) MAY REQUEST, IN WRITING FROM THE APPROPRIATE MAJOR SUBORDINATE COMMAND G-6, EXTENDED DEACTIVATION STATUS FOR A PERIOD OF UP TO 1 YEAR/365 DAYS AT THEIR DISCRETION FOR SPECIAL CIRCUMSTANCES NOT COVERED HEREIN (E.G., MARINE ON EXTENDED TAD, INCAPACITATED MARINE, ETC).

4.F. AT THIS TIME, ALL ACCOUNTS EXCEPT PREVIOUSLY IDENTIFIED GO/SES MEMBER E-MAIL ACCOUNTS AND THEIR ATTACHMENTS AND STORAGE PLACED IN AN INACTIVE STATUS PRIOR TO 1 OCTOBER 2010 WILL BE DELETED. ACTIVE GO/SES MEMBER E-MAIL ACCOUNTS WILL BE RETAINED AND UNENCRYPTED/DECRYPTED BY THE ORGANIZATIONS' S-6/G-6 RESPONSIBLE PARTY PRIOR TO THEIR END OF SERVICE.

## 5. ADMINISTRATION AND LOGISTICS

### 5.A. RECORDS MANAGEMENT FOR CAPSTONE OFFICIAL E-MAIL

5.A.1. DEFINITION OF CAPSTONE OFFICIAL. MARINE CORPS CAPSTONE OFFICIALS ARE IDENTIFIED AS ALL INDIVIDUALS HAVING DELEGATED SIGNATURE AUTHORITY TO ISSUE MARINE CORPS POLICY PER REF F; USING REF G AS GUIDANCE, ALL DIRECTORS OF SIGNIFICANT PROGRAM OFFICES; HEADS OF TASK FORCES; PRINCIPAL REGIONAL OFFICIALS; STAFF ASSISTANTS TO THE AFOREMENTIONED OFFICIALS; AND ACCOUNTS OF MARINES WHO HAVE BEEN IDENTIFIED AS BEING OF HISTORIC SIGNIFICANCE TO THE UNITED STATES OF AMERICA, THE DEPARTMENT OF THE NAVY, AND THE MARINE CORPS.

5.A.2. THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) HAS DETERMINED THESE RECORDS TO HAVE SUFFICIENT HISTORICAL OR OTHER VALUE TO WARRANT CONTINUED PRESERVATION BY THE FEDERAL GOVERNMENT AS PERMANENT RECORDS. CAPSTONE OFFICIAL E-MAIL WILL BE TRANSFERRED TO NARA 15 YEARS/5,475 DAYS AFTER CUTOFF, WHICH IS END OF USER TENURE.

5.A.3. A COPY OF CAPSTONE OFFICIAL E-MAILS MAY BE PRE-ACCESSIONED TO NARA 1 YEAR/365 DAYS AFTER END OF CUTOFF PER REF G.

5.B. RECORDS CREATED AS A RESULT OF THIS BULLETIN SHALL BE MANAGED ACCORDING TO NARA-APPROVED RECORDS DISPOSITIONS PER REF I TO ENSURE PROPER MAINTENANCE, USE, ACCESSIBILITY AND PRESERVATION, REGARDLESS OF FORMAT OR MEDIUM.

5.C. GENERATION, COLLECTION OR DISTRIBUTION OF PII AND MANAGEMENT OF PRIVACY SENSITIVE INFORMATION SHALL BE DONE IN ACCORDANCE WITH THE PRIVACY ACT OF 1974, AS AMENDED. ANY UNAUTHORIZED REVIEW, USE, DISCLOSURE OR DISTRIBUTION IS PROHIBITED.

5.D. ALL CAPSTONE OFFICIAL E-MAIL WILL REMAIN ENCRYPTED WHEN STORED BY THE MARINE CORPS AND TRANSPORTED TO NARA. DECRYPTION WILL OCCUR AS

REQUIRED FOR LEGAL, STATUTORY, OR FOIA PURPOSES PER REF H.

6. CANCELLATION CONTINGENCY. THIS BULLETIN, UNLESS SUPERSEDED, IS CANCELLED ONE YEAR FROM DATE OF PUBLICATION.

7. POINTS OF CONTACT ARE:HANK COSTA/CIV/HQMC C4CP/WASHINGTON DC /TEL: 571-256-9081/E-MAIL: HENRY.COSTA(AT)USMC.MIL/KARL HARTENSTINE/CIV/HQMC C4CP/WASHINGTON DC/TEL: 571-256-9067/E-MAIL: KARL.HARTENSTINE(AT)USMC.MIL/KIM ENRIGHT-LAMERE/CIV/HQMC AR/WASHINGTON DC/TEL: 703-614-1081/E-MAIL: KIM.ENRIGHTLAMERE(AT)USMC.MIL/

8. RELEASE AUTHORIZED BY LIEUTENANT GENERAL JAMES B. LASTER, DIRECTOR, MARINE CORPS STAFF//