



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

2100  
G-6/OPS  
JAN 20 2023

COMMANDING GENERAL POLICY LETTER 002-23

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
MOBILE WIRELESS DEVICE USAGE POLICY

Ref: (a) OPNAVINST 2100.2A  
(b) DON CIO Memo, "DON Mobile (Cellular) Services Cost Management," of 1 August 2014  
(c) DON CIO Memo, "Acceptable Use of DON Information Technology," of 25 February 2020  
(d) MCO 5100.29C  
(e) DOD 7000.14-R, DoDFMR, Volume 12, Chapter 7, "Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen," January 2021  
(f) MCO 4400.150

Encl: (1) Reimbursement Procedures for Lost Property  
(2) Mobile Wireless Device Validated Requirement Report  
(3) Mobile Wireless Device Request

1. Situation. The Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), Assistant Chief of Staff (AC/S) G-6, is responsible for the procurement and management of Government-owned cellular telephones, personal digital assistants (PDAS), air cards, and modems, (hereafter referred to as mobile wireless devices) for MCIEAST-MCB CAMLEJ Staff; Commanding Officer (CO), Headquarters and Support Battalion (H&S Bn); CO, Weapons Training Battalion (WTBn); CO, Marine Corps Air Station, New River (MCAS NR); and Officer-in-Charge (OIC), Headquarters, U.S. Marine Corps Field Supply Maintenance Analysis Office (FSMAO) East at Camp Lejeune. These devices provide data and voice communications to users who have an immediate mission-critical need to send and receive official electronic mail or voice communications. These devices are enablers for mission accomplishment however, due to the high costs of these devices, COs, MCIEAST-MCB CAMLEJ staff, and OICs are charged with requirement validation, and controlling the proliferation and use of the devices.

2. Cancellation. Commanding General's Policy Letter 013-21.

3. Mission. To promulgate policy and procedures for the issuance, use, and management of mobile wireless devices in support of MCIEAST-MCB CAMLEJ Headquarters, CO H&S Bn, CO WTBn, CO MCAS NR, and OIC FSMAO-East.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish administrative controls and procedures for obtaining and using mobile wireless devices, and ensure their effective and efficient use in support of mission accomplishment in compliance with references (a) through (f).

(2) Concept of Operations. The AC/S G-6 will maintain overall administrative cognizance and management of mobile wireless devices. CO's, principal, general, and special staff, and OICs will identify and validate their requirements in accordance with this policy and references (a) through (f).

(a) Background. Federal Government communication systems and equipment (including Government-owned telephones, cellular telephones, PDAs, facsimile machines, electronic mail, Internet systems, air cards, and commercial systems when use is paid for by the Federal Government) shall be for official use and authorized purposes only. This policy is issued to ensure the command is effectively and efficiently providing the most economical solution possible.

(b) Policy. Mobile wireless devices will be used for conducting official Government business when access to other telephone facilities and Government modes of communication are not possible or practical. Mobile wireless device users may use their device for "Authorized Personal Use" providing the personal use has been approved by the command, does not create significant additional expense to the Government and complies with references (a) through (f).

1. Authorized Personal Use shall include brief communications made by employees while they are traveling on official Government business to notify family members of official transportation, schedule change, or an emergency.

2. The qualification criteria below defines the minimum standards for an individual to receive a mobile wireless device. These include the following personnel categories:

a. Command Staff (Executive, General, and Special). Defined as management personnel involved with the exercise of command and control of MCIEAST-MCB CAMLEJ personnel and support functions who conduct the day-to-day management of the regional installations, as well as strategic planning for the regional installation command.

b. Essential Emergency Personnel. Defined as personnel involved with support necessary and critical to the conduct of the Life/Health/Safety (LHS) missions and LHS Support missions for MCB CAMLEJ.

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c. Key Personnel. Defined as personnel in a billet/position who have responsibilities in the chain of command that require immediate notification of critical issues or direct access to by higher authorities and are subject to recall during an emergency.

d. Special Requirement Personnel. Defined as personnel who:

(1) Require frequent travel away from MCB CAMLEJ or travel to the less populated areas of the Installation when organic communications are not available.

(2) Possess unique requirements that necessitate a dedicated mobile wireless device, as validated and approved at the command level (O-6 and above).

(c) Usage Restrictions. Mobile wireless device usage requires strict adherence to the following conditions:

1. When available, Government office telephones are to be used in lieu of Government-owned cellular phones and PDAs.

2. The Government employee assigned the mobile wireless device is responsible for safeguarding its usage.

3. Stolen/missing mobile wireless devices must be reported to the MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager immediately so that service can be cancelled to preclude illegal use/charges.

4. Government employees shall only distribute the cellular telephone number to individuals who have a need to call on official Government business. However, employees may distribute the number to individuals who may need to contact them in the event of an emergency (e.g., family, neighbors, child care providers, etc.).

5. Mobile wireless devices are not authorized for use while airborne in military, commercial, or private aircraft. All cellular users should adhere to reference (d), military installation policy, and local and state law, as applicable, on cellular use while operating a motor vehicle.

6. Consistent with the requirements of reference (e), authorized users are responsible for reimbursing the Government if a replacement cost of a lost mobile wireless device is incurred.

7. Authorized mobile wireless device users are responsible for reimbursing the Government for personal use (including by other individuals) and/or unauthorized charges that result in excess charges to the Government.

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8. The purchase of cellular telephone and PDA equipment should be limited to the most cost effective and least standard features required to establish adequate communication in performance of official job function and duties.

9. Wireless devices used for storing, processing, and/or transmitting information shall not be operated in areas where classified information is electronically stored, processed, or transmitted.

10. Mobile code shall not be downloaded from non-Department of Defense (DoD) sources. Downloading of mobile code shall only be allowed from trusted DoD sources over assured channels.

(d) Per reference (f), mobile wireless devices are Government property, and, therefore, must be accounted for in the same manner as minor (pilferable) property.

(e) Air Cards. Per reference (b), personnel assigned data capable devices (e.g., smartphone) will not be issued air cards to provide internet connectivity for their laptop computers. Instead, those personnel will employ a "tethering" option; using their phone as a modem to provide unlimited data connectivity at no additional cost

(f) Outside the Continental United States (OCOUS) Calls and Travel. International calling and data plans for devices to be used on foreign travel will be closely reviewed at least monthly by the Wireless Device Managers, and managed to minimize high OCOUNS usage charges. Unauthorized charges will be billed to the using unit through the unit Billing Account Code. Units may seek reimbursement from the mobile wireless device user per reference (a).

1. All international related calling and data service requirements must be approved in advance.

2. International related calling and data service requirements to be used in conjunction with foreign travel must be approved and activated prior to the traveler departing the Continental United States (CONUS).

3. International services will be deactivated when the traveler returns.

4. The following billets are pre-approved to use International Services:

- a. Commanding General, MCIEAST
- b. Aide-de-Camp, MCIEAST
- c. Deputy Commander, MCIEAST

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- d. Sergeant Major, MCIEAST
- e. Chief of Staff (COS), MCIEAST
- f. Staff Secretary, MCIEAST

b. Tasks

(1) AC/S, G-6 shall:

(a) Provide oversight for execution of the mobile wireless device contract.

(b) Provide updates/briefs to the Chief of Staff on any issues or recommended changes affecting mobile wireless device policy.

(c) Review monthly usage reports to evaluate and adjust the number of active devices and international plans.

(d) Review monthly mobile wireless device billing to verify accuracy and identify any calls or usage that were not for official business and resulted in excess charges to the Government.

(e) Provide a mobile wireless device usage roster to designated command, staff, and unit representatives for review and validation, no later than the second month of each quarter. (Encl 2)

(f) Per reference (b), prepare a report of zero use devices, per quarter, to disseminate to COS, Staff Department Heads, and OIC's for revalidation of requirements.

(g) Per reference (b), place devices with zero use in a military suspension status and provide the COS a quarterly recommendation for deactivation of devices based on lack of usage, through a contract modification.

(h) Maintain a Portable Document Format copy of the signed User Terms of Service Agreement for each mobile wireless device.

(i) Conduct semi-annual reconciliations to ensure User Terms of Service Agreements are current and users are associated to the correct device.

(j) Provide customer support services for users who need to reimburse the Government for unauthorized calls.

(2) COs; Executive, General, and Special Staff Officers, and OICs shall:

(a) Designate a command, staff, or unit mobile wireless device coordinator who will conduct quarterly reconciliation of device

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requirements and usage with the MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager.

(b) Adhere to all processes and procedures detailed in this policy letter.

(c) Reconcile and validate all mobile wireless device requirements on a quarterly basis with the MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager and ensure compliance with the references. (Encl 2)

(d) Take corrective action when there is a determination of misuse by an employee.

(e) Ensure personnel are properly trained and command usage policy is properly promulgated on appropriate mobile wireless device use. Ensure these responsibilities align with the references.

(f) Mobile wireless device equipment exchange will be conducted between the assigned user and the MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager.

(3) Device Users. Mobile wireless device users are responsible for controlling the use of their government provided device(s) and will report to their designated coordinator any loss, damage, or suspected misuse of assigned device(s).

(a) All users issued a mobile wireless device are required to sign a User Terms of Service Agreement prior to using the device.

(b) Users are required to return their mobile wireless device to the MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager prior to any change in job position (e.g., retirement, transfer, extended deployment, as examples).

#### c. Coordinating Instructions

(1) Authorized Users. Users will familiarize themselves with this policy letter and the references, as well as exercise due diligence to avoid overage charges.

(2) End-User Agreement. Users will sign an End-User Agreement for Marine Corps Commercial Mobile Devices (NAVMC HQ 510 (Sep 2019) prior to any issuance of a mobile wireless device.

(3) Security. Mobile wireless devices are for unclassified communication only. Proper operational security procedures must be followed at all times.

#### 5. Administration and Logistics

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a. Requests for mobile wireless devices and services will use the mobile wireless device request contained in enclosure (3). Submit signed mobile wireless device requests to the MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager.

b. Requests to activate international calling and/or data services should be submitted to the MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager one week prior to departure date. The request should include the traveler's full name, mobile phone number, travel start date, travel end date, and list of OCONUS countries where service will be required.

c. For lost, damaged, or stolen mobile wireless devices, DD Form 200 (Jul 2009) Financial Liability Investigation of Property Loss, and DD Form 1131 (Dec 2003) Cash Collection Voucher, are available from the Department of Defense Forms Management Program Web site at <https://www.esd.whs.mil/Directives/forms/>.

d. Point of Contact. MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager, MCIEASTMOBILITY@usmc.mil, (910) 450-6785.

6. Command and Signal

a. Command. This policy letter is applicable to all personnel of the MCIEAST-MCB CAMLEJ Headquarters, COs of H&S Bn, WTBn, MCAS NR, and OIC FSMAO-East.

b. Signal. This policy letter is effective the date signed.

  
ANDREW M. NIEBEL

DISTRIBUTION: A/B (less MCAS BFT, MCAS CHERPT, MCLB ALBGA,  
and MCSF BI plus OIC FSMAO-E)

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Reimbursement Procedures for Lost Property



Unit Letter Head

5500  
CODE  
Date

From: Commanding Officer, (Unit)  
To: Commanding General, Marine Corps Installations East-Marine  
Corps Base Camp Lejeune (Distribution X)

Subj: REIMBURSEMENT OF LOST PROPERTY

Ref: (a) CG MCIEAST-MCB CAMLEJ Policy ltr 002-23  
(b) DoD 5500.7-R Section 2-301

Encl: (1) DD Form 200 (Financial Liability Investigation of Property  
Loss)  
(2) Money Order  
(3) DD Form 1131 (Cash Collection Voucher)

1. Per the reference, the Responsible Individual named below desires  
to reimburse the U.S. Government for the attached lost property.

LAST      FIRST      MI      PAY GRADE      BRANCH      EDIPI

2. Point of contact is (Rank-Name-Phone Number).

SIGNATURE



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**Mobile Wireless Device Validated Requirement Report**

1. Review and validate user requirements for your command, staff section, or organization by highlighting any user who no longer requires use of their assigned devices and return to the MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager no later than the end of the second month each quarter.

2. Below is an example report to be provided no later than the start of the second month, each quarter, to the command, staff or organization-designated wireless device coordinator.

MON#	NAME	DEVICE TYPE	START	END	LOCATION
9103206366		4G SMARTPHONE	12/3/2013	12/3/2014	Shop
9102380859		4G SMARTPHONE	9/29/2017	9/29/2018	HQ
9102386135		4G SMARTPHONE	9/29/2017	9/29/2018	
9102386137		4G SMARTPHONE	9/29/2017	9/29/2018	
9102386476		4G SMARTPHONE	9/29/2017	9/29/2018	EACO
9102386511		4G SMARTPHONE	9/29/2017	9/29/2018	EACO
9102389461		4G SMARTPHONE	9/29/2017	9/29/2018	G-6
9102389828		4G SMARTPHONE	1/19/2016	1/19/2017	G-6
9102978400		4G SMARTPHONE	9/28/2017	9/28/2018	
9103201983		4G SMARTPHONE	9/29/2017	9/29/2018	G-3/5
9103202261		4G SMARTPHONE	2/2/2016	2/2/2017	GF/EMB
9103202896		4G SMARTPHONE	9/29/2017	9/29/2018	G-3/5
9103202935		4G SMARTPHONE	9/29/2017	9/29/2018	G-3/5
9103204640		4G SMARTPHONE	9/29/2017	9/29/2018	GF/EMB
9103205179		4G SMARTPHONE	9/29/2017	9/29/2018	SMD
9103207659		4G SMARTPHONE	9/29/2017	9/29/2018	GF/PWD
9103222128		4G SMARTPHONE	9/29/2017	9/29/2018	G-7
9103300793		4G SMARTPHONE	9/29/2017	9/29/2018	
9103301286		4G SMARTPHONE	9/29/2017	9/29/2018	G-F/PWD
9103302001		4G SMARTPHONE	9/28/2017	9/28/2018	H&S Bn
9103309982		4G SMARTPHONE	9/29/2017	9/29/2018	G-F/PWD
9103408246		4G SMARTPHONE	9/29/2017	9/29/2018	G-F/PWD
9103520883		4G SMARTPHONE	9/29/2017	9/29/2018	G-8
9103525538		4G SMARTPHONE	9/28/2017	9/28/2018	H&S Bn
9103527593		4G SMARTPHONE	9/29/2017	9/29/2018	H&S Bn
9103528388		4G SMARTPHONE	10/2/2017	10/2/2018	
9103584168		4G SMARTPHONE	10/2/2017	10/2/2018	
9103584539		4G SMARTPHONE	10/2/2017	10/2/2018	
9103585319		4G SMARTPHONE	9/28/2017	9/28/2018	H&S Bn
9103722298		4G SMARTPHONE	9/29/2017	9/29/2018	H&S Bn

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Mobile Wireless Device Request



Unit Letter Head

2100  
CODE  
Date

From: Commanding Officer, or Director (as appropriate)  
To: Assistant Chief of Staff G-6, Marine Corps Installations East-  
Marine Corps Base Camp Lejeune

Subj: REQUEST MOBILE WIRELESS DEVICE AND SERVICE

Ref: (a) CG MCIEAST-MCB CAMLEJ Policy ltr 002-23

1. Per the reference, it is requested a mobile wireless device be issued to **[Rank First Middle Initial Last]** to support immediate mission critical voice and/or data communication requirements.
2. The device and services will be used to conduct official Government business. I have verified **[Rank First Middle Initial Last]** occupies a **[choose 1: Command Staff, Essential Emergency Personnel, Key Personnel, or Special Requirements]** billet.
3. The named individual requires **[choose 1: voice only, voice and data, or data only]** services. The named individual understands any international related calling, text messaging, or data services must be approved in advance.
4. The unit mobile wireless coordinator for this request is **[Rank First Middle Initial Last Phone]**.

SIGNATURE

Enclosure (3)