



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

MCIEAST-MCB CAMLEJO 5230.1  
G-6

02 DEC 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5230.1

From: Commanding General  
To: Distribution List

Subj: DISPOSITION OF UNCLASSIFIED MARINE CORPS GARRISON INFORMATION  
TECHNOLOGY (IT) ASSETS

Ref: (a) MARADMIN 056/14 of 31 Jan 14  
(b) BO P5230.3B  
(c) SECNAVINST 7320.10A

Encl: (1) Marine Corps Garrison IT Asset Disposition Form

1. Situation. Units are disposing of serviceable Marine Corps garrison Information Technology (IT) assets that have not reached end of life (EOL). IT Asset Managers are not notified of the disposition which negatively affects the accountability and tracking of software licenses and hardware assets for the Marine Corps Enterprise Network-Non-secure Internet Protocol Router Network. This also negatively affects future planning and budgeting by causing the unnecessary procurement of replacement assets.

2. Mission. Effective immediately, all tenants of Marine Corps Base, Camp Lejeune (MCB CAMLEJ) will dispose of all unclassified Marine Corps garrison IT assets that are not managed by Defense Logistics Agency Document Services (DLADS) via the Marine Corps Installations East (MCIEAST)-MCB CAMLEJ G-6. Unclassified garrison IT assets are defined as servers, laptops, desktops, printers, switches, routers, rack-mounted uninterruptible power supplies, and network chassis used on unclassified networks. This policy does not apply to tactical assets maintained in Global Combat Service Support-Marine Corps or garrison assets managed by DLADS. DLADS managed assets will be disposed of per reference (a). Classified garrison IT assets require different disposition procedures and will be addressed via separate correspondence.

3. Execution

a. Commander's Intent. To issue guidance and instructions regarding the disposition of non-DLADS, unclassified, Marine Corps garrison IT assets for tenant commands aboard MCB CAMLEJ. This process will be incorporated into the next revision of reference (b).

b. Concept of Operations

(1) Responsible Officer (RO). The RO of the garrison property account associated with the asset(s) requiring disposition shall take a proactive role in the disposition process to ensure retired assets are properly removed from their custody records per reference (c). Upon identifying an unclassified Marine Corps garrison IT asset that requires disposition and is not managed by DLADS, the RO or delegated representative will populate the required fields on enclosure 1 and email it to the Marine Air-Ground Task Force IT Support Center (MITSC)-East Helpdesk/Lejeune Service

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Request (LSR) ([lsr@usmc.mil](mailto:lsr@usmc.mil)). If assets are approved for pickup, all assets will be consolidated in one location that is easily accessible and at ground level.

(2) MCIEAST-MCB CAMLEJ Assistant Chief of Staff, G-6 shall:

(a) MITSC-East Helpdesk/LSR. Create an incident ticket in the Remedy system and provide the requester with an incident ticket number verifying receipt of the request. Forward the request to the Maintenance and Support Division (MSD) queue.

(b) MSD Queue Manager. Validate the request and ensure all required information is provided prior to forwarding the ticket to the Asset Management Branch (AMB) of MSD. If information is missing, the request will be returned to the MITSC-East Helpdesk/LSR for retrieval of the missing information.

(c) MSD AMB. Review the assets requested for disposition to ensure they are EOL, and that they are Marine Corps garrison assets. If the request is approved, the ticket will be forwarded to the MSD warehouse. If the request is disapproved, it will be returned to the MITSC-East Helpdesk/LSR with information regarding the reason for disapproval. The AMB will coordinate asset review with tenant asset managers as necessary.

(d) MSD Warehouse. Schedule pick-up/drop-off of the approved assets identified on the ticket. Upon pick-up/drop-off, the RO will be provided a DD Form 1348-1A, and a copy of the DD Form 1348-1A will be forwarded to the Base Property Office for updating of the appropriate Custodian Asset Report. Warehouse personnel will remove unclassified hard drives unless more than 100 assets are being turned in at that time. If more than 100 assets are being turned in at one time, the owning unit will remove the hard drives, complete DLA Form 2500, affix the form to the chassis, and turn in the hard drives with the assets.

(e) Tenant Asset Managers. Review the assets requested for disposition to ensure they are EOL and that they are Marine Corps garrison assets. The MCIEAST-MCB CAMLEJ AMB will coordinate with these asset managers to ensure assets associated with their areas of responsibility are not improperly disposed.

c. Coordinating Instructions. Develop, review, update, and implement internal policies and procedures to facilitate the intent and execution of this Order.

4. Administration and Logistics. Directives issued by the Commanding General, MCIEAST-MCB CAMLEJ are published electronically and can be accessed via the MCIEAST-MCB CAMLEJ Adjutant's website:  
<http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx>.

5. Command and Signal

a. Command. This Order is applicable to all units and tenants aboard MCB CAMLEJ and Marine Corps Air Station, New River to include MCIEAST-MCB CAMLEJ, II Marine Expeditionary Force (MEF)/II MEF Headquarters Group, 2d Marine Logistics Group, 2d Marine Division, U.S. Marine Corps Forces Special

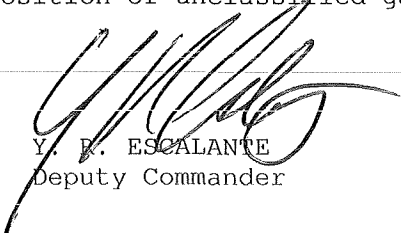
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Operations Command, Naval Hospital, Wounded Warrior Battalion-East, Naval Criminal Investigative Service, Logistics Command, and the Training and Education Command Formal Schools.

b. Signal

(1) This Order is effective the date signed.

(2) This Order supersedes previously published context or content regarding the MCIEAST-MCB CAMLEJ disposition of unclassified garrison IT assets.



Y. R. ESCALANTE  
Deputy Commander

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*Requester must populate all fields except asset manager information prior to submission*

[illegible]

Enclosure (1)