



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

MCIEAST-MCB CAMLEJO 5210.11
G-1
15 Sep 15

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5210.11

From: Commanding General
To: Distribution List

Subj: VITAL RECORDS PROGRAM

Ref: (a) NAVMC Dir 5210.11E
(b) MCO 5210.11F
(c) SECNAVINST 5210.8D
(d) SECNAV M-5210.1
(e) 36 CFR 1236.14
(f) DoD Instruction 3020.42, "Defense Continuity Plan Development,"
April 27, 2011
(g) MCO 3030.1
(h) MCIEAST-MCB CAMLEJO 3020.1
(i) MCIEAST-MCB CAMLEJO 3000.10
(j) MCIEAST-MCB CAMLEJO 5210.5

Encl: (1) Sample MCIEAST-MCB CAMLEJ Vital Records Inventory

Reports Required: I. Unit Inspection (Report Control Symbol EXEMPT),
par. 3a(2b) (7)
II. Commanding General's Evaluation Report (Report Control
Symbol: MCIEAST-MCB CAMLEJ-5040.1.01 6-01),
par. 3b(1) (a)

1. Situation. The Vital Records Program supports the continuation of communications, information flow, and essential agency functions.

2. Mission. To implement policy, outline responsibilities, and promulgate guidance for the management and control of the Vital Records Program within, Marine Corps Base Camp Lejeune (MCB CAMLEJ), per references (a) through (h).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This program is implemented to ensure MCB CAMLEJ records are identified and available to conduct business under other than normal operating conditions.

(b) Vital records include all essential directives, organizational charts, mission and function statements, books, papers, maps, photographs, machine readable materials, databases, or other documentary

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materials, regardless of physical form or characteristics, as described in references (b), (d), (e), and (g). Enclosure (1) provides a sample Vital Records Inventory and the information contained is not limited to additional requirements of the Vital Records Officer.

(c) Vital records may be in paper form, microform, magnetic tapes, discs, etc. When vital records are maintained and eventually stored in other than paper form equipment to support access are to be available at the Alternate Hot Spot (AHS) or alternate Emergency Operations Center (EOC).

(d) A copy of the software program and guides, passwords, and other information required to use the records must accompany them to the designate AHS or alternate EOC; equipment must be readily accessible and in working condition at all time in the event of an emergency.

(2) Concept of Operations. This program shall ensure that vital records provide MCIEAST-MCB CAMLEJ with the information it needs to meet operational responsibilities under abnormal operating conditions, to resume normal business afterward, and to carry out MCB CAMLEJ's essential legal and financial functions pursuant to reference (e).

b. Tasks

(1) Assistant Chief of Staff (AC/S), G-1: Assign in writing a Vital Records Officer to oversee the Vital Records Program for MCIEAST-MCB CAMLEJ, per references (a) and (e).

(2) MCIEAST-MCB CAMLEJ G-1, Adjutant

(a) Be assigned as the Vital Records Officer for MCIEAST-MCB CAMLEJ.

(b) Assign in writing a Command Vital Records Coordinator, per references (a).

(c) Create a turnover binder and desktop procedures.

(d) Retain an appointment letter on each department and subordinate command Vital Records Officer in a turnover binder.

(e) Identify vital records within MCIEAST-MCB CAMLEJ.

(f) Maintain a current listing of vital records for the General and Special Staff Departments.

(g) Document the annual review of your vital records list.

(h) Conduct Commanding General's Readiness Inspection (CGRI) using the Functional Area Checklist, 061 Marine Corps Records Management Program, annually.

(i) Conduct required internal controls of your program, and internal inspections, annually.

(j) Coordinate with Vital Records Officer and the AHS/EOC Continuity Manager of the Continuity of Operations Program (COOP) to ensure training of personnel in regards to maintenance of vital records keeping.

(k) Coordinate and provide a copy of a Vital Records Plan Packet to the AHS/EOC Continuity Manager (or designee), annually by March each year. Ensure the AHS Continuity Manager (or designee) maintains the Vital Records Plan Packet. The packet, stored in digital and hardcopy formats, contains the following:

1. Inventory of vital records identified by each MCIEAST-MCB CAMLEJ General and Special Staff Department;
2. A list of equipment, telecommunications, computer software and programs needed to access electronic records;
3. List of physical keys and access codes for vital records storage;
4. Paper copies, compact disk, external hard drive, websites, and share drive access mappings, to support the inventory of the vital records.

(3) AC/S, G-3/5

(a) Assign in writing an AHS/EOC Continuity Manager (or designee) who coordinates with the Vital Records Officer to integrate vital records training into the annual COOP personnel training. The training instructs COOP team members on how to identify, maintain vital records, the role vital records plays during a COOP incident, and how to access vital records at each AHS. In addition to heightened awareness of vital records, the training enables COOP personnel to become better managers of vital files, records, and databases within their departments, per reference (e).

(b) Ensure the AHS Continuity Manager (or designee) receipts for, inventories and maintains the Vital Records Plan Packet for the AHS/EOC. The packet, stored in digital and hardcopy formats, contains the following:

1. The most current AHS/EOC COOP Team Roster with key agency contact information;
2. Location and directions to each AHS/EOC;
3. A copy of the AHS COOP Plan;
4. Receipt for the Vital Records Plan Packet received annually.
5. Inventory of vital records identified by each MCIEAST-MCB CAMLEJ General and Special Staff Department;
6. A list of equipment and telecommunications required to access specific vital records;
7. Documentation of electronic access requirements (AHS/EOC user ID and password); and
8. Location of physical keys and access codes for vital records storage.

(4) AC/S, G-4: Provide logistical support to transport vital records to the AHS/EOC, as required.

(5) AC/S, G-6

(a) Provide a dedicated server or access to existing servers that all staff sections relocating to the AHS have access to store or retrieve their vital records.

(b) Provide information technology equipment i.e., computer, external hard-drive, printer, and an additional support required to maintain equipment at the AHS/EOC.

(c) Ensure equipment is readily accessible and in working condition at all times in the event of an emergency.

(6) MCIEAST-MCB CAMLEJ Subordinate Commanders

(a) Establish a Vital Records Program in accordance with the references and this Order.

(b) Assign in writing a Vital Records Officer and provide a copy of the appointed letter the MCIEAST-MCB CAMLEJ Adjutant.

(c) Conduct required annual inspections of your program, per Functional Area Checklist, 061 Marine Corps Records Management Program.

(d) Refer to reference (h) in regards to MCIEAST-MCB CAMLEJ Regional COOP guidance.

c. Coordinating Instructions

(1) Commanders must exercise caution in designating records as vital an in conducting the vital records inventory. It is recommended that from one to seven percent of records may be vital records. Only those records series or electronic information systems (or portions of them) most critical to emergency operations or the preservation of legal or financial rights should be so designated. Commanders must make difficult and judicious decisions in this regard.

(2) Vital records are divided into two categories:

(a) Emergency Operating Records. These vital records are essential to the continued functioning or reconstitution of an organization during and after an emergency which include, but are not limited to:

1. Emergency plans and directive(s), to include Memorandum of Agreements (MOA), Memorandum of Understanding (MOU), Support Agreements (SA), DD Form 1144 between adjacent tenant and subordinate commands. MOAs, MOUs, and SAs between higher headquarters, Federal, state, and local agencies should also be maintained for use at the AHS/EOC;

2. Orders of succession;

3. Delegations of authority;

4. Staffing assignments;

5. Selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.

6. Equipment inventories;

7. The MCIEAST-MCB CAMLEJ master directives file includes, but is not limited to: Orders, Bulletins, and Policy Letters.

8. Any "For Official Use Only" documents must be stored on a "limited" access shared portal site or external hard drive that is password protected. The external hard drive must be safeguarded at all times at the AHS.

(b) Legal and Financial Rights Records. These vital records are essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples of these records include, but are not limited to:

1. Records containing proof of ownership;

2. Financial interest (social security, military/civilian payroll, leave and earning records, retirement, insurance, and accounts receivable);

3. Legal proceeding decisions;

4. Contractual obligations and similar records. These records were formerly defined as "rights-and-interests" records; and

5. Engineer drawings.

(4) Methods of Destruction and Proper Disposal

(a) All records containing Privacy Act and/or Personally Identifiable Information (PII) shall be destroyed when no longer required, per the disposition instructions contained in references (d) and (i).

(b) Proper disposal of PII is any means of destruction that renders documents or records, physical or electronic, unrecognizable and beyond reconstruction.

1. Paper. Documents shall never be disposed of in trash cans or recycling containers without first cross-cut shredding.

2. Computing Equipment. Disposal methods include:

a. Degaussing - Causes a total loss of all data stored on the media by passing the device through a very powerful magnetic field, which renders the media inoperable.

b. Destruction - Causes electronic data unreadable and unusable by means of catastrophic forces; any remnants may be handled and disposed of as unclassified waste material.

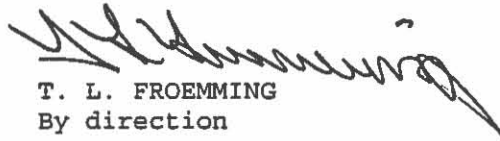
c. Overwrite - PII may be removed from computer hard drives through the use of approved overwrite software and procedures.

4. Administration and Logistics. All required "Reports Required" are identified on the promulgation page of this Order in the "Reports Required" section.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, General and Special Staff Departments, and its subordinate commands.

b. Signal. This Order is effective the date signed.


T. L. FROEMMING
By direction

DISTRIBUTION: A/B/C

MCIEAST-MCB CAMLEJ Vital Records Inventory

Office Responsible for the Records/ Point of Contact	Name of Vital File, Record, or Database	Medium Form of Record Hardcopy or Electronic	Physical Storage Location/Method of Delivery	Annual Maintenance Frequency (Reviewed or Revised)
G-1 Adjutant Admin Chief	Directives	Electronic/Hardcopy	http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx	Annually
BPO Deputy Director	MOU Disaster Cover	Electronic/Hardcopy		
G-3/5 IEM Manager IEM Plan	IEM Plan	Hardcopy	Alternate Hotsite/Hand Carried	Annually
G-8	Payroll Records	Electronic/Hardcopy	Alternate Hotsite/Hand Carried	Annually
Contracting	Contracts	Electronic/Hardcopy	Alternate Hotsite/Hand Carried	Annually

Note: All General and Special Staff Departments must identify ONLY Vital Records in the event we must relocate for a period of less than 30 days.