



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

5100
SAFE
JAN 04 2017

COMMANDING GENERAL'S POLICY LETTER 16-16

From: Commanding General
To: All Marine Corps Installations East Commanders and
General and Special Staff Department Heads
Subj: PERSONAL PORTABLE ELECTRONIC DEVICE (PPED) POLICY
Ref: (a) CMC White Letter 3-16 of 2 Nov 16
(b) MARADMIN 274/16 of 27 May 16
(c) MCICOM PPED Policy ltr (Draft)
(d) CG MCIEAST-MCB CAMLEJ Policy ltr 004-12 of 3 Apr 12
(e) DCA White Ltr No 1-16 of 1 Sept 16
(f) MCIEAST Deviation from DCA White ltr No 1-16 of 20
Oct 16

1. Purpose. To establish policy governing the use of PPED for all commands and personnel within Marine Corps Installations East (MCIEAST), in accordance with references (a) through (f).

2. Information

a. A PPED is defined as any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, and/or transmitting data, voice, video, or photo images (e.g., cell and smart phones, laptop and tablet computers, e-readers, portable music and media players, handheld gaming devices, and wearable devices such as fitness bands and smart watches).

b. The proliferation of PPEDs has increased in the last decade. As a communication and information gathering device, PPEDs offer many advantages in communication and a wide range of personal, professional, health, and safety benefits. They also provide access to vast amounts of unmonitored and unfiltered information through the internet and other applications.

c. PPEDs have the capacity to have a negative impact on mission, operations, readiness, and the safety and well-being of all personnel, both users and non-users. Per the references, MCIEAST will ensure technical and procedural controls are in place to reduce these risks, while ensuring that operational requirements are met.

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3. Action

a. All MCIEAST Commanders shall ensure the policy stated herein is promulgated. The rules regarding the use and presence of Official Portable Electronic Devices (OPEDs) and other removable electronic storage devices in restricted/classified environments per reference (b) remain in effect. All wireless technologies, PPEDs, and OPEDs used for storing, processing, and/or transmitting information shall not be operated in areas where classified information is electronically stored, processed, or transmitted.

b. Personnel in garrison and deployed work environments are expected to exercise caution using PPEDs while conducting official government business. Personnel should restrict the use of PPEDs during work to urgent matters and/or emergency situations. To limit distractions and ensure operational security, personnel are encouraged not bring PPEDs to meetings.

c. Operators and associated crews of government vehicles and/or equipment are prohibited from using OPEDs/PPEDs at all times while their vehicle and/or equipment are in operation unless granted an exception such as reference (f). This restriction includes the use of voice, text, message, video, and other like applications. In all cases, personnel are expected to comply with local, state, and Federal laws and regulations regarding the use mobile electronic devices.

d. Use of PPEDs in government aircraft shall be governed by references (e) and (f).

e. Personnel engaged in live fire training are prohibited from using PPEDs.

f. Personnel are prohibited from using their PPED while working in or occupying areas of increased risk of personal injury or property damage (e.g., industrial operations, near heavy machinery, etc.).

g. Personnel standing duty are expected to maintain vigilance and a professional demeanor at all times; accordingly, commanders shall address the recreational use of PPEDs in duty standards.

4. Immediate reporting using PPEDs/OPPES is authorized when an emergency or catastrophic situation endangers the safety, health, or well-being of personnel, or property may be compromised or in jeopardy.

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5. No photographs or video of official government activities, business, meetings, and/or tactical operations may be taken at any time unless authorized by the Installation Commander, officer-in-charge or appropriate directorate. Upon authorization, the photographs and/or video will become the property of the Installation or unit. The media will be transferred via appropriate mediums without connecting devices to government-owned networks prior to giving authorization. Photographs, video, or recordings of official government activities will not be disseminated to any other individual or group, online posting, non-government website or media outlet.

6. In the event of a mishap, whether on-base or off-base, in an official on-duty status, the formal investigation must also determine if the use of an OPED/PPED contributed to the event.

7. Points of contact for this policy are the MCIEAST-MCB CAMLEJ Director of Safety at DSN 751-5725 or commercial (910) 451-5725 and/or the Assistant Chief of Staff, G-6 at DSN 751-7003 or commercial (910) 451-7003.



T. D. WEIDLEY

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