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# INFORMATION TECHNOLOGY (IT) CONSUMABLES POLICY

Date Signed: 10/20/2015 | MARADMINS Number: 523/15

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MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC C4(UC)/F002//

SUBJ/INFORMATION TECHNOLOGY (IT) CONSUMABLES POLICY//

REF/A/MSGID:MCO/4400.150/CMC WASHINGTON DC/YMD: 20140129//

REF/B/MSGID: MARADMIN 331-15/CMC WASHINGTON DC I AND L/LPC/DTG: 091512Z

JUL 15//

NARR/REF A IS MARINE CORPS CONSUMER-LEVEL SUPPLY POLICY MANUAL.//

NARR/REF B IS THE MARINE CORPS OFFLINE AND INTERNET-BASED ORDERING POLICY.//

POC/ARENAS R./MAJ/UNIT: HQMC C4 CIO/-/TEL:703-697-5410/EMAIL:

ROGELIO.ARENAS(AT)USMC.MIL//

POC/HALL L./MGYSGT/UNIT: HQMC C4 CY/-/TEL:571-256-8864/EMAIL: LEROY.HALL

(AT)USMC.MIL//

POC/LETTINHAND E.L./CIV/UNIT:HQMC I AND L LPC-2/-/TEL: 571-256-7134/EMAIL:

EDMOND.LETTINHAND(AT)USMC.MIL//

GENTEXT/REMARKS/1. THIS IS A COORDINATED HEADQUARTERS MARINE CORPS DEPUTY COMMANDANT, INSTALLATIONS AND LOGISTICS (DC, I AND L) AND DIRECTOR COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS (DIR C4) MESSAGE. THIS MESSAGE IDENTIFIES THOSE INFORMATION TECHNOLOGY (IT) ITEMS AND PERIPHERALS THAT HAVE BEEN DESIGNATED AS CONSUMABLES BY DC, I AND L AND DIR C4 IAW REF A.

**2. EFFECTIVE IMMEDIATELY, ITEMS LISTED IN PARAGRAPH 3 WILL NOT REQUIRE AN APPROVED IT PROCUREMENT REQUEST (ITPR) PRIOR TO PURCHASE WHEN THE PURCHASE MEETS THE FOLLOWING CRITERIA:**

**2.A. ITEMS MUST BE PURCHASED THROUGH SERVMART OR SERVMART OFFLINE.**

**2.B. ITEMS WILL NOT BE PURCHASED IN SUPPORT OF DATA CENTER OPERATIONS OR DEFENSE BUSINESS SYSTEMS.**

2.C. ITEMS WILL BE PROPERLY ACCOUNTED FOR BY THE PURCHASING UNIT IAW REF B.

3. ITEMS LISTED BELOW ARE DESIGNATED AS CONSUMABLES:

3.A. ADAPTERS AND CABLES (I.E., DVI, USB, CAT5/5E/6, ETC.)

3.B. BATTERIES AND POWER SUPPLIES (I.E., LAPTOP BATTERIES, UPS (END-USER ONLY), SURGE PROTECTORS, EXTERNAL POWER SUPPLIES, ETC.)

3.C. OFFICE SUPPLIES (I.E., PAPER, TONER, PRIVACY SCREENS, CD/DVD(S), LABEL MAKERS, ETC.)

3.D. SPECIFIC PERIPHERALS:

3.D.1. SMART CARD/CAC READERS AND SLEDS

3.D.2. COMPUTER MONITOR, DISPLAY, OR TELEVISION OF LESS THAN 30 INCHES (DOES NOT INCLUDE SMART TV'S OR ALL-IN-ONES)

3.D.3. MOUSE/KEYBOARD/JOYSTICKS/TRACK BALLS (NOTE 1)

3.D.4. COMPUTER MICROPHONES, SPEAKERS, OR HEADSETS (NOTE 1)

3.D.5. WIRELESS PRESENTERS (NOTE 1)

3.D.6. STYLUS AND POINTERS

3.D.7. WEBCAMS (USB ONLY)

3.D.8. EXTERNAL CD/DVD WRITERS (USB ONLY)

3.E. NOTE 1: PRIOR TO PROCUREMENT OF WIRELESS DEVICES AND PERIPHERALS, LOCAL COMMANDS WILL ENSURE THAT DEVICES ARE CONFIGURABLE IN ACCORDANCE WITH THE WIRELESS SECURITY TECHNICAL IMPLEMENTATION GUIDE (STIG). LOCAL COMMANDS WILL ENSURE THAT THEIR SYSTEM SECURITY PLAN IS UPDATED TO REFLECT ALL WIRELESS DEVICES THAT HAVE BEEN APPROVED FOR USE BY THE MARINE CORPS AUTHORIZING OFFICIAL (AO). BLUETOOTH DEVICES ARE PROHIBITED FOR USE ON UNCLASSIFIED NETWORKS UNLESS THEY ARE APPROVED BY THE MARINE CORPS AO AND CAN BE CONFIGURED IN ACCORDANCE WITH THE WIRELESS/BLUETOOTH STIG. WIRELESS/BLUETOOTH DEVICES ARE NOT AUTHORIZED FOR USE ON THE MCEN-S WITHOUT MARINE CORPS AO APPROVAL. ANY QUESTIONS CAN BE DIRECTED TO HQMC C4 CY.

4. ALL OTHER IT ITEMS SOLD THROUGH SERVMART OR SERVMART OFFLINE NOT REFLECTED ON THIS LIST WILL REQUIRE AN APPROVED ITPR PRIOR TO PURCHASE.

5. PURCHASING ORGANIZATIONS WILL BE RESPONSIBLE FOR COORDINATING INSTALLATION AND SUPPORT OF IT CONSUMABLES THROUGH THEIR LOCAL IT SERVICE DESK.

6. ALL QUESTIONS PERTAINING TO THIS MESSAGE SHOULD BE DIRECTED TO THE POC(S).

7. RELEASE AUTHORIZED BY COLONEL D.A. CRALL, DIRECTOR C4.//