



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5230.2B
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STATION ORDER 5230.2B

From: Commanding Officer
To: Distribution List

Subj: MANAGEMENT OF END USER COMPUTING EQUIPMENT (EUCE)

Ref: (a) MCO 5510.14
(b) ABO 5230.1G
(c) Computer Security Program Technical Publication Series

Encl: (1) Letter of Justification Format
(2) Information Systems Coordinator Appointment Letter
Example
(3) Information Systems Coordinator Responsibilities

1. Purpose. To provide guidance for commanders, department heads, and their administrative personnel in the procurement and administration of microcomputers, hereafter called End User Computing Equipment (EUCE), in accordance with references (a) through (c).

2. Cancellation. StaO 5230.2A.

3. Information

a. The cost and complexity of EUCE dictate the need for centralized procurement, maintenance, inventory control, and user training in support of this equipment. References (b) and (c) provide guidance on the structure and duties of automated data processing (ADP) organizations.

b. Reference (a) addresses prevention of loss, damage, security violations, unlawful acts, and unauthorized access to information processed on EUCE.

4. Action

a. The Information Systems Management Office (ISMO) is established to exercise control of EUCE. The S-1 department shall act to modify the Table of Organization (T/O) to include the ISMO.

b. Any section requiring procurement of EUCE will submit a Letter of Justification to the Information Systems Management Officer (ISMO) for approval. Enclosure (1) is provided as an example. The Letter of Justification will include a list of

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hardware and software needed, approximate costs, and whether or not the section will provide funding. The ISMO is responsible for budget preparation for all EUCEs. All approved EUCE will be satisfied upon availability of funding.

c. Letters of Justification requesting purchase of non-standard hardware or software (i.e. WordPerfect, Quattro Pro, etc.) must provide specific examples of what can not be accomplished by current Marine Corps software standards. This justification will include sample files with a complete description of the problem. The ISMO will then submit the justification to HQMC software standards department for procurement authorization. If the non-standard software is approved, the requesting section must be aware that the ISMO will not be able to provide training or support for the non-standard software.

d. Any section that is planning on purchasing EUCE hardware or software, with their own funding, must have the approval of the ISMO Officer prior to having funds transferred to the ISMO account. Only consumable items, (i.e. toner cartridges, special paper, etc.), may be purchased without having funds transferred.

e. Unit commanders and department heads will appoint, in writing, an Information Systems Coordinator (ISC), who will serve as that unit or department's point of contact for matters involving EUCE. It is recommended that the ISC have a strong working background in micro-computer technology and be authorized to sign for their units Consolidated Memorandum Report (CMR). This is required because the ISMO will not receive or issue equipment to anyone that is not a Responsible Officer (RO) or Designee for their Marine Corps Property account. Enclosure (2) is an example of an ISC appointment letter. Enclosure (3) lists the duties of the ISC.

f. ISC's will ensure that users of EUCE aboard MCAS Yuma use only hardware and software obtained through authorized channels. Software will be used only on the devices for which it is procured. No privately-owned hardware or software will be used in any official capacity or in any workspace aboard MCAS Yuma without written approval of the Commanding Officer of MCAS Yuma. Use of 'pirate' or 'bootleg' software is strictly prohibited, as is use on any Marine Corps EUCE of software obtained from bulletin boards other than official DOD or U.S. Government bulletin boards. Use of utility or game software is prohibited without written approval of the Commanding Officer of MCAS Yuma.

g. Sections provided with Internet access will ensure that all use of the Internet is for Official Government business only. EUCE

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authorized for multiple user access will maintain a logbook of Internet activity which will include date, user name, time on, and time off. In the event of unauthorized use of the Internet ISC's will be held accountable. Unauthorized use of the Internet, will result in that system being removed from that section and reissued as needed, as well as possible prosecution under the Uniform Code of Military Justice.

h. Unauthorized modification to any EUCE system, including installation of unauthorized hardware or software, will result in that system being removed from that section and reissued as needed, as well as possible prosecution under the Uniform Code of Military Justice.

i. The ISMO will maintain an inventory of EUCE hardware and software. The Responsible Officer (RO) of a section's Consolidated Memorandum Report (CMR) will also be the RO that signs for the section's EUCE. All EUCE equipment and software will remain under the direct control of the ISMO. The ISMO will conduct quarterly and annual inventories with random spot checks, and will advise the Commanding Officer via the chain of command of any discrepancies or violations of this order.

j. Except as authorized by the Commanding Officer, classified information will not be processed on any EUCE system unless all the following requirements are met:

(1) The system must be specifically approved for the processing of that classified information by the responsible security manager.

(2) The EUCE system must either be TEMPEST approved or be operated within a TEMPEST approved environment.

(3) For non-TEMPEST systems operated in TEMPEST facilities, classified information may only be stored on a hard disk if the hard disk is removable. Hard disks used to process classified data will be afforded the same protection as classified documents or devices with a level of classification equal to that of the highest classification of information ever processed on that hard disk.

(4) Data encryption devices, software, or techniques are not approved for protection of classified information.

k. EUCE systems, removable hard disks, and diskettes used to process Privacy Act-protected information will be secured in the same manner as documents containing Privacy Act information.

1. Users of EUCE who intend to move the computer equipment out of the immediate area (room, workstation, etc.) in which it is located shall submit a movement letter (enclosure (4) is an example letter) to the ISMO, in order to keep the inventory records current. Relocation of EUCE without notification to the ISMO shall constitute a violation of this order.

5. Assistance. The following support will be provided by the ISMO:

a. Upon request, provide examples of Letters of Justification and answer questions for sections requesting procurement of EUCE. All requests will be prepared and reviewed by the unit ISC for accuracy.

b. Conduct regular training in EUCE software for Station and FMF personnel. Training schedules will be published monthly and distributed through normal training channels.

c. Serve as a single source of EUCE maintenance and problem resolution for ISCs from Station units. ISMO personnel will troubleshoot malfunctioning EUCE devices and will either correct the malfunctions in-house or determine if replacement is required. In addition, the ISMO will advise the unit on proper maintenance and the appropriate steps to facilitate the repair of the equipment.

d. Provide assembly, testing, installation, and user familiarization for EUCE hardware and software.

e. Maintain record folders for each Station EUCE system, to include location, date of issue, a copy of the Justification used to procure that system's components, lists of hardware and software associated with that system, maintenance records for the system, and master copies of all software issued for the system. Only software and hardware listed in these folders will be considered authorized.

f. Provide an updated inventory of Station EUCE systems on request to the CDE Officer for forwarding to the Commanding Officer and COMCABWEST G-6.

g. Provide the same assistance for users of Local Area Network (LAN) equipment as for stand-alone EUCE systems.

h. Supplement scheduled user training with technical assistance on software problems. This will be done on a case-by-case basis due to limited manpower and expertise.

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6. Summary of Revision. This revision contains a number of changes and should be reviewed in its entirety.



W. J. GUDDECK
By direction

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Letter of Justification Format

1. The justification can be submitted through the guard-mail or the network E-mail and will contain the name of the requesting section, point-of-contact, statement of justification, and availability of funding.
2. The statement of justification must include the following information:
 - a. Requested item and quantity.
 - b. Is this a new requirement or and upgrade of an older system.
 - c. Where will the item be used?
 - d. What will the item be used for?
 - e. How is the operation currently being performed?
 - f. How will this equipment benefit your section?
3. Availability of funding is a statement of whether or not the section has the money to purchase the requested equipment. (If the section has funding available the Station Comptroller will be notified upon approval from the ISMO Officer to transfer the required funds.)

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Information Systems Coordinator Appointment Letter Example

(Your Command Header)

1040
(your code)
(date)

From: (Commanding Officer/OIC)
To: (ISC's rank, name, & SSN/MOS)

Subj: Assignment As Information Systems Coordinator/Assistant

Ref: StaO 5230.2

1. Per the reference, you are hereby assigned collateral duties as the Information Systems Coordinator/Assistant Information Systems Coordinator for (your section)
2. You are to become familiar with the reference and all other instructions pertaining to this assignment.
3. Upon assignment as ISC, additional information and reference material will be available from the ISMO, as needed.

Signature
(Commanding Officers Signature)

ENCLOSURE (2)

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Information Systems Coordinator Responsibilities

(Assistant Information Systems Coordinator)

1. General: The ISC/AISC responsibility is to serve as the section's main point of contact in regards to all ADP matters. This includes the areas of training, maintenance, procurement, inventory, and Local Area Networks.

2. Training:

a. Coordinate user training for available software classes with the ISMO. Conduct on-site training for basic computer skills as needed by sections users.

b. Attend training given by the ISMO to perform these duties.

3. Maintenance:

a. Act as first-echelon of repair for hardware and software problems. The majority of problems can be solved or positively identified before bringing the system down to the ISMO.

b. Coordinate repair of microcomputer assets with the ISMO. Act as the point-of contact for the section in all repairs.

c. Ensure that no repairs are undertaken on any microcomputer or peripheral by anyone not from the ISMO.

4. Procurement:

a. Coordinate all requests for new or upgraded equipment. Conduct planning for future microcomputer requirements and assist in the preparation of all Letters of Justification.

b. All Letters of Justification must be routed through the ISMO for approval, equipment specifications, technical accuracy, compatibility, and compliance with the sections overall needs.

5. Inventory:

a. Maintain a complete and accurate inventory of all micro-computer equipment and peripherals.

b. Ensure that all reasonable precautions are made to protect the microcomputer equipment from physical theft, harm, or invasion of software viruses. This involves training users on the value of the equipment and how to keep their systems virus free.

ENCLOSURE (3)

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c. The software on each computer must be a licensed version. The original diskettes for each licensed version of software will be maintained at the ISMO.

6. Local Area Network:

a. The ISC/AISC must be able to perform basic functions as an administrator on the network. Training must be obtained from the ISMO before performing any functions. Capabilities must include:

(1) Creating and renaming user accounts.

(2) Managing user profiles and passwords.

(3) Restarting network services and resetting communication cards.

b. Request assistance from the ISMO in any case regarding network down time.

.ENCLOSURE (3)