



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 2140.1B

S-6

JUN 19 2020

AIR STATION ORDER 2140.1B

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: POLICY FOR THE MANAGEMENT OF NON-TACTICAL, NON-SECURE
WIRELESS DEVICES

Ref: (a) Memorandum "DON Acquisition Policy on Mobile (Cellular)
Phone and Data Equipment and Services"
(b) DON Policy for "Issuance, Use and Management of
Government-provided Mobile (Cellular) Phone, Data
Equipment, and Services and Calling Cards"
(c) Memorandum "DON Policy on Mobile (Cellular) Services
Cost Management"
(d) NAVADMIN 202/18
(e) DoDD 8100.02
(f) DoDD 5500.07-R
(g) USMC ECSD 005 of 15 March 2012
(h) DON Civilian Human Resources Manual

Encl: (1) Smartphone Device Distribution List
(2) Mobile Wireless Device User Terms of Service Agreement
(3) Missing/Lost/Damaged or Stolen Wireless Equipment
(4) Request for Cellular Device

1. Situation. Due to the increase in available data services and increased contractual costs, additional command oversight and direction is required regarding the issuance, use, and management of government-provided cellular phones and Samsung devices.

2. Cancellation. ASO 2140.1A.

3. Mission

a. Marine Corps Air Station (MCAS) New River shall ensure responsible and cost-effective utilization, centralized acquisition, and contract management while increasing acceptable use and awareness when using government-furnished equipment (GFE).

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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4. Execution. In accordance with (IAW) the references, the following instructions and procedures are published for MCAS New River personnel.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCAS New River S-6 will be the sole source for coordinating and issuing cellular devices within Headquarters and Headquarters Squadron (HQHQRON), MCAS New River. Cellular devices will be issued according to billet, as detailed in enclosure (1), or as directed by the MCAS New River Commanding Officer (CO).

(2) Concept of Operations. Cellular devices are intended for primary and principal staff, department heads, and support staff, deputy department heads, other key billet holders, and in support of duties deemed essential. Cellular devices are normally not provided nor intended for use by contractors; however, department heads may request the authorization of this distribution if deemed necessary.

(a) Samsung and iPhone Devices. These devices are intended for essential personnel requiring electronic mail (e-mail) capability while away from their desk or traveling. A requirement to access e-mail from home does not justify a Samsung device; at-home access can be accomplished with remote logon through Outlook Web Access and a Common Access Card (CAC) reader provided by the S-6 on an as-needed basis. Samsung devices are capable of texting, data, voice, and tethering extended access to government networks. All Samsung devices will have an associated CAC reader to allow for sending and receiving digitally signed and encrypted e-mails.

(b) Cellular Telephone. Cellular telephones are intended for personnel having a valid requirement for voice connectivity after normal working hours or while away from their desk. Departments can request a duty phone for rotating personnel on call.

(c) Bluetooth. Due to the inherent vulnerabilities associated with these protocols and devices, the use of Bluetooth devices is not explicitly authorized within the Marine Corps, IAW references (f) and (g). The Marine Corps Designated Approving Authority (DAA) may grant exceptions for the use of Bluetooth devices on a case-by-case basis. The only current exceptions are Marine Corps DAA approved Bluetooth CAC reader and certain handheld devices used for logistics and inventory systems. When properly configured, the approved Bluetooth CAC reader provides robust

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security and the ability to cryptographically sign and encrypt emails from the wireless hand-held device.

(d) Tethering. Tethering and hot docking may leverage capabilities, but only for other devices or systems which store, process, or transmit Department of Defense/Marine Corps Controlled Unclassified Information and/or associate to the Marine Corps Enterprise Network; such as a Samsung device is permitted to tether to a GFE laptop IAW reference (i). In addition, a Samsung device will not be connected, at any time, to personally owned computer equipment, nor will personally owned Portable Electronic Devices; such as an e-reader, tablet, iPad, phone, game system, etc be connected to government-owned computer equipment; such as hot docking between government and non-government-owned equipment.

(e) Funding. Funding is provided and managed by Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) G-6. Additional devices or modifications to the currently approved contract will require approval by the MCAS New River CO. Charges incurred as a result of unauthorized use will be the responsibility of the device user.

b. Tasks

(1) Station S-6

(a) Cellular phone bills and monthly usage reports will be reviewed by the Station S-6 for all cellular devices within the organization for over- or underutilization, unauthorized usage, billing inconsistencies, and zero-use IAW reference (d).

1. If unauthorized use is suspected, the Station S-6 will coordinate with the department and conduct a detailed audit of the bill in question and report their findings to the respective department head.

2. The Station S-6, in conjunction with the department head, will make a determination of unauthorized use and present it to the Installation CO.

3. If unauthorized use is determined, appropriate administrative or punitive actions may be taken at the commander's discretion.

(b) Request additional devices or modifications to currently approved contract MCIEAST-MCB CAMLEJ G-6, as required.

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(2) Customers

(a) Customers issued a cellular device will be required to complete enclosure (2) and comply with the user acknowledgment agreement.

(b) Missing, Lost, Damaged, or Stolen (MLDS) cellular devices will be reported to the Station S-6 immediately to cancel and suspend the device's connectivity and to prevent any illegal use/charges.

(c) The individual responsible for the missing device must also forward a MLDS report, using enclosure (3), to the Station S-6 via their chain of command. The command will make a determination of fault and initiate appropriate action.

c. Coordinating Instructions

(1) Any new or additional cellular device requirements identified by a section or department will be submitted in writing, using enclosure (4), to the Station S-6 for appropriate staffing and consideration. If approved by the Station CO, the department will be notified and the Station S-6 will coordinate an issue date for the cellular device. The additional cellular devices will be added to the Station's local inventory and sub-custodied to the department's personnel requesting the device.

(2) Government-provided cellular devices are intended for official use only. Personal calls, whether incoming or outgoing, should be avoided. Personal calls of an urgent nature are authorized but should be kept to an infrequent basis and short duration.

(3) The following are examples of unauthorized use; but do not constitute an exhaustive list:

(a) Frequent personal long-distance calls.

(b) Using 411 or directory assistance.

(c) Inappropriate or unprofessional voicemail greetings or ring tones.

(d) Calling 800 or 900 numbers that charge a fee or incur a charge on the government's behalf.

(e) International calls.

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(f) Downloading of ringtones or applications commonly referred to as apps.

(4) Government vehicle, aircraft, and equipment operators and all associated crews are prohibited from using government cellular telephones at all times while operating a vehicle, aircraft, or equipment. The restriction includes the use of voice, text, message, video, and other similar applications.

(5) Government cellular telephone numbers should not be given to private individuals for unofficial business.

5. Administration and Logistics

a. Punitive Nature. This Order is punitive in nature.

(1) Service members' failure to comply may result in administrative and/or punitive action pursuant to Article 92, Uniform Code of Military Justice.

(2) Civilian employees who fail to comply with this Order may receive corrective, disciplinary and/or adverse action per references (j) and (k).

b. The Station S-6 will manage this Order as it pertains to this command.

c. The Station S-6 Cellular Device Coordinator telephone number is (910) 449-6593.

6. Command and Signal

a. Command. This Order is applicable to Headquarters and Headquarters Squadron and MCAS New River staff and personnel.

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


C. V. EBITZ

DISTRIBUTION: A

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SMARTPHONE DEVICE DISTRIBUTION LIST

MCAS COMMANDING OFFICER (CO)	ADJUTANT (DUTY PHONE)
MCAS EXECUTIVE OFFICER (XO)	CHAPLAIN
MCAS SERGEANT MAJOR (SGTMAJ)	HQHQRON FAMILY READINESS OFFICER
MCAS EXECUTIVE ASSISTANT	HQHQRON SACO
HQHQRON CO	MEDICAL
HQHQRON XO	S-3 AIRCRAFT RESCUE AND FIRE FIGHTING
HQHQRON SGTMAJ	S-3 FUELS
S-1 OFFICER	OPERATIONS CHIEF
OPERATIONS OFFICER	S-4 OFFICER
DEPUTY OPERATIONS OFFICER	S-4 DEPUTY
AIRFIELD OPERATIONS OFFICER	S-4 BUILDING & GROUNDS
INSTALLATION & ENVIRONMENT DIRECTOR	S-6 DUTY
INSTALLATION & ENVIRONMENT DEPUTY DIRECTOR	S-6 GENERAL SUPPORT
STAFF JUDGE ADVOCATE	S-6 GENERAL SUPPORT
S-6 OFFICER	S-6 GENERAL SUPPORT
CONSERVATION LAW ENFORCEMENT OFFICER	S-6 GENERAL SUPPORT

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Mobile Wireless Device User Terms of Service Agreement

First Name	MI	Last Name
Initial	I will not utilize the government owned mobile wireless device to discuss or send any information that may be considered sensitive or classified in accordance with this policy. I am aware that it is NOT a secure transmission device. Any suspected compromise of information via this device will be reported immediately to the MCIEAST Security Manager at (910) 451-3568.	
Initial	I will use my government owned mobile wireless device for "Government Official Business Only" in accordance with this policy. I understand when used outside CONUS (roaming), the device may incur additional charges for INCOMING & OUTGOING voice and data messages. I will use this device judiciously while roaming. Overseas SMS outgoing text messages averages are over \$1 per message. Email costs are minimal; however, viewing, downloading or uploading attachments may incur data rates at approx. \$20/MB.	
Initial	I understand communications using this device are not private, are subject to routine monitoring, including but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.	
Initial	I understand, in the event of a security incident (e.g., a classified spillage), I will report the incident to my Information Assurance (IA) Manager or Security Manager immediately. Furthermore, any classified spillage will result in the immediate wiping of the device.	
Initial	I understand that this mobile wireless device is considered a wireless instrument and will not be permitted into areas where classified material is processed.	
Initial	As the sole responsible user I will safeguard the security of the government mobile wireless device to prevent fraudulent use. Any lost or stolen device will be reported immediately to G-6 Wireless device Manager and my supervisor for suspension of services to prevent unauthorized charges.	
Initial	To prevent undetected use by unauthorized persons and to ensure accountability I will notify the AC/S Wireless Device Manager upon detachment, transfer, section change or status change at any occasion or time period.	
Initial	I will not perform any maintenance or repairs to the mobile wireless device, unless directed to do so by personnel within G-6.	
Initial	I understand this mobile wireless device has security measures (e.g., authentication and access control) to protect U.S. Government interest - not for personal benefit or privacy. Any intentional tampering of the security features will reported to the command Security Manager and IA Manager for further actions.	
Initial	I understand that communications, use or data stored on this Information System, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government authorized purpose.	

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Initial	I have received the mobile wireless device customer assistance and information sheet and will adhere to the guidance within it.
Initial	<p>I accept responsibility for the listed items (Type of Mobile Wireless Device):</p> <p>Device Type:</p> <p>Cell Number:</p> <p>IMEI:</p>
Initial	I am aware the above listed items must be returned when departing this command. Any missing items could result in reimbursement to the government for actual cost.
Initial	Any device suspected of fraud, waste, or abuse when identified through the monthly phone bill can have services immediately terminated and phone recovered by G-6 pending investigation.
Initial	<p>For any question or clarifications, please contact MCIEAST-MCB CAMLEJ G-6 Wireless Device Manager at (910) 450-6785. Evidence of misuse may be cause for administrative or other adverse action.</p> <p>USE OF THESE SYSTEMS CONSTITUTES CONSENT TO INVESTIGATE FOR THESE PURPOSES.</p>

I have read and understand my responsibilities as a Marine Corps Mobile Wireless device and service user.

Signature

Date

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UNITED STATES MARINE CORPS
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JACKSONVILLE, NC 28545-1001

2000-14
Section
Date

From: Individual Responsible for Missing/Lost/Damaged/Stolen
Wireless Equipment

To: Marine Corps Air Station New River S-6 Officer

Via: S-6 Department, Cellular Device Coordinator

Subj: MISSING/LOST/DAMAGED OR STOLEN WIRELESS EQUIPMENT

1. I, Rank First M.I. Last Name, have lost/damaged my government issued Samsung/iPhone/Cell Phone/Air Card. The phone number of the device was xxx-xxx-xxxx.

2. Brief explanation of circumstances surrounding the lost or damaged device.

3. The point of contact is Rank First Name M.I. Last Name, Billet, at (910) 449-XXXX.

F. M. LAST

Copy to:
Station Supply
File

Enclosure (3)

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UNITED STATES MARINE CORPS
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2000-14

S-6

DATE

From: Department Head/Officer in Charge
To: Commanding Officer, Marine Corps Air Station New River
Via: S-6 Department, Cellular Device Coordinator

Subj: REQUEST FOR CELLULAR DEVICE

1. Department/Section requests a government furnished wireless device in support of the following individual(s) requiring wireless device.

(a) Rank First MI. Last Name.

(b) Rank First MI. Last Name.

2. Detailed explanation of what service and duration is required, as well as any amplifying details.

3. The point of contact is Rank First Name MI. Last Name, Billet, at (910) 449-XXXX.

F. M. LAST

Enclosure (4)