



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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ASO 5210.2C

ADJ

15 AUG 2025

AIR STATION ORDER 5210.2C

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

Subj: ESSENTIAL RECORDS PROGRAM

Ref: (a) MCO 5210.11F
(b) SECNAVINST 5210.8F
(c) SECNAV M-5210.1
(d) 36 CFR PART 1236
(e) DoDI 3020.42
(f) MCO 3030.1A
(g) ASO 3440.3C
(h) MCIEAST-MCB CAMLEJO 5215.1B
(i) ASO 5210.1B

1. Situation. Essential records are those identified as necessary to conduct emergency functions and preserve the rights and interests of Marine Corps personnel. Essential records will be current, complete, adequately protected, accessible, and usable. Essential records assist the organization in restoring and/or sustaining near-normal operations during and after a natural disaster, emergency, or attack. This is a program element of Marine Corps Air Station (MCAS) New River's emergency management function.

2. Cancellation. ASO 5210.2B.

3. Mission. MCAS New River's Essential Records Program operates under policies, plans, and procedures to identify, use, and protect essential records to meet operational responsibilities under emergency or disaster conditions, per the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This program shall ensure that essential records provide the Command with the information required to meet operational responsibilities under emergency or disaster conditions (emergency operating records) and/or to protect the legal and financial functions, per the references. This program is implemented to ensure MCAS New River's records are identified and available to conduct business under other than normal operating conditions.

(2) Concept of Operations

(a) Essential records include all essential plans, policies, financial documents, directives, appointment letters, delegations of

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authority, organizational charts, mission and function statements, books, papers, maps, photographs, machine readable materials, databases, the Continuity of Operations Program (COOP), and other documentary materials, regardless of physical form or characteristics, as described in the references.

(b) Essential records may be in paper form, microform, magnetic tapes, discs, and electronic methods. When essential records are maintained and eventually stored in other than paper form, equipment to support access will be available at the alternate Headquarters site (AHS) or alternate Emergency Operations Center (EOC).

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

b. Tasks

(1) Essential Records Manager

(a) Per the references, appointment as the Command Designated Records Manager (CDRM) constitutes appointment as the Essential Records Manager. Retain an appointment letter on each department staff section records manager, as they are responsible for the oversight of the essential records within their respective department.

(b) Authenticate and distribute an annual Essential Records Bulletin.

(c) Ensure each department has access to their essential records from the EOC and AHS during a no-notice event. That can be done by maintaining electronic records on SharePoint, Common Operating Picture Tool, Microsoft Teams, disc, or external drive. Hard copy of essential records is another means, if readily available.

(d) Conduct annual Commanding General Inspections using the Functional Area Checklist, 5210 Records Management.

(e) Conduct required internal controls of the Essential Records Program and internal inspections annually.

(f) Maintain a turnover binder and desktop procedures.

(g) MCAS New River departments are responsible for updating the Essential Records Spreadsheet per the Bulletin distributed by the Adjutant Department for the following.

1. An inventory of essential records identified by each MCAS New River department.

2. A list of equipment, telecommunications, computer software, and programs needed to access electronic records.

3. Paper copies, compact disks, external hard drives, electronic methods, and share drive access mappings to support the inventory

of the essential records.

(2) Department Heads

(a) Ensure a staff section records manager is appointed as the Essential Records Manager for the department. A copy of this appointment letter will be available via the Command Records Operational Support Site (CROSS).

(b) Identify records deemed essential in accordance with the references and this Order.

(c) Ensure access to essential records from the EOC and AHS during a no-notice event. That can be done by maintaining electronic records on SharePoint, Common Operating Picture Tool, Microsoft Teams, disc, or external drive. Hard copy of essential records is another means, if readily available.

(d) Provide input for the Essential Records Bulletin annually.

(e) Exercise effective internal controls over the creation, organization, maintenance, use, disposition, storage, and access of essential records.

(f) Ensure the staff section records manager maintains the Essential Records Inventory for the AHS/EOC for your designated department and the Command.

(3) Staff Section Records Manager

(a) Per the references, an appointment as the staff section records manager constitutes appointment as the Essential Records Manager for the department. A copy of this appointment letter will be available via CROSS.

(b) Maintain a current listing of the department's essential records inventory utilizing the Essential Records Bulletin and via the Essential Records Adjutant SharePoint site.

(c) Provide input per the Essential Records Bulletin and via SharePoint annually.

(d) Ensure the department has access to your essential records from the EOC and AHS during a no-notice event. That can be done by maintaining electronic records on SharePoint, Common Operating Picture Tool, Microsoft Teams, disc, or external drive. Hard copy of essential records is another means, if readily available.

(e) Conduct annual Commanding General Inspections using the Functional Area Checklist, 5210 Records Management.

(f) Maintain a turnover binder and desktop procedures.

(g) Update and ensure completeness of the Essential Records Bulletin, received annually.

(4) S-3 Officer

(a) Assign in writing an AHS/EOC continuity manager and an alternate who coordinates with the Essential Records Manager to integrate essential records training into the annual COOP personnel training. The training instructs COOP team members on how to identify and maintain essential records; the role essential records play during a COOP incident; and how to access essential records at each AHS/EOC. In addition to heightening awareness of essential records, the training enables COOP personnel to become better managers of essential files, records, and databases within their departments, per the references.

(b) The AHS/EOC continuity manager will provide a place to store essential records hard copies in the primary EOC and ensures access to the Marine Corps Enterprise Network. The AHS/EOC continuity manager ensures departments have a COOP plan included per reference (b) to ensure their mission success. The COOP plan lists all resources the department needs to do their jobs and will include guidance to their personnel for where they store essential records and how they will access them during an emergency situation.

(c) The AHS/EOC continuity manager will also provide 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/EOC COOP.

(5) S-4 Officer. Provide logistical support to transport essential records to the AHS/EOC, as required.

(6) S-6 Officer

(a) Provide a dedicated server or access to existing servers through which all staff sections relocating to the AHS/EOC can store and retrieve their essential records.

(b) Provide information technology equipment (e.g., computer, external hard drive, and printer) and any additional support required to maintain accessible and operable equipment at the AHS/EOC.

(c) A list of equipment and telecommunications required to access specific essential records.

c. Coordinating Instructions

(1) Departments must exercise discretion in designating records as essential when conducting the essential records inventory. It is recommended that a minimum percentage of records be designated as essential records. Only those records series or electronic information systems (or portions thereof) most critical to emergency operations or the preservation of legal or financial rights should be so designated.

15 AUG 2025

(2) Essential records are divided into two categories:

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

1. Emergency plans and directive(s), to include memorandums of agreement (MOA), memorandums of understanding (MOU), support agreements (SA), and DD Form 1144 between adjacent tenant and subordinate commands. MOAs, MOUs, and SAs between higher headquarters or with 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 MCAS New River master directives file includes, but is not limited to: orders, bulletins, policy letters, policy statements, and letters of instruction.

8. Any Controlled Unclassified Information (CUI) documents must be stored on a limited access, password protected shared portal site or external hard drive. The external hard drive must be safeguarded at all times at the AHS/EOC.

(b) Legal and Financial Rights Records. These essential records are necessary 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 interests (social security, military/civilian payroll, leave and earning records, retirement, insurance, and accounts receivable).

3. Legal proceeding decisions.

4. Contractual obligations and similar records.

5. Engineer drawings.

(3) 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 the references.

(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 being destroyed by 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 to be 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 using approved overwrite software and procedures.

5. Administration and Logistics. This Order can be accessed via the Adjutant SharePoint site.

6. Command and Signal

a. Command. This Order is applicable to MCAS New River departments, staff sections, and Headquarters and Headquarters Squadron.

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


T. C. FARRINGTON II

DISTRIBUTION: A