



UNITED STATES MARINE CORPS  
1ST MARINE AIRCRAFT WING  
UNIT 37101  
FPO AP 96603-7101

IN REPLY REFER TO:  
5271  
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COMMANDING GENERAL'S POLICY LETTER 10-02

From: Commanding General  
To: Distribution List

Subj: INTERNET/INTRANET AND ELECTRONIC MAIL (E-MAIL) POLICY

Ref: (a) CMC MSG R240801Z MAR 00  
(b) MARADMIN 197/99  
(c) MARADMIN 541/99  
(d) MARADMIN 162/00

Encl: (1) Information Assurance (IA) Documentation Form

1. Purpose. To promulgate 1st MAW policy regarding appropriate use of the Secret Internet Protocol Router Network (SIPRNET), Non-secure Internet Protocol Router Network (NIPRNET) and E-mail services via government systems and/or networks.

2. Cancellation. Commanding General Policy Letter 5-00.

3. Background. The Internet, specifically the World Wide Web (WWW), is a highly versatile and valuable tool for obtaining and disseminating information throughout the Department of Defense (DoD) and civilian community. Used correctly, it facilitates information exchange and enhances connectivity. Standardized mailbox settings management within 1st MAW will enable us to maintain a stable electronic mail system. Usage of the Internet or mail services, whether via a browser or E-mail systems, can be categorized under one of three designations: Official, Authorized, or Prohibited.

4. Policy

a. Official Use. Marine Corps resources (i.e., computer hardware, software, and telecommunications infrastructure) that facilitate the use of Internet services can be used when work-related and determined to be in the best interests of the federal government and the Marine Corps. Access should be appropriate in

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frequency, duration and be related to assigned tasks. Examples include using the Internet to accomplish the following:

- (1) Obtain information to support DoD missions.
- (2) Obtain information that enhances the professional skills of DoD personnel.
- (3) Improve professional or personal skills as part of formal academic education or military/civilian professional development program.

b. Authorized Use. The limits of authorized use may vary within subordinate commands depending on the strength of the network and command information requirements. Marine Corps computers may be used to access the Internet and send E-mails for incidental personal purposes such as Internet research and brief communications as long as such use conforms to the following guidelines:

(1) Does not adversely affect the performance of official duties.

(2) Serves a legitimate public interest such as enhancing professional skills or improving morale.

(3) Is of minimal frequency and duration and occurs during an individuals personal time.

(4) Does not overburden 1st MAW's computing resources or communications systems.

(5) Does not result in added costs to the Government.

(6) Is not used for purposes that adversely reflect upon the DoD and the Marine Corps.

c. Prohibited Use. Use of 1st MAW's Information Technology (IT) resources to connect to the Internet for purposes other than those described in paragraphs a and b above is prohibited. Examples of prohibited use include, but are not limited to, the following:

- (1) Illegal, fraudulent, or malicious activities.

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(2) Partisan political activity, political or religious lobbying, or advocacy of activities on behalf of organizations having no affiliation with the DoD or the Marine Corps.

(3) Activities whose purposes are for personal or commercial gain. These activities may include chain mail, solicitation of business services or sale of personal property.

(4) Unauthorized fundraising.

(5) Accessing, storing, processing, displaying or distributing offensive or obscene materials such as pornography, hate literature, E-mails with vulgar, offensive, lewd language that reflects poorly on the DoD or the Marine Corps.

(6) Obtaining, installing or using software obtained in violation of the current Marine Corps software standards, appropriate vendors patent, copyright, trade secret or license agreement.

(7) Sharing of Internet and E-mail accounts and passwords.

(8) Automatic E-mail forwarding to non-DoD mailboxes is not authorized. This includes setting a rule to forward E-mail to civilian e-mail accounts residing on commercial servers (i.e., Hotmail, Yahoo, AOL).

(9) Accessing 1st MAW or any Marine Corps network from any computer or systems (i.e., home or business computer, Internet Café) that does not have the current patches, software fix, virus software and signatures.

(10) The creation, forwarding, or passing of chain letters/E-mails.

d. The prohibitions and requirements detailed in paragraph 3(a), (b), and (c), above are general orders and apply to all 1st MAW military members without further implementation. Violations may result in prosecution under the Uniform Code of Military Justice, as well as adverse administrative action and other adverse action authorized by the United States Code or Federal regulations.

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e. This policy is applicable to all Marine Corps personnel (active and reserves) and to all civilians employees, contractors, and other personnel assigned to 1st MAW.

## 5. Action

a. Commanders are directed to educate and document the annual Information Assurance (IA) training and education of all personnel with access to 1st MAW's computer systems (i.e. Intranet, Internet, E-mail) and networks using the enclosed form. Documentation will be forwarded to the Administrative Officer for inclusion in the individuals OQR/SRB or personnel file.

b. The AC/S G-6 will provide training on prohibited and inappropriate E-mail use in the 1st MAW's mandatory Information Systems Orientation Class.

c. The AC/S G-6 will monitor local network utilization to ensure processing and network resources are not adversely impacted by inappropriate usage.

d. The AC/S G-6 will ensure that personnel who have not acknowledged their understanding of this policy letter by signing the IA documentation form (see enclosure) are not allowed access to 1st MAW's Internet and E-mail systems.

e. The Wing Inspector will inspect IA education and training in conjunction with the Commanding General Inspection Program (CGIP). Additionally, the Wing Inspector will ensure unauthorized or inappropriate use of Marine Corps resources within 1st MAW are investigated where warranted.

f. The Staff Judge Advocate (SJA) will forward recommendations for administrative or disciplinary action, to include non-judicial punishment or courts-martial, to the appropriate Commander.



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Distribution List: List 1/2/3

