UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
BOX 42530
FPO AP 96610-2530

5500
S6/IA
6 Dec 10

POLICY LETTER 10-10

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: DATA TRANSFER POLICY

Ref: (a) USCYBERCOM Communications Tasking Order CTO 10-133
(b) USCYBERCOM Communications Tasking Order CTO 10-133A
(c) USCYBERCOM Coordinated Alert Message CAM 10-102
(d) MCO 5239.2, Marine Corps Information Assurance Program (MCIAP) dated 18 Nov 02

Encl: (1) Data Transfer Request
(2) Policy Exemption Request

1. Purpose. This letter provides guidance for the transfer of data from the Secret Internet Protocol Network (SIPRNET) to removable storage media within the 15th Marine Expeditionary Unit.

2. Background. The use of removable media on the SIPRNET and "write" privileges to all forms of removable media (Flash, CDs, DVDs, Secure Digital Cards, etc.) has been banned on all Marine Corps SIPRNET systems. 15th MEU has an operational requirement to transfer data from the SIPRNET to effectively disseminate information within the command. This policy addresses that operational requirement and the need to ensure the integrity of data being transferred while minimizing the risk of electronic spillage or unauthorized disclosure.

3. Policy

a. This policy applies to all service members and civilian contractors utilizing the 15th MEU SIPRNET enclave. All personnel will follow the guidelines of this policy, references (a) through (d), when performing data transfers from SIPRNET systems.

b. This policy does not authorize or provide guidance for transferring data to removable media from TOP SECRET or higher systems. Contact the 15th MEU Security Manager or S-2 for guidance and procedures on transferring data at those classification levels.

c. Additionally, downgrade or declassification of classified material is beyond the scope of this document. Seek guidance from the

local Information Assurance Manager or Security Manager when attempting to downgrade or declassify classified data.

d. Data Transfer Approval. The Commanding Officer, 15th MEU, is the only individual who may authorize data transfers from the SIPRNET to removable storage media.

f. Data Transfer Procedures

(1) The requesting individual must complete enclosure 1. Any assistance with the form can be addressed to the 15th MEU S-6.

(2) Once complete, the form will be forwarded to the Commanding Officer for approval.

(3) If denied, the form will be returned back to the requesting individual.

(4) If approved, the 15th MEU S-6 will coordinate a time with the requesting individual in order to conduct the transfer. Designated S-6 personnel will be the only authorized personnel to perform SIPRNET data transfers to removable storage media. The process of Two-Person Integrity (TPI) must be used at all times when performing the transfer. The requesting individual is responsible for providing the data storage media.

(5) Once the data transfer is complete and verified, the requesting individual must sign the Data Transfer Agent Logbook and ensure that all transfer media is properly labeled using a Standard Form (SF) 707 SECRET classification sticker. All data transfers will be maintained for record and audit purposes by the 15th MEU S-6.

4. Policy Exemption

a. An exemption to this policy may be requested through the Commanding Officer per enclosure (2). If authorized, a policy exemption will allow unrestricted data transfer ability on the 15th MEU SIPRNET.

5. Incident Reporting and Response

a. Electronic spillage or unauthorized disclosure will be immediately reported to the command's Information Assurance Manager (IAM) or Information Assurance Officer (IAO).

b. If necessary, seek guidance from the 15th MEU S-6 Staff. The reporting chain for responding to spillages or unauthorized disclosures for 15th MEU is as follows:

(1) Local IAM or IAO

(2) Command Security Manager

(3) Command Staff Security Officer

(4) Commanding Officer

(5) External agencies

5. The point of contact for this policy is the Information Assurance Manager, 15th MEU at DSN: 735-8056 or extension 5564.

R. A. OSBORN

DISTRIBUTION LIST: A

UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
UNIT 42530
FPO AP 96610-2530

5500
S6
DMMMYY

From: REQUESTING INDIVIDUAL
To: Commanding Officer, 15th Marine Expeditionary Unit

Subj: DATA TRANSFER REQUEST

UNIT (Circle One): CE / ACE / BLT / CLB

SECTION/SHOP/PLATOON:_____

DATE OF REQUESTED DATA TRANSFER:_____

MACHINE NAME & SERIAL NUMBER:_____

MEDIA TYPE (Circle One): EXTERNAL USB HARD DRIVE / CD / DVD

EXTERNAL USB HARD DRIVE SERIAL NUMBER:_____

JUSTIFICATION:_____

_____

_____

INDIVIDUAL CONDUCTING DATA TRANSFER:

PRINT NAME (LAST, FIRST, MI):_____

LAST4:_____ RANK/GRADE:_____ PHONE:_____

EMAIL:_____

INDIVIDUAL SUPERVISING DATA TRANSFER:

PRINT NAME (LAST, FIRST, MI):_____

LAST4:_____ RANK/GRADE:_____ PHONE:_____

EMAIL:_____

Two individuals are required to be present and observe transfer of data to the intended media. By signing this request, I agree to each of the following:

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE:
ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES.