



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5210.2
1B
JUN 01 2012

COMBAT CENTER ORDER 5210.2

From: Commanding General
To: Distribution List

Subj: RECORDS AND PRIVACY ACT (PA) MANAGEMENT PROGRAMS

Ref: (a) NAVMC Directive 5210.11E
(b) DoD Directive 5015.2, DoD Records Management Program
(c) SECNAV M-5210.2
(d) DoD Directive 5400.11, DoD Privacy Program
(e) SECNAVINST 5211.5E
(f) SECNAV M-5210.1
(g) MCO P5750.1
(h) MCO 5210.11E
(i) CCO 5750.1
(j) Section 552a, Title 5 U.S.C., Privacy Act
(k) SECNAV 5216.5

1. Situation. This Order provides policy for the implementation of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) records and PA management programs based on references (a) through (j).

2. Mission. To establish policy for the records and PA records management programs and the responsibility for its administration in accordance with the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The records management program is implemented to control the creation, organization, maintenance, use, and disposition of Combat Center records. The PA program is additionally implemented to regulate the collection, use, and dissemination of information subject to reference (j).

(2) Concept of Operations. Assistant Chiefs of Staff, Commanding Officers, and Directors are responsible for economical and efficient management of records and compliance with the PA. Procedural guidance is contained in references (a) and (e) which describes in detail roles and responsibilities, file plans and records maintenance, electronic records, federal records holds, freezes and preservation orders, as well as, information on archival procedures.

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

b. Subordinate Element Missions

(1) Assistant Chiefs of Staff, Commanding Officers, and Directors

(a) Control the creation of records and ensure the proper use of reports, forms, correspondence, and directives.

(b) Keep paperwork to a minimum, eliminating duplicate files and destroying material that has no value for record purposes.

(c) Use only Marine Corps approved electronic records management applications.

(d) Ensure proper use of standard subject identification codes on all records, as listed in reference (c).

(e) Identify and protect the following records:

1. Records that specify how the unit or directorate will operate in case of emergency or disaster.

2. Records vital to the continued operations during and after an emergency or disaster.

3. Records needed to protect the legal and financial rights of persons affected by the Combat Center's actions, as an integral part of the Continuity of Operations Program (COOP).

a. The COOP is managed by the Assistant Chief of Staff G-7, Mission Assurance. References (a) and (f) address the implementation of vital records guidance and program guidelines. Vital records must be protected, accessible, and immediately useable in case of an emergency or disaster scenario.

(f) Designate a unit or directorate records manager and PA system of records manager. The duties for these two managers are:

1. Know and train all those who handle PA records, including contractor personnel.

2. Maintain systems of records that are only covered by a published system of records notice.

3. Maintain copies of system of record notices that allow for maintenance of the records.

4. Routinely review records to ensure collected information is accurate, timely, and complete.

5. Notify the PA Coordinator upon change in the collection, maintenance, handling, or disposition practices of data maintained in a system.

6. Establish appropriate safeguards to ensure security and confidentiality of records.

JUN 9 2011

7. Know the regulations and procedures for making a disclosure and respond to first-party requests to access or amend records.

(g) Ensure all records are covered by authorized retention schedules found in reference (f).

(h) Ensure no federal records are removed or destroyed without proper authority.

(i) Ensure records of historical value are preserved per references (g) and (i).

(j) Upon discovery of a breach of Personally Identifiable Information (PII), immediately notify the Base Privacy Act Coordinator.

(k) Mandate the annual web-based training course "Records Management, Everyone's Responsibility" at MarineNet. Links to MarineNet are available at the Marine Corps Training and Education Command website: <http://www.marines.mil/unit/tecom/Pages/templatel.aspx>.

(2) Assistant Chief of Staff G-1, Adjutant. The G-1 Adjutant is directly responsible for implementing an active and enduring records management and PA program. The MAGTF/TC, MCAGCC Records Manager, Privacy Act Officer, and Privacy Act Coordinator will be assigned in writing and be located in the G-1 Adjutant section. They will serve as the focal point for general assistance and training. Specific duties include:

(a) Ensure all subordinate unit and directorate records are maintained per Navy and Marine Corps orders and directives.

(b) Provide assistance to subordinate units and directorates to identify vital records.

(c) Conduct periodic assist visits and PA spot checks with subordinate units and directorates to ensure that disposal instructions, retention schedules, and personally identifiable information safeguards are followed. An annual year-end disposal will be conducted to ensure records are properly disposed.

(d) Serve as the liaison with CMC (ARDB) for the transfer of records to the Federal Records Centers (FRCs), as listed in reference (a). Ensure all subordinate unit and directorate records to be transferred are in the appropriate containers, packaged properly, and marked correctly prior to being shipped to the FRCs via CMC (ARDB).

(e) Provide assistance to G-7 on the development and implementation of Vital Records Programs as part of the COOP.

c. Coordinating Instructions

(1) Letterhead

(a) Command letterhead is only authorized for use by those with by direction authority outlined in Combat Center Bulletin 5216, Authority to Sign Correspondence.

(b) Use of command letterhead is only for official matters of the command.

(c) Do not use command letterhead for personal stationary.

(d) Use typed, stamped, computer, or word processor generated letterhead only.

(e) Creation or modification of command letterhead is strictly prohibited.

(f) Commanding Officers with special courts-martial convening authority are authorized to create and utilize unique letterhead in accordance with reference (k).

(g) The following is the only acceptable header for MAGTFTC, MCAGCC letterhead:

UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CA 92278-8100

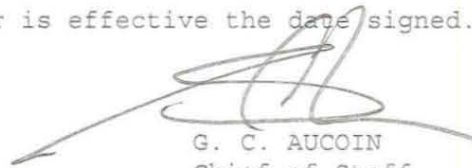
(2) All subordinate units and directorates are required to contact the G-1 Adjutant's office for records management assistance; (760) 830-4189. The DON PA website has comprehensive reference and training resources at <http://www.doncio.navy.mil/tagresults.aspx?ID=36>.

4. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via email upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

5. Command and Signal

a. Command. This Order is applicable to all special staff, directorates, and activities located aboard the Combat Center.

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


G. C. AUCOIN
Chief of Staff