



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
5510
SSEC/SEC

DEC 03 2009

POLICY LETTER 06-09

From: Commanding General
To: Distribution List

Subj: CLASSIFIED HARD DISC DRIVE (HDD) ACCOUNTABILITY PROGRAM

Ref: (a) MFPO P5510.18A

1. Purpose. Establish the requirement for the control and accountability of all classified internal and external HDD's within the I Marine Expeditionary Force (I MEF) Command Element (CE) and its subordinate commands in accordance with reference (a). This policy letter has been developed in order to minimize the possible loss and/or compromise of sensitive information.

2. Background. Security violations involving HDD's have increased significantly in recent years due to the development and advancement of electronic storage devices. Due to the inherent risk associated with the use and disposal of internal and external hard drives, it is necessary to establish procedures to control and account for this media.

3. Scope. This policy is applicable to I MEF CE Principal and Special Staff sections and all Subordinate Commands.

4. Policy

a. Effective immediately, the I MEF CE and its subordinate commands shall account for all classified internal and external HDD's.

b. Commands shall immediately execute an initial inventory within 30 days of the document date of this policy letter of all classified internal and external HDD's and report them to the Security Manager or Classified Material Control Center (CMCC), as appropriate.

(1) Internal HDD's are those HDD's that are found with a desktop or laptop computer as well as servers supporting the network.

(2) External HDD's are those HDD's that are connected to

Subj: CLASSIFIED HARD DISC DRIVE (HDD) ACCOUNTABILITY PROGRAM

your computer via a USB cable. Not to be confused with flash media devices that use flash technology.

c. Initial inventories shall, at a minimum, list the following information:

- (1) Section (Section responsible for the HDD)
- (2) HDD type (Internal or External)
- (3) HDD Serial Number or Control Number
- (4) HDD Manufacturer (i.e. Toshiba, Seagate)
- (5) Computer Serial Number
- (6) Computer Manufacture (i.e. Dell, HP)
- (7) Safe/Vault Serial Number (if applicable)
- (8) Building and/or Office number (Building number at a minimum)

d. Commands shall use the HDD serial number as a control number. This number is normally preceded by the following terminology or abbreviations: Serial Number, S/N, HDD S/N, and DS/N.

(1) Units may choose to assign control numbers using permanent markers or labels when the serial number is not apparent or legible.

e. The Security Manager or CMCC shall establish a database based on and listing all information from the initial inventory reports.

f. Monthly audits shall be performed the very next month following the initial inventory. Results of all audits will be kept on record for no less than 24 months.

g. Security Manager's shall establish standardized documents to track the movement and/or disposition of classified HDD's within their respective unit.

(1) These forms shall be used to track the custody of hard drives that may be turned over to their systems section for repair, turned in for destruction or transferred to another section or unit.

(2) Whenever a HDD has been submitted for destruction or transferred over to another unit or section, the Security Manager or CMCC shall be notified and provided a copy of the documentation.

(3) All documentation shall be kept on file for a period no less than 24 months.

Subj: CLASSIFIED HARD DISC DRIVE (HDD) ACCOUNTABILITY PROGRAM

h. Security Manager and/or CMCC's must work with their respective systems' sections to ensure that all new classified machines are properly recorded and labeled before being put into use.

i. Commands are recommended to adopt some type of unique marking or labeling for external HDD's that indicates the device has been inventoried.

(1) The I MEF CE shall use specially ordered tamper seals to accomplish this recommendation.


j. Commands shall establish a command order or policy letter that outlines the procedures that unit shall follow to ensure complete compliance with this policy letter.

5. Execution. This policy is effective immediately.

6. Administration. The original signed policy letter is to be returned to the Command Security Manager.

7. End State. To ensure that all possible action is being taken to properly account for and safeguard National Security.

8. Point of contact for this matter is GS-13 Steve Monzon Security Manager, I Marine Expeditionary Force at commercial (760) 725-9263.


G. M. RYAN
Chief of Staff

DISTRIBUTION: I, II