



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
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MCCSINST 5239.1A
MCCS

APR 06 2011

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 5239.1A

From: Director

To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES MCCS INTERNET USAGE

Ref: (a) DTM-09-026 Responsible and Effective Use of Internet-Based Capabilities
(b) DoD 5500.7-R Joint Ethics Regulation
(c) DoD 8570.01 DoD Information Assurance Workforce Program
(d) MCO 5239.2 Marine Corps Information Assurance Program
(e) MCO 1700.30 MCCS Business Operations Manual
(f) CCO 5239 Information Assurance Program

1. Situation. To publish organizational standards regarding access to the Internet on the MCCSnet and the Marine Corps Enterprise Network (MCEN) per references (a) through (f).

2. Mission. This instruction is applicable to all MCCS employees. The term employees will apply to all MCCS employees and MCCS military servicemembers here and after.

3. Execution. To establish organizational standards while using MCCS and MCEN resources, as Internet connectivity presents the organization with new risks that must be addressed to safeguard the facility's vital informational assets.

a. Employees that access social networking sites (SNS), image and video hosting web services, Wikis, personal, corporate, or subject specific blogs, data mashups, or similar collaborative, information sharing-driven Internet-Based capabilities where users are encouraged to add and/or generate content inconsistent with MCCS' business needs results in misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" SNS for personal use such as Facebook, Twitter, YouTube and other such sites. Additionally, MCCS may face loss of reputation and possible legal action through this type of misuse.

b. All information found on the Internet should be considered untrusted until validated by another reliable source such as the Information and Technology (IT) Department, University Website, or other government sites.

c. Using MCCS and MCEN computer resources to access the Internet for personal purposes, may be cause for disciplinary action up to and including termination. Reference (b) paragraph 2-301 has more information on the use of Federal Government Resources.

d. All employees using MCCS's and MCEN Internet resources should be aware that the network creates an audit log reflecting request for services, of both in-bound and out-bound addresses. Periodically these addresses are

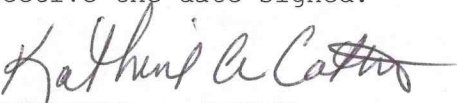
reviewed by Management and the IT Department. To ensure compliance with this instruction, periodic reviews and testing the degree of compliance with the usage will be conducted.

4. Administration and Logistics. Distribution Statement A Instructions issued by the Director are published electronically. This instruction can be viewed at <http://www.mccs29palms.com/pages/mccsEmployees/mccsInstructions.html>.

5. Command and Signal.

a. Command. This Instruction is applicable to Divisions, Branches and Departments within the Marine Corps Community Services.

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


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