



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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CCO 5210.2B

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14 MAR 2014

COMBAT CENTER ORDER 5210.2B

From: Commanding General

To: Distribution List

Subj: RECORDS AND PRIVACY ACT MANAGEMENT PROGRAMS

Ref: (a) NAVMC Directive 5210.11E  
(b) SECNAV M-5210.2  
(c) SECNAVINST 5211.5E  
(d) SECNAV M-5210.1  
(e) MCO 5750.1H  
(f) MCO 5210.11E  
(g) CCO 5750.1G  
(h) Section 552a, Title 5 U.S.C., Privacy Act  
(i) SECNAV M-5216.5  
(j) U.S. Marine Corps Enterprise Cyber Security Directive 011, Personally Identifiable Information  
(k) DoD Instruction 1000.30 of August 2012  
(l) CCBul 5213 of 15 Mar 13  
(m) CCO 5720.10C  
(n) DONCIO WASHINGTON DC 171625Z Feb 12  
(o) DONCIO WASHINGTON DC 081745Z Nov 12

Encl: (1) System of Records Notices

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 Privacy Act (PA) Management Programs based on references (a) through (h).

2. Mission. To establish policy for the Records and PA Records Management Programs and assign responsibility for their 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 (h).

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(2) Concept of Operations

(a) General and PA Records Management. Commanding Officers, Assistant Chiefs of Staff, and Special Staff Officers are responsible for economical and efficient management of records and compliance with the PA. Procedural guidance for records management is contained in reference (a) 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. Procedural guidance for the PA Program is contained in references (c) and (j).

(b) Social Security Number (SSN) Usage Reduction. All use of the SSN, whether full, partial, masked, encrypted, or disguised, is subject to review and justification. If not operationally necessary, it must be eliminated, per reference (k).

b. Subordinate Element Missions

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

(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 (b).

(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. These vital records include electronic and hard copy documents, references, and recordings that are necessary to support the resumption of the unit or directorate essential functions after or during a critical situation. The two basic categories of vital records are:

a. Emergency Operating Records: Records vital to the critical functions of the unit or directorate mission/tasks. They are the records necessary to mobilize and protect material and human power resources, services, and systems, and to perform critical functions.

b. Rights and Interests Records: Records which are essential to preserve the legal rights and interest of individual persons. Examples of vital records include personal security files, official personnel files, contracts, and vouchers. These records are required to reestablish

the unit or directorate mission/tasks and to protect the legal and financial interests of the installation after an emergency.

c. Development of the unit or directorate Business Continuity Plan is managed by the Assistant Chief of Staff G-7, Mission Assurance.

(f) Designate a unit or directorate records manager and PA system of records manager.

(g) Upon initial discovery of a PII breach, contact the Installation System Security Manager (ISSM).

(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 are 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.

(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.

(3) Assistant Chief of Staff G-6, ISSM

(a) Ensure that notifications to affected personnel are made in accordance with reference (j) in coordination with the G-1 Adjutant and Privacy Act Coordinator.

(b) Verify, sign, and forward Privacy Impact Assessments in coordination with the G-1 Adjutant and Privacy Act Coordinator to Headquarters Marine Corps Command, Control, Communications, and Computers Cyber Security Division in accordance with reference (j).

c. Coordinating Instructions

(1) The duties for the Records Manager and PA System of Records Manager are:

(a) Know and train all those who handle PA records, including contractor personnel.

(b) Routinely review records to ensure collected information is accurate, timely, and complete.

(c) Do not maintain PA systems of records (i.e., retrieved by personal identifier) unless that system is covered by a published system of records notice.

(d) Maintain copies of System of Record Notices (SORNs) that allow for maintenance of the records. SORNs that may apply to records maintained or accessed by Combat Center activities are listed in enclosure (1). A comprehensive list and the full text of the SORNs may be viewed at [http://dpclo.defense.gov/privacy/SORNs/component/DOD\\_Component\\_Notices.html](http://dpclo.defense.gov/privacy/SORNs/component/DOD_Component_Notices.html).

(e) Notify the PA Coordinator if the collection, maintenance, handling, or disposition practices of data maintained in a system are not in accordance with one of the published SORNs.

(f) Establish appropriate safeguards to ensure security and confidentiality of records.

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

(h) Refer all third-party requests for records to the Freedom of Information Act Coordinator in accordance with reference (m).

(2) Ensure all records are covered by authorized retention schedules found in reference (d). Conduct an annual year-end review to ensure records are properly disposed.

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

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

(5) Upon discovery of a breach of Personally Identifiable Information (PII), immediately notify the ISSM at (760) 830-0099. Additional guidance is provided in Coordinating Instructions.

(6) Ensure all personnel complete the annual web-based training course "Records Management, Everyone's Responsibility" at MarineNet, which may be accessed at <https://www.marinenet.usmc.mil/MarineNet/Default.aspx>.

(7) Review all procedures, administrative processes, and directives to ensure that any prescribed use of the SSN is justified as an acceptable use per reference (k); if the use cannot be justified, the SSN must be eliminated. The procedure for developing and modifying forms is found in reference (l).

(8) Letterhead. Command letterhead will be used in accordance with reference (i).

(9) SSN Usage Reduction

(a) Remove SSNs and any unnecessary personal information from all rosters. Recall rosters should contain only names, addresses, and telephone numbers per reference (n).

(b) Encrypt all e-mails containing SSNs in any form. Follow the guidance in reference (n).

(c) Ensure that share drive folders used for files containing SSNs or other personally identifying information are accessible only to personnel with the need to know the information. Password-protect documents or folders if necessary.

(d) Do not scan documents containing SSNs unless the destination folder is only accessible by users authorized to view the information. See reference (n) for additional guidance.

(e) Do not fax documents containing SSNs, unless the exceptions listed in reference (o) apply. Reference (n) has been modified by reference (o).

(f) Eliminate the use of the SSN in all documents unless the use meets the acceptable use criteria in reference (k). If an identifier is necessary, replace the SSN in correspondence with the electronic data interchange personal identifier (EDIPI). For example, the "To" line of a standard letter would read: Sergeant John Doe 0123456789/0111 USMC.

(10) All subordinate units and directorates may contact the G-1 Adjutant's office for records management assistance at (760) 830-4189. The Department of the Navy PA website has comprehensive reference and training resources at <http://www.doncio.navy.mil/tagresults.aspx?ID=36>. Classroom training and assistance may be arranged with the Adjutant's Office.

(11) PII Breach Reporting Procedures

(a) To meet the Federal, Department of Defense, Department of the Navy, and Marine Corps reporting requirements, an initial breach report is to be electronically submitted with OPNAV 5211/13 by the ISSM within one hour of the breach discovery. Supplemental reports to add or correct the initial data will be submitted as necessary.

(b) In order to meet the statutory requirements, all personnel up to the director must immediately engage to document the facts and act to mitigate any harm caused by the breach.

(c) Division and Special Staff Directors will each send a hasty assessment of the incident to the ISSM and the G-1 Adjutant to validate the known facts. The G-1 Adjutant will brief the Chief of Staff before the initial report is submitted.

(d) The initial assessment provided to the ISSM and G-1 Adjutant will address the following issues:

1. Date and time of breach, if known.
2. Date and time of discovery.
3. Estimated number and character of individuals affected by the breach (civilians, active, retired, reserve, public, etc.).
4. Elements of PII compromised.
5. Description of what happened, including specific items/media involved, whether government/personally/contractor owned, password-protected, encrypted, or Public Key Enabled.
6. Immediate actions in progress to mitigate the breach.
7. Possible cause of the breach, if known.

(e) After the initial assessment Division and Special Staff leadership will continue to identify and correct any contributing factors to the breach and prepare to provide contact information of the affected individuals.

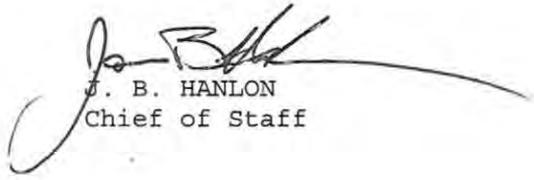
(f) Within 10 days of the breach discovery, an after action report (OPNAV 5211-14) will be submitted by the ISSM in coordination with the G-1 Adjutant. Leaders will provide corrective actions and lessons learned to be included in the after action report.

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.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx>.

5. Command and Signal

a. Command. This Order is applicable to all Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, directorates, and activities that fall under the cognizance of the Commanding General, MAGTFTC, MCAGCC.

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

  
J. B. HANLON  
Chief of Staff

Distribution: A

System of Records Notices

Records maintained or accessed by the Marine Air Ground Task Force Training Command, Marine Air Ground Combat Center are covered by the following System of Records Notices (SORNs). Anyone who identifies or requires a Privacy Act System of Records that is not included in this list should contact the Privacy Act Coordinator at (760) 830-4189. The complete text and a more comprehensive list of SORNs which may be applicable can be viewed at [http://dpclo.defense.gov/privacy/SORNs/component/DOD\\_Component\\_Notices.html](http://dpclo.defense.gov/privacy/SORNs/component/DOD_Component_Notices.html).

Individuals who wish to access records under the Privacy Act should refer to the instructions in each SORN.

Navy-Marine Corps SORNs

M01040-3 Marine Corps Manpower Management Information System Records  
M01070-6 Marine Corps Official Military Personnel Files  
M01070-8 Marine Corps Wounded, Ill, and Injured Tracking System  
M01754-4 Marine for Life Program  
M01754-5 Marine Corps Family Readiness Mass Communication Records  
M01754-6 Exceptional Family Member Program Records  
M06320-1 Marine Corps Total Information Management Records  
M11240-1 Transportation Capacity Planning Tool (TCPT)  
M11320-1 Emergency Incident Reporting System  
M12400-1 Civilian Workforce Development Application (CWDA)  
MIL00012 Licensing Procedures for Military Motor  
MIL00013 Individual Uniform Clothing Records  
MJA00002 General Correspondence Files for Legal Administration  
MJA00003 Magistrate Court Case Files  
MJA00004 In Hands of Civil Authorities Case Files  
MJA00005 Financial Assistance/Indebtedness/Credit Inquiry Files  
MJA00009 Marine Corps Command Legal Files  
MMN00019 Drug/Alcohol Abuse Reporting Program  
NM01500-2 Department of the Navy (DON) Education and Training Records  
NM01543-1 Explosives Handling Qualification/Certification Program  
NM01560-1 Navy College Management Information System  
NM01560-2 Department of Defense Voluntary Education System (DoDVES)  
NM01650-1 Department of the Navy (DON) Military Awards System  
NM01730-1 Navy Chaplain Privileged Counseling Files  
NM01754-2 DON Family Support Program Volunteers  
NM01754-3 DON Child and Youth Program  
NM04060-1 Navy and Marine Corps Exchange Sales Control and Security Files  
NM05000-1 General Correspondence Files  
NM05070-1 Library Patron File  
NM05100-4 WESS Occupational Injuries/Illnesses System  
NM05100-5 Enterprise Safety Applications Management System (ESAMS)  
NM05100-6 Driver Record Monitoring System (DRMS)  
NM05211-1 Privacy Act Request/Amendment Files and Tracking System  
NM05380-1 Combined Federal Campaign/Navy and Marine Corps Relief Society  
NM05512-1 Vehicle Parking Permit and License Control System  
NM05512-2 Badge and Access Control System  
NM05580-1 Security Incident System  
NM05720-1 FOIA Request/Appeal Files and Tracking System  
NM07010-1 DON Non-Appropriated Funds Standard Payroll System  
NM07320-1 Property Accountability Records  
NM07421-1 Time and Attendance Feeder Records  
NM08370-1 Weapons Registration

Enclosure (1)

NM11101-1 DON Family and Bachelor Housing Program  
NM12610-1 Hours of Duty Records  
NM12630-1 Voluntary Leave Transfer Program Records  
NM12711-1 Labor Management Relations Records System  
NM12713-1 Equal Employment Opportunity (EEO) Complaints Tracking System  
NM12771-1 Discrimination Complaints  
NM12771-2 Administrative Grievance Files  
NM12792-7 Drug-Free Workplace Program Records

Department of Defense SORNs

DFMP 06 DoD Priority Placement Program (STOPPER LIST)  
DGC 04 Personnel Security Clearance Adjudication Files  
DHRA 06 DoD Defense Sexual Assault Incident Database  
DHRA 08 DoD Defense Travel System  
DMDC 02 Defense Enrollment Eligibility Reporting Systems (DEERS)  
DMDC 12 DoD Joint Personnel Adjudication System (JPAS)  
DPR 34 DoD Defense Civilian Personnel Data System  
DPR 39 DoD DoD Personnel Accountability and Assessment System  
F024 AF USTRANSCOM D DoD Defense Transportation System Records  
N05520-6 DoD Law Enforcement Defense Data Exchange

Government-Wide SORNs

EEOC/GOVT-1 Equal Employment Opportunity in the Federal Government Complaint and Appeal Records  
GSA/GOVT-3 Travel Charge Card Program  
GSA/GOVT-4 Contracted Travel Services Program  
GSA/GOVT-6 GSA SmartPay Purchase Charge Card Program  
DOL/GOVT-1 Office of Worker's Compensation Programs, Federal Employees' Compensation Act File  
DOT/ALL-8 Employee Transportation Facilitation  
MSPB/GOVT-1 Appeals and Case Records  
OGE/GOVT-1 Executive Branch Personnel Public Financial Disclosure Reports and Other Name-Retrieved Ethics Program Records  
OGE/GOVT-2 Executive Branch Confidential Financial Disclosure Reports  
OPM/GOVT-1 General Personnel Records  
OPM/GOVT-2 Employee Performance File System Records  
OPM/GOVT-3 Records of Adverse Actions, Performance Based Reduction in Grade and Removal Actions, and Termination of Probationers  
OPM/GOVT-5 Recruiting, Examining, and Placement Records  
OPM/GOVT-7 Applicant Race, Sex, National Origin, and Disability Status Records  
OPM/GOVT-9 File on Position Classification Appeals, Job Grading Appeals, and Retained Grade or Pay Appeals, and Fair Labor Standard Act (FLSA) Claims and Complaints  
OPM/GOVT-10 Employee Medical File System Records

Enclosure (1)