



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

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COMBAT CENTER BULLETIN 5239

From: Commanding General
To: Distribution List

Subj: INFORMATION SYSTEMS COORDINATOR

Ref: (a) CCO 5239.2B
(b) CCO 5211.2

Encl: (1) ISC Appointment Letter Template

1. Situation. This Bulletin pertains to the establishment of Information Systems Coordinators (ISC) throughout the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC). The MAGTFTC, MCAGCC Assistant Chief of Staff (AC/S) G-6 depends upon such trusted representatives to facilitate information technology (IT) support for their organizations.

2. Mission. In order to establish a trusted point of contact for G-6 related services, all MAGTFTC, MCAGCC Special Staff Sections, units, tenant commands, and organizations shall appoint at least one ISC as a trusted liaison between their unit/organization and the MAGTFTC, MCAGCC AC/S G-6, to assist and represent the unit/organization, and to facilitate matters related to communications and information systems.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In accordance with reference (a), Commanders, ACs/S, and Special Staff Officers shall be accountable for their user's appropriate use of the Marine Corps' IT systems.

(2) Concept of Operations

(a) Special staff sections, units, tenant commands, and organizations shall appoint an individual to operate as the ISC.

(b) Alternate ISCs may be appointed, as necessary.

(c) Prior to an ISC leaving the unit, a new ISC shall be appointed in writing, and a proper turnover shall be conducted.

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b. Subordinate Element Missions

(1) Commanding Officers (CO), ACs/S, and Special Staff Officers. Using Enclosure 1, appoint in writing, as an additional/collateral duty, an ISC who has or demonstrates the aptitude for learning and understanding IT.

(2) Tenant Unit Commanders. Using Enclosure 1, appoint in writing, as an additional/collateral duty, an ISC who has or demonstrates the aptitude for learning and understanding IT.

(3) AC/S G-6

(a) Upon receipt of the appointment letter, place the ISC on all appropriate contact lists and access rosters.

(b) Assist the ISC by providing the appropriate documentation, direction, and training to perform his/her duties in accordance with established Marine Corps and G-6 policies and procedures.

(4) Appointed ISC

(a) The original appointment letter shall be retained by the appointed Marine. A copy shall be provided to the respective ISC's unit, within an ISC turnover binder, and to the MAGTF/TC, MCAGCC G-6 Service Desk.

(b) This appointment authorizes the MAGTF/TC, MCAGCC AC/S G-6 to accept the appointed ISC as a trusted liaison for the purposes listed below. This is not an endorsement for issuance of a privileged user account.

(c) Serves as the unit's primary point of contact in all matters pertaining to MAGTF/TC, MCAGCC G-6 communication and IT services.

(d) Acts as the technical liaison between the organization's users and the MAGTF/TC, MCAGCC AC/S G-6 Service Desk and Customer Technical Representative (CTR).

(e) Validates and submits authorized service requests to the MAGTF/TC, MCAGCC AC/S G-6, utilizing processes provided by the same.

(f) Tracks the progress of unit service requests and work orders.

(g) Assists users in obtaining Marine Corps Enterprise Network (MCEN) accounts.

(h) Provides limited technical assistance to authorized users.

(i) Promotes cybersecurity awareness and proper use of government-owned information systems through user education.

(j) In accordance with the references, contact the MAGTF/TC, MCAGCC AC/S G-6 Information Systems Security Manager at (760) 830-0099/5277/5377 to report all instances of:

1. Possible compromise of any government-owned information system.

2. Actual or suspected classified information spillages.
3. Any Personally Identifiable Information (PII) compromises.

(k) Contact the MAGTF Information Technology Support Center (MITSC) West Regional Support Desk at (877) 739-5724 to report anomalies, degradations, interruptions, and failures of the Marine Corps Enterprise Network and attached devices.

4. Administration and Logistics

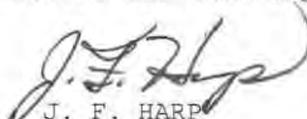
a. Contact the MAGTFTC, MCAGCC AC/S G-6 Service Desk at (760) 830-7141 or SMBPLMSG-6ServiceDesk@usmc.mil for clarification or to obtain assistance in the execution of ISC responsibilities.

b. Bulletins issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

5. Command and Signal

a. Command. This Bulletin is applicable to all COs, ACs/S, Special Staff Officers, Tenant Unit Commanders, and Organizations aboard the Combat Center.

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


J. F. HARP
Chief of Staff

Distribution: A



ISC Appointment Letter Template

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MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

5239
Code
DD MMM YYYY

From: Commanding Officer/Assistant Chief of Staff G-_
To: RANK FNAME MI LNAME EDIPI/MOS USMC
Mr./Ms. FNAME MI LNAME (Civilian)

Subj: APPOINTMENT AS INFORMATION SYSTEMS COORDINATOR

Ref: (a) CCBu1 5239 of (date)
(b) CCO 5239.2B

1. Per reference (a), you are hereby appointed as the Information Systems Coordinator (ISC) for this unit/organization.
2. This appointment authorizes the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Assistant Chief of Staff (AC/S) G-6 to accept you as a trusted liaison for the purposes listed in the reference (a).
3. You are to familiarize yourself with reference (b) in order to assist this organization with compliance.
4. Upon receipt of this appointment, read, and digitally sign the first endorsement and deliver a copy of this letter to the MAGTFTC, MCAGCC AC/S G-6 Service Desk, retaining the original as your copy.

CO or AC/S Digital Signature

FIRST ENDORSEMENT

From: RANK FNAME MI LNAME EDIPI/MOS USMC
Mr./Ms. FNAME MI LNAME (Civilian)
To: Commanding Officer or AC/S G-_

Subj: APPOINTMENT AS INFORMATION SYSTEMS COORDINATOR

1. In compliance with the requirements of the references, I understand my duties and accept my appointment as an ISC.

2. My contact information is:

Email: email@usmc.mil
Phone: (760) 830-####
Bldg: ####

ISC Digital Signature

Enclosure (1)