UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
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5329
CO
4 Mar 21

POLICY LETTER 1-21

From: Commanding Officer
To: Distribution List

Subj: DISASTER RECOVERY AND INFORMATION TECHNOLOGY CONTINGENCY PLAN

Ref: (a) MCO 5239.2B
(b) CCO 5329.2D

1. Purpose. To establish policy in accordance with the references, the restoration of Information Technology (IT) in the event of a disaster that severely degrades or renders unusable IT assets attached to the Marine Corps Enterprise Network (MCEN).

2. Information. IT assets and the MCEN have become so critical to the successful day to day operations that the loss of these assets can render the majority of our core functions non-mission capable if the outage or degradation persists for an extended period of time. Due to the uniqueness of this command, the control of all IT and MCEN services is heavily dependent upon the Installation's Cyber Security Division.

a. Degradation of Services. Degradation of services or incidents can be classified as "slow internet", the intermittent loss of a MCEN service, programs on a user's IT not functioning correctly or not at all, and one or a few IT assets not being able to connect to the MCEN. While a nuisance, the majority of core functions within the Battalion are operational. For these Dependent upon the incident, users will first contact the Enterprise Service Desk at 1-855-373-8762 to report their incident then provide the incident number to the Information Security Coordinator (ISC) for further guidance. In the event of multiple IT assets being affected, restoration will be prioritized based upon the critical nature of the billet the IT is supporting.

b. Total Loss of Services. Total loss of services are the result of natural disasters, cyber-attacks, extended power failures, or other types of incidents that affect all IT assets connected to the MCEN. The ISC will provide guidance based upon recommendations from the Installation's Cyber Security Division on the expected timeline for restoration of services. The ISC will brief the Commanding Officer who will make the determination for those billets that can take the IT asset to an alternate location and "telework" using existing wireless/VPN capabilities already installed on all IT assets until services are restored.

3. Scope. All Battalion Staff members.

A. J. MARTINEZ

Distribution: A

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Battalion Directives Control Point