



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

5230
B 054
12 Oct 99

From: Commanding General, Marine Corps Combat Development
Command
To: Commanders/Directors
Subj: APPOINTMENT, TRAINING AND UTILIZATION OF INFORMATION
ASSURANCE (IA) STAFF
Refs: (a) SECNAVINST 5239.3
(b) MCBO 5230.2
Encl: (1) Breakdown of ISSO Appointments
(2) Sample ISSO Appointment Letter
(3) Sample ISSC Appointment Letter

1. Background. The Command Security Manager serves in an additional capacity as the Command Information Systems Security Manager (C/ISSM) and as such is responsible for the structure, implementation, education, training and awareness of all IA functions for MCB Quantico. Just as MCB G-6 is responsible for the physical connectivity of the voice and data infrastructure, the C/ISSM is equally responsible for the security and integrity of the type of information which is transmitted over this infrastructure.

2. Purpose. The purpose of this letter is to direct all addressees to identify and appoint appropriate IA personnel within each respective Command/Activity on MCB Quantico.

3. Action. Per references (a) and (b), each major Command or Activity will appoint an Information Systems Security Officer (ISSO). Those elements that currently have appointed an ISSM may transition that person to be the ISSO. Additionally, each major sub-element of the Command/Activity will appoint an Information Systems Security Coordinator (ISSC). This is usually at the division/branch level, however, may be modified to fit the configuration and/or workload of each element. The current Information Systems Coordinators (ISC), who are responsive to the AC/S, G-6 in terms of systems operational functions and technical assistance, may also be appointed as the ISSC, and effectively wear two hats in terms of systems security

Subj: APPOINTMENT, TRAINING AND UTILIZATION OF INFORMATION
ASSURANCE (IA) STAFF

applications. Enclosure (1) provides a further breakdown of the IA structure that will be required by MCBO 5230.2

4. The duties and minimum grade requirements of the and ISSC are as follows:

a. ISSO:

(1) Be an officer, E-6, or GS-07.

(2) Represent the Command/Activity on all IA responsibilities.

(3) Ensure local compliance with IA policies procedures.

(4) Coordinate IA education, training, and awareness for all members of the Command/Activity.

(5) Serve as the focal point for collecting and reporting IA violations and incidents to the Command ISSM.

b. ISSC:

(1) Be an officer, E-5, or GS-05.

(2) Serve as the POC for all end-users within their element

(3) Be the first POC for the gathering and reporting of violations/incidents through the ISSO to the Command ISSM.

(4) Effect personal, one-on-one IA education, training, and awareness for all end-users.

(5) Monitor end-user compliance with IA policy and procedure (i.e., warning banners, Internet access, virus protection, chain letters, etc.).

Subj: APPOINTMENT, TRAINING AND UTILIZATION OF INFORMATION
ASSURANCE (IA) STAFF

5. The C/ISSM has initiated an aggressive IA training structure and classroom syllabus, however due to reorganization of the Marine Corps Computer and Telecommunications Agency (MCCTA) with the Network Operations Center (NOC), the shared IA classroom facility will require relocation by the end of Jan 2000.

6. The initial efforts will be to train all ISSOs first, and then train all ISSCs. Class vacancies, if any, can be filled by end-users at the direction of the ISSO. A tentative class schedule for the remainder of CY 99, and Jan 00 is:

Class #1	02-03 Nov	Class #5	15-16 Dec
Class #2	09-10 Nov	Class #6	11-12 Jan
Class #3	30 Nov-01 Dec	Class #7	25-26Jan
Class #4	07-08 Dec		

7. Each addressee will identify and appoint the appropriate IA personnel utilizing enclosure (2) or (3). Each appointee will then contact Ms. Colleen English, the Assistant ISSM, at 784-6268 for class scheduling. Due to the time sensitivity of this issue, appointment letters must be returned by COB 25 Oct 99, and class scheduling must be completed by COB 28 Oct 99.



GARY W. JOHNSON

By Direction

BREAKDOWN OF ISSO APPOINTMENTS

1. MCCDC Proper (Building 3300), with ISSCs at:

WDID	Doctrine Div
Requirements Div	S&A Div
Concepts Div	TFS Div
OSI	

2. MCU, with ISSCs at:

MCWAR	TBS
AWS	OCS
MC Research Center	Command & Staff Collège
CCSS	SNCOA

3. MCB Quantico, with ISSCs at:

AC/S, G-1	AC/S, G-3
AC/S, G-4	AC/S, G-5
AC/S, G-6	Command Inspector
Staff Judge Advocate	Reserve Support Unit
Comptroller	Safety Div
H&S Bn	Security Bn
Chaplain	

(Additional ISSO's may be designated within MCB Quantico as deemed necessary by the AC/S G-6 and/or Command Security Manager.)

4. M&RA, with ISSCs at:

Headquarters Element	MM Div
RA Div	MP Div
MR Div	MI Div

5. MSTP, with ISSCs as locally designated

6. T&E Division, with ISSCs as locally designated

7. CSW, with ISSCs as locally designated.

8. MCWL, with ISSCs as locally designated

SAMPLE ISSO APPOINTMENT LETTER

(Letterhead)

5500
(Office Code)
(Date)

From:

To:

Subj: APPOINTMENT AS INFORMATION SYSTEMS SECURITY
OFFICER (ISSO)

Ref: (a) SECNAVINST 5239.3
(b) MCBO 5230.2
(c) CG MCCDC ltr 5230/ of

1. Per the references, you are hereby appointed as the Information Systems Security Officer for (Command/Activity).
2. You are directed to familiarize yourself with the duties of Information Systems Security Officer, and ensure compliance with all Information Assurance policies & procedures.
3. This letter supersedes all previous appointments.

(Signature)

Copy to:
CISSM (B054)

Enclosure (2)

SAMPLE ISSC APPOINTMENT LETTER

(Letterhead)

5500
(Office Code)
(Date)

From:

To:

Subj: APPOINTMENT AS INFORMATION SYSTEMS SECURITY
CORDINATOR (ISSC)

Ref: (a) SECNAVINST 5239.3
(b) MCBO 5230.2
(c) CG MCCDC ltr 5230/ of

1. Per the references, you are hereby appointed as the Information Systems Security Coordinator for (Command/Activity).
2. You are directed to familiarize yourself with the duties of Information Systems Security Coordinator, and ensure compliance with all Information Assurance policies & procedures.
3. This letter supersedes all previous appointments

(Signature)

Copy to:
CISSM (B054)

Enclosure (3)