



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
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ADJ
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II MARINE EXPEDITIONARY FORCE POLICY LETTER 7-19

From: Commanding General, II Marine Expeditionary Force
To: Distribution List

Subj: VITAL RECORDS PROGRAM STANDARD OPERATING PROCEDURES

Ref: (a) 36 C.F.R. Part 1236
(b) DoD Directive 3020.26, "Department of Defense Continuity Programs," January 9, 2009
(c) MCO 3030.1
(d) MCO 5210.11F
(e) 5 U.S.C. 552a
(f) SECNAVINST 5211.5E
(g) SECNAV M-5210.1
(h) SECNAV M-5210.2

Encl: (1) II Marine Expeditionary Force Vital Records List

1. Situation. To provide guidance on the II Marine Expeditionary Force (II MEF) Vital Records Program. Leaders at all levels are responsible for ensuring that the command is protecting vital records. For the purposes of this Policy, vital records are those records necessary to meet operational responsibility under national security emergencies or other emergency or disaster conditions (emergency operating records) and/or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records). Vital records are identified as essential to the conduct of emergency functions and those that preserve the rights and interest of personnel are current, complete, adequately protected, accessible and usable.

2. Mission. Each section is to identify and report all non-classified vital records to the II MEF G-1 Adjutant section. These records will be used to build and update enclosure (1). All classified records deemed vital will be determined by the Security Manager.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All II MEF staff sections will identify and develop a written plan for the Vital Records Program. These vital records will be included in the Command's Continuity of Operations Plan (COOP) and the II MEF Adjutant will update enclosure (1).

(2) Concept of Operations. The Vital Records Program consists of policies, plans, and procedures developed and implemented to identify, use, and protect the essential records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions or to protect the Government's rights or those of its citizens. Vital records are essential agency records that are needed to meet operational

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responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

(a) Program Objectives

1. All II MEF staff sections are responsible for legal and financial records are to preserve such records for the command's continuity of operation.

2. All II MEF staff sections are to standardize their vital records selection, labeling, safeguarding and storage procedures.

3. II MEF AC/S G-6 ensure that electronic information systems needed to store and access vital records will be available in case of emergency or disaster.

(b) Vital Records Plan

1. All II MEF staff sections will identify and report vital records to the II MEF G-1 Adjutant. The first part of the plan is a description of records that are vital to the continued operations or for the protection of legal and financial rights. The plan also includes specific measures for storing and periodically cycling (updating) copies of those records. The Vital Records Plan should also address recovery of records (regardless of medium) that are damaged in an emergency or disaster.

2. All II MEF staff sections are to take the following steps involved in identifying vital records and records disaster mitigation, and should be performed in conjunction with Continuity of Operations (COOP) planning efforts.

(c) Records Subject to be selected as Vital

1. Emergency-Operating Records

- a. Delegations of authority.
- b. Orders of succession.
- c. Organization and manning documents.

2. Legal and Financial Rights Records

a. The command has the responsibility of maintaining legal records and reports (i.e., Nonjudicial punishment, courts-martial, detached for cause and investigations).

b. Fiscal records such as periodic summary of financial status of command; records of significant amounts of money owed to the command, and records of debt owed by the command.

3. Vital Records Contents

- a. The medium on which records are recorded.
- b. The physical location for offsite storage of copies of the vital records or the system storage.

(d) Protection and Storage of Vital Records

1. After completion of the inventory, protection methods and storage sites must be chosen for vital records. The former may include using existing duplicates of the records designated as vital or duplicated for this purpose. If performing duplication, it is generally most economical to duplicate the original medium onto the same medium; that is, duplicate microfiche onto microfiche or magnetic tape onto magnetic tape.

2. Classified documents should be labeled correctly.

3. Appropriate equipment should be selected to ensure the continued preservation of copies of the vital records until they have met their lifecycle. In addition, plans should be made to ensure proper environmental conditions for storage of copies of vital records, particularly for those recorded on fragile media such as microfilm, magnetic tape, or disks, until they are replaced.

4. Given the importance of vital records, if possible plans should be arranged for offsite storage of vital records in a facility not subject to the same emergency or disaster but still reasonably accessible to personnel.

(e) Program Review and Testing

1. The Vital Records Program shall be reviewed annually at minimum to determine whether vital records are adequately protected, current, and accessible to personnel who would use them.

2. In addition, valuable information for improving the program can be obtained by testing it under simulated emergency or disaster conditions (i.e., Wargaming or Rehearsal of Concept (ROC) drills).

b. Subordinate Command/Element Missions. All work centers and staff sections shall identify, inventory, protect, store, make accessible, and cycle (update as needed) the copies of vital records required in an emergency, including records that document legal and financial rights.

(1) Command Designated Records Managers (CDRMs)

(a) Provide guidance and assistance in inventorying records and determining appropriate maintenance and disposition lifecycles for copies of vital records.

(b) Ensure original vital records are properly stored and maintained until their authorized disposition in accordance with reference (h).

(2) Command Security Manager and G-2 Classified Custodian/Coordinator

(a) Ensure classified vital records are labeled appropriately.

(b) Approve and/or designate appropriate space or equipment for storage of classified vital records.

4. Administration and Logistics

a. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced

against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (e) and implemented per reference (f)).

b. Records created as a result of this Policy shall be managed according to National Archives and Records Administration approved dispositions per reference (g) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

5. Command and Signal

a. Command. This Policy is applicable to II MEF Staff Sections, Major Subordinate Commands/Elements (MSC/MSE's) to all personnel who occupy key billets in the command or have functional areas of inspection in keeping vital records.

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



B. N. WOLFORD
Chief of Staff

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Policy Letter 7-19

Vital Record	Responsible Section
UMSR Morning Report	G-1
Appointment Letters	All Sections
II MEF Orders and Policies	G-1
Budget and Financial Records	G-8
By Direction Authority	G-1
Electronic System to Access Command Records	G-6
Emergency Plans and Directives	G-3/5/
Health Records	HSS
Legal Records and Reports	SJA
Safety Records	G-10
Site Maps and Engineering	G-4