



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20020  
CAMP LEJEUNE, NORTH CAROLINA 28542-0080

3500  
G-6

DEC 05 2019

II MARINE EXPEDITIONARY FORCE POLICY LETTER 13-19

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

Subj: II MARINE EXPEDITIONARY FORCE COMMUNICATIONS SUPPORT REQUEST  
TIMELINES POLICY

Ref: (a) USSTRATCOM Satellite Access Request and Gateway Access Request Policy  
(b) CJCSI 6250.01F/26 Feb 2019  
(c) CM-01 82.17/CJCS Memorandum for IW Mandate  
(d) USSTRATCOM Satellite Access Request/22 Jun 2015  
(e) MARFORCOM Satellite Access Request and Gateway Access Request Policy  
(f) DISA Executive SATCOM, COMSATCOM ordering guide (V3.1) July 2017  
(g) II MEF G-6 SPE Communication Request Standard Operating Procedures  
(h) ECSM 18 Marine Corps Assessment and Authorization Process, 8 Apr 2019

Encl: (1) II MEF Request Timeline Quick Reference

1. Purpose. Communications support request timelines must be adhered to in order to (IOT) provide sufficient time for processing at II Marine Expeditionary Force (MEF) G-6 and subsequently meet higher headquarters deadlines. Timely submission and adherence to deadlines ensures that requests can be properly staffed and supported for exercise/operational requirements.

2. Information. To establish guidance and guidelines to subordinate units on the lead time required for the variety of services that may be requested from the II MEF G-6. All requesting units will strictly adhere to this guidance IOT receive the services within the requested timeline.

3. Scope

a. Commanders Intent

(1) Purpose. To ensure timely communications support for requesting units in support of exercise and operational requirements.

(2) Method. Major Subordinate Commands (MSCs) and Major Subordinate Elements (MSEs) will forward their communications support requests and/or their subordinate unit's communications support requests to the II MEF Assistant Chief of Staff (AC/S) G-6 for processing and routing to adjacent or higher headquarters as required. As required, network architecture diagrams will be submitted with requests as required to facilitate the processing of requests.

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(3) End State. Subordinate units leverage communications capabilities to provide optimal support to MSCs and MSEs exercise/operational requirements.

b. Tasks

(1) AC/S G-6, II MEF

(a) Enforce MARFORCOM, HQMC, CCMDC, DISA, and Department of Defense (DoD) policies to facilitate comprehensive and timely submissions of communications support requests for MSC/MSE's exercise and operational requirements.

(b) Validate subordinate unit requests for communications support; endorse and forward communications support requests to higher headquarters on behalf of II MEF CE and subordinate units.

(2) Commanding Generals, 2d Marine Division, 2d Marine Aircraft Wing, 2d Marine Logistics Group.

(a) Enforce the timeline enclosure (1) to facilitate comprehensive and timely submissions of communications support requests and network diagrams for all exercise/operations requirements.

(b) Validate, endorse, and forward subordinate unit requests for communications support to higher headquarters.

(3) Commanding Officers, II Marine Information Group, 22nd, 24th, and 26th Marine Expeditionary Units (MEUs).

(a) Enforce the timeline enclosure (1) to facilitate comprehensive and timely submissions of communications support requests and network diagrams for all exercise/operations requirements.

(b) Validate, endorse, and forward subordinate unit requests for communications support to higher headquarters.

c. Coordinating Instructions

(1) Reference G establishes II Marine Expeditionary Force's policy for Satellite Access Requests (SAR) and Department of Defense Gateway Access Requests (GAR). It articulates the categories and priorities of Satellite Communications (SATCOM) services and identifies operational processes and management responsibilities.

(2) Requesting units that deviate from the timelines listed in enclosure (1) will submit an Exception to Policy (ETP) letter explaining the reason for the late request. The ETP will be endorsed by the MSC/MSE's AC/S G-6 and routed to the II MEF G6 Operations Officer/Chief for approval. The II MEF AC/S G-6 will make every reasonable effort to support communications requirements for MSC's and MSE's; late submissions, however, will not guarantee support with the requested timeframe and may be subject to disapproval.

(3) For all ATO submissions, requesting units must include (10) additional workdays for processing required by II MEF G-6 Department Of Defense Information Network (DODIN) Operations section IOT allow ample time for submission to the Marine Corps Cyberspace Operations Group (MCCOG)/HQMC C4 Assessment and Authorization. In accordance with ECSM-18(reference h), this letter must be signed by the first General Officer in the chain of command requesting priority handling, specifically addressing the reason for the deviation from standard processing timelines. Reference H illustrates the

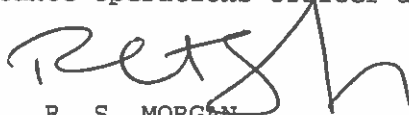
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timelines associated with ATO submissions. It further addresses procedures and processes required for approval of late submissions.

(3) High priority missions in support of real world operations/contingencies will be processed as quickly as possible and are not necessarily required to adhere to the established timelines.

(4) Submission of Communications Support Requests. Requesters will be familiar with the references and detailed instructions for submitting communications support requests which are located on the II MEF G-6 SharePoint site at: <https://eis.usmc.mil/sites/IIMEF/G6/SitePages/SPE.aspx>

(5) The point of contact for this matter is the II MEF G-6 Operations Officer at (910)451-7266 or the Assistance Operations Officer at (910)451-8946.

  
R. S. MORGAN  
Chief of Staff

Distribution: A/B

**II MEF Communications Request Timeline Quick reference (ENCL 1)**

Task Name	Request Format	Delivered to	Output	Lead Time (days)
<b>Operational Support</b>				
Non Organic Hardware Requirements	Support request	MEF G-6	Requirement	180
<b>Service Desk</b>				
User Account Request	Remedy ticket (Help Desk)	User	Account created/activated	10
SIPR Token Request	Appointment only	User	Token issued	10
Non Standard Hardware, Software or Service Purchase Request	ITPRAS	Distribution list	Requirement	180
<b>Spectrum Management</b>				
Local Frequency Request	SFAF	MEF G-6	Approved Frequency	20
CONUS	SFAF	NMCSO LANT	Approved Frequency	70
OCONUS	SFAF	AOR MARFOR	Approved Frequency	105
Local EA Request under annual II MEF EA Clearance	Email	MEF G-6	Clearance to Operate	15
Direct Energy Electronic Attack	Request document	MILDEP SMO	Clearance to Operate	70
Counter Improvised Explosive Device	Request document/ Builder analysis	MILDEP SMO	Clearance to Operate	90
GPS Jamming	Request document/ GIANT analysis	MILDEP SMO	Clearance to Operate	120
<b>COMSEC Manager</b>				
COMSEC Callout Local CLNC	NAVAL MSG	Controlling Authority	Validated by Controlling Authority	30
COMSEC Callout Joint Exercise	NAVAL MSG	Controlling Authority	Validated by Controlling Authority	60
Key Request Local CLNC (Key currently held by COMSEC account)	Key Request Form	COMSEC Account	Key Issued	10
Key Request Joint Exercise	Key Request Form	COMSEC Account	Key Issued	60
New Key Order Request (Key not currently held by COMSEC account)	NAVAL MSG/NSA Key Support	Controlling Authority	Key transferred from Controlling Authority	60
<b>Cyber Security / DODIN OPS</b>				
II MEF TPN	Tactical Package (Non-STEP, Unit on TPN ATO)	MCCOG/HQMC C4 A&A	ATO	20
II MEF TPN	Tactical Package (STEP and/or Unit not on TPN ATO)	MCCOG/HQMC C4 A&A	ATO	50
<b>SPE Cell</b>				
CBS Service Request (CSR)	NIPR Email	MCI-East	CSA	30
Gateway Access Request (GAR)	GAR (JIST/EMAIL)	MARFORCOM via II MEF G-6	GAA	55
Telephone Service Request Local	TSR	Base Telephone	Work complete	60
<b>Satellite Access Requests (SARs)</b>				
UHF TACSAT	SAR (SIPR/JIST)	MARFORCOM via II MEF G-6	SAA	55
MUOS Group Request (MGR)	SAR (SIPR/JIST)	MARFORCOM via II MEF G-6	SAA/MGA	30
SHF (X, Ka)	SAR (SIPR/JIST)	MARFORCOM via II MEF G-6	SAA	55
EHF/AEHF (SMART-T)	SAR (SIPR/JIST)	MARFORCOM via II MEF G-6	SAA	55
Commercial Ku (With GAR)	Ku Worksheet & JIST SAT	MARFORCOM & MCTSSA BW MNGR	SAA	55
Commercial Ku (Without GAR)	Ku Worksheet	MCTSSA BW MNGR via II MEF G-6	SAA	30
MUOS Profile Request	Profile Request (JSMPS)	MARFORCOM via II MEF G-6	OPA IP Address File and Synopsis File	30
Worldwide Reach back (WWRD)	WWRB Request (NIPR)	MCTSSA BW MNGR via II MEF G-6	SAA	30
GBS Mission Request (GMR)	GMR (SIPR/JIST)	MARFORCOM via II MEF G-6	Mission Data Sheet	20