



## UNITED STATES MARINE CORPS

MARINE FIGHTER ATTACK SQUADRON 122  
MARINE AIRCRAFT GROUP 31  
2D MARINE AIRCRAFT WING, MARFORCOM  
MCAS BEAUFORT, SOUTH CAROLINA 29904-6126

IN REPLY REFER TO  
7000  
S-1  
14 Sep 11

### SQUADRON POLICY LETTER 10-11

From: Commanding Officer, Marine Fighter Attack Squadron 122  
To: Distribution List

Subj: POLICY LETTER FOR MARINE FIGHTER ATTACK SQUADRON 122  
FACEBOOK PAGE

Ref: (a) MCO P5510.18A  
(b) DoD Website Policy  
(c) Section 508 Disabilities Act  
(d) Public Law 100-235, Computer Security Act of 1986  
(e) DoDI 5120.4  
(f) DoD Dir 5040.5  
(g) MCO P5600.31G w/ch 1-2  
(h) SECNAVINST 5720.44D  
(i) SECNAVLIST 5720.47B

1. Situation. This Policy Letter establishes guidelines to standardize appearance and functionality of Marine Fighter Attack Squadron 122 (VMFA-122) publicly accessible Facebook page. The request to start a unit-level Facebook page for the Marines, Sailors and families of VMFA-122 has been approved.

2. Mission. To establish and maintain a medium for a more modern and readily accessible means of communication to the families of VMFA-122 through the use of a squadron Facebook page.

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The World Wide Web, specifically Facebook, provides the Marine Corps a significant forward presence to a global audience making our web site their initial contact with our squadron. Therefore, it is essential that professional appearance and standards be reflected in this medium. The strategy of this Facebook page will be one-way communication where the unit will be responsible for the posting and passing of information. At this time, posting will be limited to the administrators of the squadron.

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(2) Concept of Operations. The Commanding Officer and those appointed will have complete control over the content and layout within the guidelines established per the references.

b. Subordinate Element Missions

(1) Authority to publish to squadron Facebook page will be limited to:

- (a) Commanding Officer
- (b) Executive Officer
- (c) Sergeant Major
- (d) Squadron Adjutant
- (e) Squadron Family Readiness Officer
- (f) Squadron Unit Information Officer
- (g) Squadron S-6 Officer
- (h) S-6 Chief

(2) Authorized "Releasing Authority" agents will:

(a) Submit all content to be posted on the page to the Commanding Officer for approval.

(b) Exercise control over content of unit Facebook page under their cognizance.

(c) Ensure that the unit Facebook page is appropriately registered with the DoD Resource Locator/Government Information Locator Service (GILS), per reference (h).

(d) Ensure compliance with all applicable policies, and regulations included in references (a) through (i).

(e) Review and evaluate the unit's Facebook page on a recurring basis (no less than once daily) to ensure compliance with Marine Corps standards and the policy set forth in the references.

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(f) VMFA-122 Family Readiness Officer and Unit Information Officer will ensure that all applicable information assurance safeguards and standards are met.

(3) The following types of information will not be made available on the publicly accessible Facebook page:

(a) Classified.

(b) Unclassified but sensitive to include plans or lessons learned which would reveal sensitive military operations /exercises or references to any information that would reveal sensitive movements of military assets or the associated location of units, installations, or personnel.

(c) Information that cannot be disclosed under the Privacy Act as per reference (h).

(d) For Official Use Only (FOUO).

(e) Freedom of Information Act (FOIA) exempt information (e.g., draft policies and regulations).

(f) Copyright information that releases from the Copyright owner that have not been obtained.

4. Administration and Logistics. Submit all recommendations concerning this Policy Letter to the Commanding Officer via the appropriate chain of command.

5. Command and Signal. This policy is effective the date signed.



W. E. WIEGEL