



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134-5129

IN REPLY REFER TO:

5210

CG

DEC 13 2019

EDUCATION COMMAND POLICY LETTER 2-19

From: Commanding General, Education Command
To: Distribution List

Subj: VITAL RECORDS PROGRAM

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) Vital Records List

1. Situation. To provide guidance on Education Command's (EDCOM) Vital Records Program. Leaders at all levels are responsible for ensuring that the command is protecting vital records. For the purposes of this policy letter, 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. These records must be kept current, complete, adequately protected, accessible, and usable.

2. Mission. To establish a Vital Records Program in order to be in compliance with the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish and maintain a Vital Records Program.

(2) Concept of Operations. Each Vice President or Director is to identify and report all non-classified vital records to the information requirements reports management

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program manager. These reports will be used to build and update enclosure (1). All classified records will be reviewed for inclusion in the vital records program by the Security Manger.

b. Subordinate Element Missions

(1) Vice Presidents and Directors. 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.

(2) Command Designated Records Manager (CDRM)

(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).

(3) Security Manager

(a) Ensure classified vital records are labeled appropriately.

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

(c) Review all classified records for inclusion in the vital records program.

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

5. Command and Signal

a. Command. This Policy Letter is applicable to EDCOM total force.

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


J. M. BARGERON

Distribution: A

Record	Description	Storage type	Location	Responsible Section
Morning Report	Marine Online	Electronic	MOL	G-1
Alpha Roster	Command Profile	Electronic	Electronic	G-1
MCTIMS	Training	Electronic	Electronic	G-3
BOARD OF VISITORS RECORDS	Paper Files	File Cabinet	RM 038	VPAA
TRANSCRIPTS	Electronic	Electronic	RM 038	VPAA
JPAS	Electronic	Electronic	Security Manager	VPBA
DISS	Electronic	Electronic	Security Manager	VPBA
NP2 PORTAL (EQIP)	Electronic	Electronic	Security Manager	VPBA
SABRS	Electronic	Electronic	Fiscal	VPBA
DON TRACKER	Electronic	Electronic	Don Tracker	VPOP
PR BUILDER	Electronic	Electronic	Electronic	G-4
GCSS	Tracking System	Electronic	Electronic	G-4
DPAS	Tracking System	Electronic	Electronic	G-4
CRANE REGISTRY	Tracking System	Electronic	Electronic	G-4
TFSMS	Tracking System	Electronic	Electronic	G-4

ENCLOSURE (1)

DIRECTIVE NO.

DIRECTIVE TITLE (OR SHORT TITLE)

Policy 2-19

VITAL RECORDS

J F M A M J J A S O N

DATE PROMULGATED

PROMULGATED BY

DISTRIBUTION

CLASSIFICATION

13 DEC 19

CG

UNCLASS

DIRECTIVE REVIEW NAVMC 10974 (REV. 8-97) (EF) SN: 0109-LF-069-0400

(5215)

In accordance with current edition of MCO P5600.31, this directive has been reviewed for necessity, current applicability, and to assure consonance with existing law and with national and Department of Defense policy, by:

DIRECTIVE NUMBER	DATE REVIEWED	CANCELLED	CANCELLED BY	REMARKS (New, Revision, Change)	SIGNATURE OF REVIEWING OFFICER
2-19	13 DEC 19			NEW	
5210	13 DEC 20	1 DEC 21	BGEN FIELD	CHANGE.	AJ SM / COMMAND
5210	1 DEC 21			Revision - NEW	CRYP SM / COMMAND

DIRECTIVE NO.

DATE CANCELLED

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