DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3044 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:

1700
MR

LETTER OF INSTRUCTION

From: Commandant of the Marine Corps

Subj: LETTER OF INSTRUCTION (LOI) ON WINDOWS ADMINISTRATION HARDENING

Ref: (a) MCO 5239.2B
(b) NIST Special Publication 800-53 Revision 4
(c) NIST Special Publication 800-53A Revision 4
(d) NIST Special Publication 800-37 Revision 1
(e) OMB Circular No. A-130, Managing Information as a Strategic Resource

1. Situation. The Marine Corps Community Service (MCCS) network has experienced security inconsistences and a lack of compliance with standard workstation configuration and software loads. Current guidelines and restrictions on workstation administration rights for MCCS activities worldwide fall short of acceptable security standards. Observations by higher authorities have confirmed that the overall MCCS network information technology security posture warrants hardening in many areas. This issue has been elevated to the MCCS Information Technology Committee Chair and will be discussed at the next committee meeting in March 2017.

2. Mission. The actions defined herein will set a higher standard of security for MCCS information technology system administration and is one of several steps to be taken sequentially and expeditiously to ensure enterprise information system security and compliance. CMC (MR) information technology staff and installation MCCS Management Information Systems (MIS) staff will:

a. Improve security and standard practices for Windows administration in order to establish and maintain the integrity of MCCS workstation configuration.

b. Tighten current procedures on granting Windows administration permission and rights for MCCS workstations.

c. Implement and practice hardened control measures.

3. Execution

a. Commanders Intent.

(1) MCCS activities will take measures to achieve information technology security compliance in accordance with Marine Corps and Department of Defense standards as defined in references (a) through (e).

(2) CMC (MR) information technology staff and installation MCCS MIS staff will implement guidelines and restrictions that foster an environment of control and accountability for MCCS workstation configuration and maintenance.

b. Concept of Operations. CMC (MR) information technology staff and installation MCCS MIS staff will establish and sustain control of workstation configuration by instituting hardened procedures to include removing unauthorized users from administrators group, and removing unapproved images and software products.

c. Coordinating Instructions.

(1) Primary authorized Windows Administrators for MCCS workstations are those designated by role and qualification within the CMC (MR) information technology staff and the installation MCCS MIS staff.

(2) Beginning 13 Feb 2017, CMC (MR) information technology staff will remove unauthorized users and groups from the local administrators group in coordination with installation MCCS MIS staff.

(3) Beginning 13 Feb 2017, CMC (MR) information technology staff will conduct network discovery of workstations, their image configuration, and their software loads on a site by site basis. Prior to the start of network discovery, installation MCCS MIS staff will join all Microsoft operating systems to the appropriate Windows or MCPOS domain for discovery

and ensure that all workstations remain online until further notice.

(4) Not later than 15 Feb 2017, CMC (MR) information technology staff will provide a White List for authorized software products hosted on MCCS workstations.

(5) Within 30 days of completion of the discovery phase at each site, CMC (MR) information technology staff and installation MIS staff will decommission unsupported operating systems, unless commands submit written justification and receive approval from CMC (MR).

(6) Within 30 days of completion of the discovery phase at each site, CMC (MR) information technology staff and installation MIS staff will remove unsupported software from network assets. Unsupported software is any software not on the MCCS White List.

(7) Within 30 days of the discovery phase at each site, CMC (MR) information technology staff and installation MCCS MIS staff will remove unsupported network devices from the MCCS network. Unsupported network devices are end of life or deemed service incompatible.

4. Administration and Logistics. The efforts required per this LOI are the highest priority for the MCCS information technology management and controls. Completion of this effort will require the concerted commitment and support of all MCCS information technology staff in a coordinated effort. The focus and scope of this LOI is a subset of a greater effort that will span the full scope of the MCCS network to include all hosted hardware devices and software products. LOIs or other appropriate communication methods will be developed and distributed for other related efforts. This matter will be formally elevated to the Information Technology Committee for additional governance and oversight.

a. The Deputy Director, Chief Information Officer (CIO), Business and Support Services Division (MR), will direct the actions defined within this LOI. The project lead and POC is Mr. Ryan Rapoza: 703-432-2907, Ryan.Rapoza@usmc-mccs.org. Any systems issues should be directed to the Helpdesk at 703-784-3868.

b. MCCS Activities will designate a project lead to coordinate execution of the tasks in this LOI. This POC will typically be MCCS MIS Coordinator.

c. CMC (MR) will communicate task completion to the Information Technology Committee, installation Commanders, MCCS Directors, and MIS Coordinators.

5. Command and Signal.

a. Command. This LOI is applicable to all MCCS activities.

b. Signal. This LOI is effective on the date signed.

MARTYN HOLLAND
By direction

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