UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASES
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0323

IN REPLY REFER TO:
2000
G600
APR 29 2002

POLICY STATEMENT 7-02

From: Commander
To: Distribution List

Subj: COMPUTER SOFTWARE POLICY

Ref: (a) MARADMIN 550/00 Information Technology (IT) Advisory 00-04 USMC NIPRNET Software Standards
(b) MARADMIN 267/00 IT Advisory 00-03 Marine Corps IT Requirements and Acquisitions Policy
(c) HTTP://BUYERSGUIDE.MARCORSYSCOM.USMC.MIL
(d) MARADMIN 264/00 IT Advisory 00-02 Acquisition and Leasing of IT Hardware and Software Policy

1. Purpose. To establish organizational responsibilities for the use and monitoring of personal computer software on government machines.

2. Cancellation. This policy cancels policy statement 3-96.

3. Background. Computer software use aboard Marine Corps Logistics Base (MCLB) Albany, Blount Island Command, MCLB Barstow and all tenant activities must be in accordance with Marine Corps regulations. A command software policy is necessary in order to ease future software upgrades, to control software piracy, to control software spending, to maintain software compatibility and to publish non-compliance consequences.

4. Policy. Personnel must ensure the procurement, installation, use, and maintenance of all software is in accordance with the references.

a. Reference (a) contains specific guidance on policy in regard to standard software that will be used on government computers. The guidance lists every major category of standard software, and the waiver procedures outlined in paragraph 4.c. of this guidance will address any deviation from this approved list.

b. Software utilized on command computers will be in compliance with existing copyright laws. Per reference (b), all licenses for Marine Corps computer office automation is currently centrally managed and maintained by the Marine Corps Systems Command (MARCORSYSCOM), Program Manager, Information Technology Infrastructure (PM-IT).

c. The need for procuring non-standard commercial software will be accomplished by sending a request to the Headquarters Marine Corps Chief Information Officer (HQMC CIO), via the Marine Corps Logistics Bases (MARCORLOGBASES) Assistant Chief of Staff (AC/S), G6 in accordance with guidance provided in reference (a). Procurement of non-standard software will not be executed without approval/waiver from the HQMC CIO.

d. "Secondary use rights" consist of "Home-Use" and "Portable-Use." "Home-Use" allows a licensed application user to share the same application license on a work computer and a home computer for work-related purposes only. "Portable-Use" allows a licensed application user to share the same application license on a work computer and a government-owned portable computer for work-related purposes only. Marine Corps licenses for Microsoft Office 97 and later do not allow for "Home-Use," however, it does allow for "Portable-Use". Reference (c) offers additional guidance.

e. The acquisition and leasing of hardware and software will be performed in accordance with reference (d).

f. All computer users within the scope of this policy should understand the difference between legal and illegal software. The laws of the United States that cover the management of copyrights are found in the United States Copyright Act –Title 17 of the U. S. Code. The following guidance is provided to assist users in recognizing these two types of software:

(1) Legal Software - All software on command computers will be that legal software which is listed in reference (a) or that software previously purchased by the section with a waiver.

(2) Illegal software - Software piracy is the theft of software through illegal copying of genuine or original programs. U. S. law prohibits making multiple copies or installations for use by different users within an organization. If the software license permits it, making a copy for "back-up" or "archival" purposes is authorized.

g. The downloading of "cracks" and "warez" are prohibited.

h. Shareware and freeware software downloads should be executed cautiously. Any requirements stipulated by the owner of the software must be adhered to. Shareware that must be purchased will be done so in accordance with the waiver process outlined in paragraph 4.c. of this document. Shareware purchased by a user and installed on a government resource becomes the property of the U. S. Government.

5. Action. The local IT support sections, i.e., S6/Information Systems Office/Information Systems Management Office, will:

a. Review requests for software waivers and forward to the HQMC CIO via the AC/S, G6 Albany, GA

b. Provide direction and guidance to the Information Systems Coordinators on computer software-related issues

c. Enforce all regulations with the aid of the Staff Judge Advocate and Criminal Investigative Department concerning copyright laws. Audits will be conducted on machines covered under the scope of this policy, and violations may be processed under the Uniform Code of Military Justice for the military, or for the civilian workforce, Human Resources Office penalties levied.

d. Monitor the adherence of the below guidelines.

(1) Do safeguard original software media to deter illegal copying.

(2) Do maintain the most current Marine Corps-approved version in order to keep pace with the compatibility of other software packages.

(3) Do install the software only on the number of machines permitted.

(4) Do make a copy of the software for backup or archival purposes, if allowed. Microsoft often provides a back-up utility for use to make the single back-up copy. After the copy is made, the backup utility will be permanently disabled.

(5) Do acquire a dedicated license for each separate computer if installation is required on a network.

(6) Do upgrade software components from other packages only in conjunction with the owner's instructions and use only if current software is properly licensed.

(7) Do not install on more than one machine if multiple processor versions reside on the media, i.e. several copies of the software on the media, each of which is compatible with a different microprocessor architecture, such as the x86 or various Reduced Instruction Set Computer architectures. Only one copy of one processor version may be installed.

(8) Do not install on more than one machine if multiple operating systems reside on the media.

(9) Do not reverse engineer, decompile, or disassemble a software product except and only to the extent that the owner expressly permits such activity.

(10) Do not separate bundled software packages if licensed as a single product.

(11) Do not loan, rent, lease, or transfer government software media to another party. Dual-media software may be provided with a software package but it only offers one license.

(12) Do not allow more than ten inbound peer connections simultaneous access to software if on a Windows NT workstation.

6. Administrative Actions. Failure to abide by this policy may result in administrative or punitive action. This may include loss of account access.

7. Point of Contact. Address questions concerning Information Assurance to Marine Corps Logistics Bases (MARCORLOGBASES) AC/S, Information Technology Department, Information Assurance Office (G620) at DSN 567-7133 or Commercial (229) 639-7133. Email is matcomg6iaoffice@matcom.usmc.mil. Information can also be obtained from the MARCORLOGBASES G6 Information Assurance Office website at http://www.ala.usmc.mil/iao.

8. Applicability. This policy is applicable throughout all activities aboard MCLB Albany, MCLB Barstow, and Blount Island Command.

RS Kramlich
R. S. KRAMLICH

Distribution: A