



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

5330  
B 013  
21 May 04

COMMANDER'S POLICY LETTER 1-04

From: Commander

Subj: LOCAL AREA NETWORK (LAN) MANAGER MESSAGE POLICY

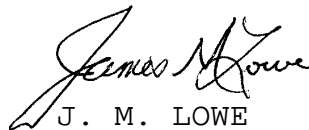
Ref: (a) MCBO 5330.2D  
(b) SECNAVINST 5216.5D  
(c) MCBO 5216.1A

1. LAN Manager messages are primarily an extension of the Fast Response on Short Transmission (FROST) Call System, per reference (a), rather than a source for public announcements. Misuse of LAN Manager messages places a burden on our servers and undermines the system's purpose.
2. Messages forwarded to the LAN Manager for release will have a title, properly formatted clear and concise message, per reference (b), a specific point of contact, and should meet one of the following criteria:
  - a. Transmit information required to cope with an emergency condition.
  - b. Schedule or transmit an important event or change to a previously announced event on short notice.
  - c. Provide information that will potentially affect a large portion of the military and civilian population working or living aboard MCB, Quantico that cannot be an effectively or efficiently disseminated through other means.
3. Occasionally, there will be messages that do not meet the above criteria but still warrant release via the LAN Manager. In these instances, individuals given "By direction" authority, per reference (c), or an authorized representative may authorize release of messages pertaining to matters under their cognizance. By so doing, this individual assumes full responsibility for the message's content.
4. The LAN Manager will not be used to disseminate messages pertaining to office closures for social functions, lost or found ads, or announcements for private organizations. Exceptions to

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this policy will be made on a case-by-case basis by the Base Adjutant.

5. The LAN Manager is the only permissible avenue for releasing "Base-wide" electronic messages. Individuals are not authorized to disseminate messages using the LAN Manager address method.
6. In an emergency or for same-day change of events/schedule request, notify the LAN Manager by contacting 703-784-2108 to request an immediate message release. The LAN account is not monitored continuously due to the unnecessary strain this would cause on personnel and resources. If requesters do not make telephonic request for an immediate release, the message may not be read until after it has become obsolete.
7. **All** Quantico LAN users are responsible for reviewing the contents of LAN Manager messages, to include the **Quantico Update** to verify applicability of information.
8. Submissions to the **Quantico Update** must be received by the LAN Manager NLT 1230 for inclusion in that day's edition. The LAN Manager reserves the right to edit any submitted request to ensure it conforms to current policy and facilitates layout and design.
9. The **Quantico Update** is intended to inform the Quantico Community of training, availability of services, military events, etc.; and therefore, is released on an as-needed basis, not daily. Repetitive messages (e.g., events to occur at a future date) will usually remain in the **Quantico Update** for each subsequent release. Obsolete messages will be removed on an as-needed basis.
10. We must better utilize other resources available for disseminating information; to include our local intranet and internet sites, the **Quantico Sentry**, our local Base television channel (QTV 49), and radio station.

  
J. M. LOWE

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