



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY COMBAT SUPPORT TRAINING CENTER AND
US ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238, CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93929-7000

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JAN 16 2008

MEMORANDUM FOR Combat Support Training Center (CSTC) Personnel

SUBJECT: CSTC Policy #15, Use and Management of Army Approved Cellular Phone, PDA and Pagers

1. REFERENCES

- a. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05
- b. AR 25-1, Army Knowledge Management and Information Technology, 15 Jul 05
- c. Memorandum, The Vice Chief of Staff, 19 Mar 2007, subject: Government-Issued Cellular Phones

2. PURPOSE. This Office Memorandum (OM) establishes policy and guidelines for the acquisition, maintenance, and control of all cellular phones, Army approved PDA devices (ex. BlackBerry devices), and pagers and the airtime used to conduct official government business using these devices.

3. APPLICABILITY. This policy applies to military, civilian, and contractor personnel members at all CSTC sites

4. POLICY.

a. Cellular phones, Army Approved PDA devices, and pagers are tools used to efficiently meet mission requirements and to maintain continuity of operations. The purchase of these devices and the associated airtime will be kept to the minimum necessary to facilitate the performance of the mission of the office. The decision as to which personnel are authorized this equipment is made by directors within the particular office. Purchase of these items for personal use is not authorized; however, an exception is made for use of government-issued devices during personal emergencies.

b. All personnel assigned cellular phones, Army Approved PDA devices and/or pagers will be briefed on this policy and the specifics of the plan that applies to the device being used by the directorate or separate office Telecommunications Point of Contact (POC). Those assigned a device will be asked to sign a statement of understanding (sample enclosed) regarding the proper use of the equipment. If a user abuses the limits of the plan in any way, that user will be counseled about abuse. In addition, the user may be held accountable for payment of the additional charges. If the abuse continues, the use of the device may be discontinued and the

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user could be disciplined under appropriate civil or military regulations. Abuse will be examined on a case-by-case basis.

c. Each directorate or separate office must appoint a Telecommunications POC who will work with the DOIM Telecommunications Service Control Officer (TSCO). This POC must understand the regulations and policies governing the purchase and use of the cellular phone, Army Approved PDA devices, pagers and the service accompanying each of these devices, and will serve as a liaison with the TSCO in DOIM. Funding is to be provided for the service and purchase of these devices by each directorate.

d. Cellular phones, Army Approved PDA devices and pagers are accountable property. They are shipped to the Property Book Officer to allow bar coding before activation. All non-essential cellular phones, Army Approved PDA devices, and pagers will be identified by management and turned over to the appropriate Telecommunications POC along with a request for the cancellation of the accompanying service. Any lost, damaged, destroyed, stolen, or excessed device must have appropriate documentation (DA 4697 or DA Form 3161) to account for the property IAW AR 735-5. Additionally, any person retiring or leaving the CSTC must coordinate with the DOIM TSCO to ensure proper handling of the device. If the directorate or separate office does not wish to reassign the device within, then the device will be transferred to the Telecommunications POC.

e. Safeguarding the use of cellular phones, Army Approved PDA devices, and pagers will be the responsibility of the individual to whom the device is assigned. Each employee must safeguard the equipment in their possession. If the device is lost or stolen, and it is determined that the user did not properly control access to the device, the user could be held liable for cost and/or replacement of the device.

5. The DOIM is responsible for reviewing any request for exception to this policy. Requests will be considered on a case-by-case basis. Requests for exception must document justification for the exception.

6. PROPONENT. Proponent for this memorandum is the DOIM. The POC is the Camp Parks Help Desk at 925-875-4664.

Encl


KEVIN R. RIEDLER
COL, OD
Commanding