



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

IMKN-ZA

7 November 2012

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Garrison Policy Memo No. 03-12 - Cellular Telephone Device Management Practices

1. This policy applies to all personnel assigned or attached to United States Army Garrison Fort Knox who utilize, requisition, store, or issue government furnished cellular phones, Blackberry, Air Card, Pager, or other device using cellular phone technology.
2. References.
 - a. AR 25-1, 4 DEC 08, Army Knowledge Management and Information Technology.
 - b. FK Reg 25-2, 30 APR 11, Cellular Telephone / Electronic Call Pager Management Policy.
 - c. IMCOM OPORD 11-519, 29 July 2011 Oversight of Cellular Phones.
3. Garrison Commander will designate a Telephone Control Officer (TCO).
 - a. The TCO will track all cellular devices issued throughout the Garrison. Each directorate will provide updated information IAW attachment Asset Tracking Log, Cellular Phones, Pagers and Black Berry (Encl 1).
 - b. All requests for additional devices will be submitted through the TCO IAW attachment Request for Cellular Phone, Blackberry, Air Card or Pager (Encl 2).
 - c. Directors and the TCO are required to.
 - (1) Review and validate user requirements for all existing devices.
 - (2) Validate the monthly billing to ensure accuracy and cost effectiveness.
 - (3) Recommend the elimination of underused devices.
 - (4) Monitor devices for potential misuse.

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4. Device Request and Management Policy.

a. Device use will be strictly limited to those requirements that cannot be satisfied by other means of available communications, due to mission requirements, technical limitations, impracticality, or cost considerations. Use of cellular devices by Fort Knox personnel must satisfy a valid requirement, not convenience or duty enrichment.

b. Devices, like all other government equipment, must be properly hand receipted, maintained, and controlled. Accountability, physical inventory, and disposition of devices will be managed under the provisions of AR 735-5.

c. Requests for Blackberry service should specifically state the reasoning for access to network and email systems. Blackberry systems are regarded as portable electronic devices. Due to data storage and network connectivity, Blackberry phones pose a higher risk than normal cellular phones. Blackberry phones also have a higher maintenance cost and user requirements.

d. Requests for Air Cards service should specifically state the reasoning for access to network and email systems.

e. Requesting Agency.

(1) Prepare justification statement based on valid and specific applications that cannot be supported by other available government telephone, radio, or other services. Justification must be signed by the requesting Director, and requests for Blackberry phones must be approved by the Garrison Commander or TCO before acquisition.

(2) Requesting Agency will provide monthly certification for payment of monthly billings for actual services used and cost incurred to the TCO. Certification will include a copy of current month bill.

(3) Requesting Agency will provide notification to TCO of requisition, receipt, turn in, or transfer of devices. Notification will include specific item and updated Asset Tracking Log (Enclosure 1).

(4) Requesting Agency will ensure users of Blackberry phones sign the FK Form 5094 Blackberry User Agreement prior to phone issue.

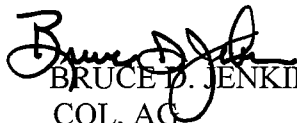
(5) Ensure prompt action for deactivation if determined that device is no longer needed.

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5. Point of contact is the Garrison Information Management Officer at (502) 624-3331.

2 Encls
as


BRUCE D. JENKINS
COL, AG
Garrison Commander

Distribution:
A

Enclosure 1 Asset Tracking Log

1. Format will be based on latest Excel version.
2. Format will include Primary Directorate, Office, Device, Model, Serial Number, User, Phone Number, Individual Paying Monthly Bill, Carrier, and Notes as needed.

<u>Primary Directorate</u>	<u>Office</u>	<u>Device</u>	<u>Model</u>	<u>Serial Number</u>	<u>User</u>	<u>Phone#</u>	<u>Individual Paying Monthly Bill</u>	<u>Carrier</u>	<u>Notes</u>

Enclosure 2 Request for Telephone Device

IMKN-

DATE

MEMORANDUM THRU Garrison Commander/Deputy Garrison Commander / Director
(Blackberry Only)

MEMORANDUM FOR Garrison Information Management Officer

SUBJECT: Request for Cellular Phone / Blackberry / Air Card / Pager

1. References.

- a. AR 25-1, 15 JUL 05, Army Knowledge Management and Information Technology
- b. FK Reg 25-2. 30 APR 11, Cellular Telephone / Electronic Call Pager Management Policy

2. Background.

3. Requirement. (Include specific requirement for Blackberry if applicable).

4. Equipment requested. (If requirement is for a Blackberry, ensure requested model is on the NEC Approved Blackberry Devices list) (Encl 1).

5. The method of procurement would be the most cost effective. Coordination has been made with Budget POC (Insert name and phone number) and that funds are available. Credit Card bill payer will be POC (Insert Name and Phone Number).

6. Point of contact is....

1 Encl
as

Signature Block

APPROVE / DISAPPROVE (Blackberry Only)