



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 428<sup>TH</sup> FIELD ARTILLERY BRIGADE  
6624 NW GERONIMO ROAD  
FORT SILL, OKLAHOMA 73503-9000

ASTF-B

3 May 2009

MEMORANDUM FOR 428<sup>th</sup> Field Artillery Wireless Device Users

SUBJECT: 428<sup>th</sup> Field Artillery Brigade Policy Letter #012, Wireless Communication Devices Policy Letter

1. References.

- a. Army Regulation 25-1, Army Knowledge Management and Information Technology, 4 December 2008.
- b. Department of the Army Pamphlet 25-1-1, Information Technology Support and Services, 25 October 2006.
- c. Fort Sill FCOE Wireless Communication Device Policy Draft, 24 September 2008.

2. Cellular devices will be issued according to the Brigade Cellular Basis of Issue Plan.

3. Government-owned or leased wireless communication devices are provided primarily for voice and email communications for official business and reasonable personal use. 428<sup>th</sup> Cellular devices are on a Fort Sill TRADOC pooled plan in order to provide cost effective and efficient use of resources. Annex A (Wireless Device Usage) describes what is included in the Fort Sill wireless device plans. Users will be required to reimburse charges associated with overage, abuse and misuse to the U.S. Treasury.

a. Cell phones are NOT to be used for Internet access (web surfing). This will result in charges to the user. Blackberries are authorized and have unlimited data for email and internet.

b. Text messaging is limited. Each user will not exceed a total of 300 messages (incoming or outgoing). Messages in excess of 300 will result in charges to the user.

c. Users are prohibited from dialing 411 for directory assistance as it will result in charges to the user. Fort Sill directory assistance can be reached at 580-442-8111.

d. Users are prohibited from utilizing the call forward feature (inbound to cell phone). This will result in charges to the user.

e. Downloads and/or subscriptions of any kind to include ringtones, music, games, videos etc. is prohibited. This will result in charges to the user.

4. Voicemail will be activated and be in the following format: **Greeting, rank, name, unit, and duty position.**

5. Wireless calls, both incoming and outgoing, result in a charge, including calls to 800 numbers. Users must be cognizant of all calls and minutes used during each billing cycle.

a. Official use includes emergency communications and communications that the DoD Component determines are necessary in the interest of the Federal Government.

b. Authorized reasonable personal use includes brief communications made by military members and DoD employees for non-business use.

6. The telephone number of the wireless device shall be given limited distribution to people with whom the user has legitimate government business, it is not the users personal phone and should not be treated as such.

7. Conversations are not private and are vulnerable to detection, interception, and monitoring. Accordingly, classified or sensitive information and Essential Elements of Friendly Information shall not be discussed over non-secure wireless devices. Conversations on government-owned wireless communication devices are subject to monitoring under the provisions of AR 380-53, Communications Security Monitoring and AR 25-2, IS Security Monitoring.

8. Users will take all the necessary precautions to ensure the equipment is not lost, stolen, or used for unofficial purposes. If a device is lost or stolen, notify your TCO immediately to terminate services.

9. Users will sign the acceptable use agreement prior to issuance of a cellular device.

10. Users will be responsible for validating their monthly charges and are required to sign a certification document monthly. Copies of the signed monthly certifications will be maintained by the designated TCO.

11. This policy memorandum is punitive in nature. Violation of this policy memorandum could result in any or all of the following sanctions: loss of use or limitations on use of wireless communication devices, disciplinary or adverse actions, criminal penalties, and employee being held financially liable for the cost of unauthorized use.

12. For further information regarding this policy, 428<sup>th</sup> FA BDE S6.

  
JOHN S. FANT  
COL, FA  
Commanding