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U.S. ARMY INSTALLATION MANAGEMENT COMMAND
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IMML-IM

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #11

SUBJECT: Cellular Telephone and Personal Electronic Device (PED) Usage Policy

1. REFERENCES.

- a. DoD 5500.7-R, Joint Ethics Regulation, dated 29 November 2007.
- b. AR 25-1; Army Knowledge Management and Information Technology, dated 25 June 2013.
- c. AR 25-2, Information Assurance, 24 October 2007, Rapid Action Revision dated 23 March 2009.

2. PURPOSE. To establish the United States Army Garrison West Point (USAG WP) policy on the official use of cellular telephone and personal electronic devices (PED) (i.e. SmartPhones/iPads/Cell Phones) and procurement requirements.

3. APPLICABILITY. This policy applies to all employees assigned to the USAG WP.

4. BACKGROUND. Cellular Telephones and similar data devices (PEDs – SmartPhones/iPads) provide command and control functions that help the Garrison conduct routine business, as well as, react effectively in times of crisis. While the convenience of this technology lends itself to continual use, there are very specific usage guidelines personnel must follow. These systems are maintained by commercial service providers who are not subject to DoD policy regarding information assurance and security, and as such, information exchanged over these systems is more vulnerable to unauthorized disclosure. Also while SmartPhones/iPads/Cell Phones are useful during emergencies they should not be considered the primary or total solution to emergency communications requirements.

5. POLICY.

- a. The Army policy mandates “these types of telephones” (SmartPhones/iPads/Cellular Telephones) will not be used in lieu of established “wired” telephones.

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These devices are to be used for official business and authorized use only, and may be approved for handheld portable use and/or installed in Government vehicles. Official use of these phones/PEDs will be limited to requirements that cannot be satisfied by other available telecommunications methods and are authorized when warranted by mission requirements, technical limitation, feasibility, or cost considerations. Authorized personal use of Cellular Phones/SmartPhones/iPads is subject to the same restrictions and prohibitions that apply to other communications systems." Some examples of appropriate applications for these telephones are as follows:

(1) Emergency management and emergency restoration situations.

(2) Specifically designated projects and/or mission-unique requirement (i.e., work being performed in geographically remote areas or work where continuous communication is required).

(3) Safety of personnel, unit or organization security.

(4) Fly-Away or Drive-Away kits/sets for contingency purposes.

b. The complete Army policy on the issuance and use of government-issued PEDs (Cellular Telephones/Smart Phones/iPads) is found in AR 25-1, paragraphs 6-1d-f and 6-4w.

c. Use of government-issued PEDs (Cellular Telephones/Smart Phones/iPads) is for official use only and users must adhere to the provision of the Joint Ethics Regulation, specifically paragraph 2-301, "Federal Government communication systems and equipment (including Government owned telephones, facsimile machines, electronic mail, internet systems, and commercial systems when use is paid for by the Federal Government) shall be for official use and authorized purposes only."

6. RESPONSIBILITIES.

a. Deputy Garrison Commander will serve as the approving official for the purchase of PEDs (Cellular Telephones/Smart Phones/iPads) and associated services.

b. Deputy Garrison Commander will approve all GOOD App requirements that are issued to Garrison employees in accordance with mission requirements.

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c. Garrison directors will:

(1) Keep the number of PEDs (Cellular Telephones/Smart Phones/iPads) users to the minimum needed to accomplish the mission.

(2) Ensure employee compliance with the mandates of acceptable use of PEDs (Cellular Telephones/Smart Phones/iPads).

(3) Ensure monthly bills are reviewed by the users' supervisors to identify any potential misuse.

(4) Ensure suspected misuse is thoroughly investigated and, when applicable, the cost of unauthorized calls is recouped from the users.

(5) Conduct an annual review of PEDs (Cellular Telephones/Smart Phones/iPad) usage and expenditures with the goal of reducing the annual costs and need. As part of the review, directors should maximize the use of no cost options for mobile communication available on West Point, in particular the trunk radio system which integrates with the West Point telephone system.

(6) Ensure the proper procurement methods are used when purchasing PEDs (Cellular Telephones/Smart Phones/iPads) and service contracts.

(7) Submit an Information Technology Request (ITR) through the Garrison IMO to the Deputy Garrison Commander for review/approval prior to the purchase of all PEDs (Cellular Telephones/Smart Phones/iPads) and related services. Once approved by the Deputy Garrison Commander to purchase then the Garrison IMO will submit the ITR to the NEC for technical review.

(8) Allocate funding for the payment of PEDs (Cellular Telephones/Smart Phones/iPads) equipment and services.

c. NEC will provide support that is currently outlined in the C4IM services list.

d. Garrison IMO will:

(1) Provide technical oversight and governance for all issues pertaining to PEDs (Cellular Telephones/Smart Phones/iPads) and services.

(2) Provide assistance to directorates when researching and purchasing PEDs (Cellular Telephones/Smart Phones/iPads).

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(3) Review all ITRs and recommend approval, as appropriate.

(4) Assist directorate with any inquiries into potential misuse of PEDs (Cellular Telephones/Smart Phones/iPads) and services.

(5) Monitor developing technology and implement equipment or configuration changes that improve service and/or reliability or reduce cost.

(6) Each Garrison IMO will maintain a PED spread sheet for their department.

7. EXPIRATION. This Policy Memorandum remains in effect until rescinded or superseded.



ANDREW S. HANSON
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