



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-IM

29 JUL 2014

**UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 14-2**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Management, Issuance, Use and Accountability of Government Cellular Telephones and Blackberries

**1. REFERENCES:**

- a. Army Regulation (AR) 25-1, Army Information Technology, 25 June 2013.
- b. AR 735-5, Property Accountability Policies, 10 May 2013.
- c. Army in Korea (AK) Supplement 1 to AR 25-1, Army Knowledge Management and Information Technology, 2 July 2009.

**2. APPLICABILITY:** All United States Army Garrison-Yongsan (USAG-Y) personnel.

**3. RESPONSIBILITIES:**

- a. The Garrison Information Management Office (IMO) has overall responsibility for the management of the government cellular telephone and blackberry program in accordance with the above references. A designated Telephone Control Officer (TCO) will be appointed and manage the program.
- b. On a monthly basis, the TCO and directors will review, validate, and adjust cellular telephone and blackberry requirements, ensuring that the required services are provided in the most cost efficient manner. At a minimum, the following will be accomplished:
  - (1) Review and validate user requirements.
  - (2) Validate monthly cellular telephone and blackberry bills.

IMYN-IM

SUBJECT: Management, Issuance, Use and Accountability of Government Cellular Telephones and Blackberries

(3) Recommend elimination of under-utilized cellular telephones and blackberries.

(4) Monitor individual and combined total usage on a monthly basis.

(5) Ensure that devices using excess minutes are monitored for potential misuse.

c. Users will sign and comply with the standards outlined in the Army in Korea Acceptable Use Policy (AUP) and manage their telephone use as not to exceed the contracted monthly minute limitation, normally set at 100 minutes per month. Lost, missing or stolen cellular telephones must immediately be reported to the TCO so that service can be cancelled or suspended to prevent illegal use/charges.

#### **4. POLICY:**

a. Cellular telephones and blackberries will be issued to personnel with requirements that cannot be satisfied by other available communications methods, and only when warranted by mission requirements, technical limitation, feasibility, and/or cost considerations. The issuance of cellular telephones must be limited to those personnel that are regularly required to be on-call and available at all hours for mission and emergency contact requirements.

b. The procurement, payments and management of cellular telephones and blackberries will be in accordance with the AK Supplement to AR 25-1, Army Knowledge Management and Information Technology, and must be approved through the Requirements Document (RD) process. All new requests will be approved by the Deputy to the Garrison Commander. The TCO will maintain a soft or hard copies of approval documents.

c. Cellular telephones and blackberries will not be used when other means of communications such as work place Local Area Network (LAN), Defense Switched Network (DSN) telephones or tactical/emergency radio communications networks are readily available or are more appropriate. They will not be issued simply for convenience. Cellular communications are unsecure and must not be used in lieu of secure tactical/emergency radio systems.

d. Cellular telephones and blackberries are unsecure communications. No classified or sensitive information conversations should be conducted using cellular telephone or accessed via blackberries. Further, cellular telephone and blackberry users must maintain situational awareness of their environment at all times

IMYN-IM

SUBJECT: Management, Issuance, Use and Accountability of Government Cellular Telephones and Blackberries

when using the devices in public. Before a user is issued a government cellular telephone or blackberry, the TCO will have the user read and sign the Army in Korea AUP for cellular telephones or blackberries. The TCO will maintain a soft or hard copy of all signed AUPs.

e. Cellular telephones and blackberries are accountable items and must be issued and accounted for in accordance with AR 735-5. The TCO will sub-hand receipt cellular telephones and blackberries to assigned users on DA Form 2062. Cellular telephones and blackberries will be returned to the TCO when they are no longer required. When cellular telephones and blackberries are required to be transferred from one user to another, the transaction will be completed in coordination with the TCO to maintain proper accountability. The TCO will maintain a hard copy of each sub-hand receipt.

f. If a government issued cellular telephone or blackberry fails to function, the user will contact the TCO, who will contact the designated service center to determine if the device can be repaired. If it can be repaired, the user will be instructed to take the device directly to the service center. If the damage is determined to be from user misuse, the service center will inform the user for payment. No charges to the government will be accepted by the user without prior notification/approval from the TCO.

g. In the event that a cellular telephone or blackberry is turned-off (service terminated) because of misuse or lack of usage, the TCO will immediately notify the user. The user will turn-in the device to the TCO within three duty days.

5. The point of contact for this policy is the Information Management Office, at DSN 738-4600.

  
MARIA P. EOFF  
COL, LG  
Commanding

Distribution:

A