



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON RED CLOUD AND AREA I  
UNIT # 15707  
APO AP 96258-6707

POLICY LETTER #1-12

IMRD-ZA

26 OCT. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison-Red Cloud and Area I Government Owned Individual Portable Communication Devices (Cell Phones and Two-Way Wireless Service Devices (Blackberry) Usage Policy

1. This policy is effective immediately and remains in effect until rescinded or superseded.
2. References:
  - a. AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005.
  - b. AK Supply 1, 12 March 2007, to AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005.
3. This policy applies to all personnel assigned to USAG-RC/Area I who have been or may be issued government owned individual portable communication devices for conducting government official business.
4. U.S. government issued cell phones and Blackberries are for official use only and warrants strict adherence to policies as outlined in AR 25-1, paragraph 6-4. Unofficial or other unauthorized use of the service is subject to legal action to include Uniform Code of Military Justice (UCMJ), monetary recovery procedures, and termination of service.
5. Discussion.
  - a. USAG-RC/Area I Cell phones and Blackberries will be assigned to selected personnel who, based on their job functions and responsibilities, must be accessible by telephone or email throughout the duty day and during non-duty hours. These personnel are determined by the Garrison Commander (GC) and Deputy to the Garrison Commander (DGC), USAG-RC/Area I.
  - b. Request for cell phones must be submitted in writing with justification to the DGC.
  - c. Blackberries will be issued to select senior leaders as determined by the GC or DGC, USAG-RC/Area I.
  - d. The government issued cell phone and Blackberry user is responsible for the accountability, maintenance, and use of the device(s).

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e. Cell phones and Blackberries are accountable items and will be added to the installation's property book and transferred to the appropriate directorate's/unit's hand receipt. Hand receipt holders may issue the cell phones or Blackberries to the individual by using a DA Form 3161, Request for Issue or Turn-In or DA Form 2062, Hand Receipt and Annex Number.

f. Cell phone and Blackberry users are required to read and sign the USAG-RC/Area I's Government Cell Phone or Blackberry Acceptable Use Policy statement (Encl 2 or 3) upon receipt of the communication device and annually acknowledge receipt of the device and its proper use.

g. Refer to Enclosure 1 for additional responsibilities and procedures.

h. Documentation can also be found on the USAG-RC/Area I IMO SharePoint site at <https://8army.korea.army.mil/sites/imcom/area1/usag-rc%20imo/default.aspx>.

6. Exceptions to Policy: None.

7. Point of contact for this policy is the IMO, USAG-RC/Area I, DSN: 732-8630 or email [robert.cabbagestalk@us.army.mil](mailto:robert.cabbagestalk@us.army.mil).

3 Encls

1. Cell Phone Users Information and Procedures
2. USAG-Red Cloud's Government Cell Phone Acceptable Use Policy
3. USAG-Red Cloud's Government Blackberry (BB) Acceptable Use Policy

  
JOHN M. SCOTT  
COL, AV  
Commanding

## Enclosure 1

### USAG-Red Cloud and Area I Government-Owned Cell Phone and Blackberry Users Information and Procedures

**1. PURPOSE.** To establish internal controls for the procurement, use, and accountability of Government-owned or controlled hand-held cell phones and Blackberries devices by personnel assigned to US Army Garrison – Red Cloud and Area I (USAG-RC/AI).

#### **2. REFERENCES.**

- a. AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005
- b. AK Suppl 1, 12 March 2007, to AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005

#### **3. RESPONSIBILITIES.**

- a. Information Management Office (IMO), Telephone Control Officer (TCO)
  - 1) Act as the garrison's organizational liaison with the cell phone and Blackberry service provider.
  - 2) Administer the issuance, usage, monthly bill payment, and termination and/or denial of services as directed.
  - 3) Establish procedures to receive, review, and make payment of the monthly phone bill.
  - 4) Identify, purchase, and replace damaged, non-operative, or end of life cycle cell phone equipment.
  - 5) Coordinate with CESO-K, Blackberry Project Leader for all Blackberry issues.
  - 6) Monitor cell phone and Blackberry use through monthly bill and report excessive charges and misuse.
- b. Directors and Hand Receipt Holders (HRH)
  - 1) Ensure that cell phones and Blackberries are assigned to authorized personnel.
  - 2) Brief personnel on cell phone usage, control, and accountability.
  - 3) Submit request for additional requirements to Deputy to the Garrison Commander (DGC).
- c. Government Cell Phone and Blackberry Users
  - 1) Secure cell phone and/or Blackberry devices at all times and guard against improper use.
  - 2) Follow outlined procedures for the use, turn-in, or transfer of the cell phone or Blackberry.
  - 3) Report lost, damage, or stolen cell phone or Blackberry immediately to HRH and IMO, TCO

#### **4. USE OF CELL PHONE SERVICE.**

- a. Use of cell phone and Blackberry service is limited to the conduct of official business.
  - 1) Unofficial or other unauthorized use of the service is subject to legal action to include UCMJ, monetary recovery procedures, and termination of service.

- 2) Cell phones and Blackberries will be used only when the mission clearly demonstrates a critical need for immediate communication and military telephone service and or email is not reasonably available.
  - 3) Infrequent personal calls between 3-5 minutes are authorized.
  - 4) The cell phone and Blackberry will not be used to “surf” the internet or engage in illegal activities.
- b. The calling plan or established features for the cell phone can not be modified without written permission from the DGC, USAG-RC
- 1) The IMO, TCO is the only authorized USAG-RC representative allowed to contact the vendor to modify call plan and phone features. Users at no time are permitted to contact the vendor to modify the call plan.
  - 2) Concerns regarding billing or service should be forwarded to the IMO, TCO.
  - 3) The cell phone model issued by the IMO, TCO is the only authorized model. Users can not replace the issued phone with other devices/models.
- c. The use of government-owned cell phones to call outside Korea or to use the phone while stationed/traveling outside of Korea is not authorized. Exception is granted to selected senior ranking military and civilian members.
- d. Cell phones will be added to the installation’s property book.
- 1) The IPBO will transfer the equipment to the appropriate Hand Receipt Holder.
  - 2) Cell phones will be issued to the individual by the HRH using a DA Form 3161, Request for Issue or Turn-In.
  - 3) Cell phones will not be further sub-hand receipted, transferred, or loaned without prior authorization by the HRH and IMO, TCO.
  - 4) The HRH and IMO, TCO must be advised prior to the transfer of the cell phone to another user.
- e. Damages to or loss of the government cell phone must be reported immediately to the HRH and IMO, TCO.
- 1) The IMO, TCO will contact the vendor or contractor to coordinate repair or equipment replacement.
  - 2) If it is discovered that damage to the phone is caused by user neglect, the user will be held liable and may have to reimburse the government for costs incurred.
  - 3) The user will be held liable for the loss of the government cell phone.
- f. Cell phone users must read, initial, and sign the USAG-Red Cloud’s Government Cell Phone Acceptable Use Policy (CAUP) upon receipt of the cell phone. The completed CAUP must be forwarded to the IMO, TCO.
- g. A monthly call limit of 100, 300, 500 or 800 minutes and 30 text messages per individual/cell phone has been established. Individual phone usage in excess of this limit will be reported to the GC and DGC and may result in denial of service, administrative action and reimbursement of charges.

**5. PROCEDURES FOR REQUESTING CELL PHONE SERVICE.**

a. Request for cell phone must be signed by director (GS14/LTC or above) and forwarded to DGC for approval.

1) The requester must provide substantive justification, addressing the specific user requiring the service, the operational or safety issue that requires the use of cell phone service for mission accomplishment, and the negative impact that may result from lack of this service.

b. Request for cell phone must be documented using the Requirements Document (RD) process. The RD must be signed by a GS14/LTC or above.

c. Once approval is received from DGC, the DGC approval memorandum, original RD (without signature) and signed RD must be forwarded to the IMO. The IMO will complete the Requirement Validation Document (RVD) and submit all documentation (DGC approval memo, RDs, and RVD) to the Network Enterprise Center (NEC) for technical review and onward forwarding to Communications Enterprise Services Office, Republic of Korea Region (CESO-K).

d. CESO -K approval is forwarded through the NEC to the IMO.

e. IMO submits cell phone purchase request to the vendor.

f. The vendor will deliver the cell phone to the IPBO. The information is added to the property books and issued to the appropriate HRH.

g. The user receives the cell phone from the HRH. Cell phone service must be activated prior to use. The IMO activates the phone service upon receipt of signed Government Cell Phone User Acceptable User Policy.

**6. CELL PHONE SERVICE MANAGEMENT AND REPORTING.**

a. Monthly bills from the cell phone service provider will be reviewed by the IMO, TCO to verify accuracy prior to payment and maintained IAW with the IMPAC Program.

b. The IMO will identify users whose monthly service exceeds their prescribed minute plan, task heavy users for justification, and prepare a monthly usage and cost report for distribution to the directorate/special staff approving authority and each cell phone user.

c. The IMO will maintain a record of all cell phones identifying the serial number, model number, manufacturer, phone number, and user's name. The IMO will ensure all cell phones are properly recorded on the unit's property book.

d. Review of cell phone usage will be conducted annually to determine if and where reutilization of current assets should occur.

e. Cell service plans will be reviewed by the IMO yearly to identify and switch to plans that cover organizations needs at the lowest overall cost.

Enclosure 2

US Army Garrison-Red Cloud and Area I  
Government Cell Phone Users Acceptable Use Policy (AUP) Statement

1. **References.**

- a. AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005
- b. AK Suppl 1, 12 March 2007 to AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005
- c. UCMJ, Manual for Courts-Martial United States, 2008 Edition
- d. AR 25-2, Army Information Assurance, 24 Oct 2007

2. **General.** Army policy on issuance and use of government cell phones may be found in AR 25-1, paragraphs 6-1 and 6-4w. Cell phones are authorized when warranted by mission requirements, technical limitation, feasibility, or cost considerations.

3. **Instructions.** User must read this agreement and when completed, sign and date acknowledging acceptance of these policies in paragraph 5.

4. **User Policy.** As a government cell phone user, the following minimum security rules and requirements apply.

- a. Personnel must acknowledge receipt and review of this document prior to cell phone issue.
- b. Only authorized personnel is permitted to use the government issued cell phone.
- c. Government issued cell phone is for official use only—limited to requirements that cannot be satisfied by other available telecommunications methods.
- d. Official calls are defined as those telephone communications directly related to the conduct of DOD business or having an indirect impact on DOD's ability to conduct its mission.
- e. Personal use of a government cell phone is authorized to a limited degree, provided that the personal communications are reasonably short (normally five minutes or less) and infrequent.
- f. Authorized use of a government cell phone does not include morale calls. NOTE: Morale calls, when authorized, must be made from a Defense Switched Network (DSN) telephone.
- g. Government issued cell phone will **NOT** be used
  - 1) In lieu of established "land-line" telephone service (Official calls should be made from official government land line when available);
  - 2) While driving a vehicle unless a hands-free device is used;
  - 3) Outside the Republic of Korea without authorization from the GC or DGC;
  - 4) To "surf the net" for gaming, illegal downloads, or to access unauthorized websites.
  - 5) For commercial, financial gain or illegal activities;
  - 6) In any manner that interferes with official duties, undermines readiness, reflects adversely on the Army, or violates standards of ethical conduct;
  - 7) To intentionally send or propagate sexually explicit, threatening, harassing, political, or spam communications; or
  - 8) To participate in on-line gambling or other activities inconsistent with public service.
- h. Phone calls can not be forwarded to or from the government issued cell phone.
- i. Government issued cell phone users **MUST**
  - 1) Notify the Hand Receipt Holder (HRH) and the IMO, TCO prior to transferring the cell phone to another user;
  - 2) Participate in all training programs as required before receiving cell phone access and when refresher training is required;

- 3) Immediately report any suspicious conversation, text message, or problem to the IMO, TCO;
  - 4) Report all known or suspected security incidents, spam, chain messages, or violations of this acceptable use policy and/or AR 25-1 or 25-2 to the IMO, TCO;
  - 5) Immediately report theft or loss and damage of the government issued cell phone to the IMO, TCO;
  - 6) Address all questions regarding policy, responsibilities, and duties to the IMO, TCO.
- j. Access to a government cell phone is a revocable privilege and is subject to auditing and security testing.
  - k. Government issued cell phone conversations and text messages are vulnerable to interception and spoofing. Measures should always be taken to safeguard sensitive and classified information.
  - l. Government issued cell phone can only be used to communicate unclassified information only.
  - m. Only authorized cell phone software programs are to be used
  - n. Personal owned hardware attachments; software, shareware, or public domain software or code will not be installed or used on the government issued cell phone.
  - o. Government issued cell phone users will not disable, alter, reconfigure, strain, test, circumvent, bypass, or remove security or protective chips or software programs and/or their associated logs.
  - p. Auditing of the government issued cell phone may be conducted for various purposes, and information captured may be used for administrative or disciplinary actions or for criminal prosecution.
  - q. Monthly usage limits has been imposed for each individual/cell phone. If the individual phone usage is in excess of limits, the infraction will be reported to the GC and/or DGC and may result in denial of service, administrative action, and reimbursement of charges.
  - r. Violations of this agreement may be punitive in nature and punishable under Article 92 of the UCMJ or other administrative/criminal statutes. These violations are covered under AR 25-2, para. 1-1j
5. **Acknowledgement.** I have read the above requirements regarding use of the assigned government cell phone and I fully understand my responsibilities regarding accountability and acceptable use.

<b>Last Name, First, MI/Rank/Grade</b>		<b>Date</b>
<b>Signature</b>	<b>Unit/Division/Branch</b>	

IMO Informational Use Only (not for accountability)			
Cell Phone Number	Make/Model	Serial Number	CAC Card Reader MAC Address (if Blackberry)

## Enclosure 3

### US Army Garrison-Red Cloud and Area I Blackberry® Acceptable Use Policy (BBAUP) Statement

1. **Understanding.** I understand that I have the primary responsibility to safeguard the information contained in the Army Korea Local Area Network (ARKLANT) Unclassified networks from unauthorized or inadvertent modification, disclosure, destruction, denial of service, and use.
2. **Access.** Access to this network is for official use and authorized purposes and as set forth in DOD 5500.7-R, Joint Ethics Regulation, AR 25-2, Information Assurance (IA) or as further limited by this policy.
3. **Revocability.** Access to Army resources is a revocable privilege and is subject to content monitoring and security testing.
4. **DoD User Agreement.** By signing this document, I acknowledge and consent to the terms specified in this Blackberry Acceptable Use Policy (BBUP) and the Korea LandWarNet Acceptable Use Policy previously signed.
5. **Minimum security rules, requirements, and unacceptable use.** As a ARKLANT Unclassified Blackberry user, the following minimum security rules and requirements apply:
  - a. I acknowledge having completed the Blackberry Wireless Handheld Device Security Awareness/User Training prior to use, which included its security features.
  - b. As a system user, I will not install or remove programs or hardware (government or personally owned), disable security configurations or audit logs, or alter device configurations. I will not attempt to strain, test, circumvent, bypass security mechanisms, or perform network line monitoring or keystroke monitoring, I will not introduce any executable code nor will I write any malicious code.
  - c. I understand that if a classified message is accidentally sent to the device, I will immediately contact the Theater Network Operations and Security Center – Korea (TNOSC-K) and the Security Manger, USAG-RC/AI and complete the steps in accordance with the ARKLANT Blackberry Serious Incident Reporting Checklist.
  - d. I understand that if the device is lost or stolen, I will immediately contact the TNOSC-K and the Security Manger, USAG-RC/AI and complete the steps in accordance with the ARKLANT Blackberry Serious Incident Reporting Checklist.
  - e. I understand that if the device is no longer required or is to be transferred to another individual, I will contact the device hand receipt holder to document the transfer and IMO, USAG-RC/AI to have the device prepared for a new user.
  - f. I understand that wireless email devices and systems are not to be used to send, receive, store, or process classified messages.
  - g. I understand that I am not to connect the Blackberry device to any classified DoD network or information system.
  - h. I understand that if I use the Password Keeper application, I am doing so at my own risk. The application makes the password available in the clear when performing a copy/paste function and is subject to compromise.
  - i. I understand that I am required to select a strong password with at least eight characters and change that password at least every 90 days. I also understand that the last three passwords are recorded by the system and cannot be re-used.
  - j. I understand that I am required to perform secure pairing immediately after the Blackberry Smart Card Reader (SCR) is reset and assign a strong eight character pairing password.
  - k. I understand that I am only to accept Bluetooth connections from devices that I control.
  - l. I understand that I am required to monitor Bluetooth connection requests and activity in order to detect possible attacks and unauthorized activity.

m. I understand that I will only dock/synchronize the handheld device on authorized DoD-owned computers. While docked, I understand that I am required to turn off the wireless capability.

n. I understand that if stored email messages are suddenly missing for no apparent explanation, the device appears to have been tampered with, or the device otherwise malfunctions, I am NOT TO USE THE DEVICE OR TRY TO FIX IT and will report immediately to the IAM and/or Security Manager, USAG-RC/AI.

o. I understand that the Security Timeout feature will be set to ten minutes.

p. I understand that the Blackberry device will not be carried into a classified or restricted area, IAW AR 25-2, paragraph 4-29a.

q. I understand that the Blackberry device will not be active (radio turned on) when in an area where classified information is being processed (sanitized office environment).

r. I understand that the device is disabled and wiped after ten incorrect logon attempts, IAW Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs).

s. I understand the following services have been disabled, for security reasons, and are not authorized; Wi-Fi, Voice over IP (VoIP), camera, Global Positioning System (GPS) and Virtual Private Network (VPN).

**6. I consent to the following conditions:**

a. I understand that the BBAUP is considered a continuation of the Korea ARKLANT Acceptable Use Policy (AUP) that I previously signed and accountable for the requirements specified in both documents.

b. I understand that I can be held responsible for damage caused to a Government system or data through negligence or a willful act.

**7. Penalties.** I understand that violations of this agreement may be punitive in nature and punishable under Article 92 of the Uniform Code of Military Justice (UCMJ) or other administrative and criminal statutes. These violations are covered in AR 25-2, paragraph 1-1j.

**8. Acknowledgement.** I have read the above requirements regarding use of the assigned government owned Blackberry device and Eight US Field Army (EUSA) information system and I fully understand my responsibilities regarding accountability and acceptable use.

<b>Last Name, First, MI/Rank/Grade</b>		<b>Date</b>
<b>Signature</b>	<b>Unit/Division/Branch</b>	

IMO Informational Use Only (not for accountability)			
<b>Phone Number</b>	<b>Make/Model</b>	<b>Serial Number</b>	<b>CAC Card Reader MAC Address (if Blackberry)</b>