

Headquarters
US Army Garrison Command
Fort Knox, Kentucky 40121-5717
25 February 2008

*Fort Knox Reg 25-2

Information Management

CELLULAR TELEPHONE/ELECTRONIC CALL PAGER MANAGEMENT POLICY

Summary. This regulation establishes policy regarding cellular telephone and/or electronic call pager acquisition and usage for Fort Knox.

Applicability. This regulation applies to all Fort Knox major activities, directorates, and staff offices/departments and Partners in Excellence.

Proponent. The proponent of this regulation is Directorate of Information Management (DOIM)

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Directorate of Information Management (IMSE-KNX-IM), Fort Knox, KY 40121-5717.

Availability. This regulation is available on the Fort Knox Homepage at <http://www.knox.army.mil/garrison/doim/publications/regs.htm>.

1. References.

- a. AR 380-5, Department of the Army Information Security Program, 29 Sep 00.
- b. AR 710-2, Supply Policy Below the National Level, 8 Jul 05.
- c. AR 25-1, Army Knowledge Management and Information Technology, 15 Jul 05.
- d. AR 25-55, The Department of the Army Freedom of Information Act Program, 1 Nov 97.

2. Background. Cellular telephone technology and electronic call pager technology has become common communications practice across the Fort Knox installation. This policy is required to ensure that Fort Knox establishes both operationally responsive and cost effective applications of this technology to support the accomplishment of business operations.

*This regulation supersedes Fort Knox Reg 25-2, 1 March 2000.

3. Policy.

a. Cellular telephone and/or electronic call pager 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 telephones and/or electronic call pagers by Fort Knox personnel must satisfy a valid requirement, not convenience or duty enrichment. Other applications for cellular telephone and/or electronic call pager technology may include, but are not strictly limited to the following:

(1) Emergency management and restoration situations, which may be required as fixed station backup to an external or internal telephone system experiencing difficulties.

(2) Specifically designated projects and/or mission unique requirements, e.g., work performed in geographically remote areas or work where continuous communications are required, etc.

(3) When safety of personnel, unit, or organization security considerations are of paramount concern.

b. Cellular telephones and/or electronic call pagers will be used for the conduct of official government business only.

c. Government-provided cellular telephones and/or electronic call pagers are not authorized for personal use, except in an extreme emergency such as personnel safety or security situations. Using government-provided cellular telephones or electronic call pagers for the purpose of placing or receiving unauthorized calls, with the intent to later reimburse the government, is also strictly prohibited. Misuse of cellular telephones and/or electronic call pagers may result in criminal, civil, or administrative action, including suspension or dismissal. Penalties apply to both military and civilian employee misuse of these devices.

d. To the maximum extent practicable, Fort Knox personnel shall place necessary telephone calls on government-provided local or long distance telephone systems.

e. Although cellular telephones and electronic call pagers have proven useful during emergencies, they should not be considered a total solution to emergency communications requirements due to cellular technology's vulnerabilities. The following conditions may render cellular systems inoperable during a disaster:

(1) Damage to or physical displacement of cells.

(2) Cellular system overload.

(3) Overloading the Public Switched Network.

4. Acquisition Considerations.

a. Cellular telephone systems and electronic call pagers are telecommunications equipment, and, as such, are defined as Federal Information Processing resources under Public Law. These assets may only be acquired by authorized agencies within the DOD, Army, and TRADOC based on a Delegation of Procurement Authority process.

b. Specific valid requirements are the primary factor in the acquisition process.

5. Accountability Considerations. Cellular telephones and electronic call pagers, like all other government equipment, are accountable items and must be properly received for, maintained, and controlled as accountable property. Accountability, physical inventory, and disposition of cellular telephone and electronic call pager equipment will be managed under the provisions of AR 735-5.

6. Responsibilities.

a. Requesting agency (users) will:

(1) Prepare a justification statement based on valid and specific applications that cannot be supported by other available government telephone, radio, or services.

(2) Consider use of lower costs incurred with electronic call pager services in lieu of cellular telephones.

(3) To the maximum extent possible, avoid use of special features.

(4) Provide monthly certification for payment of monthly billings for actual services used and cost incurred.

b. The DOIM will:

(1) Process cellular telephone/pager requests per AR 25-1 and local installation procedures.

(2) Match validating service requirements with the most cost-effective service plan.

(3) Procure the cellular telephone and/or electronic call pager and ensure the physical assets are managed under current property accountability regulations.

(4) Ensure appropriate controls are in place for all cellular telephone and electronic call pager assets and service acquisition requirements/usage.

(5) Ensure decisions to obtain cellular telephone/electronic pager services are based on valid requirements.

(6) Ensure internal control procedures are established that will address issues, such as physical security, accountability, misuse/abuse, issuance, and procedures for acquiring adequate support.

(7) Maintain records as required by AR 25-1. If a cellular telephone/pager will no longer be used and is turned in, DOIM will ensure it is immediately deactivated by timely notification to the provisioning service.

(8) Obtain the most favorable rates by establishing negotiated ordering agreements with cellular telephone and/or electronic call pager vendors.

(9) Establish an annual review of services' rate plans with vendors to ensure that current rates are the most efficient available.

7. Security Considerations.

a. Operation Security (OPSEC). All levels of command will stress and adhere to OPSEC policies. Secure voice communications systems and encryption devices will be used to preclude unwarranted disclosure of sensitive defense information to unauthorized sources.

b. Cellular phones used by Fort Knox personnel are not equipped with STU III capabilities. Therefore, use of cellular telephones wherever classified/sensitive information is being openly discussed, electronically handled, or available for possible theft through transmitting of cellular telephone systems is expressly prohibited.

MARK D. NEEDHAM
COL, AR
Garrison Commander



ROBERT G. BROOKS
Director, Information Management

DISTRIBUTION:
A