



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON  
OFFICE OF THE COMMANDING GENERAL  
FORT CARSON CO 80913-4405

AFYB-CG

22 April 2024

**MEMORANDUM FOR RECORD**

**SUBJECT: Policy Letter #11: Dissemination of Official Information**

1. **Purpose.** To enable the 4<sup>th</sup> Infantry Division to emphasize the importance of predictability from the squad level to the Division level through the rigid enforcement of training management and reducing reliance on systems and processes that erode training management practices.

**2. Background.**

a. The overuse of cell phones creates unnecessary stress on Soldiers and families. Change is a constant around us, but not all change needs to be instantaneously communicated via text, chat groups or apps. The constant need to be tethered to one's phone for work related information serves to keep Soldiers and leaders on edge, often unnecessarily concerned about missing important information.

b. This policy only addresses the symptoms of a broader challenge--training management. The better we become at training management, using proper process for information dissemination and exchange, the less we rely on leadership by text. Creating a higher level of predictability places less stress on our force. We owe it to Soldiers to provide good leadership, great training, a solid quality of life, and predictability.

c. Company, Battery, and Troop Commanders are highly encouraged to incorporate communication processes that provide a timely flow of information and enhance the impact of key leader huddles, formations to disseminate information, and face to face interaction with Soldiers.

**3. This policy is:**

a. A method to increase predictability in accordance with and aligned to Army doctrine and regulations.

b. Designed to encourage leaders to engage in direct, timely, and effective communication and prevent the stress of "FOMO" and "FOBLO" - feeling of missing out and felling of being left out by our Soldiers and leaders.

**4. This policy is NOT:**

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a. A ban on cell phones. Nor is it an approach to limit personal freedoms in any manner.

b. Designed to make life harder for leaders.


5. **Guidelines for Cell Phone Use.** I intend for this policy to correct and modify behavior over time. A Soldier's immediate supervisor must conduct corrective actions such as counseling, corrective training, and reiteration of policy compliance when violations are identified. Repeated failure to comply may be punishable under Article 92, UCMJ as failure to obey an order or regulation.

a. Official meetings. The use of personal cellphones during official work-related meetings is an unnecessary distraction from mission focus. Units will make every effort to avoid personal cellphone use during official work-related meetings or unit training on Fort Carson. Units will identify and provide a designated location where meetings are held to allow for cellphones to be placed for the duration of the meeting. Eliminating distraction will assist our leaders in focusing on the mission, training event, and our Soldiers. Exceptions to this rule may be granted by the most senior ranking member of the meeting on a case-by-case basis.

b. There should be no work-related texts, chats, or messages communicated one-hour past a Soldiers duty day until one-hour prior to the next duty day unless a unit or person is still working due to mission requirements. Every effort should then be made to avoid texting or messaging others that are not still on duty before 0500 or after 1800 local time. This rule does not apply to personal messaging. For example, it does not prohibit communication of personal related information such as "unit basketball tournament at 1500 tomorrow" or "three tickets left for the football game." This rule also does not prohibit messages related to life, health, or safety.

6. Commanders will ensure that charge of quarters (CQ) stations and personnel manning those stations have active and working landlines or other phones for official use.

7. The point of contact for this memorandum is the undersigned.

  
DAVID S. DOYLE  
Major General, USA  
Commanding