



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5000

AMIM-DRG-ZA

23 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum 21-10, Commercial Mobile Wireless Devices

1. References:

- a. Army Regulation (AR) 25-1, Army Information Technology, 25 June 2013.
- b. AR 25-13, Army Telecommunications and Unified Capabilities, 11 May 2017.
- c. AR 735-5, Property Accountability Policies, 9 November 2016.
- d. Department of the Army Pamphlet 25-1-1, Army Information Technology Implementation Instructions, 26 September 2014.
- e. Memorandum; Chief Information Officer/G6, Subject: Commercial Wireless Devices Efficiencies, 9 August 2015.

2. Supersession: This policy supersedes and replaces Garrison Policy Memorandum 19-10, Commercial Mobile Wireless Devices, 26 July 2019.

3. Applicability: This policy applies to all Department of the Army Civilians, and active duty military personnel assigned or attached to any unit or element subordinate to the authority of the Commander, United States Army Garrison-Fort Drum.

4. Purpose: To provide policy for cost-efficient management of commercial mobile wireless devices within the Fort Drum Garrison.

5. Scope: For the purpose of this memorandum, a wireless device is a commercial mobile wireless device operating on a service plan paid for with Army appropriated funds. Wireless devices include smartphones, cell phones, electronic tablets with cell service capability, air cards, MiFi hotspots and push-to-talk (or press-to-transmit) enabled devices.

6. Guidance: All directorates and supporting organizations will review and validate the need for wireless communication based on mission and position at least annually. Minimally used wireless devices should be handled in accordance with reference 1a. Each directorate or organization receiving mobile wireless services will designate a

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point of contact for administrative and payment matters and the Garrison Information Management Officer (IMO) will be the primary point of contact for the Garrison. Statements will be pulled from the online billing account function by to the Garrison IMO monthly, to ensure cost effectiveness of cellular services. Requirements for new cellular devices will be approved by the Directors based on mission needs. All cellular devices will be accounted for in accordance with AR 735-5.

7. Point of contact for this memorandum is Mr. Robert Clements, Information Management Officer, at (315) 772-3003.

JAMES J. ZACCHINO, JR.
Colonel, LG
Garrison Commander

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