



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER – HENDERSON HALL**  
**204 LEE AVENUE**  
**FORT MYER, VIRGINIA 22211-1199**

AMIM-MHG-IM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum IM-1,  
Government-Issued Mobile Device Policy

1. REFERENCES.

- a. DOD Directive 5500.7-R, Joint Ethics Regulation, Change 7, 17 Nov 11, section 2-301.
- b. AR 25-1, Army Knowledge Management and Information Technology, 15 Jul 19.
- c. AR 25-2, Information Assurance, 4 Apr 19.

2. PURPOSE. This policy establishes guidelines for the issuance and usage of Joint Base Myer–Henderson Hall cellular phones, pagers and mobile data devices (e.g. iPhone/iPad), as well as procedures for monitoring and controlling costs associated with these devices.

3. APPLICABILITY. This policy applies to all military, civilian and contract personnel assigned to or under the operational control of the Joint Base Commander.

4. POLICY.

a. Responsibilities.

(1) Commanders and directors are directly responsible for ensuring that all personnel under their command or control are aware of and abide by this policy.

(2) The Joint Base Commander, Deputy Commander, or designated representative will determine the basis of issue for mobile devices based on input and justification provided by each director.

(3) Directorates are not authorized to procure devices or services.

(4) Authorized individuals will sign a hand-receipt for the device issued to them by the Joint Base Information Management Officer. Device end-users will provide one copy to their immediate supervisor to be placed in the personnel file. Upon change-of-station, separation, retirement, or extended absence not associated with their normal



duties on the joint base, the device end-user must turn in the device and all accessories to the Information Management Officer. The individual is responsible for loss or damage to the issued device and must notify his supervisor and the IMO if either of these conditions occurs. All losses will be processed IAW AR 735-5.

5. POLICY.

a. All mobile devices are procured through the Joint Base Information Management Office. Personally owned mobile data devices are prohibited from connecting to the Joint Base enterprise network.

b. Mobile devices issued by the joint base are for official use only. Individuals issued a mobile device are prohibited from using them for illegal transactions, harassment, obscene behavior, or in disregard of any existing military and civilian ethics policies. Use of the device for personal reasons is permitted provided that calls:

(1) Do not adversely affect the performance of official duties by the employee or the employee's organization.

(2) Are of reasonable duration (normally five minutes or less) and frequency (twice per day); and, whenever possible, are made during the employee's personal time, such as during lunch, break, and other off-duty periods.

(3) Are not used for activities related to the operation of a private business enterprise.

(4) Do not reflect negatively on the Department of Defense.

(5) Do not overburden the communication system.

(6) Do not create additional costs to the Department of Defense.

c. Monthly itemized bills will be reviewed by the Joint Base Information Management Officer. Billing information for device users who have exceeded their monthly quotas for the wireless plan will be sent to the director/commander for review and action. The Joint Base Information Management Officer will suspend wireless service to offenders who exceed their monthly service plan beyond a reasonable amount or if it appears that the device is being used in excess of the allowable personal use described in 5b above. Individual users will be required to reimburse the Treasury Department for excessive personal use and may face disciplinary action if this use is determined to be fraud, waste or abuse of government resources.

d. All personnel are prohibited from using any mobile device while driving a motor vehicle on government installations without using a hands-free device. Additionally, all

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Cellular Phones and Data Device Use

personnel are prohibited from texting on any device while driving any government or privately-owned vehicle at any time.

e. All personnel are prohibited from downloading any unauthorized software or services to their devices. The DoD Apps Store and P.U.M.A App are the only authorized App Stores. Additionally, all personnel are prohibited from utilizing wireless devices for calls or text messaging beyond the continental United States without prior coordination with the IMO.

f. Any sensitive information, to include PII or PHI, will be sent using Purebred Encryption Services or the DISA Mail+ email app. Users requiring this capability must coordinate directly with the IMO for app installation.

6. PROPONENT. The proponent for this policy is the JBM-HH Administrative Officer at (703) 696-5871, DSN 426-5871. The point-of-contact is the Information Management Officer at commercial (703) 696-0481, DSN 426-0481.

DAVID D. BOWLING  
COL, SF  
Commanding

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