



**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX  
111 E CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-5256**

REPLY TO  
ATTENTION OF:

AMIM-KNG-IM (100)

2 August 2023

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices, Departments, This Headquarters

**SUBJECT: Garrison Policy Memo No. 16 - Cellular Telephone Device Management**

**1. References.**

- a. Army Regulation (AR) 25-1, Army Information Technology, 15 July 2019.
- b. Secretary of the Army Memo Requiring use of Next Generation DoD Handheld Wireless Enterprise Blanket Purchase Agreements (BPA), 17 Dec 12.
- c. AR 735-5, Property Accountability Policies, 9 November 2016.
- d. Army Directive 2019-23 Allocation of Wireless Portable Electronic Devices 1 Aug 2019

**2. Purpose.** The purpose of this policy is to provide guidance regarding the issue and use of cellular devices in USAG Fort Knox. This policy is effective immediately and remains in effect until rescinded or superseded.

**3. Applicability.** This policy applies to all personnel assigned or attached to United States Army Garrison Fort Knox who utilize, requisition, store, or issue government furnished cellular phones or other device using cellular phone technology.

**4. Garrison Commander will designate a Telephone Control Officer (TCO).**

a. The TCO will track, manage and procure all cellular devices issued throughout the Garrison with the exception of DFMWR B and C activities.

b. All requests for additional devices will be submitted through the Deputy Garrison Commander. If approved, the TCO will procure approved requests through blanket purchase agreements. All cellular devices will be procured under the Army BPA procurement process by the TCO.

c. Directors are required to validate user requirements, eliminate underutilized devices, and monitor devices for potential misuse.

AMIM-KNG-IM (100)

SUBJECT: Fort Knox Garrison Policy Memo No. 16 - Cellular Telephone Device Management Practices

#### 4. Device Request and Management Policy.

a. Device 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 devices by Fort Knox personnel must satisfy a valid requirement, not convenience or duty enrichment.

b. Devices, like all other government equipment, must be properly hand receipted, maintained, and controlled. Accountability, physical inventory, and disposition of devices will be managed under the provisions of AR 735-5.

c. Users must report lost or stolen devices within 24 hours to their chain of command and the TCO. Users can be held liable for replacement cost of lost devices.

d. Requests for Air Card or MiFi service should specifically state the reasoning for access to network and email systems.

#### e. Requesting Agency.

(1) Prepare justification statement email based on valid and specific applications that cannot be supported by other available government communication services. Justification must be digitally signed by the requesting Director and must be approved by the Deputy Garrison Commander before acquisition or issue.

(2) Ensure all cell phone users provide the TCO with a completed DoD Mobility Unclassified Capability end user license agreement.

(3) Ensure clearing actions within directorate include requirement for out processing with the Garrison TCO prior to final clearing of organization.

(4) Directorates will provide memorandum requesting all cellular devices to include assignment by paragraph and line number from latest TDA. Deputy Garrison Commander or Garrison Commander is the only approval authority for cellular device allocation within USAG Fort Knox. Organizations will assign devices by the position requirements, and not by individual.

AMIM-KNG-IM (100)

SUBJECT: Fort Knox Garrison Policy Memo No. 16 - Cellular Telephone Device  
Management Practices

5. Point of contact is the Garrison TCO / IMO at (502) 624-3331.



CHRISTOPHER J. RICCI  
COL, IN  
Commanding