



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

AMIM-LVG-ZA (100)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #16 Portable Electronic Devices

REFERENCE: ARMY DIR 2019-23 Allocation of Wireless Portable Electronic Devices (PEDs)

1. Purpose: This policy provides USAG Fort Leavenworth policy for determining which positions are eligible for Government-owned PEDs
2. Scope: PEDs include but are not limited to; smartphones, cell phones, electronic tablets with cellular capability, air cards, portable hotspots, and pagers. For this policy, PEDs do not include laptops or satellite communication devices.
3. Policy: Effective immediately, all directors will:
 - a) Ensure PEDs are allocated with the following criteria:
 - i) Garrison commander or Deputy to the garrison commander approval is required for any increases in allocation of PEDs.
 - ii) The approval request must justify why the allocation of the PED is mission critical. The approving official must ensure a copy of written authorization is documented and available to auditors.
 - iii) Require accounting for all allocated PEDs (regardless of dollar value) in the Accountable Property System of Record according to Army Regulation 735-5 (Property Accountability Policies)
 - iv) Specify the type of PED (for example, classified or unclassified, smartphone or tablet) allocated to each authorized position with the organization. PED allocations must account for device specification based on technical and mission requirements, feasibility, and/or cost considerations.
 - v) Require all PED users to read, sign, and comply with the DOD Mobile Unclassified Capability (DMUC) End User License Agreement (EULA). Send signed copies electronically to USAG Fort Leavenworth S6.

https://disa.deps.mil/ext/cop/dod_mobility/DoD%20Mobility%20User%20Library/DMUC%20EULA.pdf

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b) Prohibit the allocation of PEDs when:

- i) the allocation of the PED is solely for convenience.
- ii) Alternatives are available to personnel, such as Government-owned, fixed telecommunication systems, desktops, or laptops.
- iii) the PED is used as an auxiliary or spare device to an already allocated Government-owned PED with active service.

4. Point of contact for this memorandum is Mr. Thomas Reitmeier, Executive Officer, at email thomas.c.reitmeier.civ@army.mil or phone number (913) 684-2993.



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