



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09154-0401

AMIM-SGG-ZA

21 July 2023

MEMORANDUM FOR US ARMY GARRISON STUTTGART PERSONNEL

SUBJECT: USAG Stuttgart Command Policy Letter #34, Guidance for the Allocation, Issuance, Use, and Sustainment of Government Mobile Devices (GMD) throughout USAG Stuttgart

**1. REFERENCE:**

- a. DOD 5500.07-R (Joint Ethics Regulation), Incorporating Ch. 7 (17 Nov 2011), 30 Aug 1993
- b. AE Pamphlet 25-13 (Army in Europe Telecommunications and Unified Capabilities), 11 June 2019.
- c. Army Directive 2019-23 (Allocation of Wireless Portable Devices), 1 Aug 2019
- d. Memorandum, IMCOM-Europe, AMIM-EUR-HRC (Policy Letter #14, Guidance for the Allocation, Issuance, Use, and Sustainment of Commercial Mobile Devices (CMD) Throughout IMCOM-Europe, 3 Jan 2023.

**2. PURPOSE:** To standardize the management, allocation, and issuance of Government Mobile Devices (GMD). The objective of this guidance is to achieve a suitable equilibrium between crucial GMD capabilities, cost containment, administrative controls, and risk reduction. The guidance provided is based on and further supported by the references mentioned above. The list of current authorized GMDs is included in the guidance's enclosure.

**3. APPLICABILITY:** This policy applies to all directorates and Garrison employees (APF, NAF, and LN/HN) and is effective immediately.

**4. RESPONSIBILITIES:**

a. The USAG Stuttgart Garrison Commander is the primary approving authority for the acquisition and issuance of new GMDs.

(1) Understand that each type of device has associated initial acquisitions, demand maintenance and recurring connectivity costs which they must budget and fund.

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(2) Understand the GMDs are U.S. Government communications devices, and that their use and safeguarding have the same requirements and restrictions as all other Government communications devices.

(3) GMDs are a means to facilitate official Government business on the basis of mission requirements and not for personal convenience.

(4) GMDs should be assigned by positions and based on mission need.

b. The designated Telephone Control Officer (TCO) will:

(1) At least quarterly, but no less frequently than annually, validate the need for and physically inventory each GMD in use within the Garrison. Ensure that all documentation is current.

(2) Ensure that GMDs are maintained on Organization Property Book and sub-hand receipt each GMD to a staff member before use, and ensure the recipient understands that they will be held financially and legally responsible for unjustified excessive airtime charges, loss, damage, theft, or abuse.

(3) Review and validate monthly bills and check for possible abuse (for example, unusually long calls, unofficial calls, and patterns of commercial calls).

(4) Discontinue devices that have zero usage over two monthly billing cycle to reduce fiscal waste. GMD that have been terminated for non-use/non validation will require re-validation and approval by approvers listed above.

(5) The S6 will be the primary hand receipt holder for all Apple smart phone devices registered under the USAG Stuttgart Apple Business Manager account and assigned to APF Garrison personnel. Apple Smartphones will be delivered directly to mobile users via the S6. Directorate-purchase Apple Smartphones may not be sub-received outside of their Directorate without the prior consent of the applicable Director.

(6) Telecommunication Ordering Officer (TCO) primary/secondary assignment will remain under Garrison S6 umbrella of functions and responsibilities.

(7) TCO is the sole position permitted to submit purchase request and commitment (PR&C) requests to servicing NEC Telephone Operating Officer (TOO) for mobile device and cellular service line purchase. TCO will be responsible for validating and monitoring USAG Stuttgart DISA Storefront account and is required to align TCO DISA Storefront account to Garrison's financing Program Designator Code (PDC).

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c. Mobile Device User will:

(1) Sign the Acceptable Use Policy (AUP) and sub-hand receipt before being issued a CMD.

(2) Coordinate with their Telephone Control Officer prior to Foreign Travel to ensure that their GMD will work and to avoid excessive charges. Understand that international roaming charges for airtime and data usage apply when the device crosses and international border.

(3) Not trade or swap devices between parties as each GMD is registered and tracked by the TCO by device serial number, its configured International Mobile Equipment Identity (IMEI), Media Access Control (MAC) address and telephone number.

**5. POINT OF CONTACT:**

a. USAG Stuttgart S6, DSN (314) 596-3090

b. USAG Stuttgart S6, Installation Management Officer/Telephone Control Officer (IMO/TCO), DSN (314) 596-3464.



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3 Encls

1. Garrison Authorized Devices
2. Sample CMD Request Memo
3. AE Form25-13A (Mobile Device User Agreement)