



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000**

AMIM-AKG-IMO (25m2)

AUG 21 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Official Government Portable Electronic Devices (PED) (USAG Alaska Policy #16)

1. References:

a. Army Regulation (AR) 25-1, Information Management Army Information Technology, 15 July 2019.

b. AR 25-13, Information Management Army Telecommunications and Unified Capabilities, 11 May 2017.

c. Department of the Army Pamphlet 25-2-9 Wireless Security Standards, 8 April 2019.

d. All Army Activities (ALARACT) message 054/2022, (Retention of Text Messages on Government Furnished Equipment), 9 August 2022

2. Applicability. This policy applies to all USAG Alaska personnel who require PEDs for their job duties.

3. Purpose. This memorandum establishes the USAG Alaska PED policy and directs actions associated with requesting, authorizing, and usage.

4. Responsibilities:

a. The USAG Alaska Information Management Officer (IMO) will implement and enforce Information Management/Information Technology (IM/IT) policies and procedures within the organization, in coordination with the local 59th Signal Battalion (NEC) and appropriate information assurance management personnel.

b. All personnel assigned to USAG Alaska are responsible for adhering to this policy.

5. Policy:

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a. USAG Alaska PEDs are assigned based upon mission and assigned position.

(1) No more than two PEDs (classified or unclassified) may be allocated to each commanding officer, deputy commanding officer, and command sergeant major serving at the brigade and battalion levels.

(2) No PEDs (classified or unclassified) will be allocated to any other positions without written approval from the Garrison Commander (O-6) or Deputy to the Garrison (GS-15). USAG Fort Greely Commander will conduct PED management for Fort Greely personnel in coordination with the USAG Alaska Commander. All approvals must justify why allocation of the PED is mission critical. The approving office must ensure a copy of the written authorization is documented and available to auditors.

(3) Prohibit the allocation of PEDs when the allocation of the PED is solely for convenience and alternatives are available to personnel, such as Government-owned, fixed telecommunication systems, desktops, or laptops.

b. Directors and special staff will minimize the number of PEDs to the least amount required for the assigned mission and appoint a PED POC responsible for internal directorate control and status reporting. All allocated PEDs require accounting (regardless of dollar value) in the Accountable Property System of Record according to Army Regulation 735-5 (Property Accountability Policies).

c. The USAG Alaska IMO/USAG Fort Greely IMO will conduct yearly reviews and yearly audits to identify the organization's needs at the lowest overall cost.

d. All active devices not under a blanket purchase agreement (BPA) suspension or a flat-rate service plan that are not used (voice, data, or text) for a period of 60 days must be discontinued within 10 business days upon identification. Devices with no usage that are part of a continuity of operations package or an emergency deployment package must be identified and moved to a flat-rate service that converts to a full-use capability when activated for contingency response.

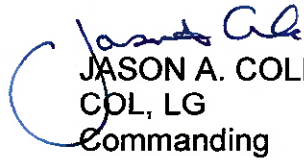
e. User training and agreements. Users will complete mandatory training and sign a user agreement prior to issuance of portable devices. Users will forward a copy of the training certificate and signed EULA to their directorate IMO or their Garrison IMO.

6. This policy supersedes USAG Alaska Policy #16, subject: Official Government Portable Electronic Devices (PED), dated 14 March 2022.

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7. The POCs for this policy are the USAG Alaska IMO, Jacquelin January, at (907) 353-1694, or jacquelin.m.january.civ@army.mil and USAG FGA IMO, Herman Porshnikoff at 907-873-7346 or herman.s.porshnikoff.civ@army.mil.


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USAG Alaska Personnel