



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-IM

23 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #24 - Cellular Telephones and Pagers

1. REFERENCES.

- a. Army Regulation 25-1, 31 January 2002, Army Information Management.
- b. Eighth U.S Army Pam 25-60, 1 November 2000, Communications Services Procedures Guide.
- c. EAKC-CO, 26 November 1997, Cellular Phone/Pager Usage in Korea.

2. PURPOSE. To establish internal controls for the procurement, use, and accountability of Government-owned or controlled cellular telephones and pagers.

3. APPLICABILITY. This policy letter applies to military, government service, contractors or invited guest that use a 19th TSC government owned cellular telephone or pager. All 19th TSC (CONUS) personnel using CONUS based cellular phone activities will adhere to published guidance and policies set forth by USARC and 89th RSC. However, when deployed to the Korean peninsula, CONUS based personnel will adhere to guidance in this policy.

4. POLICY.

a. The Commander, Eighth United States Army has designated the Commander or Chief of Staff 19th TSC as the approving official for cellular telephone service within 19th TSC. Additionally, Eighth Army no longer requires logging each call on DA Form 360. This communication capability, although offering considerable convenience to the user, must be controlled to prevent abuse. Cellular telephone service must be kept to a minimum necessary to support critical mission requirements. Cellular communication is limited to authorized or official government use only. Calls outside of Korea are not authorized. Unauthorized use of the service is subject disciplinary action under the Uniform Code of Military Justice (UCMJ) action, monetary recovery procedures, and termination of service.

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b. Cellular telephones will be used only when the mission clearly demonstrates a critical need for immediate communication and military telephone service is not reasonably available. Cellular telephones are to be used for unclassified administrative traffic only. Access to cellular telephone numbers will be limited to “**need to know.**” These numbers will not be publicized. Cellular telephones will be issued by position based upon mission requirements.

c. Regardless of the source of funding, all capability requests (CAPRs) for the purchase or lease of cellular telephones will be forwarded through the 19th TSC, G6 for Commanding General or Chief of Staff approval prior to submission to the area Director of Information Management (DOIM).

d. CAPRs submitted for purchase of cellular telephones must provide substantive justification for cellular service, addressing the specific user requiring the service, the operational safety issue that requires the use of cellular service for mission accomplishment, and the negative impact that may result from lack of this service.

e. Subordinate Commands with cellular telephones and pagers should identify one IMPAC Card Holder, preferably the Information Management Officer (IMO) or the Telephone Control Officer (TCO), to bill all cellular telephone and pager usage. If it is anticipated that the total monthly charge will exceed the single purchase limit of \$2,500, the Commander should submit a request to the USACC-K IMPAC coordinator to increase the single purchase limit for cellular phones and pagers.

f. A monthly bill from SK Telecom will be forwarded to the IMPAC Card Holder from USACC-K. The IMPAC Card Holder assisted by the IMO or TCO will verify accuracy prior to payment and will maintain monthly billing statements IAW the IMPAC Program SOP.

g. The IMPAC Card Holder, assisted by the IMO or TCO, will identify individual users whose monthly usage charge exceeds \$50 and task heavy users for a justification.

h. The IMO or TCO will prepare a monthly cost usage report for distribution to the 19th TSC, G6, their respective Command Group, Resource Manager and each individual cellular telephone user (see encl 1).

i. The 19th TSC, G6 will track quarterly usage for each Subordinate Command in the 19th TSC. Commanders should be prepared to entertain questions regarding cellular telephone and pager usage for their respective Commands.

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j. The IMO will maintain a record of all cellular telephones, identifying the serial number, model number, manufacturer, phone number and user name. The IMO will ensure all cellular telephones and pagers are properly recorded on the unit's property book.

5. RESPONSIBILITIES:

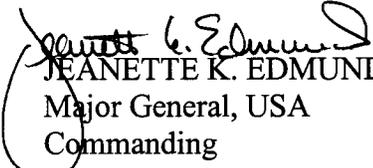
a. Commanders and Directors at all levels will exercise supervision, ensuring personnel adhere to this policy. Unit IMOs will ensure that proper acquisition channels are utilized.

b. Individual users will comply with this policy and ensure proper accountability of equipment. In addition, individual users will be held responsible and charged if the cellular telephone and/or pager is damaged or lost due to personal neglect.

6. SUPERSESSION. This policy letter supersedes Command Policy Letter #24, 27 Nov 02.

7. The point of contact at this headquarters is ACoS, G6, C&E, 768-6302.

Encl
as



JEANETTE K. EDMUNDS
Major General, USA
Commanding

DISTRIBUTION:

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HQ, 19TH TSC
CELLPHONE/PAGER
MONTHLY USAGE
APRIL 2000

USER	KMT PAGERS	CELL PHONES	MONTHLY SVC FEE		MONTHLY USAGE FEE		TOTAL
CG	0	1	W18,000	\$17	W0	\$0	\$17
CG (Vehicle)	0	1	W18,000	\$17	W2,930	\$3	\$20
CG (Seoul)	0	1	W18,000	\$17	W9,840	\$9	\$27
AIDE	0	1	W18,000	\$17	W7,680	\$7	\$24
DCO	0	1	W18,000	\$17	W2,710	\$3	\$20
CofS	0	1	W18,000	\$17	W4,340	\$4	\$22
CSM	0	1	W18,000	\$17	W43,760	\$42	\$59
PROTOCOL	0	2	W36,000	\$34	W300	\$0	\$35
SGS	0	1	W18,000	\$17	W4,730	\$4	\$21
DBO	0	1	W18,000	\$17	W0	\$0	\$17
PAO	0	1	W18,000	\$17	W0	\$0	\$17
CMD CHAPLAIN	0	1	W18,000	\$17	W8,510	\$8	\$25
G1	0	1	W18,000	\$17	W1,650	\$2	\$19
G3	0	2	W36,000	\$34	W2,960	\$3	\$37
G4	0	1	W18,000	\$17	W620	\$1	\$18
G6	5	1	W67,900	\$65	W0	\$0	\$65
RM	0	1	W18,000	\$17	W3,960	\$4	\$21
IG	0	1	W18,000	\$17	W2,880	\$3	\$20
SJA	0	1	W18,000	\$17	W0	\$0	\$17
SPT OPS	0	3	W54,000	\$51	W1,470	\$1	\$53
TOTAL	5	24	W481,900	\$459	W98,140	\$93	\$552

EXCHANGE RATE: \$1 = W 1050