

Information Management
USE OF PORTABLE/HAND-HELD COMMUNICATION DEVICES

History. This is the second printing of FORSCOM Regulation 25-12, which replaces FORSCOM Memorandum 25-10, Use of Portable/Hand-held Cellular Telephones, dated 1 April 1993.

Summary. This regulation provides information for the use of portable/hand-held communications devices.

Applicability. This regulation applies to Active Army and the United States Army Reserve.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Commander, United States Army Forces Command (FORSCOM), ATTN: AFCI-PS, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Suggested improvements. The proponent of this regulation is Deputy Chief of Staff for Command, Control, Communications and Computers (DCSC4) HQ FORSCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, FORSCOM, ATTN: AFCI-PS,

1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Restrictions. Approved for public release; distribution unlimited.

FOR THE COMMANDER:

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(Signed)
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DISTRIBUTION for this regulation is intended for command level A for FORSCOM installations, USARC, and USAR units.

Copies furnished:

HQ TRADOC; TRADOC installations; HSC; AMC; MDW; USASC; HQ FORSCOM (AFCI-A) (record copy).

1. Purpose

This regulation establishes guidance on the control and use of portable and/or hand-held communications devices (i.e., cellular telephones, pagers, hand-held radios, personal digital assistant).

2. Required publications

AR 25-1 Army Information Resources Management Program, cited in paragraphs 3 and 4b(5).

DOD Dir 5500.7 Joint Ethics Regulation (JER) cited in paragraph 4b(4).

3. Explanation of terms

a. The cellular telephone is a sophisticated end user operated radio. It communicates on radio frequencies using radio receivers, transmitters and supports the sustaining base environment under

policy contained in AR 25-1. Appropriated funds support official telephone calls made by cellular telephones.

b. The digital paging system is a portable electronic device used to page the device owner via beeps and/or vibrations when the device receives a special radio signal.

c. Hand-held radios are typically used by emergency and maintenance personnel and rely upon non-tactical trunked radio systems and are products of applying automated computer control to conventional radio technology. Many Army installations have implemented trunked radio systems to support base operations.

d. Personal Digital Assistant (PDA) are hand-held computer that help with such tasks as taking notes, scheduling appointments, and sending faxes and electronic mail. PDAs are also called Personal

Communications and Personal Intelligent Communication. Most PDAs can connect to other computers, either through telephone lines, radio waves, or a computer cable.

4. Responsibilities

a. For DCSC4:

(1) Provides direction and oversight for the use of portable/hand-held communication devices policy.

(2) Ensures compliance with all technical standard and security regulations.

b. Directorate of Information Management (DOIM)/Information Management Office (IMO):

(1) Performs or contracts for required maintenance of cellular telephone/hand-held radio equipment. The DOIM Resource Management Element will coordinate funding.

(2) Reviews and approves the contractor's invoice for payment after certification from the user regarding the official nature of the calls.

c. Cellular telephone users:

(1) Should not display the telephone number on the instrument.

(2) Should limit the use of cellular telephones to situations when standard telephone instruments are not practical or available, and the mission will be jeopardized if contact is delayed.

(3) Will limit incoming and outgoing calls for official business only.

(4) Prohibit issue or loan of equipment to nongovernment personnel.

(5) Review the telephone bill associated with the cellular telephone, certify the telephone calls itemized therein, and return to the DOIM/IMO within five working days in accordance with AR 25-1.

(6) Limit/restrict routine incoming calls on cellular telephones. Encourage/promote pager contact with follow-up by standard telephone service and cellular telephone where mission requirements dictate expedience.

d. Local and nation-wide pager users will ensure that pagers are restricted to official business required to perform time sensitive tasks. The lease and use of nation-wide pagers will be restricted to key personnel who perform the majority of their duties more than 50 miles from their assigned duty station. Issue or loan of pagers to nongovernment personnel is prohibited in accordance with DOD Dir. 5500.7, JER.

e. Hand-held radio users will ensure that the device is not to be used for dissemination of classified information. If the radio is equipped with data encryption standard features, the radio is only authorized for the transmission of sensitive information.

f. PDA users will ensure that the device is not used for classified information.

5. Official use policy

a. Cellular telephone calls, both incoming and outgoing, result in a charge to the user. All users must restrict calls on cellular telephones to official government use only. For this reason, the telephone number of the cellular telephone shall be given limited distribution and used for official use only. All cellular phones users should be aware that "toll free" dialing is not "toll free" when dialing from a cellular phone. There may be rare instances when this type of dialing is justified but it should be the exception and not the rule. A cellular telephone shall not be used with a personal calling card when other telephone services are readily available.

Cellular telephone conversations are not private and are vulnerable to detection, interception, and monitoring because the telephone is, itself, a radio receiver/transmitter. They operate just as any other radio and can be intercepted by readily available commercial scanners. Accordingly, classified or sensitive information and Essential Elements of Friendly Information shall not be discussed over nonsecure cellular telephones. Dangerous practices such as "talking around" classified or sensitive information must be avoided. To reduce vulnerabilities in the use of cellular telephones, the following actions are required:

(1) Use government-owned secure cellular telephone units (STU-III) to discuss classified or sensitive information.

(2) Limit the use and duration of cellular calls to the absolute minimum.

(3) Unit/activity security managers shall brief new cellular telephone users within their organization about this policy and the risks associated with use of non-secure cellular telephones.

b. Pager service is normally a leased service. The pager units may be leased, or if more economical to the local installation they may be purchased. If purchase units are used, an in-house or contracted maintenance arrangement must be established. Because of cost factors nation-wide pagers are to be avoided.

c. Hand-held radios are coordinated and maintained by the local Directorate of Logistics (DOL)/Directorate of Installation Services (DIS). The local DOIM/IMO allocates the required frequencies via the DOIM/IMO Frequency Manager.

d. PDA should only be connected to unclassified computers.

(1) Use only commercially produced applications or applications developed by trusted sources

(2) Passwords, combinations, or pins should not be stored into a PDA

(3) PDA will be cradled in the work area solely for the purpose of synchronization that allows for exchange and update of information between the hand-held and the user's personal computer.

6. Monitoring

Conversations on government-owned cellular telephones are subject to monitoring under the provisions of AR 380-53, Communications Security Monitoring, 15 Nov 84. The consent to monitoring applies to wireless hand-held devices as well, which are connected to installation LAN services..

7. Prohibitions

a. It is prohibited for any person to possess or use a privately-owned cellular telephone, digital paging system, hand-held radio, PDA or other nonsecure privately-owned telecommunications device within the confines of any area designated by the commander to be a classified work area, restricted area or Mission Essential Vulnerable Area.

b. Use of government-owned nonsecure telecommunications devices is also prohibited in these areas unless the installation commander grants a waiver.