

## **SDDC Regulation 25-10**

**Information Management:**

# **Portable Electronic Devices (PED) – SDDC**

**Headquarters, Military Surface  
Deployment and Distribution Command  
1 Soldier Way  
Scott AFB IL 62225-5006  
1 April 2013**

**UNCLASSIFIED**

## ***SUMMARY of CHANGE***

SDDCR 25-10

Portable Electronic Devices (PED) – SDDC

This is a new issuance.

DEPARTMENT OF THE ARMY  
HEADQUARTERS, MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND  
1 SOLDIER WAY, SCOTT AIR FORCE BASE IL 62225-5006

SDDC REGULATION  
NO. 25-10

Information Management

PORTABLE ELECTRONIC DEVICES (PED) – SDDC

|  | <u>Paragraph</u> | <u>Page</u> |
|--|------------------|-------------|
| Purpose.....   | 1.....           | 1           |
| Policy/Objectives.....   | 2.....           | 2           |
| Training.....  | 3.....           | 2           |
| Authorized User.....   | 4.....           | 2           |
| Requesting Equipment.....  | 5.....           | 2           |
| Exception to Policy.....   | 6.....           | 2           |
| Roles and Responsibilities.....  | 7.....           | 3           |
| Investigation and Recovery Procedures.....                               | 8.....           | 4           |
| Revalidating.....  | 9.....           | 4           |
| Loaner Program.....  | 10.....          | 4           |
| Disposition of Devices.....  | 11.....          | 4           |
| Funding.....   | 12.....          | 4           |
| <br><b>APPENDIX</b>  |                  |             |
| A. References.....   |                  | 6           |
| B. SDDC Form 414, Request for Portable Electronic Device (PED).....      |                  | 7           |
| C. SDDC Form 414A, Request for Portable Electronic Loaner Equipment..... |                  | 8           |
| <br><b>GLOSSARY</b> .....  |                  | <br>9       |

1. **Purpose.** To establish command-wide guidelines for the issuance, management, and use of portable electronic devices (PED). As defined in Army Regulation (AR) 25-2, “Portable electronic devices (PEDs) are portable ISs or devices with or without the capability of wireless or LAN connectivity. These include, but are not limited to, cell phones, pagers, personal digital assistants (PDAs) (for example Palm Pilots, Pocket PCs), laptops, memory sticks, thumb drives, and two-way radios...”. This policy addresses government issued PEDs, specifically Blackberrys, cellular phones, wireless cards, Global System for Mobile (GSM) Communications and Secure Mobile Environment-Portable Electronic Devices (SME-PED) issued to a specific individual. This does not cover devices used for group mission communications, i.e., Early Entry Communications Kit.

2. **Policy/Objectives:** A regular landline telephone and desktop are the primary means of communications. All government issued PEDs are for official government use and authorized purposes only. These services provide the command personnel telecommunications technology solutions needed to achieve operational objectives while away from their duty locations.

3. **Training:** All authorized users are required to take PED Removable Storage Media training. Users will also complete Wide Area Network Security Focus (WNSF) PED and Removable Storage Media training. All individuals who are required to complete the training should access the following website: <https://iatraining.us.army.mil>. The user will provide a copy of the training certificates to the local Telephone Control Officer (TCO).

4. **Authorized User:** Blackberrys are authorized for SDDC flag officers, senior executive service civilians, and their aides. Each G-code is authorized a Blackberry device for their director and deputy director. Each designated special staff will be authorized one Blackberry device. At the brigade and battalion level, the commander, deputy to the commander (DTC)/deputy commander (DCO), and command sergeant major are authorized a Blackberry. Distribution of permanent cellular phones and wireless cards is at the discretion of the Chief of Staff (CoS) at HQ SDDC and the DTC/DCO at the brigades and battalions. Use of government resources (such as cellular phones, wireless cards and Blackberrys) for telework is authorized but contingent upon the availability of resources. Teleworking is not considered sole justification to be issued a government cellular phone or wireless card.

5. **Requesting Equipment:** Requests for communication devices such as cellular phones and/or wireless cards requires the user to complete a PED request form, located on the SDDC portal at the SDDC Forms tab. Submit the form to the local TCO along with a copy of your WNSF, PED and Removable Storage Media training certificate.

|                 | HQ | BDE | BN | RPOE | DET | RSMO |
|-----------------|----|-----|----|------|-----|------|
| Cellular Phone  | 50 | 15  | 15 | 4    | 2   | 4    |
| GSM's           | 9  | 2   | 1  | 1    | 1   | 0    |
| SME-PED's       | 5  | 0   | 0  | 0    | 0   | 0    |
| Wireless Device | 46 | 5   | 5  | 1    | 0   | 0    |
| Blackberrys     | 75 | 6   | 4  | 3    | 1   | 0    |

**Table 5.1 – PED Distribution Matrix**

6. **Exception to policy:** Individuals requesting PED equipment, other than the individuals identified in paragraph 4 of this regulation, will submit SDDC Form 414, Request for Portable Electronic Device (PED), to be routed to the CoS for approval at SDDC HQ level and DTC/DCO at brigade level. The TCO will be responsible for coordinating the SDDC Form 414 to the appropriate approval authority. The form is located on the SDDC portal under SDDC Forms. The total number of devices, by location, is limited in accordance with Table 5.1 and approval is contingent upon availability of funds and on the limits set by Executive Order 13589.

## 7. Roles and Responsibilities:

a. PED Manager: A designated G-6/S-6 representative located at HQ SDDC and OCONUS brigades will manage a consolidated PED contract through the Network Enterprise Technology Command Blanket Purchase Agreement (NETCOM BPA) for all cellular phones, secure cellular phones, wireless cards, and Blackberrys, within their AOR. Exceptions due to AOR specific policies or restrictions must be approved by SDDC G-6. The GSMs, Iridium's and SME-PEDs are managed by SDDC G-6. The PED Manager will:

- (1) Gather all requirements to establish a new/renewal contract.
- (2) Maintain the master inventory for all devices on contract.
- (3) Validate all invoices are paid to the appropriate vendor.
- (4) Train the S-6/TCO on their responsibilities.
- (5) Upgrade equipment when required.

b. TCO: A designated G-6/S-6 representative will be appointed at HQ SDDC, OCONUS, CONUS brigades and battalions and will be responsible for managing the issuance of PED devices. The TCO will:

- (1) Provide inputs required of the SDDC G-6 PED Manager and maintain an inventory of all equipment with user name, telephone number, specified equipment and office symbol.
- (2) Maintain a file of all current user agreements to include training certificates and DA Forms 2062 for property accountability.
- (3) Accept turn-ins of PED devices from users.
- (4) Validate their communications bill, to include forwarding any usage costs to the local commander for review and validation of mission requirements, no later than 10 working days after the bill is received.
- (5) Report lost or stolen devices, assist in recouping funds for unofficial calls, and request international service activation.

c. User Responsibility:

- (1) Coordinate PED turn-in with their TCO.
- (2) Authorized brief communications to notify family members of official transportation changes, schedule changes, and safe arrival.

(3) Reimburse the government for all personal communications which are deemed inappropriate or excessive.

(4) Report stolen or missing devices immediately to the respective PED manager via the local TCO so that service can be canceled or suspended to prevent illegal use/charges. For lost devices, a supporting MFR is required and must be endorsed by the member's supervisor. If a device is stolen the unit TCO will ensure a MFR along with a police report is filed to support the Financial Liability Investigation of Property Loss.

(5) Users will not take personal calls on government issued devices as this could incur roaming charges to the government.

(6) Utilize a hands-free device while driving on all military installations. PED users will conform to the motor vehicle laws of the state in which the vehicle is being operated. Per Executive Order 13513, Federal employees shall not engage in text messaging (a) when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving.

**8. Investigation and Recovery Procedures:** The TCO will review monthly bills and report all suspicious calls to the PED manager. If charges exceed basic monthly fees, charges should be reviewed for misuse by an immediate supervisor. If PED misuse is substantiated, the user is responsible for the overcharges. Any employee owing the government money for unofficial calls will complete a DD Form 200, Financial Liability Investigation of Property Loss, and write a personal check/money order made out to "US Treasury" and submit it to the PED manager. The check/money order will be turned over to the G-8 Resources Management Budget division for processing. Unofficial calls are defined as any personal calls with the exception as defined in paragraph 7c(2).

**9. Revalidating:** With the exception of those individuals identified in paragraph 4, all users are required to revalidate their PED requirement(s) through their supervisor to the local PED Manager annually between 1-30 April. A new SDDC Form 414 is required at the time of revalidation.

**10. Loaner Program:** HQ SDDC and each brigade and battalion maintains a loaner pool of devices for issuance on a temporary basis. Customers will complete a PED request form 10 days prior to mission requirement to ensure a device can be appropriately provisioned.

**11. Disposition of Devices:** PED equipment that is no longer required or deemed unserviceable will be turned into DLA Disposition Services by the TCO. Prior to transferring to DLA Disposition Services, Blackberry equipment will be sanitized IAW AR 25-2 and AR 380-5.

**12. Funding:** To obtain consolidated efficiencies, CONUS PED contracts will be managed by the HQ SDDC PED Manager; OCONUS PED contracts will be managed by the Brigade PED Manager or designated representative. The only individual authorized to procure PEDs is the PED manager. Funding limits will be constrained by the available budget and limits set by Executive Order 13589.

The proponent of this regulation is the SDDC DCS for Information Management, G-6. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ SDDC, Attn: AMSSD-IMP, 1 Soldier Way, Scott AFB IL 62225-5006.

FOR THE COMMANDER:

//Signed//  
INES N. WHITE  
COL, GS  
Chief of Staff

**Appendix A**  
**References**

**Section I**  
**Required Publications**

**AR 25-2**  
Information Assurance

**Executive Order 13513**  
Federal Leadership on Reducing Text Messaging While Driving

**Executive Order 13589**  
Promoting Efficient Spending

**Section II**  
**Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

This section contains no entries.

**Section III**  
**Prescribed Forms**

**SDDC Form 414**  
Request for Portable Electronic Device (PED)

**SDDC Form 414A**  
Request for Portable Electronic Loaner Equipment

**Section IV**  
**Referenced Forms**

**DD Form 200**  
Financial Liability Investigation of Property Loss

**Appendix B**  
**SDDC Form 414 – Request for Portable Electronic Device (PED)**

|  |   |
|--|---|
| <span style="border: 1px solid black; padding: 2px;">Email Form</span> <span style="border: 1px solid black; padding: 2px; margin-left: 10px;">Print Form</span> |   |
| <b>REQUEST FOR PERSONAL ELECTRONIC DEVICE (PED)</b><br>(SDDCR 25-10)   |   |
| Date of Request: <input style="width: 100px;" type="text"/>  |   |
| <b>PART I - ALL FIELDS MUST BE COMPLETED FOR SUBMISSION</b>  |   |
| 1. Grade/Rank and Name of Requester<br><input style="width: 95%; height: 20px;" type="text"/>  | 2. Office Phone (DSN)<br><input style="width: 95%; height: 20px;" type="text"/>   |
| 3. Office Symbol<br><input style="width: 95%; height: 20px;" type="text"/>   |   |
| 4. Unit Address<br><input style="width: 95%; height: 40px;" type="text"/>  | 5. Position Assignment<br><input style="width: 95%; height: 40px;" type="text"/>  |
| 6. Type of Area Coverage<br><input type="checkbox"/> a. CONUS <input type="checkbox"/> b. OCONUS   | 7. Requirement<br><input type="checkbox"/> a. New <input type="checkbox"/> b. Replacement <input type="checkbox"/> c. Other: <input style="width: 100px;" type="text"/> |
| 7. Justification<br><input style="width: 95%; height: 40px;" type="text"/>   |   |
| 8. Impact if Not Provided<br><input style="width: 95%; height: 40px;" type="text"/>  |   |
| 9. Requester's Signature<br><input style="width: 95%; height: 40px;" type="text"/>   |   |
| 10. Endorsement Official (Director or Commander)<br><input style="width: 95%; height: 40px;" type="text"/>   |   |
| <b>PART II</b>   |   |
| 11. PED Manager    Is a device available? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input style="width: 95%; height: 40px;" type="text"/>     |   |
| 12. Final Approval Authority <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved<br><input style="width: 95%; height: 40px;" type="text"/>    |   |
| <b>For PED Manager's Records</b>   |   |
| Device Model <input style="width: 150px;" type="text"/>  | Service Provider <input style="width: 150px;" type="text"/>   |
| Date Issued <input style="width: 150px;" type="text"/>   | Device Phone Number <input style="width: 150px;" type="text"/>  |
| IMEI <input style="width: 150px;" type="text"/>  |   |
| G-6 Funding Line <input style="width: 300px;" type="text"/>  |   |
| Remarks<br><input style="width: 95%; height: 40px;" type="text"/>  |   |
| 13. PED Manager Signature<br><input style="width: 95%; height: 40px;" type="text"/>  |   |

SDDC FORM 414, APR 2013

**Appendix C**  
**SDDC Form 414A – Request for Portable Electronic Loaner Equipment**

|  |
|--|
| <a href="#">Email Form</a> <a href="#">Print Form</a>  |
| <b>REQUEST FOR PERSONAL ELECTRONIC LOANER EQUIPMENT</b><br>(SDDCR 25-10)   |
|    |
| INSTRUCTIONS: Requester must complete the below information and e-mail the request form to <a href="mailto:usarmy.scott.sddc.mbx.telecom@mail.mil">usarmy.scott.sddc.mbx.telecom@mail.mil</a> .  |
| Date of Request: <input style="width: 100px;" type="text"/> Requester Name: <input style="width: 300px;" type="text"/> Telephone Number: <input style="width: 100px;" type="text"/>  |
| Request: <input type="checkbox"/> Cellular Phone <input type="checkbox"/> Wireless Card <input type="checkbox"/> Blackberry <input type="checkbox"/> GSM <input type="checkbox"/> Iridium  |
| Dates of Travel: From: <input style="width: 50px;" type="text"/> To: <input style="width: 50px;" type="text"/> CONUS <input type="checkbox"/> Yes <input type="checkbox"/> No    OCONUS <input type="checkbox"/> Yes <input type="checkbox"/> No |
| OCONUS Country or Countries: <input style="width: 600px;" type="text"/>  |
| Justification: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>   |
| Supervisor's Signature: <div style="border: 1px solid black; height: 20px; width: 600px;"></div>   |
| <b>For PED Manager's Records</b>   |
| Device Model: <input style="width: 150px;" type="text"/> Service Provider: <input style="width: 150px;" type="text"/>  |
| Date Issued: <input style="width: 150px;" type="text"/> Device Phone Number: <input style="width: 150px;" type="text"/>  |
| IMEI: <input style="width: 150px;" type="text"/>   |
| G-6 Funding Line: <input style="width: 400px;" type="text"/>   |
| Remarks: <div style="border: 1px solid black; height: 30px; width: 550px;"></div>  |
| 13. PED Manager Signature: <div style="border: 1px solid black; height: 20px; width: 600px;"></div>  |

## **Glossary**

### **Section I Abbreviations**

CoS  
chief of staff

CSM  
command sergeant major

DCO  
deputy commander

DTC  
deputy to the commander

GSM  
Global System for Mobile Communications

LAN  
local area network

PDA  
personal digital assistant

PED  
portable electronic device

SME-PED  
secure mobile environment-portable electronic device

TCO  
telephone control officer

### **Section II Terms**

This section contains no entries.

### **Section III Special Terms and Abbreviations**

This section contains no entries