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.
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.

<table>
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<th>BN</th>
<th>RPOE</th>
<th>DET</th>
<th>RSMO</th>
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<td>3</td>
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**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)

<table>
<thead>
<tr>
<th>REQUEST FOR PERSONAL ELECTRONIC DEVICE (PED) (SDDC 25-10)</th>
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</thead>
<tbody>
<tr>
<td>Date of Request</td>
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</table>

**PART I - ALL FIELDS MUST BE COMPLETED FOR SUBMISSION**

1. Grade/Rank and Name of Requester

2. Office Phone (DSN)

3. Office Symbol

4. Unit/Address

5. Position Assignment

6. Type of Area Coverage
   - a. CONUS
   - b. OCONUS

7. Requirement
   - a. New
   - b. Replacement
   - c. Other

8. Justification

9. Impact If Not Provided

10. Requester's Signature

11. Enforcing Official (Director or Commander)

**PART II**

11. PED Manager
   - Is a device available?
     - ☐ Yes
     - ☐ No

12. Final Approval Authority
   - ☐ Approved
   - ☐ Disapproved

For PED Manager's Records:

- Device Model
- Service Provider
- Date Issued
- Device Phone Number
- IMEI

G-6 Funding Line

Remarks

13. PED Manager Signature

SDDC FORM 414, APR 2013
Appendix C
SDDC Form 414A – Request for Portable Electronic Loaner Equipment

REQUEST FOR PERSONAL ELECTRONIC LOANER EQUIPMENT
(SDDCR 25-10)

INSTRUCTIONS: Requester must complete the below information and e-mail the request form to usamry.scott.sddc.mbx.telecom@mail.mil.

Date of Request
Requester Name
Telephone Number

Request:  □ Cellular Phone □ Wireless Card □ Blackberry □ GSM □ Iridium

Dates of Travel: From: _______ To: _______

OCONUS Country or Countries

Justification

Supervisor’s Signature

For PED Manager’s Records:
Device Model
Service Provider
Date Issued
Device Phone Number
IMEI

G-6 Funding Line

Remarks

13. PED Manager Signature

SDDC FORM 414A, APR 2013
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