



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
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IMIT-IM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy Policy Letter #29, Mobile Device Users Acceptable Use Policy (AUP)

1. References:

- a. AR 25-1, Army Information and Technology, 25 June 13.
- b. AR 25-2, Information Assurance, 24 October 2007 / RAR 23 March 09.
- c. DA PAM 25-1-1, Information Technology Implementation Instructions, 26 Sept 14.

2. Applicability: This policy applies to all personnel working under the command and control of the U.S. Army Garrison (USAG) Italy who have been or may be issued a cell phone or BlackBerry device.

3. Discussion:

- a. Requests for a cell phone or BlackBerry device must be approved by the Deputy to the Garrison Commander.
- b. Government issued cell phones and BlackBerry devices will be assigned to select personnel who, based on their job functions and responsibilities, must be accessible throughout the duty day and during non-duty hours.
- c. Personnel with a Government issued cell phone or BlackBerry device are responsible for the accountability, maintenance and use of the equipment. Personnel will also be liable for unauthorized charges due to negligent use.
- d. Cell phones and BlackBerry devices are accountable items. They will be added to the installation's property book and transferred to the appropriate directorate's hand receipt. Hand receipt holders may issue the cell phones to the individual by using a DA Form 3161, Request for Issue or Turn-In.
- e. USAG Italy mobile device users are required to read and digitally sign the USAG Italy Cellular Acceptable Use Policy (AUP). See enclosure one.

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4. Point of contact: USAG Italy Telephone Control Officer (TCO) at e-mail
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