



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-Z (105)

15 April 2025
TAG 25-09

MEMORANDUM FOR All Maine Army National Guard (MEARNG) Components

SUBJECT: Use, Safeguarding, and Acquisition of Government Issued Cellular Phones and Smartphones

1. This policy supersedes all cellular phone/smartphone policies prior to the date of distribution. This policy is effective immediately and will remain in effect until rescinded or superseded. Violations of this policy could result in the following sanctions: loss of use or limitations on use of cellular/ smartphone devices; disciplinary or adverse actions; criminal penalties under Uniform Code of Military Justice (UCMJ) statutes; and assessment of financial liability for the cost of unauthorized use.

2. REFERENCES:

- a. AR 25-13, Army Telecommunications and Unified Capabilities, 11 May 2017
- b. DoD 5500.07-R, Joint Ethics Regulation (JER), 3, Para 2-301. Guidance on Use of Federal Government Resources Other Than Personnel and Government-Owned Vehicles, 15 May 2024

c. AR 735-5, Relief of Responsibility and Accountability, 10 March 2024

3. This memorandum establishes policy and provides guidelines on the use, safeguarding, and acquisition of government issued cellular/smartphone devices within the MEARNG. This applies to all MEARNG cellular and smartphone users supported by the Maine Deputy Chief of Staff, Information Management (DCSIM). All use is subject to the enclosed Acceptable Use Policy.

a. Government-owned cellular phones and smartphones will be for the sole purpose of aiding official military communication where no other means of voice communication is available.

b. Additional cellular and smartphone devices in a tactical/field environment **should not be used** in lieu of or issued as a supplement to the provided tactical and non-tactical communications networks.

NGME-Z (105)

SUBJECT: Use, Safeguarding, and Acquisition of Government Issued Cellular Phones and Smartphones

c. All calls must be **"for official or authorized use only"** in the best interest of the Government. Calls to speak to a spouse/dependent or for emergencies are authorized under paragraph 2-301 a. (2) of Joint Ethics Regulation if:

- 1) It does not adversely affect the performance of official duties.
- 2) Are of reasonable duration and frequency. No longer than five to ten minutes, once or twice per day.
- 3) Serves a legitimate public interest.
- 4) Does not adversely reflect upon the Army.
- 5) Creates no significant additional cost to the Army.

d. These devices are intended for utilization when users are away from their desk phone or on DTY. These devices are to complement desk phones, not replace them.

1) At no time will any device be programmed to "Call Forward" from or to an office desk phone. Call Forwarding cause unnecessary double charges. For exceptions, submit a request with a justification on why Call Forwarding is necessary to the Chief of Staff through the appropriate unit chain of command and the DCSIM for funding considerations.

e. The DCSIM has the responsibility to monitor monthly billings. The Telecom Manager will screen all invoices monthly to identify discrepancies, under-usage and possible abuses to ensure users comply with this policy.

1) All approved MEARNG users of government issued cellular/smartphone devices will sign an acceptable use policy. The MEARNG approved acceptable use policy is the DISA "DoD Mobility Unclassified Capability (DMUC) End User License Agreement" Enclosure 1 of this policy.

2) If abuse through unreasonable personal calls or extremely high billing occurs, the Telecom Manager contacts the directorate or MSC in writing describing the infractions. The Telecom Manager refers further abuse to the Chief of Staff (CoS) and DCSIM for determination on the appropriate handling to include potential punitive and/or UCMJ action. In most cases, the user will be responsible for the overages charged to their account.

NGME-Z (105)

SUBJECT: Use, Safeguarding, and Acquisition of Government Issued Cellular Phones and Smartphones

3) Similarly, non/low use will also be monitored and when identified, the device will be evaluated for reassignment by the CoS based on DCSIM recommendations. The CoS will review and revalidate the need for cellular and smartphone devices annually, or as necessary. The Telecom Manager reviews and assesses cellular phone or smartphone plans periodically to meet the command's needs at the lowest overall cost.

4) Directors and MSC AO's may contact the Telecom Manager for a report on the usage history of their department.

4. Procedures for requesting a cellular phone or smartphone:

a. The cellular contract is a yearly contract that cannot be modified. The budget for the cellular contract is finite and any changes to the cellular contract must be made before being submitted to contracting for processing for the next contract year. Directors and Mission Support Command (MSC) Authorizing Officials (AO's) may request additional cellular devices at their own expense. Directors and MSC AO's may make these requests by contacting the MEARNG Mobile Device Manager.

b. Directorates and MSC AOs are responsible for the device they have been issued. Do not surrender/transfer these devices to anyone other than the hand receipt holder for each command or directorate.

c. Each user must maintain accountability of all equipment associated with the cellular or smartphone to ensure it is not lost, stolen, or used for unofficial purposes. In the event a cellular or smartphone is stolen or missing, users must notify the DCSIM Helpdesk as soon as possible to terminate services and initiate an investigation.

5. Point of contact for this policy is CW3 Matthew L. Dow, Plans and Policies for DCSIM, (207) 430-5623, matthew.l.dow.mil@army.mil.

Encl

1. DMUC End User License Agreement


DIANE L. DUNN
BG, MENG
The Adjutant General