



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL  
5500 21<sup>ST</sup> STREET, BUILDING 247, SUITE 1400  
FORT BELVOIR, VIRGINIA 22060-5923

MAY 14 2020

DAMO-FMS

MEMORANDUM FOR Staff and Faculty of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #14 – Personal Electronic Devices (PED) Control

1. References:

- a. AR 350-1, Army Training and Leaders Development, 19 August 2014.
- b. HQGQ EXORD 042-17 Personal Electronic Devices (PEDs) level designation standardization at training/briefing sessions in order to (IOT) mitigate cyberspace Vulnerabilities.

2. Purpose: The purpose of this memorandum is to establish US Army Force Management School (AFMS) policy and procedures governing PEDs at official events. PEDs are defined as personal devices that communicate, send, receive, store, reproduce, or display voice and/or text communication or data to include cell phones, laptops, fitness trackers and cameras. Government issued devices are included in this list (e.g. Blackberries, iPads, iPhones, smart wristwatch phones, and wireless headphones, etc.).

3. Concept: Reference 1.b. establishes three PED categories for official events. It further directs each activity to establish rules for determining which category applies to official events and for notifying participants in advance and making accommodations (secure storage outside of room) for any prohibited devices, they have in their possession.

4. PED Category Criteria:

- a. PED Zero: No PEDS. This category will be reserved for events at which classified or sensitive information will be discussed or presented. Any event involving information at the confidential level or higher must be declared PED Zero. Additionally, any sensitive information at the FOUO level, or proprietary information including conditions of contracts, pricing and fees, or pre-decisional support information may be declared PED Zero if disclosure of the information could reasonably be expected to cause harm.

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b. PED1: Specified PEDS are allowed. This category may be used for events not including classified information and at which FOUO, sensitive, or proprietary information may be discussed. This category will include personal or attributable information regarding options, potential future decisions, or conditions of employment. Select PEDs will include government issued and operated telephones, official photographic equipment, and devices incapable of audio or video recording, such as fitness trackers.

c. PED 2: All PED allowed. This category will apply to all events not specifically restricted under paragraph 4a or 4b above.

5. Procedures:

a. All UNCLASS instruction at AFMS will be considered PED 2 unless changed by the respective Course Director.

b. AFMS Staff and Faculty are responsible for identifying the PED category for any event other than regular classes in accordance with this policy and reference 1b. PED categories will be set based solely on the nature of the event and will not be used to arbitrarily restrict participant's use of devices.

c. Invitees should be notified of the event PED category at the time of invitation. Changes to PED category should be disseminated as soon as possible to avoid potential problems with accommodation of numerous devices at the event.

d. Event hosts are responsible for announcing the PED category at the beginning of each event and for posting PED category signs in accordance with reference 1b (PED signage attached).

e. The AFMS Operations Security Officer (OPSEC) will oversee and enforce this policy. Violations of PED categories will be handled as security violations if classified information is involved.

6. The point of contact for this action is Mr. Robert Lebron, AFMS Operations Security Officer at comm: (703) 805-2878, email: [robert.lebron.civ@mail.mil](mailto:robert.lebron.civ@mail.mil).



GEORGE LEWIS  
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Commandant