



ARMY NATIONAL GUARD TRIAL DEFENSE SERVICE
OFFICE OF THE CHIEF
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1373

ARNG-TDS

2 May 2017

MEMORANDUM FOR ARNG TDS Hand Receipt Holders

SUBJECT: Portable Electronic Device (PED) Policy

1. References:

- a. AR 735-5, dated 10 May 2013, Policies and Procedures for Property Accountability.
- b. Army National Guard Policy for Security of Laptop Computers, 3 August 2009.

2. Purpose: To establish policy and procedure for the accountability and security of PEDs (laptops, smartphones, and hotspots).

3. Policy/Procedures:

- a. Accountability. ARNG TDS personnel issued equipment will sign hand receipts directly from Office of the Chief (OTC), ARNG TDS. Hand receipt holders will sign the bottom of this policy, acknowledging receipt, review, and understanding of this policy. Because of the high-risk of theft and disclosure of personally identifiable information, each PED will be treated as a controlled item.

- b. Safeguards and Security.

- (1) Each user is accountable for his or her PED and will ensure adequate safeguards are in place. Users will maintain visual or physical control of the PED by keeping them in their personal possession at all times.

- (2) When laptops are not in use, they must be secured with a cable locking device in a locked office and /or another secure location.

- (3) Users will not leave any PED inside a vehicle, this includes the vehicle's trunk.

- (4) While in a travel status, the user will hand carry the laptop and will not check it as baggage. When staying overnight in government billets, commercial hotels or other similar facilities, the user will secure the laptop within the room using caution and an approved locking system or in a secured container located in the

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room.

(5) Immediately upon discovery of loss or theft of a PED the user will report the incident to the Senior Defense Counsel, Regional Defense Counsel, and OTC.

c. Inventory. PEDs will be inventoried annually by the OTC at the Combined Regional Trainings or upon the change of the hand-receipt holder.

4. POC for this memorandum is CW3 LaToya Westbrooks at latoya.m.westbrooks2.mil@mail.mil or at 703-601-2581.

NELSON VAN ECK, JR.
COL, JA
Chief, ARNG Trial Defense Service

By signing below you acknowledge that you have read the Portable Electronic Device Policy.		
Printed Name:	Signature:	Date

Submit Completed Document