



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST BATTALION, 62ND AIR DEFENSE ARTILLERY
BUILDING 56022 TEDESCO WAY
FORT HOOD, TEXAS 76544

AFVL-LRB-BC

5 June 2015

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #5, Personal Cellular Phone Use

1. REFERENCE. N/A
2. PURPOSE: To outline the standards for personal cellular phone use during day-to-day operations.
3. APPLICABILITY. 1ST Battalion, 62D Air Defense Artillery and all units assigned or attached.
4. POLICY.
 - a. The excessive use of personal cellular phones – calling or texting – is disruptive and hinders the productivity during day-to-day operations.
 - b. Effective immediately, the use of personal cellular phones is prohibited from all motor pools.
 - c. Effective immediately, the use of personal cellular phones is prohibited from the following events:
 - (1) All battalion meetings
 - (2) While speaking with the Battalion Commander or Command Sergeant Major
5. Exceptions to the aforementioned prohibitions may be approved by the Battery or Company Commander. Exceptions will be approved on a case-by-case basis, and they will only be approved for so long as the exception authority deems necessary.

This policy remains in effect until superseded or rescinded.

The point of contact for this memorandum is CPT Annie Arauz, Battalion S-1 at annie.m.arauz.mil@mail.mil or 254-553-7335.


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Commanding