



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD, ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-SD

25 October 2017

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #26 – **Cell Phone Usage Policy**

1. During this technology age, more and more people rely on cell phone usage. During scheduled duty hours, cell phone usage is prohibited.
2. USASD is a customer-service based organization. To ensure all employees portray a friendly, customer-service centered demeanor, personal cell phones will be set to **vibrate or silent and out of plain site** during duty hours. Employees will not answer cell phones while with a customer. All employees will limit personal calls to emergencies only. All employees will refrain from using the cell phone in a manner that distracts them from work completion.
3. Point of contact for this memorandum is the undersigned at (803) 751-5305.

ALEJANDRA D. PEACH
CPT, AG
Commanding