**DEPARTMENT OF THE ARMY**

**FAR EAST DISTRICT, U.S. ARMY CORPS OF ENGINEERS**

**UNIT #15546**

**APO AP 96271-5546**

CEPOF-XXX 18 Oct 2020

MEMORANDUM FOR RECORD

SUBJECT: Request for Exception to Policy for a Personnel Electronic Device

1. Request approval of an Phone Type for the Employee’s position in order to maintain compliance with DTO 2018-01 paragraph 3.C.3 which requires an exception to policy for all positions not identified as directors, primary staff sections, and divisions of the Far East District.
2. Employee’s Name is assigned as the Employees Position for the Far East District. The Telecommunication Officer is on call for outages with mobile devices and servers of the Far East District. The Telecommunication Officer position requires access to email, data, text, and voice during the day when away from his desk, at remote sites, and after duty hours to respond to outages for the District and our higher headquarters.
3. I have verified that the position will only have one PED assigned.
4. POC for this memorandum is Section Chief’s Name 755-XXXX.

Section Chiefs Name

DAC, GS-13

Section Chiefs Position

Approved\_\_\_\_\_\_\_ Disapproved :

Division Chiefs Name

DAC, GS-14

Division Chiefs Position