DEPARTMENT OF THE ARMY
IDAHO ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4040 West Guard Street, Bldg. 600
Boise, Idaho 83705-5004

NGID-AAG-AR 9 February 2024

MEMORANDUM FOR ALL IDAHO ARMY NATIONAL GUARD PERSONNEL

SUBJECT: Authorization to Remove Government Furnished Computer Equipment from Authorized Areas (PM-44)

1. Idaho Army National Guard provided computers are for official use and will remain at the employee's place of work at a government facility unless proper authorization is received. Government computers often contain controlled unclassified information (CUI) such as personally identifiable information (PII), for official use only (FOUO), medical records (PHI), pay records, or other controlled information. It is vital that such information be protected from unintended release and that commanders are aware of CUI and unit-provided computer systems that are at risk due to leaving the protection of a government facility.

2. Government furnished computer equipment can only be removed from the employee's assigned place of duty with prior authorization granted and documented on IDARNG Form 44 (Enclosure). With prior approval from the commander or directorate, government computers can be removed and used by employees at schools, off-site training events, teleworking, and other occasions as approved.

3. A command position or directorate can authorize an employee to remove a computer from the employee's assigned duty location (including Gowen Field, outlying armories, Field Maintenance Shops, the Orchard Combat Training Center, or any other work area assigned to Idaho Army National Guard employees).

4. Authorizing officials who approve employees to remove a computer from government facilities must maintain the serial number of the computer removed, have a thorough knowledge of what CUI is stored on the computer, and ensure that hard drive encryption is enabled on the computer. This information is captured on the IDARNG Form 44 which will be retained with the unit and is an OIP inspected item.

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Encl

J. COLE PACKWOOD
BG, IDARNG
Assistant Adjutant General/
Commander, Idaho Army National Guard

This memorandum supersedes PM-44, subject: Removal of Computers from Authorized Areas, dated 20 March 2020.