



DEPARTMENT OF THE ARMY
UNITED STATES ARMY QUARTERMASTER CENTER AND SCHOOL
1201 22D STREET
FORT LEE, VIRGINIA 23801-1601

REPLY TO
ATTENTION OF: Automation Support Office

ATSM-CG-DCAO

26 August 2008

MEMORANDUM FOR: US Army Quartermaster Center and School personnel.

SUBJECT: Thumb Drive Guidance

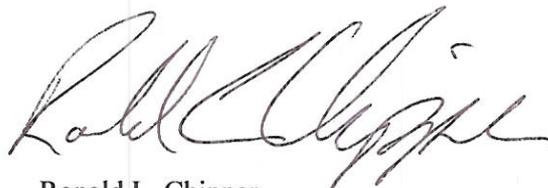
1. **Definition:** The term thumb drive refers to all, but is not limited to, USB thumb drive, flash drive, memory stick, jump drive, or any other term used to describe a portable USB device that plugs into the USB port on a computer, other than, external hard drives.
2. Personnel requiring thumb drives should contact their organizations Supply Technician. Supply Technicians will forward their organizations request to the ASO. The ASO will consolidate organization requests and issue, in bulk, all thumb drives to the organization's Supply Technician. Current thumb drive capacity is 4Gb. Personnel that require a larger capacity thumb drive should inform their Supply Technician and provide justification for larger capacity storage. An external hard drive may be an economical substitute.
3. ALL thumb drives previously issued to personnel for government use will be returned to the organizations Supply Technician. Supply Technicians will turn-in all previously issued thumb drives to the ASO for disposal.
4. The ONLY thumb drive authorized for use on government computer systems within the QMC&S will be the thumb drive issued by the ASO/Supply Technician. Issued thumb drives are considered government property for government use only and will not be used at home, or on personal computers. Personal thumb drives are NOT authorized for use on government computer systems.
5. Students are NOT authorized to use their personal thumb drives on government computer systems within the QMC&S. Training directorates should implement a plan in which students are issued an authorized thumb drive for classroom use, and upon completion of class, returned for reissue. Student information, such as, handouts, notes, presentations, etc. should be saved to diskette, CD, and/or DVD for their personal/official use.
6. Steps personnel should take prior to turning in previously issued thumb drives:
 - Save your data (copy-paste / drag-drop) to a folder on your computer's hard drive (Desktop or My Documents).
 - Delete all data on the thumb drive.
 - Go to My Computer, right click on the thumb drive and select Format.
 - Run a full format.
 - Safely remove the thumb drive.
 - Turn in thumb drive to your Supply Technician.

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7. Individuals issued thumb drives for government use will comply with Data at Rest (DAR), personally identifiable information (PII), and sensitive government information guidelines by ensuring such data, if saved on the thumb drive, is encrypted.

8. Point of contact for this action is Arthur E. Olkonen, ASO Help Desk at: 734-4211

A handwritten signature in black ink, appearing to read "Ronald L. Chipper". The signature is fluid and cursive, with a large initial "R" and "C".

Ronald L. Chipper
Chief, Automation Support Office
Quartermaster Center & School

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