



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

9 January 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #30 - Use of Guardian Hall (GH)

1. PURPOSE: This memorandum establishes policy on the reservation and use of the 442d Signal Battalion Guardian Hall Training Facility.
2. The GH Training Facility is a Sensitive Compartmented Information Facility (SCIF) built to provide a training venue for the Cyber Network Defender Military Occupational Specialty at the Signal Center of Excellence (SIGCoE). The Cyber Security Division (CSD), Cyber Network Defense (CND) Branch serves as the central point of contact for the facility. (POC e-mail: jeff.hobday@us.army.mil).
3. The primary purpose of the facility is training. The primary user is the CND Branch, but if other internal 442d Signal Battalion courses require its use, users can request use of the facility from the CND Branch. The CND Branch courses have priority.
4. Any request to use the SCIF from entities external to 442d Signal Battalion must be approved by Commander, 442d Signal Battalion. Users should coordinate with the CND Branch for initial requests to use the facility. This coordination will provide the Commander with scheduling conflict info that may occur by outside organizations use of the facility.
 - a. Requests from external entities must be received by the Special Security Representative (SSR) via e-mail at least 72 hours in advance to allow for scheduling, JPAS processing, preparation of sign-in sheets, and resolution of any issues. The SSR e-mail is cheryl.y.berry.civ@mail.mil. Requests must be submitted via email.
 - b. Once a reservation has been established, adjustments to the attendee list will be accommodated whenever possible, regardless of the 72-hour requirement.
5. The POC for this policy letter is Mr. Hobday at 706-791-5947 or jeffery.s.hobday.civ@mail.mil.
6. EFFECTIVE DATE: This is a new policy as of 25 June 2013.

Ready Rapid Reliable

//ORIGINAL SIGNED//
ANDREW T. FERGUSON
LTC, SC
Commanding

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