



August 13, 2004

TO: All BWXT Y-12 Subcontractors

Cellular Telephone Restrictions at the Y-12 National Security Complex

The use of Cellular Telephones at the Y-12 National Security Complex have been restricted. Unless authorized by BWXT Y-12, all subcontractor cellular telephones must be powered off when crossing the Blue Line (229 Boundary) when entering BWXT Y-12. Subcontractors and their personnel must power off their cellular telephones and secure it in their vehicles in the Y-12 parking areas. Cellular telephones may only be activated once the Subcontractor and/or personnel cross the Blue Line / 229 Boundary when leaving the BWXT Y-12 facility. See the attached flyer.

If a Subcontractor is authorized to drive a company vehicle into the Y-12 National Security Complex, the cellular telephone must be powered off and secured within the vehicle (glove box, console, etc.). The phone must remain in the vehicle, powered off, at all times.

Exceptions to the Cellular Telephone Restriction may be granted under limited circumstances. A Request for Exception may be submitted to Y-12 for review and consideration. This request for exception should be submitted to your Subcontractor Technical Representative (STR), Technical Project Officer (TPO), or the Subcontract Administrator (SA), who will coordinate the review of your exception request. Include in your request the following information:

- Cellular Telephone Make and Model
- Subcontractor Company Name
- Subcontract / Agreement Number
- Description of services provided to BWXT Y-12
- Responsible Person for each phone
- Purpose – justification for exception to restriction
- Where – location of where the cellular telephone will be used in Complex

If you have any questions concerning the above, please contact your Subcontract Administrator.

Very truly yours,

Robert L. Waters, Jr.
Manager, Procurement

RLW:seg

Attachment: As stated.

**NEW INSTRUCTIONS FOR USE OF CELLULAR TELEPHONES
AT
THE Y-12 NATIONAL SECURITY COMPLEX**

August 6, 2004

Non-Government or Non-BWXT Y-12 Provided Cellular Telephones

Cellular telephones that are **not** government or BWXT Y-12 issued are **prohibited** in Y-12 NSC owned, leased, or rented space. Non-government or non-BWXT-issued cellular telephones may be secured in the owner's private vehicle within Y-12 parking areas, either at the facility or leased/rented space. However, they must be powered off at all times while within the Blue Line (229 boundary) of the Y-12 NSC. **If an authorized private vehicle is driven into the Y-12 NSC, any personal cellular telephone within that vehicle must be turned off for the duration of the vehicle's presence within the Y-12 site, secured within the vehicle (e.g., within the glove box or other similar storage area), and remain within the vehicle at all times.**

In extenuating circumstances pertaining to personal situations requiring personal cellular telephone use, exceptions to this guidance may be requested. The exception request, review, and conclusion process with written approval must be completed prior to taking exception (i.e., personal cellular telephone use within the 229 boundary or within leased/rented space) to this guidance. The exception request must be made to the Y-12 Chief Information Officer (e-mail UID: CIO) who will coordinate review and request closure among the responsible oversight divisions.

Failure to follow these requirements could result in security action including possible issuance of a security infraction and disciplinary action up to and including termination of employment or termination of site access