

OFFICE OF SECURE TRANSPORTATION

POLICY NUMBER: 6.20

TITLE: Cellular Phones and Two-Way Electronic Communication Devices Usage

EFFECTIVE DATE: 5 July 06

PURPOSE: Establish guidelines for the authorized use of cellular phones and two-way electronic communication devices.

SCOPE: All Offices, Commands/Divisions and Branches of the Office of Secure Transportation (OST) and contractors while in support of OST operations shall comply with this policy.

PROPONENT: Safety, Security, and Emergency Management Division (SSEMD)/ Security Branch (SB)

REFERENCES:

- DOE M 470.4-2 Chg 1, *Physical Protection*, dated 8-26-05
- OST Policy 6.09, *Pager and Cellular Phone Request and Issuance*
- Federal Agent (FA) Standard Operating Procedure (SOP), FA9001
- Technical Publication 45-51B Safety Precautions

Note: This policy replaces the attachments to Policy 6.09, Pager and Cellular Phone Request and Issuance, dated 7-20-01.

POLICY

1. General Information

- a. Department of Energy (DOE) Security Areas consist of property protection areas, limited areas, exclusion areas, protection areas, vital areas and material access areas.
- b. FA issued equipment as authorized by the Standard Operating Procedure is exempt from this policy except where specifically identified below.
- c. The following items are **not authorized** in OST Security Areas (Property Protection Areas and higher):
 - (1) Personally owned cellular phones.
 - (2) Personally owned satellite phones.
 - (3) Personally owned Personal Digital Assistants (PDA).
 - (4) Personally owned two-way electronic communication devices.
 - (5) Government and personally owned combination cellular phone/PDA.
- d. FAs and Contractor Transportation Utilization Program (CTUP) personnel are not permitted to carry personal cellular phones during convoy operations.
- e. Government owned cellular phones must:
 - (1) Be issued in accordance with OST Policy 6.09.
 - (2) Have a property accountability tag affixed to the instrument.
 - (3) Have the battery removed from the device (except as noted in paragraph 1f and 3d) when inside security areas.
 - (4) Be used for "off-site" Official Use Only communication.
- f. Government cellular phones requiring to be recharged during the duty day:
 - (1) May have the battery in place and placed in the charger.
 - (2) Will be charged in a designated area where sensitive conversations are not allowed.

- (3) Will have the battery removed prior to issuing or returning the cellular phone to the owner.
- g. FAs or CTUP personnel operating vehicles equipped with cellular/mobile phones must turn off these instruments and remove the battery prior to entering security areas.
- h. Government issued communication radios used in performance of official duties may be used in DOE Security Areas as permitted by site-specific requirements.
- i. Government and personal owned one-way (receive only) pagers are **permitted** in DOE/OST Security Areas.
- j. Failure to comply with this policy shall result in an Incident of Security Concern.

2. Responsibilities

- a. The Assistant Deputy Administrator is the approval authority for OST policies and for any request for exemptions to the policy.
- b. The Manager, Office of Support is responsible for the implementation of this policy.
- c. All DOE/OST personnel are to be in compliance with this policy.

3. Requirements

- a. Unauthorized cellular phones or two-way communications devices shall be removed from DOE sites immediately upon discovery.
- b. The Facility Security Officer (FSO) shall be notified when unauthorized cellular phones or two-way communications devices are found in DOE/OST security areas. This notification will initiate the Incidents of Security Concern Inquiry protocol.
- c. OST personnel shall follow host site cellular phone and two-way communication procedures when not in OST Security Areas.
- d. All mission communication devices will follow the FA SOP pre-trip, trip and post-trip requirements.
- e. The requirements in the FA SOP (Chapter 3, Section 2) regarding communication safe distances when trailer vault doors are open shall be followed. The Technical Publication 45-51B providing electromagnetic radiation safe distances shall be followed. When the FA SOP and Site Specific requirements are different, the more stringent requirements shall be followed.

OFFICIAL:



Dennis J. Reese, Acting Assistant Deputy Administrator
Office of Secure Transportation