

CELLULAR EQUIPMENT COMMUNICATIONS MANAGEMENT, OPERATIONS, AND MAINTENANCE

1. **PURPOSE**

This directive:

- a. Establishes the policy, delegations of authority, and responsibility for the management, operation, and maintenance of cellular communications within the Grain Inspection, Packers and Stockyard Administration (GIPSA), Federal Grain Inspection Service (FGIS);
- b. Prescribes procedures for purchasing new or replacement equipment, and conducting cellular communications;
- c. Outlines the responsibilities of the Director, Field Management Division (FMD), Field Office Managers (FOM), and other field office personnel relative to the operation and maintenance of cellular equipment;
- d. Establishes guidelines for uniform cellular operating procedures;
- e. Provides guidelines for the safe use of cellular equipment; and
- f. Establishes procedures for properly maintaining and securing cellular equipment.

2. **REPLACEMENT HIGHLIGHTS**

This directive is updated to reflect the change from handheld two way radio equipment to cellular communication type devices. FGIS no longer uses handheld two way radio devices in its export field offices and no longer has any radio frequency assignments for use with handheld two way radios.

This directive replaces FGIS Directive 3330.1, dated 6-8-05.

3. **POLICY**

- a. FGIS will conduct communications in accordance with the regulations and procedures established by the National Telecommunications and Information Administration, the International Telecommunications Union, and the Federal Communications Commission.

- b. FGIS will maintain a communications management system to ensure use of current technology and systems compatibility, and satisfy Agency needs.

4. **RESPONSIBILITIES**

a. FMD Director:

- (1) Establish communications procedures, including acquisition guidelines;
- (2) Ensure that portable equipment that is used in hazardous locations is approved for operation in National Electric Code Class II, Division 1, Group G and Class I, Division 1, and Group D hazardous locations. Approval shall be by a recognized national laboratory such as Underwriters Laboratories, Factory Mutual, etc;
- (3) Require all new equipment to be evaluated by GIPSA's Information Technology Staff (ITS), Network Telecommunications Branch (NTB) to ensure its safe operation in the work environment; and
- (4) Provide guidance for the repair and maintenance of equipment.

b. FOM's (Responsible for all communication equipment assigned to their Field Offices):

- (1) Conduct cellular communications within authorized guidelines as provided for in this directive;
- (2) Identify problems with existing cellular communications systems and report them to the Assistant Director, Policies and Procedures Branch (PPB); and
- (3) Initiate requests for cellular equipment.

c. Field Office Personnel:

- (1) Are responsible for the cellular equipment assigned to them in accordance with Animal and Plant Health Inspection Service and FGIS instructions;

- (2) Are responsible for securing the unit, when transporting, by using the belt attachment or carrying case. Never leave the unit unattended or loan it to anyone.
- (3) May be held liable for the expense of replacing or repairing the equipment if they are found to be using the cellular equipment negligently; and
- (4) May face disciplinary action for failing to follow the proper procedures in the use and care of the cellular equipment.

NOTE: The emphasis on security and accountability is not intended to reduce the usefulness of these devices. It is only to make users aware of the value of the equipment and their responsibility to maintain it in serviceable condition.

5. GENERAL PROCEDURES

- a. Purchasing Cellular Equipment. All requests for procurement of cellular equipment will be forwarded to FMD, for review and approval by the Director, FMD. The Director will then forward copies of all approved requests to GIPSA's ITS and NTB. Communications equipment will be purchased from the GSA contract schedule and in accordance with U.S. Department of Agriculture, and GIPSA directives.
- b. Reporting Stolen, Lost, or Damaged Cellular Equipment. All stolen or lost cellular equipment will be reported to the GIPSA Help Desk who will report the lost or stolen device to the Office of Chief Information Officer. NTB will suspend or cancel service.
- c. Replacement. Any malfunctioning cellular equipment must be reported to the supervisor who will report the problem to NTB for a replacement device. EMPLOYEES MUST NOT ATTEMPT TO REPAIR CELLULAR UNITS.

6. OPERATING PROCEDURES

- a. General Information. The cellular equipment, including battery and insulated antenna, when intact, is safe to use under normal working conditions. The units are dust-proof and have been approved for use in industrial areas by Factory Mutual and the U.S. Bureau of Mines. Battery chargers are to be located and used only within FGIS laboratories and field offices. Battery chargers are not to be used or located in any room where flammable liquids or gasses are used or stored.

- b. Guidelines for Using Cellular Equipment in a Dusty Atmosphere.
 - (1) Do not change batteries while in a dusty atmosphere.
 - (2) Keep the device completely intact.
 - (3) For personal safety, use a belt attachment or carrying case when working under dusty conditions or near machines, which will keep both hands free for other activities.

- c. Professionalism on the Air.
 - (1) Use communication equipment for official business only.
 - (2) The transmission of obscene, indecent, or profane language is expressly prohibited by GIPSA. Violation of these standards may result in disciplinary action.

7. **QUESTIONS**

Direct any questions concerning this directive to the Policies and Procedures Branch at (202) 720-0224.

/s/ Randall Jones

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