



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 2100.2A  
N6  
4 Sep 08

OPNAV INSTRUCTION 2100.2A

From: Chief of Naval Operations

Subj: NAVY POLICY AND PROCEDURES ON THE ISSUANCE, USE AND  
MANAGEMENT OF GOVERNMENT-OWNED CELLULAR PHONES,  
PERSONAL DIGITAL ASSISTANTS AND CALLING CARDS

Ref: (a) ASN (RD&A) memo, Department of the Navy Acquisition  
Policy on Mobile (Cellular) Phone and Data Equipment  
Services, of 7 Mar 05  
(b) DCNO N6 Policy Memo, Navy Enterprise Policy on Mobile  
(Cellular, Personal Electronic Devices (to include  
Air Cards)) Phone and Data Ordering, of 29 Nov 07  
(c) DOD 7000.14-R, Department of Defense Financial  
Management Regulations, Volume 12, Chapter 7, of  
Jan 02.  
(d) DON CIO memo, Department of the Navy Policy for  
Issuance, Use and Management of Government-Provided  
Mobile (Cellular) Phone, Data Equipment and Services,  
and Calling Cards, of 2 Sep 05  
(e) DoD 5500.7-R, Section 2-301(a), Use of Government  
Resources - Communication Systems, of 1 Aug 93

1. Purpose. To issue policy and procedures on the issuance,  
use and management of Government-owned cellular telephones,  
Personal Digital Assistants (PDAs), calling cards, and air cards  
by Navy personnel, per references (a) through (e).

2. Cancellation. OPNAVINST 2100.2.

3. Scope. This instruction applies to all personnel, military  
and civilian, employed by the Navy in the Continental United  
States (CONUS).

4. Background. Federal Government communication systems and  
equipment (including Government-owned telephones, cellular  
telephones, calling cards, PDAs, facsimile machines, electronic  
mail, Internet systems, air cards, and commercial systems when  
use is paid for by the Federal Government) shall be for official  
use and authorized purposes only. This policy is being issued

to ensure the Government is providing the most economical solution and best service to Navy customers.

5. Policy. Cellular telephones, PDAs, air cards, and calling cards will be used for conducting official Government business when access to other telephone facilities and Government modes of communication are not possible or practical. Cellular telephone, PDA, air cards, and calling card users may use the cellular telephone, PDA, air card, or calling cards for "Authorized Personal Use" providing the personal use has been approved by the command, does not create "significant additional expense" to the Government, and complies with references (a) through (e).

a. "Authorized Personal Use" shall include brief communications made by employees while they are traveling on official Government business to notify family members of official transportation, schedule changes, or an emergency.

b. The qualification criteria below defines the minimum standard for an individual to receive a Government-owned cellular telephone, PDA, air card, or calling card. These include the following personnel categories:

(1) Command Staff Personnel. Defined as management personnel involved with the exercise of command that is the process through which the activities of military forces are directed, coordinated, and controlled to accomplish the mission.

(2) Essential Emergency Personnel. Defined as personnel involved with support necessary and critical to the safe operation of the activity and its mission 24/7 (includes all emergency type personnel).

(3) Key Personnel. Defined as personnel in a billet/position who have responsibilities in the chain of command that require immediate notification of critical issues or direct access to by higher authorities.

(4) Special Requirement Personnel. Defined as personnel who:

(a) Require frequent travel and/or communication from the field.

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(b) Possess unique requirements that require a dedicated cellular telephone, PDA or calling card as validated and approved at the command level.

6. Procurement Specifications. Cellular telephones, PDAs, air cards and calling cards will be procured in strict adherence to the following conditions:

a. Per reference (a), only nationwide Department of the Navy multiple award wireless contracts awarded by the Fleet Industrial Supply Center San Diego or the Navy Marine Corps Intranet, NMCI, shall be used to obtain CONUS wireless communication support.

b. Individual command requirements will be submitted to echelon II headquarters for consolidation using enclosures (1) through (3) of reference (b).

c. Requirements must be validated and reviewed at the echelon II level. Echelon II chief information officers will submit consolidated orders in a format sortable by service provider.

d. Per reference (b), central invoice certification must be accomplished at the echelon II command level.

7. Usage Restrictions. Cellular telephone, PDA, air card, and calling card usage requires strict adherence to the following conditions:

a. Long distance credit card calls will not be made over a cellular telephone.

b. When available, Government office telephones are to be used in lieu of Government-owned cellular phones and calling cards.

c. The Government employee assigned the cellular phone, PDA, air card, or calling card is responsible for safeguarding its usage.

d. Stolen/missing cellular telephones, PDAs, air cards or calling cards must be reported to the designated command



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authority immediately so that service can be cancelled to preclude illegal use/charges. A DD Form 200 Financial Liability Investigation of Property Loss report shall be initiated.

e. Government employees shall only distribute the cellular telephone number to individuals who have a need to call on official Government business. However, employees may distribute the number to individuals who may need to contact them in the event of an emergency (e.g., family, neighbors, child care providers, etc.).

f. Cellular telephones are not authorized for use while airborne in Navy, commercial or private aircraft. All cellular users should adhere to military installation policy and local and state law, as applicable, on cellular use while operating a Government, commercial, or personal motor vehicle.

g. Consistent with the requirements of reference (c), authorized users are responsible for reimbursing the Government for the replacement cost of a lost cellular telephone, PDA, or calling card if its loss was due to their negligence.

h. Authorized cellular telephone, PDA, air card, and calling card users are responsible for reimbursing the Government for personal use (including by other individuals) or unauthorized charges that result in excess charges to the Government.

i. The purchase of cellular telephone and PDA equipment should be limited to the most cost effective and least standard features required to establish adequate communication in performance of official job function and duties.

8. Oversight and Audit. To establish control and proper use of Government-owned cellular telephones, PDAs, air cards, and calling cards, the following actions are directed:

a. Command/activity designated representatives shall:

(1) Validate all cellular telephone/PDA requirements and all CONUS commands ensure compliance with reference (a).

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(2) Review minute usage monthly to determine if the most economical plan has been obtained for the Government and mitigate any unauthorized charges.

(3) Take corrective action when there is a determination of misuse by an employee.

(4) Ensure employees are properly trained and command usage policy is properly promulgated on appropriate cellular telephone, PDA, air card, and calling card use. Ensure these responsibilities align with references (b) through (e).

(5) Review monthly cellular telephone, PDA, air card, and calling card billing to verify accuracy and identify any calls or usage that were not for official business and resulted in excess charges to the Government.

b. Cellular telephones, PDAs, air cards, and calling cards are Government property, and, therefore, must be accounted for in the same manner as minor (pilferable) property.

9. Records Management. Records created by this instruction, regardless of media, shall be managed in accordance with Secretary of the Navy Manual 5210.1.

10. Form. DD Form 200 (Oct. 1999) Financial Liability Investigation of Property Loss is available from the Department of Defense Forms Management Program Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.



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