



DEPARTMENT OF THE NAVY

CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

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MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY POLICY FOR ISSUANCE, USE AND MANAGEMENT OF GOVERNMENT-PROVIDED MOBILE (CELLULAR) PHONE, DATA EQUIPMENT AND SERVICES, AND CALLING CARDS

- Ref: (a) ASN (RD&A) memo of 7 Mar 05, "Department of the Navy Acquisition Policy on Mobile (Cellular) Phone and Data Equipment and Services"
(b) DoD Directive 8100.2 "Use of Commercial Wireless Devices Services, and Technologies in the DoD GIG"
(c) Joint Ethics Regulation (JER), DoD 5500.7-R, Section 2-301(a), "Use of Federal Government Resources"
(d) DON CIO Washington DC 161108Z JUL 05, Effective Use of Dept of Navy Information Technology Resources

1. Purpose. The purpose of this policy is to provide guidance governing the issuance, use and management of government-provided mobile cellular phone, data equipment and services, and calling cards. It complements the Department's strategic enterprise approach to the acquisition of cellular phone services, which has been developed to ensure cost-effective acquisition and use of these services enterprise-wide (see reference (a)). As technology convergence continues, wireless devices such as personal digital assistants (PDA) frequently now incorporate cellular phone service. For purposes of this policy, the term "cellular phone" includes such "converged" devices. This policy is also intended to improve control and accountability over calling card usage and transactions. Finally, the Department of the Navy must move away from sub-optimized independent management of telecommunications to a centralized enterprise-wide approach. The employment of DON-wide management strategies for cell phones and calling cards across the Navy and Marine Corps will provide an opportunity for significant savings and the establishment of improved management controls.

2. Applicability and Scope. This policy applies to all Department of the Navy (DON) personnel (military and civilian), as well as contractors working at DON commands.

3. Background. The Secretary of the Navy directed the development of a telecommunications management action plan which is focused on integrating telecommunications efforts across the Navy and Marine Corps to improve efficiency and support to one mission. A high priority has also been placed on actions to improve accountability and management of government issued cellular phones and calling cards. DON personnel must have access to the appropriate types of telecommunications assets needed to perform their jobs. In addition, personnel must have authorized and necessary access to telecommunication services at locations where DoD-owned services are unavailable or where it is desirable that calls be charged to an account other than the

Subj: DEPARTMENT OF THE NAVY POLICY FOR ISSUANCE, USE AND MANAGEMENT OF GOVERNMENT-PROVIDED MOBILE (CELLULAR) PHONE, DATA EQUIPMENT AND SERVICES, AND CALLING CARDS

one from which the calls are being made. Use of calling card services with pre-negotiated rates fosters efficiencies and enables employees to conduct business remotely. Properly managed, cellular phone and calling card services deliver an efficient means to conduct the Department's business.

4. Mobile (Cellular) Phone and Data Equipment and Services Policy

a. General. The Department of the Navy strongly supports the use of wireless communication technologies, including cellular phones (consistent with references (b), (c) and (d)). These devices offer a cost-effective means to increase productivity, improve connectivity, and support mission operations. Therefore, government provided cellular phones may be issued based on the need to access telecommunications services for which other solutions are either impractical, unavailable or will not otherwise support mission operations.

b. Usage Restrictions. Cellular phone usage requires strict adherence to the following conditions:

(1) Cellular phones shall only be used for official and authorized purposes in accordance with references (c) and (d).

(2) Use of a cellular phone is subject to wireless security restrictions imposed by the facility in which the device is being operated.

(3) The individual assigned the cellular phone is responsible for safeguarding its use.

(4) Stolen or missing cellular phones shall be reported to the appropriate official of the issuing activity immediately so that service can be cancelled to preclude unauthorized use or charges.

(5) Cellular phone users shall reimburse the government for unauthorized use or charges.

(6) Upon termination or transfer, personnel are required to surrender their cellular phones to the proper designated official.

c. Personal Cellular Phones. Use of personal cell phones for official DON business is authorized but must be approved prior to use. Employees should not expect reimbursement for the use of personal cellular phones for government business without prior approval from their supervisor or Commanding Officer. Unauthorized expenses will not be reimbursed.

Subj: DEPARTMENT OF THE NAVY POLICY FOR ISSUANCE, USE AND MANAGEMENT OF GOVERNMENT-PROVIDED MOBILE (CELLULAR) PHONE, DATA EQUIPMENT AND SERVICES, AND CALLING CARDS

5. Calling Card Policy

a. General. Calling cards may be issued to individual personnel predicated upon the need to access telecommunication services for which other cost-effective solutions are either impractical or unavailable.

b. Usage Restrictions. Calling card usage requires strict adherence to the following conditions:

(1) Calling cards shall be used for official and authorized purposes only, in accordance with reference (a).

(2) The government employee assigned the calling card is responsible for safeguarding its use.

(3) The employee issued a calling card and/or account access code is the only person authorized for its use.

(4) Stolen or missing calling cards must be reported to the appropriate official of the issuing activity immediately so that service can be cancelled to preclude unauthorized use or charges.

(5) Calling card users are responsible for reimbursing the government for unauthorized use or charges.

(6) Upon termination or transfer, personnel are required to surrender the calling card to their supervisor or proper designated official.

(7) Calling cards issued to support specific travel, special work projects, or other designated time periods must be established at the time of issuance.

(8) Upon request from their supervisor or Commanding Officer, personnel must surrender their calling card.

6. Actions

a. Navy and Marine Corps Commands shall:

(1) Ensure that personnel have received wireless security training commensurate with their duties, responsibilities and anticipated use of their cellular phone.

Subj: DEPARTMENT OF THE NAVY POLICY FOR ISSUANCE, USE AND MANAGEMENT OF GOVERNMENT-PROVIDED MOBILE (CELLULAR) PHONE, DATA EQUIPMENT AND SERVICES, AND CALLING CARDS

(2) Maintain an accurate, up-to-date inventory of all government-provided cellular phones and calling cards to include identification of personnel to whom a device or card has been issued.

(3) Validate cellular phone and calling card charges.

(4) Conduct periodic assessments of cellular phone usage and calling card activity (to identify unauthorized calling patterns and abuse).

(5) Take corrective action where there is a determination of abuse or violation of this policy.

(6) As may be required, revalidate cellular phone requirements and assess management of cellular phone services.

(7) Ensure that organizations under their cognizance take appropriate measures to safeguard calling cards such as securing unassigned cards in a safe.

(8) Ensure that organizations under their cognizance take prompt action to have calling cards and cell phones deactivated and service discontinued if the calling card or cell phone are lost, stolen, or account access code or pin is compromised.

(9) As may be required, revalidate calling card and cell phone requirements and management of services.

(10) Identify appropriate metrics to measure compliance.

7. The DON CIO point of contact is John Lussier, john.lussier@navy.mil, 703-604-7050.



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