

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5735**

**USASC&FG Regulation
No. 25-10**

7 May 2002

**Information Management: Telecommunications
CELLULAR TELEPHONE/ELECTRONIC PAGER/CALLING CARD MANAGEMENT**

Summary. This regulation establishes policies and procedures for acquisition, management, and usage of cellular telephone, electronic pager equipment, and calling card services for Fort Gordon.

Applicability. This regulation applies to all Fort Gordon military and civilian personnel, tenant units, and civilian contractors utilizing government furnished cellular telephones, pagers, and calling cards.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Commander, United States Army Signal Center (USASC&FG), ATTN: ATZH-IM, Fort Gordon, Georgia 30905-5735.

Suggested improvements. The proponent of this regulation is the Directorate of Information Management (DOIM). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: ATZH-IM, Fort Gordon, Georgia 30905-5735 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

Availability. This regulation is only available at the USASC&FG publications website at: <http://www.gordon.army.mil/doim/imc/forms.htm>.

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1. Purpose. This regulation establishes policies and procedures for the acquisition, management, and usage of cellular telephone, electronic pager equipment, and calling card services for Fort Gordon.

2. References.

- a. AR 25-1, Army Information Management.
- b. DA Pam 25-1-1, Information Installation Services.
- c. Memorandum, ATZH-GC, 25 July 2000, subject: Garrison Commander's Policy Memorandum No. 17- Authorized Use of Information Resources.

3. Background. Cellular telephone, electronic pager and/or calling card technology have become common communications practice across the Fort Gordon installation. This policy is required to ensure that Fort Gordon establishes both operationally responsive and cost effective applications of this technology to support the accomplishment of business operations.

4. Responsibilities.

- a. Requesting agency (users) will:
 - (1) Prepare justification statement based on valid and specific applications that cannot be supported by other available government telephone, radio, or other services.
 - (2) Consider use of lower costs incurred with electronic pager services in lieu of cellular telephones.
 - (3) Provide monthly certification for payment of monthly billings for actual services used and cost incurred.
 - (4) Budget for and provide funding (to DOIM) for all cellular telephone/pager/calling cards accounts on a direct reimbursable basis.
- b. Director of Information Management will:
 - (1) Process cellular telephone/pager/calling card requests.
 - (2) Match validating service requirements with the most cost-efficient service plan.
 - (3) Procure the cellular telephone, electronic pager and/or calling card and ensure that the physical assets are managed under current property accountability regulations.
 - (4) Ensure that appropriate controls are in place for all cellular telephone, electronic pager and/or calling card assets and service acquisition requirements/usage.
 - (5) Ensure that decisions to obtain cellular telephone/electronic pager/calling card services are based on valid requirements.

(6) Ensure that internal control procedures are established that will address such issues as physical security, accountability, misuse/abuse, issuance, and procedures for acquiring adequate support.

(7) Maintain records as required by AR 25-1.

(8) Ensure that returned cellular telephones, electronic pagers and/or calling cards are immediately deactivated when it is determined the cellular telephone/pager/calling card is no longer required.

(9) Obtain the most favorable rates by establishing negotiated ordering agreements with cellular telephone, electronic pager, and calling card vendors.

(10) Establish annual review of services rate plans with vendors to assure that current rates are the most cost-efficient available.

5. Policy.

a. Cellular telephone, electronic pager and/or calling card use will be limited to those requirements that cannot be satisfied by other means of available communications, due to mission requirements, technical limitations, impracticality, or cost considerations. Use of cellular telephones, electronic pagers and/or calling cards by Fort Gordon personnel must satisfy a valid requirement, not for convenience or duty enrichment. Other applications for cellular telephone, electronic pager and/or calling cards may include, but are not limited to:

(1) Emergency management and emergency restoration situations which may be required as fixed station back-up to an external or internal telephone system experiencing difficulties.

(2) Specifically designated projects and/or mission unique requirements, e.g., work being performed in geographically remote areas, or work where continuous communications are required, etc.

(3) When safety of personnel, unit or organization security considerations are of paramount concern.

b. Cellular phones, electronic pagers and/or calling cards will be used for the conduct of official government business only.

c. Government provided cellular telephones, electronic pagers and/or calling cards are not authorized for personal use, except in an extreme emergency, such as that of personnel safety or security situations. Using government provided cellular telephones, electronic pagers or calling cards for the purpose of placing or receiving unauthorized calls, with the intent to later reimburse the government, is prohibited. Misuse of cellular telephones, electronic pagers and/or calling cards may result in criminal, civil, or disciplinary action including suspension or dismissal as well as being charged for the calls. Penalties apply to both military and civilian employee misuse of these assets.

d. To the maximum extent practicable, Fort Gordon personnel shall place necessary telephone calls on government-provided local or long distance telephone systems.

e. Although cellular telephones and electronic pagers have proven useful during emergencies they should not be considered a total solution to emergency communications requirements due to cellular technology's vulnerabilities. The following conditions may render cellular systems inoperable during a disaster:

- (1) Damage to, or physical displacement of cellular telephone.
- (2) Cellular system overload.
- (3) Overloading the Public Switched Network.

6. Acquisition considerations.

a. Cellular telephone systems, electronic pagers are telecommunications equipment, and, as such, are defined as Federal Information Processing (FIP) resources under Public Law. These assets may only be acquired by authorized agencies within the Department of Defense (DoD), Army, and United States Training and Doctrine Command (TRADOC) based on a Delegation of Procurement Authority (DPA) process.

b. Specific valid requirements are the primary factor in the acquisition process.

7. Accountability considerations. Cellular telephones, electronic pagers and/or calling cards, like all other government assets, are accountable items and must be properly received for, maintained, and controlled as accountable property. Accountability, physical inventory, and disposition of cellular telephone, electronic pager equipment, and calling cards will be managed under the provisions of AR 735-5.

8. Security considerations.

a. All levels of command will stress and adhere to Operations Security (OPSEC) policies. Secure voice communication systems and encryption devices will be used to preclude unwarranted disclosure of sensitive defense information to unauthorized sources.

b. Cellular telephones used by Fort Gordon personnel are not equipped with Secure Telephone Unit III (STU III) capabilities. Therefore, the use of cellular telephones wherever classified/sensitive information is being openly discussed, electronically handled, or available for possible theft through transmitting of cellular telephone systems is expressly prohibited.

(ATZH-IM)

7 May 2002

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FOR THE COMMANDER:

OFFICIAL:

ROBERT F. HENDERSON
Colonel, SC
Garrison Commander

//SIGNED//

LISA E. McCLEAVE
Director, Information Management

DISTRIBUTION:

<http://www.gordon.army.mil/doim/imc/forms.htm>