

NAVFACINST 2013.1  
HQO  
9 JAN 1998

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From: Commander, Naval Facilities Engineering Command

Subj: POLICY AND PROCEDURES ON THE USE OF GOVERNMENT-OWNED  
CELLULAR TELEPHONES

Ref: (a) NAVFACINST5231.1 of 28 Mar 94  
(b) CNO Washington msg 011852ZJUN 94  
(c) OPNAVINST 2060.8 of 29 Mar 85  
(d) SECNAVINST 2305.11A of 17 Jan 86  
(e) DODINST 5500.7-R of 30 Aug 93 (NOTAL)  
(f) NAVFACINST 7320.3B-CI of 20 Dec 96

1. Purpose. To provide policy and procedures for the acquisition, inventory, and use of government-owned cellular telephones.
2. Scope. This instruction applies to all command military and civilian personnel who may purchase, inventory or use cellular telephones. For the purpose of this instruction, the term, "Command", will collectively refer to the Naval Facilities Engineering Command (NAVFAC) and all subordinate commands/field activities.
3. Discussion. Acquisition of cellular telephones follows the criteria used for Information Technology Life Cycle Management (LCM) in accordance with reference (a). In conjunction with the LCM process, the commander at each activity will determine the criteria that civilian/military personnel must meet in order to acquire a government-owned cellular telephone. Alternatives to cellular telephones should always be considered (i.e., various paging services, pre-scheduled call backs to the office or e-mail via the Internet). However, when essential, internal controls must be established to ensure each cellular telephone is assigned to a specific individual. This individual will be held responsible and accountable for all activity on the phone.
4. Background. Reference (b) provides Navy cellular telephone policy and assigns management responsibility for cellular telephones ashore to the servicing Activities Providing Telephone Service (APTS). References (c) and (d) assign responsibility and authority concerning the use of Department of Defense (DOD) telephones. Reference (e) prohibits all Department of the Navy (DON) military and civilian personnel from using Government facilities and property except for officially approved activities. Reference (f) defines responsibility and accountability for the management of property at all NAVFACENGCOM activities.
5. Policy. Responsibility for the proper use of DON telephones resides with the commander at each level of command and heads of activities or offices within the DON to ensure adequate management (internal) controls are in place.

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- a. Cellular telephones will be used for conducting Official Business Only.
  - b. Use of cellular telephones for inter-city calls is permissible regardless of whether the call uses the FTS-2000 or public switched networks.
  - c. Long distance credit card calls will not be made over a cellular telephone. Account numbers and security codes can be easily intercepted and abused.
  - d. Cellular telephones are not secure and are not approved for use when discussing classified or sensitive information.
  - e. Cellular telephones are not authorized for use while airborne in Navy, commercial or private aircraft.
  - f. The Telecommunications Systems Control Officer (TSCO) is required to examine the monthly usage reports on cellular telephones for billing certification and detection of misuse.
  - g. Incoming calls to a cellular telephone generate charges to the cellular telephone user. Do not distribute the Government cellular telephone number to private individuals who could call on unofficial business.
  - h. Stolen or missing cellular telephones must be reported immediately to the command's security officer, the Information Technology (IT) manager, and the TSCO so service can be canceled and a missing, lost, stolen or recovery report (MLSR) can be initiated.
  - i. Do not use the cellular telephones while operating any type of vehicle.
  - j. Cellular telephones are Government property and therefore must be accounted for in the same manner as other minor (pilferable) property (reference (f)).
4. Action. Addressees will ensure the management of cellular telephones meet the guidelines specified.

R. L. MOELLER  
Vice Commander

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NAVFAC Internal List 1