



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 2000.1E
6/ITSD
13 OCT 2006

USNA INSTRUCTION 2000.1E

From: Superintendent

Subj: TELECOMMUNICATIONS POLICY

Ref: (a) NAVCOMTELCOMINST 2066.1B
(b) USNA/AACINST 5230.1
(c) USNA/AACINST 5231.1B

1. Purpose. To publish and implement updated telecommunications policy for the Naval Academy and those activities under the management control of the Superintendent in accordance with references (a) through (c).
2. Cancellation. USNA Instruction 2000.1D
3. Background. The Naval Academy telecommunications system is composed of highly complex information technology resources. Today's dynamic and integrated communications environment requires an understanding of the infrastructure, application, capabilities, and limitations of the telecommunications system in order to provide efficient, economical, and mission-oriented services supporting the convergence of voice, data, and video technologies in a seamless, knowledge-engineered environment.
4. Policy
 - a. The Naval Academy's basic telecommunications policy is that of references (a) through (c).
 - b. In consideration of the Naval Academy's unique environment, the following policy adaptations will be observed:
 - (1) The Information Technology Services Division (ITSD) is delegated decision and management authority for all telecommunications initiatives throughout the Naval Academy and Naval Support Activity Annapolis. The Deputy for Information Technology is assigned the responsibility for planning, developing, managing, and maintaining the Naval Academy's telecommunications system as an integral component of the institutional information technology environment.

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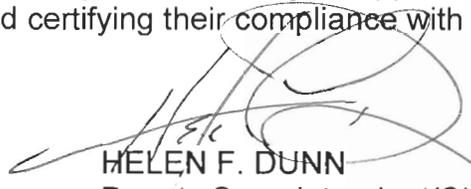
(2) Organizational supervisors are responsible for economizing telecommunications costs (e.g. limiting official long distance calls), monitoring telecommunications usage, and ensuring that equipment is utilized for official and authorized purposes only. To assist in execution of these responsibilities, ITSD will monitor organizational accounts, identify possible areas of concern, notify supervisors as warranted, and make available appropriate data or records to supervisors upon request.

(3) Telecommunications resources will not be used for unofficial purposes without appropriate supervisory approval, and shall not in any case result in a cost to the government. Unauthorized telecommunications usage is subject to possible disciplinary action.

(4) Cellular telephone, pager, facsimile, calling card, or similar service requests must be justified in writing, endorsed by the appropriate supervisor, and forwarded to ITSD for validation, approval, and execution. Requests shall be the absolute minimum necessary to satisfy documented official needs of a routine recurring nature and cannot be justified solely on the basis of personal convenience or situation. ITSD will periodically assess continuation of existing services and take appropriate action to effect cost savings with particular attention to elimination of redundant or excess capacity. Infrequent needs for such services will be addressed by ITSD on a case-by-case basis.

(5) Defense Switched Network services should be used whenever possible in lieu of commercial long distance.

(6) Tenant, non-appropriated, reimbursable, and similar activities must establish support agreements or similar arrangements with the Naval Academy addressing the provision of telecommunications services. Such activities are expected to reimburse the Naval Academy in a timely fashion for all telecommunications costs incurred on their behalf including their equitable portion of shared charges. The Deputy for Information Technology is responsible for establishing and executing an appropriate billing arrangement with such activities and certifying their compliance with this requirement.


HELEN F. DUNN
Deputy Superintendent/Chief of Staff

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