



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

USNAINST 2100.4
6/ITSD

FEB 25 2010

USNA INSTRUCTION 2100.4

From: Superintendent

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

Ref: (a) OPNAVINST 2100.2A
(b) USNA/AACINST 5230.1
(c) USNA/AACINST 5231.1B
(d) USNAINST 7320.1
(e) USNA/AACINST 12750.4D

Encl: (1) Sample Custody Receipt Letter

1. Purpose. To establish United States Naval Academy (USNA) policies and procedures on issuance, use and management of USNA-owned cellular devices and calling cards per reference (a).
2. Scope. This instruction is applicable to all personnel, military and civilian, employed or in support of the Naval Academy as well as Midshipmen with special communication requirements utilizing USNA-owned cellular devices and calling cards.
3. Background. USNA-owned cellular devices and calling cards (including Personal Digital Assistant, BlackBerry, smart phone, air card, mobile broadband modem and similar devices when use is paid for by USNA) shall be for official use and authorized purposes only as per reference (b). Cellular devices and calling cards are considered information system assets acquired and managed under reference (c).
4. Policy. Cellular devices 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.
 - a. The Naval Academy's basic cellular device and calling card policy is that of reference (a).
 - b. USNA-owned cellular devices shall be limited to the minimum necessary for time-sensitive and mobility-dependent mission needs with preference for less-costly communication alternatives whenever feasible.
 - c. "Authorized Personal Use" shall include brief communications while traveling on official USNA business to notify family members of official transportation, schedule changes, or an emergency.
 - d. The qualification criteria below define the minimum standard for an individual to receive a USNA-owned cellular device or calling card. The criteria include the following personnel categories:
 - (1) Key and Essential Personnel. Defined as personnel in a billet/position with chain-of-command responsibilities requiring immediate around-the-clock notification of critical issues or direct access to higher authorities.

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(2) Special Requirement Personnel. Defined as personnel who perform frequent official travel and/or possess unique requirements for dedicated mobile communication equipment.

e. These policies and procedures shall be maintained and administered by the Director, Information Technology Services Division (ITSD).

5. Responsibilities. The following responsibilities are assigned.

a. The Director, ITSD is responsible for establishing, executing, and administering local policies and procedures to ensure appropriate management control and safekeeping of USNA-owned cellular devices and calling cards. This includes:

(1) Validating and approving all USNA-owned cellular device and calling card requirements.

(2) Ensuring use of less-costly alternatives to USNA-owned cellular devices when feasible.

(3) Requesting budget base adjustments funding new requirements prior to execution.

(4) Acquiring and managing all USNA-owned cellular devices and calling cards.

(5) Maintaining an inventory of all USNA-owned cellular devices and calling cards.

(6) Issuing and maintaining record copies of custody receipt letters per enclosure (1) for each USNA-owned cellular device and calling card.

(7) Monitoring usage monthly to ensure economical and authorized use of all USNA-owned cellular devices and calling cards to include initiating corrective action when appropriate.

(8) Completing and retaining a DD Form 200 Financial Liability Investigation of Property Loss report per reference (d) for USNA-owned cellular devices and calling cards that become missing, stolen or damaged.

(9) Determining reimbursement requirements for personal or unauthorized use resulting in excess charges to the Government.

(10) Recommending disciplinary remedies per reference (e) for unauthorized possession, use, loss or damage to Government property by USNA civilian employees.

b. USNA personnel requesting a USNA-owned cellular device or calling card are responsible for complying with references (a) through (e). This includes:

(1) Documenting the need for USNA-owned cellular devices or calling cards per reference (c)

(2) Utilizing less-costly alternatives to USNA-owned cellular devices especially for infrequent or less-urgent communication needs.

(3) Signing and dating the custody receipt letter provided by Director, ITSD when a USNA-owned cellular device or calling card is provided.

(4) Reporting missing, stolen or damaged USNA-owned cellular devices or calling cards to the Director, ITSD including completion of a DD Form 200 Financial Liability Investigation of Property Loss report per reference (d) as soon as loss/damage is discovered.

(5) Notifying the Director, ITSD as soon as possible when traveling on official business outside the United States for provisioning of USNA-owned cellular devices, calling cards or alternative solutions.

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(6) Adhering to the communication equipment usage restrictions outlined in reference (a).

(7) Reimbursing the Government for replacement cost due to negligent loss/damage of a USNA-owned cellular device or calling card.

(8) Reimbursing the Government for personal or unauthorized use resulting in excess charges to the Government.

6. Action. This instruction is mandatory for use by all Naval Academy Cost Centers and/or organizations supported by ITSD.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

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[Enter Date]

From: [Enter USNA Employee receiving USNA-owned cellular telephone, PDA, or calling card]

To: Director, Information Technology Services Division

Subj: CUSTODY RECEIPT FOR USNA-OWNED [Enter Cellular phone, PDA, or Calling Card]

Ref: (a) USNAINST 2100.2
(b) USNAINST 7320.1

1. Per reference (a), I accept custody of the following item(s):

Phone Number: [Enter Phone Number of the cellular device]

Device: [Enter cellular phone, BlackBerry, PDA, air card, calling card, etc.]

Accessories: [Enter items such as holster, charger, etc.]

2. I, [enter name of USNA employee receiving USNA-owned cellular device or calling card], acknowledge full responsibility to abide with government regulations concerning official use of government issued cellular devices and calling cards per reference (a). All USNA issued cellular devices and calling cards will be used for **official use and authorized purposes only**. Penalty for excessive or improper use can result in the loss of cellular device or calling card privileges, repayment of unauthorized charges, reimbursement costs if loss is due to my negligence, and/or administrative/disciplinary action.

3. I understand if the cellular device or calling card is missing, stolen or damaged I am to immediately notify Director, ITSD and prepare a DD Form 200 per reference (b).

[_____ Enter Signature _____]
[Enter printed name of USNA employee
recipient]

ACKNOWLEDGEMENT OF RETURN (To be filled out once equipment is returned)

[Enter Date]

From: Director, Information Technology Services Department

To: [Enter USNA employee returning USNA-owned cellular telephone, PDA, or calling card]

1. ITSD acknowledges return of USNA-owned communication equipment identified above.

[_____ Enter Signature _____]
[Enter printed name of ITSD Return
Representative]
By Direction