



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 2000.1F
6/ITSD
15 Jul 2016

USNA INSTRUCTION 2000.1F

From: Superintendent, U.S. Naval Academy

Subj: TELECOMMUNICATIONS POLICY

Ref: (a) NAVNETOPSCOMINST 2066.1C
(b) USNAINST 5230.1B
(c) USNAINST 5231.1C

1. Purpose. To publish and implement updated telecommunications policy for the U.S. Naval Academy (USNA) and those activities under the Superintendent's management control per references (a) through (c).

2. Cancellation. USNAINST 2000.1E dated 13 Oct 2006.

3. Scope and Applicability. All elements of this instruction apply to all organizations and personnel using any USNA information technology (IT) resources including all network infrastructure, hardware, software, and services.

4. Background. USNA's telecommunications system is composed of highly complex IT 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.

5. Policy. USNA's basic telecommunications policy is defined in references (a) through (c). Considering USNA's unique environment, observe the following policy adaptations:

a. The IT Services Division (ITSD) is delegated as the decision and management authority for all telecommunications initiatives throughout USNA and Naval Support Activity Annapolis. The Deputy for IT is responsible for planning, developing, managing, and maintaining USNA's telecommunications system as an integral component of the institutional IT environment.

b. Organizational supervisors are responsible for economizing telecommunications costs (e.g., limiting official long distance calls), monitoring telecommunications usage, and ensuring that equipment is only utilized for official and authorized purposes. To assist in executing 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.

c. 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 U.S. Government. Unauthorized telecommunications usage is subject to possible disciplinary action.

d. 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 eliminate redundant or excess capacity. Infrequent needs for such services will be addressed by ITSD on a case-by-case basis.

e. Use Defense Switched Network services in lieu of commercial long distance.

f. Tenant, non-appropriated, reimbursable, and similar activities must establish support agreements or similar arrangements with USNA addressing the provision of telecommunications services. Such activities will reimburse USNA in a timely fashion for all incurred telecommunications costs including their equitable portion of shared charges. The Deputy for IT is responsible for establishing and executing an appropriate billing arrangement with such activities and certifying their compliance with this requirement.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

7. Review and Effective Date. The Information Technology Services Division will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five year anniversary date, or an extension has been granted.


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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA intranet website, <http://www.usna.edu/AdminSupport/INST/USNAINST2000.1F/>