



DEPARTMENT OF THE ARMY
UNITED STATES ARMY
TRAINING AND DOCTRINE COMMAND, G-3/5/7
SECURITY ASSISTANCE TRAINING MANAGEMENT ORGANIZATION
FORT BRAGG, NORTH CAROLINA 28310-5000

AOJK-SA

29 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #4 Cellular/Blackberry Telephone Management

1. Purpose. The purpose of this document is to provide the procedures, guidelines and restrictions relating to the use of cellular telephones for official Government use by USASATMO personnel. This SOP establishes controls and verifies responsibilities and procedures for cellular telephone management.

2. Scope and Applicability. The scope of this document is to inform employees that Government cellular telephones are provided for official use and authorized purposes only. Government cellular phones and associated billing systems are subject to review or audit at all times. In cases of misuse or abuse, USASATMO may recover the actual phone or billing costs. The intent of this SOP is to facilitate compliance with Army Regulation 25-1, Chapter 6-1e, Authorized uses of communication systems, and Chapter 6-4w, Portable, mobile and cellular telephones.

3. Responsibilities. Each USASATMO employee is responsible for the proper care, handling, use and protection of Government property that is issued to or assigned for the employee's use, at or away from the office or station. User responsibility includes the following:

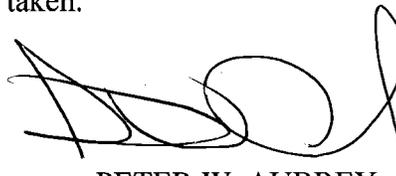
- a. Ensuring that all telephone calls placed on Government furnished telephones are for official use or authorized purposes only.
- b. Always use office administrative telephone lines when and where available.
- c. If issued a Government Cellular Phone, the telephone must be carried on you during duty hours.
- d. If assigned to the Personnel Re-Call List, the cellular telephone has to remain powered on at all times.
- e. Text messaging and any downloadable features that will incur a monthly charge are strictly prohibited unless requested by a user's supervisor and approved by the Operations Division Chief.
- f. Damage, loss, or theft of a cellular telephone must be reported immediately or as soon as detected.
- g. Authorized use may also include brief communications made by users while travelling on Government business to notify family members of schedule changes, longer than expected work hours, making medical arrangements, travel arrangements, or auto repair arrangements.

SUBJECT: Standard Operating Procedures (SOP) for Cellular Telephone Management

- h. Authorized unofficial calls are allowed for a user who is on Temporary Duty (TDY) to call home once a day to check on family member's status. This rule is the same rule that applies for the office telephone. Personal calls on all government phones should be treated as an exception and therefore kept to a minimum.
- i. All individuals issued a Government cell phone will be required to read and sign the attached Cellular Telephone Agreement. The user will also be provided a copy of this document.

4. Damaged or Lost/ Stolen Cellular Phones. When a cellular phone is stolen or lost, first notify the USASATMO Account Administrator (Mr. Munoz, 907-1563), or email:charles.munoz@conus.army.mil. If the theft or loss occurs after duty hours, call the IMO branch at 910-578-0731. Follow up with an email providing specific details (when and where the cellular phone was lost or stolen), and initiate a Report of Survey to include all or any damaged/missing/lost assets. The IMO Branch will forward the information to the USASATMO Account Administrator/Budget Branch.

- a. The Account Administrator will contact the vendor representative to notify him/her that the phone has been stolen/lost and ask that the services on the phone be turned off immediately. The account administrator will arrange for a replacement phone with the vendor representative. The inventory sheet is updated accordingly and a completed Report of Survey is given to the Logistics Branch for a lost telephone. A report is filed with the local police if the phone is stolen.
- b. In the case of a damaged cell phone the account administrator is notified and will provide instruction on what steps need to be taken.



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Commanding