



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 2060.1B  
N6

**18 SEP 2015**

### NAVSUPPACT NAPLES INSTRUCTION 2060.1B

Subj: POLICY AND PROCEDURES ON THE USE OF GOVERNMENT-OWNED  
CELLULAR PHONES AND WIRELESS DEVICES

Ref: (a) DoD Directive 5500.7-R of 30 August 1993  
(b) DON CIO memo of 2 Sep 05  
(c) CNICINST 2000.2A  
(d) DoD Instruction 7000.14-R of June 2011  
(e) DON CIO memo of 13 Mar 12  
(f) CNO WASHINGTON DC 0414312 May 12 (NAVADMIN 152/12)  
(g) OPNAVINST 2100.2A  
(h) SECNAVINST 7320.10A  
(i) SECNAV M-5210.1  
(j) DoD Instruction 8560.01 of 9 October 2007  
(k) DON CIO memo of 17 Feb 12  
(l) OPNAVINST 2060.8A  
(m) CNICINST 12600.1A  
(n) COMNAVREGEURAFSWAINST 2000.1B

1. Purpose. To issue policy and procedures governing the management and use of government owned Cellular Phones and Wireless Devices (CPWD) by U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy personnel. References (a) through (n), provide guidance to efficiently manage usage and ensure cost of enterprise wide cellular and wireless devices.

2. Cancellation. NAVSUPPACT NAPLES INST 2060.1A

3. Background. Reference (a) govern the use of Federal government communication systems and equipment, and requires that these systems be used only for official, authorized purposes, and that commands manage and administer their proper use. Per reference (b), Department of Navy Chief Information Officer requires a high priority for actions to improve accountability and management of government issued cellular phones and wireless devices. NAVSUPPACT NAPLES will meet these objectives by implementing best practices to provide the most economical solution to meet Department of Defense and Department of the Navy requirements.

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4. Policy. This policy and procedure applies to all employees assigned to NAVSUPPACT NAPLES and non-employees who have been issued a CPWD by the NAVSUPPACT N6 Telecommunication Control Officer (TCO).

a. Official Use. Per reference (a), government issued cellular telephones and wireless devices will be used for conducting official government business. Cellular telephone and wireless device users may also use the phone for authorized personal purposes provided the personal use does not create additional expense to the government. Authorized personal purposes shall include a reasonable number of calls made by employees, while traveling on official business, to notify family of official transportation, schedule, or emergency situational changes. This also includes personal communications from the employee's usual workplace that are reasonably made while at the workplace as permitted by the command, agency or organization.

b. Qualification Criteria. Reference (c) defines minimum standards for an individual to receive a government owned cellular telephone or wireless device. The NAVSUPPACT Naples Commanding Officer may apply more stringent standards. Standards are defined for the following personnel categories:

(1) Command Staff Personnel. Defined as management personnel involved with the exercise of command that is the process through which the activities of military forces are directed, coordinated, and controlled to accomplish the mission.

(2) Essential Emergency Personnel. Defined as personnel involved with support that is necessary and critical to the safe operation of the activity and its mission 24/7.

(3) Key Personnel. Defined as personnel who have responsibilities in the chain of command who require immediate notification of critical issues or direct access by higher authorities.

(4) Special Requirement Personnel. Defined as personnel who perform frequent travel or perform unique duties that require a dedicated cellular telephone or wireless device. NAVSUPPACT Naples requirements will be reviewed and approved by the NAVSUPPACT Naples N6 Installation Program Directory (IPD) once proper justification has been provided by requesting

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Program. All Blackberry requests i.e. requests for new devices, or the transfer of a Blackberry will be approved by the Executive Officer (XO). Per reference (d), military and civilian dependents are not authorized issuance of government owned cellular phones or wireless devices. Per reference (e), cellular telephone and wireless devices are not authorized for telework personnel unless they also fall into one of the other categories listed in section 4.b.(1) through 4.b.(4) above, and have a validated need as part of their position. In no case should personnel be granted a cellular phone or wireless device when the only requirement is teleworking.

c. Usage Restrictions. Use of cellular telephone and wireless device requires strict adherence to the following conditions:

(1) Per references (a) and (f) through (h), cellular phones and wireless devices shall be used for official and authorized purposes only. Likewise, cellular phone numbers shall not be disseminated except for official and authorized purposes.

(2) When practical and economical, government office landline telephones should be used in lieu of government owned cellular phones. Call forwarding from an official NAVSUPPACT Naples/Installation office landline phone to a NAVSUPPACT Naples/Installation cellular phone or wireless device is authorized.

(3) The government employee assigned to the cellular telephone or wireless device is responsible for safeguarding its usage and must surrender the device to NAVSUPPACT Naples N6 upon termination, transfer, or internal reassignment if the government employee no longer qualifies under the criteria listed above.

(4) Missing, Lost, Stolen, or Damaged cellular telephones must be reported immediately to the NAVSUPPACT Naples N6, or designated Information Technology (IT) representative so service can be cancelled to preclude illegal use and charges. A Financial Liability Investigation of Property Loss report, DD-200, will be completed by the device custodian, signed by the device custodian's supervisor, and returned to NSA Naples N6 within 5 working days.

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(5) Authorized cellular telephone and wireless device users are responsible for reimbursing the government for all unauthorized charges (including by other individuals).

(6) To the greatest extent possible, employees should use landlines to dial toll free or any other numbers that do not require cellular phone usage. Long distance card calls should not be made over the government issued cellular telephone when possible.

(7) Approved users are generally authorized only one cellular telephone or wireless device. If special circumstances require that a user be issued multiple devices, the user must provide written justification through his/her supervisor and to the NAVSUPPACT Naples N6.

5. Responsibilities. NAVSUPPACT Naples, Managed Information Technician Services Lead (N65) is designated as the Cell Phone Manager (CPM) and is responsible for managing the issuance of cell phones and other wireless communications devices within their area of responsibility (AOR). In addition, responsibilities include performing troubleshooting, maintenance activities, updating, replacing equipment, overseeing and managing usage and device inventory. If NAVSUPPACT Naples N65 billet is vacant/gapped, the cell phones manage duties will revert to the NAVSUPPACT Naples N6 Director.

6. Actions. To establish control and proper use of government owned cellular telephones and wireless devices, the following oversight and audit actions are directed.

a. NAVSUPPACT Naples Cell Phone Manager shall:

(1) Ensure adherence to cell phone policies and directives issued by higher echelons, and communicate this policy throughout the NAVSUPPACT Naples AOR.

(2) Monitor usage and manage compliance with policy across the NAVSUPPACT Naples AOR.

(3) Validate and reconcile all cellular and wireless devices monthly to ensure up-to-date data and inventory accuracy.

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(4) Per reference (i), IT equipment and services such as wireless devices, Blackberries, Smart Card Readers, PDAs, Air Cards, Tablets, Wi-Fi Access Points, Renewable IT Service contracts to include Cable TV and Circuit costs, and associated services will be validated through the ITPR Process prior to purchase.

(5) Forward cellular telephone and wireless device user actions to relevant supervisors or take action to suspend, restrict or cancel lines when there is a determination of abuse by a cellular telephone and wireless device user.

(6) Ensure all cellular telephone and wireless device users enter their cell phone numbers into their Total Workforce Management System (TWMS) Self-Service Record.

(7) Ensure all cellular telephone and wireless device users complete annual information assurance (IA) Training provided within in TWMS. Non-ONENET users must also complete IA training and submit paper completion certificates to the IA Manager.

(8) Ensure all cellular telephone and wireless device users sign and submit a Wireless Device User Agreement and Privacy Acknowledgement to the CPM. The User Agreement form can be found on the CNIC Gateway 2.0 (G2) Region N6 team site at: <https://g2.cnic.navy.mil/TSCNREURAFSWA/NSANAPLESIT/N6/Shared%20Documents/N65/NSANaplesCPWD%20User%20Agreement.pdf>.

7. Forms and Reports. Financial Liability Investigation of Property Loss form, DD200, can be found on the DOD Forms Management Program website at: <http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/formifopage43.html>. Completed DD200 forms should be submitted to Region CPM.

8. Transfer of CPWDs

a. Transfer of Cell Phone Devices. Transfer of cellular phones will require written justification and endorsement/ approval for the department head where device is assigned and will be submitted to NAVSUPPACT Naples N6 CPM in the form of an e-mail. The NAVSUPPACT Naples N6 Director will elevate requests to the XO as required.

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b. Transfer of Blackberry Devices

(1) Requires written justification and endorsement/approval for Department Head where device is assigned and will be submitted to NAVSUPPACT Naples N6 CPM in the form of an e-mail.

(2) The NAVSUPPACT Naples N6 Director will make determination if transfer request needs elevated to the XO for a final decision.

c. Requests for Issuance of a New CPWD. Requests for new CPWDs will require written justification and endorsement/approval from Department Head where device is assigned. Justification must include sufficient criteria to warrant issuance of government issued CPWD. Department Head endorsements/approvals will be submitted to NAVSUPPACT Naples N6 CPM by e-mail. The NAVSUPPACT Naples N6 Director will forward requests to the Executive Officer for final decision.

9. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed in accordance with reference (i).



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