

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5005

FSH Regulation
No. 25-12

7 APR 1998

Information Management: Telecommunications
CELLULAR TELEPHONES AND PAGERS

Issuance of supplements to this regulation by subordinate activities is prohibited unless approved by Commander, U.S. Army Garrison, Fort Sam Houston.

1. PURPOSE. To establish and provide regulatory guidance on the acquisition and use of cellular telephones and pagers in the Fort Sam Houston (FSH) community.

2. APPLICABILITY. This regulation applies to all units and activities that receive telecommunications support from the Directorate of Information Management (DOIM), FSH.

3. REFERENCES.

- a. AR 11-2, Management Control
- b. AR 25-1, The Army Information Resources Management Program.
- c. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.
- d. AR 735-5, Policies and Procedures for Property Accountability.
- e. FSH Reg 25-11, Information Management: Telecommunications Telephone Control Officers.
- f. FSH Reg 690-26, Conduct and Discipline.
- g. Unit Supply Update, Update 14
- h. DOD Directive 4640.13, Base and Long-Haul Telecommunication Equipment and Services.

4. RESPONSIBILITIES

a. The DOIM will:

(1) Approve acquisitions of all cellular telephones and pagers to be used by the FSH community.

(2) Establish the most cost effective contract vehicle for the acquisition of cellular telephones and pagers for use by the FSH community.

(3) Initiate prompt payment of bills associated with cellular telephones and pagers to preclude late charges.

(4) Disseminate monthly telephone bills to unit/activities Telephone Control Officers (TCO) for review and verification of authorized calls and suspected abuse.

(5) Educate users in the use and functions of cellular telephone/pagers, and calling cards, to ensure a clear understanding of accountability, charges, personal calls using calling cards, and the FSH air-time contract. Education will be accomplished through the use of post-wide electronic mail, instructions accompanying each instrument, or through the TCO.

(6) Establish and maintain an Information Systems Project Document (ISPD) process for purchasing cellular phones and pagers for units/activities assigned to the FSH community.

(7) Review justification statements from units/activities for cellular phones and pagers, to ensure that there is a valid mission requirement.

b. Commanders/Directors will:

(1) Exercise recommending authority for the purchase/lease of cellular telephones and pagers under their command or directorate.

(2) Personally verify monthly cellular telephone bills exceeding \$50 in coordination with the responsible TCO. This responsibility may be delegated in writing within the unit/activity.

(3) Ensure TCOs comply with published instructions as contained in FSH Reg 25-11. Special attention should be given to the verification process as stated in reference 3e of this regulation, and in paragraphs 4a(3) and 4b(2) above.

(4) Review and ensure each request for cellular telephone/pager is justified and necessary for the accomplishment of the mission, and not just for convenience.

(5) Conduct a periodic review of cellular telephone and pager use to ensure an actual mission requirement still exists, or if the cellular telephone is not being used, whether it is still required.

5. POLICY.

a. Requirements for Cellular Telephones and Pagers.

(1) Cellular telephone and pager use will be strictly limited to those requirements that cannot be satisfied by other means of communications. For example, an appropriate use of a cellular telephone would be where adequate communications are not available. Due to the vulnerabilities of cellular technology, cellular telephones should not be considered a total communications solution. There must exist a valid mission requirement for ordering cellular telephones and pagers. Applications other than mission requirements for cellular phones and pagers are:

(a) Personnel who are on call or need to stay in continuous contact with their office.

(b) Emergency management/disaster situations, back-up to an external or internal telephone system which is experiencing difficulties.

(c) Mission-unique requirements being performed in a geographically remote area where continuous and instantaneous communications are required, but are not available by other than cellular telephone technology.

(d) When the safety of personnel or security considerations are of concern.

(2) Individual users with less than \$10 in monthly cellular telephone charges should be encouraged to turn-in their cellular telephone to their commander/director or submit justification through their supervisory chain explaining why continued use is required.

(3) Individual users with more than \$50 in monthly cellular telephone charges will be required to justify use.

b. Government-provided cellular telephones or pagers are not authorized for personal use except in emergency situations, such

as personnel safety or security situations. Using Government-provided cellular telephones for the purpose of placing or receiving unofficial calls, with the intent to later reimburse the Government is also strictly prohibited. Misuse of cellular telephones and pagers may result in criminal or administrative action. These actions apply to both military and civilian employees

c. Commanders, Directors and Supervisors at all levels will ensure:

(1) Personnel are aware that sensitive/classified information will not be discussed over cellular telephones. Secure voice communication systems and encryption devices will be used to preclude unwarranted disclosure of sensitive information.

(2) Every effort is made to minimize cellular telephone usage. Calls will be limited to less than 3 minutes. More detailed conversations can be continued when a conventional telephone is available.

(3) Long distance (especially international cellular telephone calls are avoided, if at all possible.

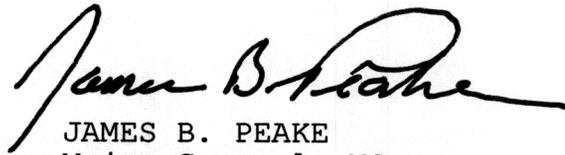
(4) That personnel turn off their cellular telephones when in their office and use the Government-provided telephone system.

6. GENERAL INFORMATION

a. The DOIM is the responsible agency for procuring cellular telephones and pagers for the FSH community. Units/activities are NOT authorized to coordinate directly with vendors for the purchase/exchange of pagers or cellular telephones without written approval of the DOIM. Any attempt by a unit/activity to by-pass the DOIM to purchase/exchange pagers and cellular telephones, constitutes fraudulent use of the FSH air-time contract, and will result in legal action.

b. Cellular telephones and pagers are accountable equipment and are subject to all rules, regulations, policies, and guidelines applicable to property book items. As such, individuals to whom cellular telephones and pagers are issued are fully responsible for the security of the equipment in accordance with AR 735-5, Policies and Procedures for Property Accountability.

The proponent of this regulation is the Directorate of Information Management. Users are invited to send comments and suggested improvements on DA form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston, ATTN: MCGA-IM-C, Fort Sam Houston, TX 78234-5005.



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