DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACTNAPLESINST 2060.1C
N6
7 JAN 2019

NAVSUPPACT NAPLES INSTRUCTION 2060.1C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

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

Ref: (a) DoDD 5500.7-R
(b) DON CIO memo of 2 Sep 05
(c) CNICINST 2000.2B
(d) DoDI 7000.14- R
(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) ASN (RD&A) memo of 07 Mar 05
(k) DoDI 8560.01
(l) DON CIO memo of 17 Feb 12
(m) OPNAVINST 2060.8A
(n) CNICINST 12600.1A

Encl: (1) ONE-NET Mobile User Authorization Agreement

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. NAVSUPPACTNAPLESINST 2060.1B

3. Background. The use of Federal government communication systems and equipment is governed by reference (a), which requires that these systems be used only for official use and authorized purposes and that commands manage and administer their use properly. Per reference (b), Department of Navy Chief Information Officer (DON CIO) requires that a high priority be placed on actions to improve accountability and management of government issued cellular phones and wireless devices. NAVSUPPACT Naples is issuing this policy to meet these objectives, to ensure the government is implementing best practices, and to provide the most economical solution to meet audit agency requirements.

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 (includes all emergency type personnel).

(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. Special Requirement Qualification will be validated and approved by the NAVSUPPACT Naples N6 Program Director after adequate justification has been provided by requesting Program and requirement is endorsed by Program Director. All requests i.e. requests for new email enabled CPWDs, or the transfer of an existing email enabled CPWD will be approved by the NAVSUPPACT Naples 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) Cellular phones and wireless devices shall be used for official and authorized purposes in accordance with references (a) and (f) through (h). Likewise, dissemination of cellular phone numbers should be restricted for official and authorized use.

(2) When practical and economical, government office landline telephones should be used in lieu of government 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 Form 200, will be completed by the device custodian, signed by the device custodian's supervisor, and returned to NAVSUPPACT Naples N6 within five working days.

(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 using government cellular telephones. When traveling outside your host country, disable mobile data and use Wi-Fi to greatest extent possible to prevent unnecessary roaming data charges.

(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

a. NAVSUPPACT Naples is responsible for:

(1) Developing NAVSUPPACT Naples policy and procedures on the use of government owned cellular phones and wireless devices and overall management of the cell phone program for NAVSUPPACT Naples.

(2) Communicating guidance to end users, coordinating with Installation Program Directors regarding management of cellular devices within their program(s), troubleshooting, resolving hardware problems, and support special requirements.

b. The Managed Information Technology Services Lead (N65) is designated as the Installation 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 CPM 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.

(4) In accordance with reference (i), IT equipment and services such as wireless devices, Blackberries, Smart Phones, Smart Card Readers, Personal Digital Assistants (PDA's), 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 Information Technology Purchase Request (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 Cyber Security training provided within in TWMS. Non-ONENET users must also complete IA Cyber Security training and submit paper completion certificates to the Information System Security Manager (ISSM).

(8) Ensure all cellular telephone and wireless device users sign and submit a Wireless Device User Agreement and Privacy Acknowledgement to the CPM. Will provide completed Device User Agreement form for review and digital signature to each device user. For standardization, NAVSUPPACT NAPLES CPM currently using ONE-Net Mobile User Authorization Agreement Form.

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.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0200.pdf. Completed DD200 forms should be submitted to Region CPM.

8. Transfer of CPWDs

a. Transfer of Cellular Devices. Transfer of cellular phones will require written endorsement/approval from 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.

b. Transfer of Cellular Devices with email capability

(1) Requires written endorsement/approval from 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 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 and format, must be managed per reference (i).

10. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through IV
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

ONE-NET MOBILE USER AUTHORIZATION AGREEMENT

Request for Issuance of Mobile Device

Last Name	First Name	Rank /Grade	Date of Request

ONE-Net Email Address	Command/Dept/Division	Work Phone Number	PRD

Type of Device and Service Requested *(ELINs Required)*

Mission Requirement Justification

TCO Name and Rank/Grade

TCO Signature

Endorsement of Request (must verify a license is available)

N6/CIO Name and Rank/Grade

N6/CIO Signature

Device Issuance

○ New *(BCO signature)*
○ Transfer *(TCO signature)*

Issued by

Date

Device Manufacturer	Model	IMEI Number

Service Provider	Phone Number	SIM Number *(ICCID)*	PIN Number *(SIM card)*	PUK code *(SIM card)*

CAC Reader Issued *(make/model)*

Cost Center

TCO Device Configuration

☐ Restrictions enabled (iPhone/iPad)

Restrictions Passcode

TNOSC Software Issuance

Good Mobile Issued by:

Date:

Thursby PKard Issued by:

Date:

User Acknowledgement

- I acknowledge receipt of the above device and certify that I will comply with the DON CIO memorandum of March 13th, 2012, Department of the Navy (DON) policy on Mobile (Cellular) Services Cost Management.
- I acknowledge that I must receive/understand from my Command TCO what my data plan cover for the Government owned device I am receiving.
- I will comply with my Command's mobile usage policy.
- I understand that mobile devices must be Government purchased. Personally owned mobile devices are not authorized for use with ONE-NET.
- I agree to keep the device in good working condition and safeguard the use of the device.
- I understand that I am required to immediately report stolen or missing cellular phones to my officially designated Command Telecommunications Control Officer (TCO) and a police report from the country in which the device was lost or stolen; or from the local USN Base Security Office is required.
- I understand that I may not destroy, "Jailbreak," "Root," or otherwise try to duplicate or modify the device technology and that I may be held personally accountable for such actions.
- I acknowledge that I am accountable for this Government property (device, charger and cable accessories) and may be held financially responsible for the replacement of issued item(s).
- The U. S. Government will support basic device configuration and applications used to access government services and data.
- Per the System Authorization Access Request (OPNAV 5239/14) Navy, I understand that ALL communications and data stored on this device are subject to monitoring, inspection, search, seizure and may be disclosed or used for any U.S. Government authorized purpose.
- I understand that I may not store, process or transmit Controlled Unclassified Information (CUI), to include Personally Identifiable Information (PII), from outside the secured container and that CUI and PII must be handled in accordance with SECNAVINST 5239.3B of 17 June 2009.
- Per NAVADMIN 092/15 "Stipulations For Using Navy Mobile Devices (smart phone/tablets)" users are allowed to download personal applications and data to a government-procured mobile device. However, NCTS Naples recommends disabling the use of government-procured cellular data services for personal applications to avoid complications arising from potential over-use of DoD bandwidth and violation of The Joint Ethics Regulation (JER), DOD 5500.07-R. For more information regarding the ethical use of government procured mobile devices, consult with the command ethics advisor.
- The U. S. Government is not responsible for applications or personal data installed or stored on government devices and the device can be wiped of all content at any time.
- I acknowledge that I am required to remove Government owned device from personal Apple iCloud account prior to return device to my Command TCO.
- I acknowledge that I must remove security features such as created phone PIN prior to return of device to my Command TCO.
- Upon termination of device use, I understand that I must return the device, charger and cable accessories to my TCO.

User Acknowledgment	Date

User Receipt	Date