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Communications and Information

CELLULAR TELEPHONE POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Publishing Directive (AFPD) 33-1, *Command, Control, Communications and Computer (C4) Systems*, Air Force Instruction (AFI) 33-103, *Requirements Development and Processing*, AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios (LMR), Cellular Telephone and the Military Affiliate Radio System and AFI 33-111, Telephone Systems Management*. It provides guidance and implements instructions for individuals and organizations requesting cellular phones for which usage is limited to official duties, from the 18th Communications Squadron. All personnel controlling these devices will ensure strict accountability regarding usage and possession to avoid abuse and wasted resources. It applies to all 18 WG and tenant units, Air National Guard, US Air Force Reserve units and members supported by the 18 WG.

1. Terms.

- 1.1. Cellular Telephone (CT). Radio devices that offer telephone-like services through a wireless infrastructure.
- 1.2. Personal Wireless Communication Systems (PWCS) Custodian. Unit person responsible for obtaining and managing PWCS equipment.
- 1.3. Communications and Information Systems Officer (CSO). The Communications Squadron Commander. Ensures telephone service meets installation mission requirements.
- 1.4. Telephone Control Officer (TCO). Unit person responsible for obtaining and maintaining communications equipment. This duty may also be handled by the Units PWCS Custodian.

2. CT Use Policy.

- 2.1. Acquisition of new CT devices. The use of cellular phones is restricted to commanders, vice commanders, deputy commanders and personnel who require communications of an immediate nature that cannot be satisfied through the use of pagers or LMRs. Cellular phones will not be used for

command and control. They may be used for administrative purposes only. 374 CONS, Yokota AB contracting office, will not establish cellular phone service without 18 CS coordination.

2.2. Cellular telephones are funded by the requesting unit. Unit commanders will establish a monthly-allotted usage charge for unofficial calls. An occasional personal call on a CT is justified under some circumstances (e.g., call home to inform family when delayed by official business or in emergency situations). However, the user must reimburse the government for personal calls that cause the cellular phone bill to exceed its monthly-allotted usage charge. Personal calls on government cell phones should be the exception, not the rule. Morale, welfare and recreation calls are not authorized on CTs. Use a regular telephone (land lines) as a first priority when and where available. Cellular services are generally more expensive; limit their use.

2.3. Special Telephone Features and Services.

2.3.1. To manage and control the configuration of CTs, any new requirements (to include additions and/or upgrades) to service plans must be processed and approved using 18 CS request procedures.

2.3.2. Global Access. This feature should only be considered if the CT will be used off island and the user fully understands the rates incurred by this service. Global Access service incurs charges for all incoming and outgoing calls. The 18 WG/CV is the approval authority for all Global Access CTs. The requesting organization must clearly state on the AF IMT 3215, request for global access and route the AF IMT 3215 to their CC. From the requesting CC, the AF IMT 3215 must be routed to the 18 WG/CV. After the request has been approved by the 18 WG/CV, the AF IMT 3215 will go to 18 CS/SCML LMR office for processing.

2.3.3. Additional services, such as internet/e-mail, Global Passport, Global Positioning and digital cameras are prohibited unless specifically required for the mission. These services must be requested by submitting the AF IMT 3215 and if determined to be non-mission essential by the CSO, CT approval will be denied.

2.4. Telephone Monitoring and Recording.

2.4.1. The Air Force uses unsecured telecommunications systems such as telephones, cellular phones, radios, facsimile, pagers, computer networks and other wired or wireless electronic devices to conduct day-to-day official business. Adversaries can easily monitor these unsecured systems that could provide information on military capabilities, limitations, intentions and activities. See AFI 33-219 for further information.

2.4.2. When issuing the CT, require personnel to sign a form that includes the following notice and consent statement: **“Do not transmit classified information over unsecured telecommunications systems. Official DoD telecommunications systems are subject to monitoring. Using this telecommunications system or device constitutes consent to monitoring.”** (A sample consent statement is provided in [Attachment 2](#).) The signed forms will be retained by the office issuing the device until 6 months after the device is returned.

2.5. 18 CS/SCML will provide each unit TCO an itemized phone bill. TCOs will review the bill and send back signed confirmation that they have reviewed the bills and have verified all calls were for official business. TCOs will monitor option fees to identify internet/e-mail activation and validate the official purpose of all itemized calls placed or received outside of Japan. Any unofficial calls will be

identified by the TCO who will ensure the identified CT user reimburses the government. (See Section 4, Billing for Unofficial Calls.)

3. Requesting Cellular Telephone Services:

3.1. All CT requests must be submitted with complete justification and appropriate documentation in advance of purchase.

3.2. Initial requests for CTs will be made by completing an AF IMT 3215, **C4 Systems Requirements Document**. The AF IMT 3215 must document the communications requirement, not the specific need for a CT. The request must provide sufficient justification on why a mobile communications asset is required. The AF IMT 3215 must be signed by the unit CC in the requester approval authority block. AF IMT 3215 not signed by the unit CC will be returned to the originating organization without action. The AF IMT 3215 will be submitted to 18 CS/SCML, Customer Service, Building 3628. 18 CS will handle processing of the AF IMT 3215 and will contact the customer upon receipt of approval and technical solution and costing, or disapproval of the requirement. Requirements disapproved based on this policy can be appealed to the 18th Mission Support Group Commander by routing the original AF IMT 3215 and the disapproval documentation to the 18 MSG/CC. If request is still disapproved, final appeal may be made to the 18th Wing Commander.

3.3. Before you request a CT ensure the items under **Attachment 3** have been fully researched.

3.3.1. If the using organization identifies a functional requirement to communicate sensitive unclassified or classified information, a completed operations security (OPSEC) analysis document and certification of risk acceptability (see AFI 10-1101, *Operations Security*) must accompany the original Requirements Document.

3.3.1.1. If OPSEC determination is disputed, elevate the issue to 18 OG/CC.

3.3.2. The CSO will review the completed package and recommends whether the requiring commander should accept the risk and fund the requirement.

3.4. The AF IMT 3215 is also used to upgrade or terminate a CT account. The AF IMT 3215 does not need to be signed by the unit CC in this case, however it must be signed by the PWCS custodian for the requesting unit and submitted to the 18 CS/SCML.

4. Billing for Unofficial Calls.

4.1. Unit CTs with Global Access service are charged for all outgoing and incoming calls when used outside of Japan. All personal calls, as described under paragraph **2.2.** of this instruction, which are made using this service, will be reimbursed by the user.

4.2. Unit TCOs will be responsible for monitoring CT bills to determine if toll charges for unofficial calls are being incurred. Identified users will be directed to take appropriate action to reimburse the government.

4.3. AFI 33-111, explains how to recover unofficial calls. The TCO reviews all telephone data and informs the 18 CS/SCML, and their resource advisor when there is abuse. Unit resource advisors will be responsible for collection of unauthorized CT usage fees via a DD Form 1131, **Cash Collection Voucher**.

5. Annual Requirements.

5.1. An annual AF IMT 3215 for revalidation will be accomplished each September by PWCS custodians to ensure CT service is still required by the unit.

5.2. An annual payment reevaluation will be accomplished at the beginning of every fiscal year using DD Form 428, **Communication Service Authorization**. This form, provided by 18 CS/SCML, must be filled out by the unit's PWCS custodian and signed by their resource advisor (RA). The 18 CS will forward all DD Form 428s to Yokota AB CONS to ensure proper payment of CT bills. Since 18 CS/SCML manages billing for CT service, it is important that all CT users accomplish this annual revalidation to avoid service termination for **all** 18th Wing users by the provider. RAs must establish a Miscellaneous Obligation/Reimbursement Document (MORD) with adequate funds to cover their CT bills for the fiscal year. The MORD will be written onto the DD Form 428 and a copy of the MORD paperwork will be sent to 18 CS/SCML.

6. Forms Prescribed.

6.1. Forms or IMTs Adopted. DD Form 428, **Communication Service Authorization**. DD Form 1131, **Cash Collection Voucher**. AF IMT 3215, **C4 Systems Requirements Document**.

JAN-MARC JOUAS, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 93-579, *Privacy Act of 1974*

Public Law 100-235, *Computer Security Act of 1987*

DoDD 5000.1, *The Defense Acquisition System*, October 23, 2000

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFI 10-601, *Mission Needs and Operational Requirements Guidance And Procedures*

AFI 10-1101, *Operations Security*

AFI 33-103, *Requirements Development and Processing*

AFI 33-104, *Base-Level Planning and Implementation*

AFI 33-111, *Telephone Systems Management*

AFI 33-201, (FOUO) *Communications Security (COMSEC)*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*

AFI 33-230, *Information Protection Assessment and Assistance Program*

AFI 33-360, Volume 2, *Forms Management Program*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

Abbreviations and Acronyms

AF—Air Force (as used in forms)

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

DoDD—Department of Defense Directive

Attachment 2

CUSTOMER BRIEFING AND ACCOUNTABILITY RECEIPT

A2.1. This briefing is intended to inform those using any government land mobile radio or cellular tele-phones of the user responsibilities regarding its use.

A2.2. Cellular Telephone (CT) Costs: The using squadron is billed for each individual cellular phone number. Locally billable charges include all calls placed from a CT but does not include all incoming calls to a CT. CALLS PLACED FROM AND RECEIVED BY THE KADENA CELLULAR PHONES MUST BE GOVERNMENT OFFICIAL. Our service providers, Okinawa Cellular, Docomo and Vodafone bill Kadena AB at a commercial rate; therefore personal calls should not be placed using these phones, even if you are willing to reimburse the government. Regular telephone (land lines) should be used as a first priority when and where available. Emergency situations will be dealt with on a case-by-case basis. Bills are reviewed carefully for unofficial or questionable charges and you will be asked to validate that all charges were official to your unit’s Telephone Control Officer. Be aware that some CTs have Global Passport access, which allows the phones to be used internationally. This service is highly expensive, as all calls coming in and going out are double charged. The Global Passport service should be used very sparingly or preferably not at all.

A2.3. Security. Land mobile radios are not to be used for operational communications, which may be considered sensitive or For Official Use Only. The weak land mobile radio signal is susceptible to jamming, intrusion, interference and monitoring. Although Federal Communications Commission regulations specifically prohibit monitoring cellular telephone frequencies within the CONUS, many inexpensive monitoring devices are available on the open market.

A2.4. Fraud, Waste and Abuse. Using a government land mobile radio or a CT for other than official government business without reimbursing the government is fraud. Using a CT in lieu of other available government landlines, where available, is abuse. Using a CT when pagers and radios will accomplish the mission is waste.

A2.5. Statements of Understanding. By signing below, I certify that I will not discuss classified or sensitive information on either device. I acknowledge and understand the following statement IAW AFI 33-219. “Do not transmit classified information over unsecured telecommunications systems. Official DOD telecommunications systems are subject to monitoring. Using this telecommunications system or device constitutes consent to monitoring.”

I acknowledge receipt of and responsibility for the items described herein. I certify that all charges incurred on this cellular phone while it is signed out to me will be for government official calls, unless otherwise noted.

User Name: _____

User Signature: _____ **Date:** _____

Attachment 3**CELLULAR TELEPHONE JUSTIFICATION FOR KADENA AB, JAPAN**

1. Will this cellular phone be used for Command and Control communications? **(NOTE: If “YES” look for a technical solution other than a cellular telephone. If “NO” proceed to question #2.)**

2. Will this cellular phone be used for the transmission/reception of Classified or Sensitive unclassified information in a mobile environment? **(NOTE: If “YES” look at a portable/mobile STU-III technical solution rather than a convention cellular instrument. If “NO”, proceed to next question.)**

3. Will the purchase of this cellular phone reduce the number of LMRs or pagers in use by your unit? **(NOTE: If “YES”, complete question 4 & 5, if “NO”, go to question #6.)**

4. Does your requirement identify a mission that was previously satisfied by an LMR or pager? **(NOTE: If “YES”, complete question 5, if “NO”, go to question #6.)**

5. What aspect of the mission has changed which makes the continued use of LMR or pagers unworkable? If convenience is the primary reason for an answer of “YES”, then the acquisition of a cellular phone is not an option. If there is a substantial change to the mission, state in the blank below, and proceed to question #6.

6. Is there a serious mission degradation, failure, or life and death impact not previously present that you cannot meet through the use of LMRs or pagers?

Number of Cellular Phones Approving:

CSO Control Number (AF IMT 3215):

Requester Approval Authority (Typed Name, Title, and Organization):

Signature: _____ **Date:** _____