

Department of the Army  
Headquarters, Fires Center of Excellence  
Bldg 455 Randolph Road  
Fort Sill, Oklahoma 73503  
20 December 2010

\*FS Regulation 25-11

Information Management  
**CELLULAR TELEPHONES/ELECTRONIC CALL PAGERS/PERSONAL DATA  
ASSISTANT**

---

**Summary.** This regulation applies to all users of Cellular Telephones, Electronic Call Pagers, And Personal Data Assistants equipment and services.

**Applicability.** This policy and guidance prescribed by this regulation applies to all official Fort Sill administrative publications prepared by HQ, USAG for use by Fort Sill organizations, regardless of format or delivery medium.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Network Enterprise Center (NEC) Service Management Division (SMD), 475 Ganahl Road Fort Sill, OK 73503.

**Suggested Improvements.** The proponent of this regulation is the NEC, SMD. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NEC, SMD.

**Distribution.** This regulation is distributed solely through the Directorate Human Resources, Administrative Services Division Homepage at [http://sill-www.army.mil/dhr/Admin\\_Svcs\\_Div/Index.html](http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html).

---

\*This regulation supersedes USAFACFS Regulation 25-11, 11 February 2003.

## **Chapter 1**

### **Introduction**

**1-1. Purpose.** To provide policy and procedures for users of cellular telephones, electronic call pagers, and Personal Data Assistants equipment and services at Fort Sill.

**1-2. References.** Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

**1-3. Explanations of Abbreviations and Terms.** Abbreviations and terms used in this regulation are explained in the glossary.

**1-4. Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

**1-5. Policy.**

a. Cellular telephones, electronic call pagers, and Personal Data Assistants use will be strictly limited to those requirements that cannot be satisfied by other means of available communications, due to mission requirements, technical limitations, impracticality, or cost considerations. For example, an appropriate use of cellular telephone, electronic call pager, and Personal Data Assistant technology could be where adequate communications are not available. Use of cellular telephones, electronic call pagers, and Personal Data Assistants by Fort Sill personnel must satisfy a valid/mission critical requirement, and not for either convenience or duty enrichment.

b. Cellular telephone, electronic call pager, and Personal Data Assistant will be used for the conduct of official government business only, except in an extreme emergency, such as that of personnel safety of security situations. Using government provided cellular telephone, electronic call pager, and Personal Data Assistant for the purpose of placing or receiving unauthorized calls, with the intent to later reimburse the government, is also strictly prohibited.

**Chapter 2  
Responsibilities.**

**2-1. Commander, Fort Sill will--**

a. Ensure that an appropriate control process is in place for all cellular telephone, electronic call pager, and Personal Data Assistant assets and service acquisition requirements/usage.

b. Ensure that decisions to obtain cellular telephone, electronic call pager, and Personal Data Assistant services are based on valid/mission critical requirements.

c. Ensure that internal control procedures via local policy or SOP are established that will address such issues as physical security, accountability, misuse/abuse, issuance, and procedures for acquiring adequate support.

**2-2. Network Enterprise Center will--**

a. Approve and process all purchases of cellular telephone, electronic call pager, and Personal Data Assistant requests IAW AR 25-1 and local installation procedures.

b. Maintain records as required by AR 25-1 and AR 25-400-2. Be accountable for cellular/pager/ service. Ensure turned-in cellular telephones and electronic call pagers are immediately deactivated by timely notification to the providing service or activity.

c. Review for payment monthly bills for cellular telephone, electronic call pager, and Personal Data Assistant services. Investigate and resolve all questionable calls and billing anomalies in a timely manner.

d. Obtain the most favorable rates by establishing negotiated ordering agreements with cellular telephone, electronic call pager, and Personal Data Assistant vendors.

e. Establish an annual review of service rate plans with vendors to ensure that current rates are the most efficient available.

**2-3. Commanders/Directors will--**

a. Implement this policy.

b. Appoint a Telephone Control Officer (TCO) to monitor cellular/Personal Data Assistant usage and advise the commander/director of potential abuse. The TOC will be the designated individual to manage and request cellular/Personal Data Assistant service/telephones. Telephone Control Officers (TCO) will--

(1) Serve as main point of contact between their unit and the Network Enterprise Center

(2) Validate requests for administrative telephone service from their organization.

(3) Submit telephone work orders via the NEC Telephone Maintenance System (TMS). TCOs can access the TMS from the Fort Sill Intranet by accessing "Help," "TCO," and then "Work Orders." Only TCOs can submit a telephone work order.

(4) Disseminate information and instructions received from NEC to their respective organization.

(5) Validate need for unit requests for services.

(6) Ensure listings in Area Military Directory are current and accurate.

c. Prepare a justification/requirement and validate the mission essential need for the cellular telephone, electronic call pager, and Personal Data Assistant. Only a commander (colonel level) or director can sign the statement; no delegation of authority is authorized.

- d. Revalidate annually mission/critical need for this service NLT 15 August each year.
- e. Budget for and provide funding to NEC for all cellular/pager/Personal Data Assistant accounts on a direct reimbursable basis.
- f. Monitor and certify bills for payment. Provide monthly certification for payment of monthly billings for actual services used and costs incurred.
- g. Ensure cell phones are used IAW with the following guidelines while driving on post:

(1) In accordance with 32 CFR Section 634.25, using hand-held cell phones while driving a U.S. government vehicle or privately-owned vehicle on Fort Sill is prohibited. This prohibition applies to the driver of the vehicle only and shall not be enforced against any passenger in or on the vehicle. A driver who wants to use a hand-held cell phone must move his/her vehicle safety off or to the side of the road and bring vehicle to a complete stop, out of the way of moving traffic, before using a cell phone. The following uses are permissible:

(2) When the driver uses a hands-free cell telephone, which allows the user to communicate without the use of either hand, so long as the hands-free cell phone does not involved the use of a headset that covers both ears.

(3) When operating an authorized emergency or law enforcement vehicle in the performance of official duties.

(4) This prohibition applies to hand-held cell phones only and is not applicable to microphones or radios typically used in cabs and authorized emergency vehicles. A violation of this prohibition may result in a \$50 fine and/or 30 days in jail as decided by the U.S. Magistrate.

#### **2-4. Users are responsible for--**

- a. Ensuring phone is secured against unauthorized use.
- b. Providing updated FS Form 845 to TCO's (figure 1).
- c. Using only when other means of communication is unavailable and/or cannot be supported by other available government telephones, radios, or other services.

**Appendix A  
References**

**Section I  
Required Publications**

**AR 25-400-2**  
Army Record Information Management System

**AR 25-1**  
Information Management

**DA PAM 25-403**  
Guide to Recordkeeping in the Army

**Section II  
Related Publications**

This section contains no entries.

**Section III  
Prescribed Forms**

**FS Form 25-11**  
Request for Wireless Service

**Section IV  
Referenced Forms**

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

**Appendix B  
FS Form 845**

REQUEST FOR WIRELESS SERVICE	
1. Mobile Number:	
a. Equipment:	b. Model:
c. SIM Number:	d. IMEI Number:
e. Pin Number:	f. ESN Number:
g. Organization:	h. Name of User:
i. Duty Position:	j. Phone Number:
2. I understand I am responsible for ensuring all usage of the above device is FOR OFFICIAL USE ONLY.	
a. Name: (Last, First, MI)	b. Date:
c. Signature:	c. Date:
PREVIOUS EDITION ARE OBSOLETE	

FS Form 845  
(DOIM) 2 Feb 07

APD PE v1.00

## Glossary

### Section I Abbreviations

**AR**  
Army Regulation

**ARIMS**  
Army Records Information Management System

**HQ**  
Headquarters

**Section II**  
**Terms**  
This section contains no entries

### Section III Abbreviations and Terms

**Cellular Radio/Telephone, Electronic Call Pager Technology, and Personal Data Assistant** is defined as devices, equipment and services, which provide direct dial telephone communications or call paging services to and from hand-held portable and stationary telephones and/or call pager devices that interconnect with the public telephone or paging networks.

ATZR-U



RAYMOND P. LACEY  
COL, FA  
Garrison Commander

JAMES A. MILLER  
Director of Human  
Resources

Distribution:  
Fort Sill Intranet