

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503

USAFACFS Regulation  
No. 25-11

11 February 2003

Information Management: Telecommunications  
**Cellular Telephones/Electronic Call Pagers**

**1. SCOPE.** This regulation applies to all users of cellular telephone and/or electronic call pager equipment and services.

**2. PURPOSE.** To provide policy and procedures for users of cellular telephone and/or electronic pager equipment and services at Forts Sill, Chaffee, and AR 5-9 area.

**3. REFERENCE.** HQ TRADOC Memorandum, ATIM-S, 29 Oct 96, subject: Cellular Telephone/Electronic Call Pager Oversight Management Policy.

**4. POLICY.**

a. Cellular telephone and/or electronic call pager 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 and/or electronic call pager technology could be where adequate communications are not available. Use of cellular telephones and/or electronic call pagers by Fort Sill personnel must satisfy a valid/mission critical requirement, and not for either convenience or duty enrichment.

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

**5. RESPONSIBILITIES.**

a. Commander, Fort Sill will--

(1) Ensure that an appropriate control process is in place for all cellular telephone and electronic call pager assets and service acquisition requirements/usage.

(2) Ensure that decisions to obtain cellular telephone/electronic pager services are based on valid/mission critical requirements.

(3) 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.

b. Director of Information Management will--

(1) Approve and process all purchases of cellular telephones and/or pager requests IAW AR 25-1 and local installation procedures.

(2) 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.

(3) Review for payment monthly bills for cellular telephone and/or electronic call pager services. Investigate and resolve all questionable calls and billing anomalies in a timely manner.

(4) Obtain the most favorable rates by establishing negotiated ordering agreements with cellular telephone and/or electronic call pager vendors.

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

c. Commanders/directors will—

(1) Implement this policy.

(2) Appoint a Telephone Control Officer (TCO) to monitor cellular usage. The TOC will be the designated individual to manage and request cellular service/telephones.

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

(4) Revalidate annually mission/critical need for this service NLT 15 August each year.

(5) Budget for and provide funding (to DOIM) for all cellular/pager accounts on a direct reimbursable basis.

(6) Monitor and certify bills for payment. Provide monthly certification for payment of monthly billings for actual services used and costs incurred.

d. Users are responsible for--

(1) Ensuring phone is secured against unauthorized use.

(2) Providing updated FS Form 37 to TCO's (figure 1).

(3) Using only when other means of communication is unavailable and/or cannot be supported by other available government telephones, radios, or other services.

**6. DEFINITIONS.** Cellular radio/telephone and electronic call pager technology 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.

REQUEST FOR CELLULAR TELEPHONE SERVICE

1. Cellular Phone # (405) 585-xxxx (Assigned by DOIM)
  - a. Equipment Portable Cellular Telephone
  - b. Model Motorola xxx-xxx-xxx Serial # 12345678
  - c. Name of User I. M. Portant
  - d. Duty Position Commander Phone # 442-xxxx
2. I understand I am responsible for ensuring all usage of the above telephone is for OFFICIAL BUSINESS ONLY.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
of Cdr

FS Form 37  
(DOIM) 1 Apr 94

Figure 1. FS Form 37 (Request For Cellular Telephone Service)

(ATZR-UL)

FOR THE COMMANDER:



ROBERT A. CLINE  
COL, FA  
Chief of Staff

KATHY L. BANKS  
Director of Information  
Management

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