DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY REFER TO DESC NO.

JUN 1 0 2003

MEMORANDUM FOR ALL DESC EMPLOYEES

SUBJECT: Use of Government-Owned Cellular Phones and Pagers

On July 22, 2002, I forwarded to all DESC employees the DLA Director's July 10, 2002, Memorandum, Subject: Proper Use of Government Communication Systems, Equipment and Travel Card. This DESC policy statement establishes the procedures for issuing cellular phones and pagers and reiterates the proper uses of government owned cellular phones and pagers. This policy is reviewed annually and updated as necessary.

Cellular phones and pagers may be issued to DESC employees on either a temporary or long-term basis, when needed to support DESC's mission. DESC-DEA is the focal point for issuing government-owned cellular phones used by DESC employees assigned to Fort Belvoir. Region Commanders and DESC-M will designate points of contact for their respective offices.

Personnel requiring a cellular phone or pager will complete a DESC request form (see attachment). Authorization by the supervisor is required. The request will state why a cellular phone or pager is needed, the duration of the requirement, and the reason that a pager will not suffice. Even if an employee is issued a cellular phone, the employee should still use office administrative telephone landlines when available, since cellular calls generally are more expensive.

Individuals who are issued a government-owned cellular phone or pager are responsible for the security of the phone or pager. Lost, damaged, or stolen items must be reported to the applicable Responsible Property Officer. In addition, when cellular phone services are paid by credit card, lost, damaged, or stolen cellular phones must be reported to the appropriate credit card holder. Personnel found negligent in handling or safeguarding the cellular phone or pager will be held accountable.

Government-owned cellular phones and pagers shall only be used for official business. Official use is defined as duties related to the employee's job, which support the agency's mission. The limitations on the use of government cellular phones apply to outgoing calls as well as receipt of incoming calls. An occasional personal call may be authorized on an exceptional basis (e.g., a brief call home when unexpectedly delayed by officialbusiness and landlines are unavailable, or in emergency situations). Additional guidance on the proper use of communication systems are found in regulations issued by the Office of Government Ethics, 5 CFR Part 2635, the Department of Defense (DoD) Directive 5500.7, Standards of Conduct, and DLAR 7500.1, Accountability and Responsibility for Government Property in DLA.

Your support and compliance with these policies are appreciated. If you have any questions regarding the proper use of Government owned cellular phones and pagers, please contact Louise Hansen at 767-5003 or DSN 427-5003.

JEREMY A. JONES
Director

Attachments:
Receipt for Cellular Telephone, Pager or Camera
DSS-IF Telecommunications Equipment Request for a Pager