

**STANDARD OPERATING PROCEDURE
ISSUANCE AND USE OF GOVERNMENT-OWNED CELLULAR PHONES
AND RADIOS**

Purpose: To establish procedures and controls for the issuance and use of government-owned cellular phones and radios to conduct Official Government Business and “other business” during the regular school day, after hours, and in the event of emergencies.

Applicability: The guidelines and instructions set forth in this SOP are applicable to all personnel to whom a government-owned cellular phone and/or radio have been issued.

Procedures:

1. The District Superintendent’s Office will issue cellular phones and radios to employees for use in work- and school-related matters, such as field trips, sports events, and interscholastic competitions. Cell phones issued to district employees prior to the date of this procedure are to be turned in to the DSO. These phones are no longer to be used.
2. All employees who are issued a cellular phone must sign the Cell Phone Usage Policy Agreement (Atch #1) prior to receipt of a government-owned cell phone. This Agreement must be signed prior to the issuance of a cell phone for temporary use. A copy of this Agreement will be retained in the district logistics office with a copy provided to the employee. In addition, a copy must be retained at the individual’s duty station for verification purposes.
3. Routine business should not be conducted on government-owned and issued cell phones. Cellular telephone use charges for calls made in Europe are generally much higher than those for normal, commercial telephone service. International calls on cellular telephones are even more expensive.
4. Allocation of cellular phones is as follows:
 - 1 – Superintendent
 - 1 – DSO for sign-out and use during school visits/trips
 - 1 – Each district principal

- 2 – Each elementary and middle school for sign-out and use during approved study trips
 - 2-3 – Each high school, depending upon size, for sign-out and use during approved study trips and sports events
 - 6 – District transportation offices
 - Other identified DSO staff.
5. Principals are authorized use of Government-owned cell phones during the summer recess. However, caution should be exercised in their use as calls placed in the U.S. to another location in the U.S. are billed as international calls. Likewise, calls made from the U.S. to Europe are international calls. Therefore, use of the Government cell phone should be limited to important business calls. Principals may also keep track of the cost of any calls made to conduct official business from a regular commercial/private number in the U.S. and attach receipts to an SF form 1164, Reimbursement of Miscellaneous Expenses, and submit it to the district budget assistant for reimbursement.
6. The district's Safety and Security Office issues radios to the school in the ratio of 1:100.
7. Loss, theft, or damage to a phone or radio will be reported in writing to the DSO within one working day after the occurrence and a completed Report of Survey (ROS) DD form 200 must be delivered to the DSO NLT five days after the reported incident. The employee may be liable for replacement, depending upon the circumstances surround the loss, theft or damage.

Controls:

1. DoDEA *Employees' Guide to Standards of Conduct*, September 2003.
2. Memorandum for all DoDDS-E Employees, June 3, 2004.

DR. DELL MCMULLEN
Superintendent

Attachments

1. Cell Phone Usage Agreement
2. DoDDS-E Telephone Usage Policy

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS – EUROPE
CELL PHONE USAGE AGREEMENT**

I have been provided with a copy of the DoDDS-E Telephone Usage Policy, and I hereby agree to the following terms and conditions:

- I understand that it may be illegal and violate government regulations to use a government cellular phone to conduct personal business, personal advertising or personal gain.
- I will use the government cellular phone to conduct official government Kaiserslautern/DoDDS-E/DoDEA related work.
- If I am issued a DoDDS-E owned cellular phone, I will be responsible for any activity that may take place on this account, and I will be responsible for the safeguarding of the PIN number to access the cellular phone.
- I understand that individuals using DoDDS-E telecommunications equipment and services are subject to having their activities on the system monitored and recorded. I understand that if such monitoring reveals possible evidence of criminal activity or activity in violation of the above conditions, evidence may be forwarded to law enforcement officials or DoDDS-E/Kaiserslautern officials for use in possible adverse personnel actions or criminal proceedings.

Having read the above statement and the DoDDS-E Telephone Usage Policy, I agree that if I am issued a DoDDS cellular phone, I will safeguard the equipment and services when I am on and off duty. I agree to all the terms and conditions as stated.

Employee Name (Please Print)

Signature of Employee

Date

June 3, 2004

MEMORANDUM FOR ALL DoDDS-EUROPE EMPLOYEES

SUBJECT: DoDDS-E Telephone Usage Policy

A. PURPOSE: This is to establish the DoDDS-E policy and procedures for the use and administration of DoDDS-E telephones, (DSN, "99" Access, Commercial, and Cellular Phones).

B. APPLICABILITY: This policy applies to all employees of DoDDS-E.

C. POLICY: It is the policy of DoDDS-E to provide each employee with access to the use of a telephone in order to conduct Official Government Business and "other business" in cases of emergencies.

D. RESPONSIBILITIES: The Chief, Logistics Division, DoDDS-E, is responsible for ensuring that every DoDDS-E employee is provided with a copy of the DoDDS-E Telephone Usage Policy. DoDDS-E area and district Telephone Control Officers (TCOs) will ensure that every DoDDS-E employee executes the attached Employee Telephone Usage Policy Agreement. The signed Agreement will be retained in the Logistics Division or the local district/school administrative office with a copy provided to the employee. Supervisors will ensure that employees are using telephones (to include cellular telephones) and office telecommunications equipment properly.

E. PROCEDURES: To ensure that DoDDS-E telephones are used in the most efficient and cost effective manner, the following procedures and guidelines are to be followed:

1. DSN phone lines are to be used for voice and facsimile calls whenever possible. The use of commercial lines is allowed when it is impractical or impossible to reach the required party through DSN. Each division, district, and school that utilizes local host nation commercial lines, should keep a record of all voice and facsimile calls at the activity level as a means of internal control.
2. DoDDS-E, Government Telephones are for "OFFICIAL USE ONLY". According to the DoDEA *Employees' Guide to Standards of Conduct*, dated September 2003, "Use of Federal Government equipment and property, including communications systems, is only for official purposes or authorized purposes as approved by your supervisor."

3. Each activity (school, district, division) must be able to provide an updated list of all commercial phone lines and the purposes for which each line is used: voice, fax, modem, computer, phone system, fire alarm, VTC, restricted/security STU, server, etc.
4. Routine business should not be conducted over DoDDS-E cellular phones. Cellular-telephone-use charges for calls made in Europe are generally much higher than those for normal, commercial telephone service. International calls on cellular telephones are even more expensive.
5. Should a phone card/chip be lost, stolen or damaged, report this to the area or district Telephone Control Officer, within 24 hours.

F. EFFECTIVE DATE: This policy is effective June 4, 2004.

Diana J. Ohman
Director, DoDDS-Europe

Attachment:
As stated