



DEPARTMENT OF THE ARMY

Headquarters, Landstuhl Dental Activity

CMR 402

APO AE 09180

REPLY TO
ATTENTION OF:

MCDS-EUL

22 June 2004

MEMORANDUM FOR LDENTAC CDRs/OICs/NCOICs

SUBJECT: Landstuhl Dental Activity (LDENTAC) Policy Letter 04-22, Use of Cellular Telephones

1. Purpose. The purpose of this memorandum is to establish policy for the control and authorized use of government owned cellular telephones. This policy is based upon the following references.

2. References.

a. AR 25-1, 30 June 2004, Army Information Management.

b. USAREUR Supplement 1 to AR 25-1, 27 February 2004, Army Information Management.

3. Scope. A cellular telephone also referred to as a mobile radio telephone (MRT), is a user-operated radio. Appropriated funds support official telephone calls made by cellular telephones, the issuance and use of these phones must be strictly controlled. This policy applies to all Landstuhl DENTAC personnel who procure, administer, control or use government owned cell phones. Local Commanders will ensure their MRT policy complies with the essential requirements set forth in this memorandum.

4. Responsibilities. In accordance with USAREUR Supplement 1 to AR 25-1, 29 January 2003, Appendix H, the following responsibilities are assigned.

a. The Commander will designate a Telephone Control Officer (TCO) for the LDENTAC by issuing an appointment letter that is updated annually. Generally, the TCO is accountable for all assigned cell phones and is responsible for monitoring usage.

b. The TCO will ensure that cell phones are not given or loaned to any activity outside of the TCO respective area of responsibility. This may only be accomplished through the issuing authority, the LDENTAC Commander.

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c. The TCO will maintain an inventory or database of all assigned cell phones, which includes, as a minimum-telephone numbers, card numbers and associated users.

d. TCO will brief new cellular telephone users on the rules for proper utilization of Government MRT's. The TCO will provide the user a memorandum listing these rules and obtain a signed statement from the user indicating they understand the rules for MRT use. The user must also agree to reimburse the Government if improper use or unauthorized calls are identified. Signed statements must be kept on file for every individual issued an MRT.

e. Semi-annually, the TCO will reinforce the initial training to MRT users through the use of memorandums, briefings, E-mailings or other means.

f. The TCO will review and validate all cell phone bills monthly via the DSN Usage and BASECOM Ordering System (DUBOS) or the statement of charges. Particular attention will be paid to those telephone bills that exceed \$50 per month. After review, if the TCO believes the bill contains calls that may be unofficial, the TCO will notify the Commander for further investigation. A copy of the validated bills will be filed for one (1) year and must be available for review during inspections.

g. The TCO will prepare a monthly usage report for the issuing authority on those MRT users whose charges exceed \$100 and/or where indications of abuse exist. The issuing authority will review and provide a written endorsement to the report. A copy of the endorsed report will be filed for one (1) year.

h. Cell phone users responsible for making unauthorized calls will make full reimbursement, by check, to the Department of the Army. The check will be turned over to the LDENTAC XO for completion of statement of charges. In addition, the issuing authority must sign off on the statement of charges for unofficial calls. Penalties for violations for the use of cell phones may include the full range of statutory and regulatory sanctions for DoD employees. Violations by military members will result in possible prosecution under the uniform code of Military Justice (UCMJ) or administrative action.

i. The issuing authority will review and approve all requests for new cell phone cards prior to procurement. All requests must be made in writing and meet the requirements outlined in paragraph 5. The TCO will maintain copies of justification letters on file.

5. Official Use Policy. LDENTAC's cellular telephone official use policy aligns strictly with and includes the requirements set forth in Appendix H of USAREUR Supplement 1 to AR 25-1.

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a. All calls on cell phones result in a charge to the government. Calls on cellular telephones are restricted to "Official Government Use Only." Private calls are prohibited. This prohibition includes personal calls that are normally authorized on Government-owned fixed networks.

b. All cellular phone users will be made aware that "toll free" calls are not always "toll free" when dialing from a cellular phone. Additionally, "1-800" numbers called from overseas locations are charged at the international rate. There may be rare instances when this type of call is justified, but it should be the exception, not the rule. Strict adherence to this policy is required. Finally, a cell phone shall not be used with a personal calling card when other telephone services are readily available.

c. International roaming charges quite often account for the bulk of excessive costs found within the statement of charges. Furthermore, roaming fees are assessed for both calls placed and for calls received on a cell phone. Consequently, all government cell phone users will adhere to the policy of keeping roaming calls to a minimum. Standard telephone service should always be the first choice in roaming situations. Cell phones are used only when there is no standard telephone service available.

d. Cellular phones will not be used for out-of-country (international) calls, unless time, location, or other circumstances do not permit the use of other telephone services.

e. Health, morale and welfare calls via an MRT are prohibited. Emergency calls are authorized.

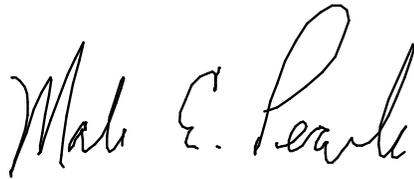
f. Accessing the World Wide Web or Internet with a cellular telephone is strictly prohibited.

g. Individuals will not use MRTs while operating a vehicle except with a "hands-free" set.

6. Requesting New cell Phone Cards. Only the issuing authority is authorized to approve the procurement of new cell phone cards. Requests must be in writing and fully justify the new requirement. Requests to activate a new cell phone will be disapproved if the requested phone is to be used: for convenience, instead of fixed telecommunications systems, instead of tactical communications in a field environment, to back-up other cell phones, and to send classified or sensitive information (an exception may be approved by HQ USAREUR if the MRT is used with an approved encryption device).

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Telephones.

A handwritten signature in black ink, reading "Mark E. Peacock". The signature is written in a cursive style with a large, looped initial "M".

MARK E. PEACOCK
Colonel, DC
Commanding

LDENTAC

Cell Phone User Agreement

USAREUR Supplement 1 to AR 25-1, Appendix H-8

As a user of a Military Issue cellular phone, I will adhere to the following.

1. Cell phones **should not** be used.
 - a. For other than