

**BY ORDER OF THE COMMANDER  
18TH WING**

**KADENA AIR BASE INSTRUCTION 33-106**

**3 AUGUST 2011**



**Communications and Information**

**CELLULAR TELEPHONE POLICY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *Information Resources Management*, AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios (LMR), Cellular Telephone and the Military Affiliate Radio System*, and AFI 33-111, *Voice Systems Management*. It provides guidance and implements instructions for individuals and organizations requesting cellular phones for which usage is limited to official duties, from the 18th Communications Squadron. All personnel controlling these devices will ensure strict accountability regarding usage and possession to avoid abuse and wasted resources. It applies to all 18 WG and partner units, and members supported by the 18 WG. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include the addition of the roles & responsibilities for the Resource Advisor and the Cell Phone Liaison (CPL). It also explains the new process for requesting cellular telephone service.

## 1. Cellular Telephone (CT) Use Policy.

1.1. Acquisition of new CT devices. The use of cellular phones is restricted to personnel who require communications of an immediate nature that cannot be satisfied through the use of pagers or LMRs. Cellular phones will not be used for command and control. They may be used for administrative purposes only. The 18th Communications Squadron (18 CS) coordinates all new cellular phone service with Yokota Air Base (AB) contracting office (374 CONS).

1.2. An occasional personal call on a CT is justified under some circumstances (e.g., call home to inform family when delayed by official business or in emergency situations). Personal calls on government cell phones must be the exception, not the rule. Morale, welfare and recreation calls are not authorized on CTs. Use a regular telephone (land lines) as a first priority when and where available. Cellular services are generally more expensive; limit their use.

### 1.3. Special Telephone Features and Services.

1.3.1. To manage and control the configuration of CTs, any new requirements (to include additions and/or upgrades) to service plans must be processed and approved using 18 CS request procedures.

1.3.2. Global Access. This feature should only be considered if the CT will be used outside of Japan and the user fully understands the rates incurred by this service. Global Access service incurs higher rate charges for all data transfers, emails, and incoming/outgoing calls.

### 1.4. Telephone Monitoring and Recording.

1.4.1. The Air Force uses unsecured telecommunications systems such as telephones, cellular phones, radios, facsimile, pagers, computer networks and other wired or wireless electronic devices to conduct day-to-day official business. Adversaries can easily monitor these unsecured systems that could provide information on military capabilities, limitations, intentions and activities. See AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*, for further information.

1.4.2. When issuing the CT, require personnel to sign a form that includes the following notice and consent statement: **“Do not transmit classified information over unsecured telecommunications systems. Official DoD telecommunications systems are subject to monitoring. Using this telecommunications system or device constitutes consent to monitoring.”** (A sample consent statement is provided in [Attachment 2](#).) The signed forms will be retained by the CPL.

## 2. Requesting Cellular Telephone Services.

2.1. All CT requests must be submitted with appropriate documentation in advance of purchase.

2.2. Cellular telephones are funded by the requesting unit. Initial requests for CTs will be made by completing a DD Form 428, *Communication Service Authorization*, must be filled out with the requested information to include the unit's Miscellaneous Obligation/Reimbursement Document (MORD), along with the Resource Advisor's

signature. After being signed the RA will send the DD Form 428 to the 18 CS cell phone liaison at [kadena.cellphones@kadena.af.mil](mailto:kadena.cellphones@kadena.af.mil) for processing.

2.3. 18 CS will forward requests to Yokota AB contracting office (374 CONS) who will process the request and forward the order to the appropriate CT vendor. The CT vendor will fulfill the order and deliver the product to the CPL, who will then contact the unit RA for pick up.

2.4. CT orders take approximately 7 duty days to process once the CPL forwards your request to Yokota AB contracting office (374 CONS).

### **3. Billing for Unofficial Calls.**

3.1. Unit CTs with global access service are charged for all outgoing/incoming calls and data packet transfers when used outside of Japan.

3.2. Unit TCOs and RAs will be responsible for monitoring CT bills to determine if toll charges for excessive usage are being incurred for unofficial business. Identified users will be directed to take appropriate action to reimburse the government.

3.3. AFI 33-111, *Voice Systems Management*, explains how to recover costs for unofficial calls. The TCO and RA will review all telephone data and inform the Telephone Operations Office (18 CS/SCOS) when abuse has taken place. The 18th CS Telephone Operations NCOIC will provide the unit TCO and RA with additional information pertaining to collection of funds if required. Unit RAs will be responsible for collection of unauthorized CT usage fees via a DD Form 1131, *Cash Collection Voucher*.

### **4. Annual Requirements.**

4.1. An annual DD Form 428, *Communication Service Authorization*, for revalidation will be accomplished for each unit each September by the Unit RA to ensure CT service is still required by the unit.

4.2. An annual payment revalidation will be accomplished at the beginning of every fiscal year using a DD Form 428. This form, provided by the CPL, must be filled out and signed by the unit RA. 18 CS will forward all DD Forms 428 to Yokota AB contracting office (374 CONS) to ensure proper payment of CT bills. Since 18 CS/SCOS manages billing for CT service, it is important that the Unit RA accomplishes this annual revalidation to avoid service termination for **all** of their squadron's CTs. RAs must establish a MORD with adequate funds to cover their CT bills for the fiscal year. The MORD will be written onto the DD Form 428 and the Unit RA will send a copy of the MORD paperwork to [kadena.cellphones@kadena.af.mil](mailto:kadena.cellphones@kadena.af.mil).

4.3. The Unit RA will prepare the MORD by 1 October of each fiscal year and should be awaiting certification. If 18 CS/SCOS does not receive a unit's MORD by close of business (COB) 15 October, all phones for that unit will be temporarily suspended. If no MORD is received by COB 31 October, all phones for that unit will be terminated. These deadlines are necessary to ensure prompt payment to the local CT vendors.

MATTHEW H. MOLLOY  
Brigadier General, USAF  
Commander, 18th Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*, 12 July 2010

AFI 10-701, *Operations Security(OPSEC)*, 18 October 2007

AFI 33-104, *Base-Level Planning and Implementation*, 10 May 2001

AFI 33-111, *Voice Systems Management*, 24 March 2005

AFI 33-201V1, *Communications Security (COMSEC)*, 1 May 2005

AFI 33-201V2, *Communications Security (COMSEC) User Requirements*, 26 April 2005

AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*, 1 May 2006

AFI 33-230, *Information Assurance Assessment and Assistance Program*, 4 August 2004

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 33-1, *Information Resources Management*, 27 June 2006

AFRIMS Records Disposition Schedule (RDS)

DoDD 5000.01, *The Defense Acquisition System*, 12 May, 2003

Public Law 93-579, *Privacy Act of 1974*

Public Law 100-235, *Computer Security Act of 1987*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

DD Form 428, *Communication Service Authorization*

DD Form 1131, *Cash Collection Voucher*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**COB**—Close of Business

**CPL**—Cell Phone Liaison

**CT**—Cellular Telephone

**DoDD**—Department of Defense Directive

**LMR**—Land Mobile Radios

**MORD**—Miscellaneous Obligation/Reimbursement Document

**RA**—Resource Advisor

*Terms*

**Cellular Telephone (CT)**—Radio devices that offer telephone-like services through a wireless commercial infrastructure.

**Personal Wireless Communication Systems (PWCS) Custodian**—Unit person responsible for obtaining and managing PWCS equipment.

**Communications and Information Systems Officer (CSO)**—The Communications Squadron Commander. Ensures telephone service meets installation mission requirements.

**Cell Phone Liaison (CPL)**—Point of Contact between 18th Communications Squadron and local CT providers (AU and NTT Docomo).

**Resource Advisor (RA)**—Unit person responsible for all financial purchases and transactions.

**Telephone Control Officer (TCO)**—Unit person responsible for ensuring all telephone activities are monitored for abuse, as well as overseeing inventory for all CTs.

**Attachment 2****CUSTOMER BRIEFING AND ACCOUNTABILITY RECEIPT**

**A2.1.** This briefing is intended to inform those using any government land mobile radio or cellular telephones of the user responsibilities regarding its use.

**A2.2. Cellular Telephone (CT) Costs:** The using squadron is billed for each individual cellular phone number. Locally billable charges include all calls placed from a CT but do not include all incoming calls to a CT. CALLS PLACED FROM AND RECEIVED BY THE KADENA CELLULAR PHONES MUST BE GOVERNMENT OFFICIAL IN NATURE. Our service providers, Docomo and AU, bill Kadena AB at a commercial rate; therefore, personal calls should not be placed using these phones, even if you are willing to reimburse the government. Regular telephone (land lines) must be used as a first priority when and where available. Emergency situations will be dealt with on a case-by-case basis. Bills are reviewed carefully for unofficial or questionable charges and you will be asked to validate that all charges were official to your unit's Telephone Control Officer. Be aware that some CTs have Global Passport access, which allows the phones to be used internationally. This service is highly expensive, as all calls coming in and going out are double charged. The Global Passport service should be used very sparingly or preferably not at all.

**A2.3. Security.** Land mobile radios are not to be used for operational communications, which may be considered sensitive or For Official Use Only. The weak land mobile radio signal is susceptible to jamming, intrusion, interference and monitoring. Although Federal Communications Commission regulations specifically prohibit monitoring cellular telephone frequencies within the CONUS, many inexpensive monitoring devices are available on the open market.

**A2.4. Fraud, Waste and Abuse.** Using a government land mobile radio or a CT for other than official government business without reimbursing the government is fraud. Using a CT in lieu of other available government landlines, where available, is abuse. Using a CT when pagers and radios will accomplish the mission is waste.

**A2.5. Statements of Understanding.** By signing below, I certify that I will not discuss classified or sensitive information on either device. I acknowledge and understand the following statement in accordance with AFI 33-219. **“Do not transmit classified information over unsecured telecommunications systems. Official DOD telecommunications systems are subject to monitoring. Using this telecommunications system or device constitutes consent to monitoring.”** I acknowledge receipt of and responsibility for the items described herein. I certify that all charges incurred on this cellular phone while it is signed out to me will be for government official calls, unless otherwise noted.

**User Name:** \_\_\_\_\_

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_