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Communications & Information Management



**MANAGEMENT OF CELLULAR TELEPHONE/  
SMARTPHONE DEVICES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Publishing Directive (AFPD) 33-1, *Information Resource Management*, Air Force Instruction (AFI) 33-103, *Requirements Development and Processing*, AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems*, 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. All personnel controlling these devices will ensure strict accountability regarding usage and possession to avoid abuse and wasted resources. It applies to all 94 Airlift Wing units, Air National Guard, US Air Force Reserve units and US Air Force tenant units supported by the 94 Airlift Wing. Send comments and suggested improvements to this publication on AF IMT 847, **Recommendation for Change of Publication**, through channels to 94CF/SCXA, 1392 2<sup>nd</sup> Street, Bldg 827, Dobbins ARB, GA 30069.

**SUMMARY OF CHANGES**

**This publication is substantially revised and must be completely reviewed.** Title of publication was changed from *Management of Personal Wireless Communication Systems (PWCS)* to *Management of Cellular Telephone/Smartphone Devices*. Removed **Attachment 2**, *Customer Briefing and Accountability Receipt* and **Attachment 3**, *Cellular Telephone Justification for Dobbins ARB*. Added the term smartphone to describe devices connected to the network. Updated references in **Attachment 1**, *Glossary of References and Supporting Information*.

**1. Cellular Telephone/Smartphone (CT) Use Policy.**

1.1. Acquisition of new CT devices. The use of cellular phones is restricted to commanders, vice commanders, deputy commanders, key and/or standby personnel who require communications of an immediate nature that cannot be satisfied through the use of pagers or LMRs. CTs will not be used for command and control. Commanders, division chiefs, and organizational management are responsible

for ensuring oversight of CT assets, and periodic checks of CT management. CTs are to be used for administrative purposes only. The contracting office will not establish CT service policy without 94 CF coordination.

1.2. Air Force provided CTs are to be used for official and authorized purposes. Personnel are authorized to use CTs to make short infrequent personal calls when appropriate under the circumstances. Examples of appropriate calls include notifying family members of changes in schedules, checking on medical, school, or childcare appointments, and inquiring as to car repair status. Emergency calls are always authorized. Examples of inappropriate calls include obscene or harassing calls, calls for commercial gain, or personal calls that generate more than minimal charges to the government.

1.3. Use a regular (corded land line) telephone as a first priority when and where available.

1.4. Telephone Monitoring and Recording.

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

1.4.2. When a CT is issued, personnel are required to sign the attached form (See [Attachment 2](#)) 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.”** The signed forms will be retained by the 94 CF/SCXR office issuing the device until 6 months after the device is returned. Every CT will have a DD Form 2056 (miniature version) attached. These forms can be obtained from the Base TCO or unit appointed TCO.

1.5. Each Unit TCO will validate their unit’s itemized CT bill(s) monthly. These validations will be performed in accordance with paragraph 4. below prior to the GPC holder paying the CT bill(s).

## 2. Requesting Cellular Telephone Services:

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

2.2. CT requests are made by completing an AF IMT 3215, **IT/NSS Requirements Document**. The AF IMT 3215 must document the communications requirement, not the specific need for a CT. The request must provide sufficient justification as to why a mobile communications asset is needed. The AF IMT 3215 must be signed by the Unit Commander in the requester approval authority block and coordinated through appropriate Group Commander or appropriate division chief. All AF IMT 3215 requests without a unit commander signature will be returned to the originating organization without action. All initial smartphone (Blackberry, TREO, etc.) requests will be approved by the 94 AW Commander as Host Base Approval Authority. All initial requests for standard CT’s will be approved by the Group Commanders as the Host Base Approval Authority. AF IMT 3215s will be submitted to 94 CF/SCXA, Communications & Information Contractor. The 94 CF will process the AF IMT 3215 and will contact the customer upon finalization action (approval or disapproval), technical solution and costing. Requirement disapprovals can be appealed to the 94 AW Commander by routing the original AF IMT 3215 and the disapproval documentation through the 94 CF/CC, the appropriate Group com-

mander or division chief to the 94 AW Commander. A copy of the original AF IMT 3215 CT request must be kept on file by the unit TCO until the phone is upgraded or turned in.

2.3. Before requesting a CT, ensure operational security (OPSEC) considerations are identified and considered.

2.3.1. If the using organization identifies a functional requirement to communicate sensitive unclassified or classified information, a completed operations security (OPSEC) analysis document and certification of risk acceptability (see AFI 10-701, *Operations Security*) must accompany the original Requirements Document.

2.3.1.1. If OPSEC determination is disputed, the issue will be elevated to 94 MSG/CC.

2.3.2. The CSO will review the completed package and will recommend whether the requiring commander should accept the risk and fund the requirement.

2.4. The AF IMT 3215 is also used to upgrade or terminate a CT account. The AF IMT 3215 does not need to be signed by the unit CC in this case; however, it must be signed by the Unit TCO for the requestor and submitted to 94 CF/SCXA. Any CT upgrades to the original AF IMT 3215 CT request must also be kept on file. A smartphone upgrade request can be approved at the group commander level as the Host Base Approval Authority.

2.5. When a CT account is terminated, the old CTs will be turned in to 94 CF/SCMR for possible reutilization or proper disposal to DRMO. Presently, the only accepted disposal option for assets with memory capability, such as the smartphones, is destruction. If a smartphone is turned in, a destruction report will be provided to the losing unit for historical records and kept on file for a minimum of 3 years after turn in or destruction.

2.6. Use of personally owned or contractor owned smartphones for the processing of official business within the 94 AW is prohibited. The synchronization of personally/contractor owned smartphones using any wired or wireless method with government purchased PCs or workstations is prohibited. There is currently no method to sanitize smartphones in the event of accidental download of classified information. Inability to sanitize could necessitate the destruction of personal/contractor property. If individuals have a requirement to use a smartphone on the Air Force network, they must request issuance of a government-owned device.

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

3.1. All personal calls, as described under paragraph 1.2., made on government CT that cause the CT bill to exceed the established monthly-allotted usage charge will be reimbursed by the user.

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

3.3. AFI 33-111, explains how to recover unofficial call costs. The TCO reviews all telephone data and informs the 94 CF/SC, and the unit's resource advisor when there is abuse. Unit resource advisors will be responsible for collection of unauthorized CT usage fees via a DD Form 1131.

### **4. Monthly Requirements.**

4.1. A monthly validation of CT bills must be performed prior to payment of the bill. The monthly validation process is initiated by the Base TCO by sending a CT validation letter to unit TCOs with CT accounts (see [Attachment 3](#)). This monthly validation requires the unit TCO and Government Purchase Card (GPC) holder check the CT bill(s) to ensure billing plans are adequate to cover monthly plan, no tax is being charged, no insurance charges are being made, and to determine if unofficial call costs are being incurred. Upon validation of the bill, the unit TCO will sign their name and date under the stamped or written words, "VALIDATED BY", on the very first page of the bill to signify validation. The CT validation letter will then be signed and returned to the Base TCO (94CF/SCMT) within 15 days of receipt of the bill. If abuse is detected by the unit TCO, the Base TCO should be notified immediately. The Base TCO will provide the unit TCO with the appropriate action(s) to be taken. Unit TCOs will maintain a copy of this CT monthly verification letter for at least 3 years. Any CT additions or deletions will also be annotated on the unit TCO's CT inventory sheet and a new updated copy will be sent back with the monthly validation letter to the Base TCO. The Base TCO will maintain these validations for each unit for a minimum of 3 years. In addition, unit TCOs will monitor option fees and taxes to identify internet/e-mail activation and prevent unnecessary charges on the CT bill.

## 5. Annual Requirements.

5.1. The Base TCO will send an annual AF IMT 3131, *General Purpose* to each Unit TCO (see [Attachment 4](#)) for revalidation of CT's. This spreadsheet will be utilized to inventory and validate all CT's within the unit. The unit TCO will send the completed revalidation spreadsheet back to the Base TCO for compilation of the base's complete wireless communication inventory. Units failing to meet the inventory deadline will be denied new work orders until the inventories are submitted. The Base TCO will maintain the base-wide wireless communication inventory file.

5.2. IMT's Adopted. DD Form 2056, **Telephone Monitoring Notification Decal**

5.3. IMT's Prescribed. AF IMT 3131, **General Purpose** and AF IMT 3215, **IT/NSS Requirements Document**

HEATH J. NUCKOLLS, Colonel, USAFR  
Commander

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

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

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

DoDD 5000.1, *The Defense Acquisition System*, October 23, 2000

AFPD 33-1, *Information Resources Management*

AFI 10-601, *Capabilities Based Requirements Development*

AFI 10-701, *Operations Security (OPSEC)*

AFI 33-103, *Requirements Development and Processing*

AFI 33-104, *Base-Level Planning and Implementation*

AFI 33-111, *Voice Systems Management*

AFI 33-201 Vol 1, (FOUO) *Communications Security (COMSEC)*

AFI 33-201 Vol 2, *Communications Security (COMSEC) User Requirements*

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

AFI 33-230, *Information Protection Assessment and Assistance Program*

AFI 33-360, Vol 2, *Content Management Program – Information Management Tool (CMP-IMT)*

AFI 33-322, *Records Management Program*

***Terms***

**Cellular Telephone (CT)**—Radio devices that offer telephone-like services through a wireless infrastructure. This term will also be used to include the smartphone devices (i.e. Blackberry, Treos, etc) that possess cellular telephone capabilities.

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

**Unit Telephone Control Officer (TCO)**—The person appointed by the unit commander responsible for obtaining, validating, and maintaining communications equipment.

**Base TCO**—Base person responsible for collecting reports on the adding, deleting, inventory of, and maintaining records for all base telephones.

Attachment 2

CELLULAR TELEPHONE (CT) USER AGREEMENT

1. The using organization is billed for each individual CT number. Our service providers, Nextel, AT&T, Cingular, and Verizon bill Dobbins ARB at a government rate; personal calls should be kept to an absolute minimum, and should not overrun plan minutes even if you are willing to reimburse the government. A regular telephone (corded land line) shall be used as a first priority when and where available. Bills are reviewed carefully for unofficial or questionable charges. **You will be asked to validate to your unit Telephone Control Officer that all CT charges to your number were for official purposes or for appropriate personal calls of short duration.**

2. CTs are not to be used for operational communications, i.e., those which may be considered sensitive or For Official Use Only. The weak CT signal is susceptible to jamming, intrusion, interference and monitoring.

3. All Smartphones must be password protected.

4. I will register my Smartphone with my local equipment custodian for local accountability.

5. I understand that the process for sanitizing sensitive and classified information from the Smartphone may result in its destruction.

6. As required by AFI 33-219, Atch 3, I have read and understand the following consent to telecommunications monitoring.

**“Do not transmit classified information over unsecured telecommunication systems. Official DoD telecommunications systems are subject to monitoring. Using this telecommunications system or device constitutes consent to monitoring.”**

7. Device information:

a. Phone Number: \_\_\_\_\_

b. Device Serial Number: \_\_\_\_\_

c. Service Provider: \_\_\_\_\_

8. I can be contacted at \_\_\_\_\_

(Office Symbol & Office Phone Number)

I acknowledge receipt of and responsibility for the items described herein. I certify that all charges incurred on this cellular device while it is signed out to me will be for government official and authorized calls, unless otherwise noted.

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

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

File:

1 - Original copy maintained by Unit TCO

2 - Copy to 94 CF/SCXR

**Attachment 3**

**MONTHLY CELLULAR TELEPHONE VALIDATION**

Date:

MEMORANDUM FOR ALL TELEPHONE CONTROL OFFICERS

FROM: 94 CF/CC

1392 Second Street

Dobbins ARB, GA. 30069-4610

SUBJECT: Monthly Cellular Telephone Bill Validation

1. Request all Base Staff Agencies and Air Force Tenant Organizations Telephone Control Officers (TCO), conduct a cell phone device bill validation for all unit-provided government devices, to ensure there are no incidents of abuse (overcharging of unit designated cellular phone plans), or charges pertaining to federal excise, state, and local taxes. After validation below, please forward this letter to this office within 15 days of receipt of the bill. All unit TCO's are required to validate all bills prior to the cell phone bill being paid by the respective Government Purchase Card holder. All cellular telephone devices/smartphones must have a DD Form 2056, Consent to Monitor, affixed. Signature at the bottom verifies all unit cell phone devices have the DD Form 2056 affixed.
2. All signed validation letters must be sent back to 94 CF/SCMT, or e-mailed, to [Otis.Sampson.ctr@dobbins.af.mil](mailto:Otis.Sampson.ctr@dobbins.af.mil). If you have any questions please contact Mr. Sampson at ext. 5-2628.

//SIGNED//

WILLIAM BROCK JR, Capt, USAFR

Commander, 94 CF

1<sup>st</sup> Indorsement

TO: 94 CF/SCMT (Otis Sampson)

I have reviewed all unit CT bills and have validated that the unit's CT plan(s) have not been abused and the user has abided by AFI 33-111, para 26, *Air Force Instruction on Cellular Telephone Service*. In addition, there are no unauthorized direct-connect charges or taxes incurred on any of the bills.

Validated by Unit TCO : \_\_\_\_\_ Date: \_\_\_\_\_

### Attachment 4

WIRELESS COMMUNICATION INVENTORY SHEET					
I CERTIFY THAT ALL CELLULAR TELEPHONES IN THE ORGANIZATION ARE LISTED HERE ON THIS FORM AND THAT EACH INSTRUMENT HAS A DD FORM 2056 AFFIXED.					
TCO SIGNATURE _____			DATE _____		
USER NAME	CELLULAR NUMBER	VENDOR	SERIAL NUMBER	OFFICE SYMBOL	OFFICE PHONE
Col. John Doe	770-XXX-XXXX	Sprint	123-456-78910	94CF/SCXA	5-XXXX



**Attachment 4 (Cont)**

**A4.1.** To fill out the Wireless Communication Inventory Sheet, under User Name, type or write in the name of the user the CT is assigned to.

**A4.2.** In the Cellular Number block, input the telephone number assigned to CT.

**A4.3.** In the Vendor block, type in the name of the vendor providing the service for device.

**A4.4.** In the Serial Number block, type or write in the serial number on the device.

**A4.5.** In the Office Symbol block, type or write in the users organization and office symbol. For example, 94CF/SCXA.

**A4.6.** In the Office Phone block, type or write in the office number for the user.

**A4.7.** Once all CT's devices have been identified, sign and date form to certify that all wireless devices are accounted for and that each instrument has a DD Form 2056, **Telephone Monitoring Notification Decal**, attached.