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PPM-003-2011
CIO

JUN 22 2011

SUBJECT: Blackberry and Cell Phone Services

Purpose: To establish policies and procedures for requisition, configuration, distribution, and management responsibility of cell phones and Blackberry devices at the Uniformed Services University of Health Sciences (USUHS).

Applicability: This memorandum applies to all USUHS students and employees (military and civilian).

Policy: The Administrative Support Division (ASD) operates and maintains the Cell Phone and Blackberry management program for the University. ASD uses the following policies to enforce program implementation:

1. All cell phones and Blackberrys issued by the Administrative Support Division (ASD) will be monitored and the employee receiving the device is responsible for its use and safe-keeping.
2. All cell phones and Blackberry devices procured by federal funds are government property and are for official use only.
3. Personnel using cell phones or Blackberrys for unofficial purposes are responsible for reimbursing the government for unauthorized charges incurred.
4. Employees receiving the devices are responsible for proper use and safe keeping.
5. Blackberry devices approved by ASD will have network access and security configurations performed by the Network Operations & Communications (NOC) department.
6. Use of official cell phones or Blackberrys constitutes consent to security monitoring.
7. Discussion of classified information/material on unsecured devices is strictly prohibited. Cell phones and Blackberry devices used at USUHS do not provide secure communications channels.
8. Blackberry device model issued to the recipients shall be consistent with the designated model for standardization and efficient management.

Responsibilities:

1. The Director, ASD shall ensure that a cell phone and Blackberry program is established and operational. ASD's Communications section will oversee this program.
2. The Administrative Support Division (ASD) shall:
 - a. Maintain responsibility for the issuance/turn-in of cell phones and Blackberry devices issued by ASD's Communication section.
 - b. Maintain a record of issued/returned cell phones and Blackberry devices.
 - c. Assist the user with any voice/data related problems with the Blackberry.

3. Department Chairs/Activity Heads shall:
 - a. Identify personnel requiring cell phones or Blackberry.
 - b. Submit request with the following information to ASD:
 - i. Type of device (cell phone or Blackberry). NOTE: A Blackberry device is appropriate for mobile workers who need continuous access to synchronized email, contacts, and calendar data in addition to voice services. The less expensive cell device should be used for all other cases.
 - ii. Date required (if applicable)
 - iii. Intended recipient of the device
 - iv. Special device requirements (i.e. international service (voice/data))
 - c. Ensure that Blackberry devices are not purchased or added/removed without notifying NOC.
 - d. Ensure that personally owned Blackberry devices are not used for official government business.
 - e. Ensure the cell phone or Blackberry authorizations are terminated upon changes of status of the individual (e.g., transfer, termination, or separation).
 - f. In case of loss or suspected compromise of devices, report immediately to ASD's Communications section and the NOC for appropriate actions to prevent unauthorized access to information contained in the device.
4. The Network Operations & Communications (NOC) department shall:
 - a. Properly configure all Blackberry devices according to published DoD network and security policies for access to the USUHS network.
 - b. Issue the properly configured Blackberry to the intended recipient.
 - c. Assist the user with any network-related problem affecting the device.
5. The Authorized User:
 - a. Shall use command cell phones/Blackberry to conduct official business only.
 - b. Are responsible for reimbursing the government for unauthorized charges incurred.

Effective Date: This PPM shall be effective from the date of signature.



Charles L. Rice, M.D.
President

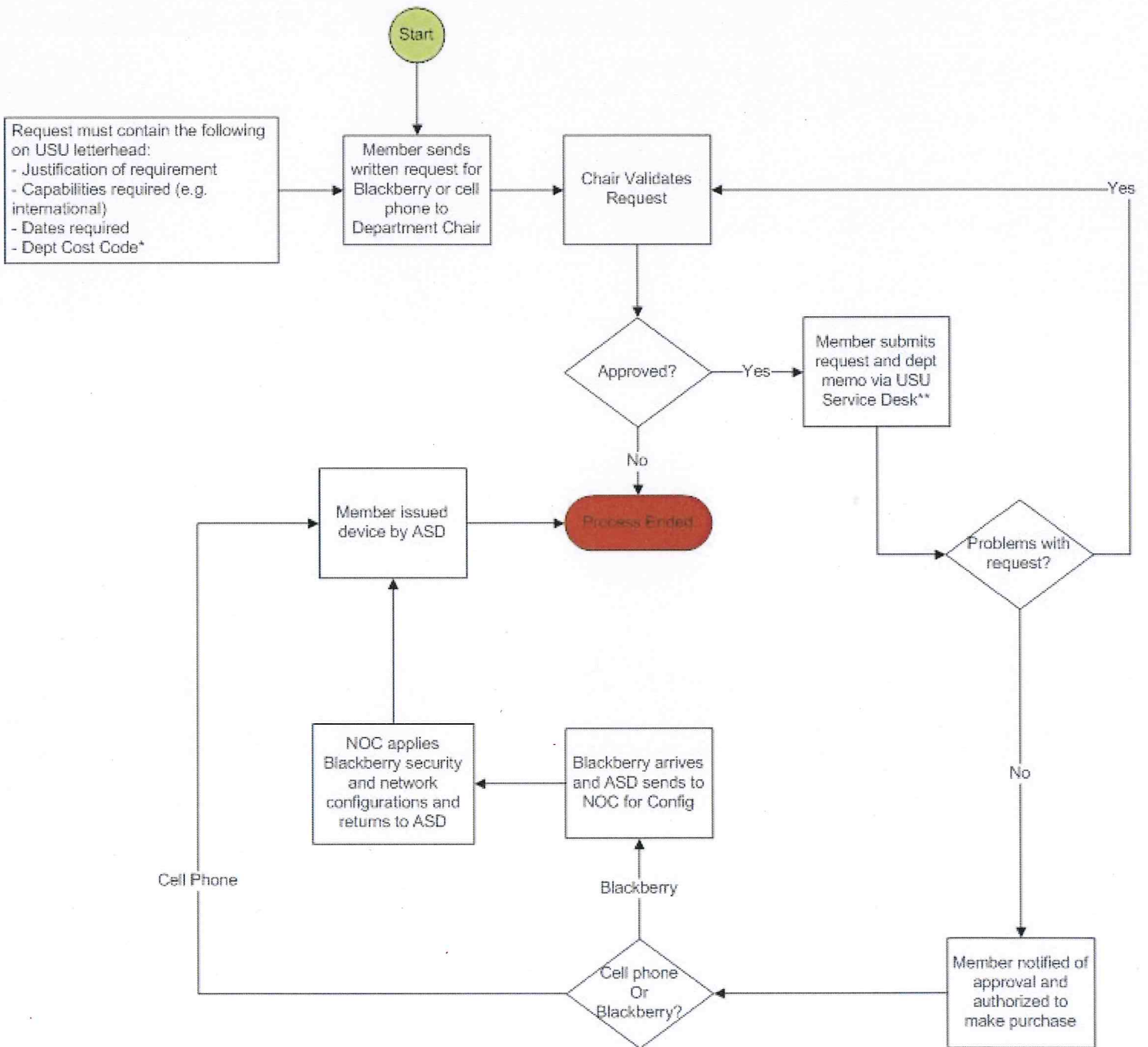
Enclosures:

1. References
2. Blackberry/Cell Phone Request Process
3. Sample of Request for Blackberries

REFERENCES

- (a) DoD Instruction 8560.01, "Communications Security (COMSEC) Monitoring and Information Assurance (IA) Readiness Testing," dated October 9, 2007
- (b) DoD Directive 5500.07, "Standards of Conduct," dated November 29, 2007
- (c) SECNAVINST 2305.11A, "Use of DOD Phones," January 17, 1986
- (d) Standard Operating Procedure Administrative Support Division, dated January 1, 2008

Blackberry/Cell Phone Request Process



* Ordering department is responsible for initial procurement and monthly costs on Blackberry procurements

** USU Service Desk available at: <http://usuca/CAisd/pdmweb.exe>



SAMPLE

11 May 2011

MEMORANDUM FOR ADMINISTRATIVE SUPPORT DIVISION

SUBJECT: Request for Blackberries, _____

1. In accordance with the PPM-xxx-xxxx, dated _____, the following information is provided.
 - a. Number of devices required: _____
 - b. Type of device: Blackberry Bold 9000
 - c. Dates required: _____
 - d. Personnel to be issued device(s): _____

2. With your approval to purchase the blackberries and service, the brigade staff will be able to keep up to date with duties and daily communication between Military Leadership.

3. The blackberries and the service will be paid through the _____ department funding.

4. If you have any questions, please feel free to contact _____ at _____ or at _____.

Department Chair/Activity Head