

COMOMAG INSTRUCTION 2305.1D

Subj: USE OF COMMUNICATIONS SYSTEMS AND EQUIPMENT

Ref: (a) DOD Directive 5500.7
(b) SECNAVINST 2305.11A
(c) NAVSUPINST 4200.85C
(d) COMOMAGINST 4000.1P

1. Purpose. To provide uniform guidance for the proper use of communication systems and equipment.
2. Cancellation. COMOMAGINST 2305.1C.
3. Background. References (a) and (b) prohibit Department of Navy (DON) civilian and military personnel from using Government services and equipment for other than official use and authorized purposes.
4. Definitions

a. Communication Systems and Equipment. Systems and equipment that transmit voice, data and video over a communication channel including, but not limited to, Government owned telephones (including cellular), facsimile machines, pagers, electronic mail, local and wide-area networks, the Internet and similar commercial systems when use is paid for by the Federal Government.

b. Official Use. Official use is defined as communication that is necessary for the conduct of official business. Official use includes emergency communication and communication that a Department of Defense (DOD) component determines is necessary in the interest of the Federal Government. Official use may include, when approved by the unit Commanding Officer, communication by military members and other DOD employees who are deployed for extended periods away from home on official DOD business.

c. Authorized Purposes. Brief communication made by DOD employees while they are traveling on U.S. Government business to notify family members of official transportation or schedule changes. Authorized purposes also include reasonable personal communication made while at the workplace.

5. Policy

a. The use of communication systems and equipment shall be for official use and authorized purposes only, with the following authorized exceptions:

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(1) Brief communication that is most reasonably made from the employee's normal workplace (such as checking in with spouse or minor children, scheduling doctor and auto or home repair appointments; brief Internet searches; e-mail directions to visiting relatives, etc.).

(2) Receipt of brief e-mail and facsimiles, as long as a comparable receipt would be acceptable via telephone, and the use is no more disruptive than a telephone call.

(3) The above authorization is subject to the following conditions:

(a) Whenever possible, employees should limit personal communication and Internet searches to authorized break periods or after duty hours.

(b) Personal communications will be infrequent and short.

(c) Direct long distance charges or other fees must not accrue to the U.S. Government, i.e., employees must use toll-free numbers or charge any long distance communications to personal credit cards.

(d) Communication that overburdens communication systems or equipment is prohibited.

(e) Communication to solicit or conduct business, advertising or other selling activities in support of private business enterprise or other nonfederal organization, regardless of whether for profit, is not permitted.

(f) Any other use that would reflect adversely on the Department of Defense, is incompatible with public service, or violates statute or regulation is not authorized.

b. Cellular Telephones and Services

(1) Cellular telephone usage is restricted to emergency communications that require immediate action on behalf of the person(s) being contacted. Unless immediate action is required, use of beepers is the preferred method of contact.

(2) Cellular telephone billing statements will be reviewed by the Commanding Officer/Officer-in-Charge on a monthly basis to ensure compliance with this instruction and to reevaluate requirements for cellular telephones.

(3) Procurement guidance and restrictions for cellular telephone equipment and services are outlined in references (c) and (d).

c. Beeper and Associated Services

(1) Beeper use is restricted to critical personnel with whom 24-hour contact is required. The use of nation-wide beeper service is generally cost prohibitive and will only be considered when critical personnel spend more than 25 percent of their time outside the local area on official travel. If it is determined that nation-wide service is required, the associated beeper will be checked out on an as-needed basis.

(2) Procurement guidance and restrictions for beepers and associated services are outlined in reference (d).

6. Action. Commanding Officers/Officers-in-Charge will strictly enforce the provisions of this instruction.

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Distribution: (COMOMAGINST 5216.1T)
List I, List II (Case A)