



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
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INDIAN HEAD, MD 20640

2100
S-6
21 Sep 07

CBIRF POLICY LETTER 07-07

From: Commanding Officer
To: All Hands

Subj: CELLULAR DEVICE USAGE POLICY

Ref: (a) Misappropriation Act: Title 31, US Code, Sec 1301
(b) DoD 5500.7-R Joint Ethics Regulation
(c) CBIRF Policy Letter 03-07

1. Cancellation. Effective immediately, Reference (c) is cancelled and is superseded by this policy.
2. Purpose. Publish CBIRF updated guidance on cellular device usage.
3. Method. This policy letter will provide specific guidance on authorized and unauthorized use of the cellular devices issued to the members of this command. Leaders at all levels are to ensure that the policy is understood and complied with by exercising appropriate supervision.
4. End State. All government-issued cellular devices are used within the boundaries of the associated plans and unnecessary cost is not incurred by the government.
5. Background. The unique nature of CBIRF's mission requires all CBC-qualified Marines and Sailors within the command be issued cellular devices for the primary purpose of recall and the secondary purpose of facilitating official communication. The unit is billed directly for the usage of these devices.
6. Policy
 - a. Authorized use of cellular devices includes, but is not limited to, the following:
 - (1) For professional and work-related telephone calls when access to a standard government phone line is unavailable

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or when the cellular call will be at no additional cost to the government.

(2) Limited personal telephone calls are authorized during an emergency situation when the use creates no additional cost to the government. When used for this purpose, detailed justification may be required.

(3) Other calls authorized by the Commanding Officer that serve a legitimate command interest.

b. Unauthorized use of cellular devices includes, but is not limited to, the following:

(1) Cellular devices are not to be used as a primary means of communication when a standard phone line or radio can be utilized.

(2) Roaming calls, to include international roaming, and calls to directory assistance (411), unless for work-related use.

(3) Cellular devices are not to be used when the use adversely affects the performance of the official duties or reflects adversely on the DoD (e.g., use for illegal activities, inappropriate handling of classified information).

(4) It is prohibited for an individual to misuse any government issued cellular device, despite any intention to repay the government.

c. In accordance with Reference (b), applicable laws, and regulations, use of Federal Government communications systems may be monitored. The use of the issued cellular device serves as consent to monitoring of any type of use, including incidental and personal use, whether authorized or unauthorized.

d. Use of cellular devices is not authorized without use of a hands-free device while operating motor vehicles or any other type of motorized equipment. If a governing regulation imposes a stricter standard (e.g., no use of any kind while driving), the stricter regulation will apply.

7. Applicability

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a. Violation of this policy may result in administrative or disciplinary actions, such as formal counseling, non-judicial punishment, or court-martial.

b. Furthermore, service members may be forced to assume personal liability for bills incurred by unauthorized use.

8. Action. Inform the S-6 of any violation of this policy. All members of the command will be required to sign a written statement of understanding regarding this policy provided by the S-6. This statement will also outline the current usage allowances included in the contract.

9. Point of Contact. Refer questions or concerns relating to this policy or cellular device usage to the S-6.

M. P. Rohlf Jr.

M. P. ROHLFS, JR.