

# PERSONAL COMMUNICATIONS DEVICE DISTRIBUTION

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## 1. Purpose

This directive establishes Department of Homeland Security (DHS) policy regarding the distribution of personal communications devices (PCS).

## 2. Scope

This directive applies to all DHS organizational elements.. DHS organizational elements that have existing PCS distribution policies and procedures in place may continue to use those procedures until September 30, 2003.. Effective October 1, 2003, all DHS organizational elements must comply fully with this directive.

## 3. Authorities

This directive is governed by numerous Public Laws and national policy, and related DHS management directives, such as:

- A. NTIA Manual of Regulations & Procedures for Federal Radio Frequency Management (January 2000 Edition with January/May/September 2001 versions)
- B. 47 CFR, Telecommunications Parts 0-199
- C. OMB Circular A-130, Management of Federal Information Resources
- D. DHS MD Number 4100, "National Wireless Management Office"
- E. DHS MD Number 4600, "Personal Use of Government Office Equipment"

## 4. Definitions

- A. **Personal Communications Devices**: Includes commercial wireless devices, such as cellular phones, pagers, radios, personal digital assistants (PDAs, including Palm, Pocket PCs, Windows CE, etc.), and mobile e-mail devices (Blackberry is a common mobile e-mail device used by DHS employees) and other handheld personal devices.

B. Other definitions pertaining to the information listed in this MD can be found in the following publications:

1. FED-STD-1037C; 1996 Glossary of Telecommunications Terminology
2. National Information Systems Security (INFOSEC) Glossary, NSTISSI, No. 4009 June 5, 1992

## 5. Responsibilities

A. The Under Secretary for Management, through the DHS Chief Information Officer, shall be responsible for all aspects of this directive.

B. The DHS Chief Information Officer (CIO) shall:

1. Ensure effective policy and procedures for the acquisition, management, and distribution of personal communications devices as it pertains to homeland security.
2. Ensure that personal communications devices, equipment and technology are managed and integrated components of the DHS inventory of information technology equipment.

C. **DHS supervisors** shall:

1. Determine the personal communications device needs of DHS employees under their responsibility and provide the information to the Office of the CIO.
2. Provide employees who are issued personal communications devices with a copy of this policy.
3. Ensure proper understanding of the policy.
4. Take appropriate actions when notified of non-compliance with the policy.

## 6. Policy and Procedures

A. **Policies**.. The primary objective of this directive is to:

1. Ensure that DHS personnel possess the proper telecommunications equipment necessary for them to accomplish their mission.
2. Ensure that a single policy for all organizational elements being assimilated into the DHS will function under the same rules and policies regarding personal communications devices.

3. Ensure that all official points of entries into the United States have interoperable or single telecommunications system(s) that will ensure coordinated support for the defense of the homeland.

B. **Procedures:**

1. Acquisition

(a) The DHS CIO will submit to the DHS Chief Financial Officer, a single telecommunications budget that will include the acquisition and distribution of personal communications devices for headquarters DHS personnel.

(b) All expenditures for personnel, equipment, and maintenance in support of this policy will be directed and submitted to the Office of the CIO, if requested.

2. Distribution

(a) All DHS Headquarters personnel with supervisory responsibilities are hereby authorized to have a DHS cellular phone and their choice of either a Blackberry mobile e-mail device or text messaging two-way pager. Other DHS personnel must follow the guidelines in Figure 1 below.

(b) All non-supervisory staff with requirements for personal communications devices listed herein will obtain the supervisory authorization and approval as set forth in Figure 1.

Figure 1 depicts guidance regarding distribution of various personal communications devices and reflects policy guidelines for levels of authorization required, limited personal use, and review and certification of these devices.

Detailed procedural guidance on ordering and issuing telecommunications services and equipment, billing, modifications, performance issues, misplaced, lost, or stolen drives, and termination of service is under the direct operational control of the CIO and will be issued as deemed necessary.

Device or Service	Supervisory Authorization level	Limited Personal Use Policy (LPUP)	Monthly Review and Certification
<b>Desktop Phone</b> <b>Local</b> <b>Long Distance</b>	<b>None Required</b>	<b>Permitted</b> <b>Permitted</b>	<b>No</b> <b>No</b>
<b>Cellular Phone</b> <b>Extra Minutes</b> <b>Two number</b>	<b>None Required</b> <b>Yes, OD</b> <b>Yes, OD</b>	<b>Permitted</b>	<b>Yes</b> <b>No</b> <b>No</b>
<b>Pager</b> <b>Two-way Text</b>	<b>Yes, OD</b>	<b>Permitted</b>	<b>Yes</b>
<b>Mobile/E-Mail</b>	<b>Yes, OD</b>	<b>Permitted</b>	<b>Yes</b>
<b>Other wireless</b> <b>roaming devices</b>	<b>Yes, OC</b>	<b>Permitted</b>	<b>Yes</b>
<b>800 Service</b>	<b>Yes, OC</b>	<b>Not Permitted</b>	<b>Yes</b>
<b>Calling Card</b>	<b>Yes, OC</b>	<b>Not Permitted</b>	<b>Yes</b>

Figure 1.. ... Levels of Supervisory Authorizations:.. OC = Office Chief,. OD = Office Director

A. **Questions or Concerns Regarding the Process:** Any questions or concerns regarding this directive should be addressed to the Office of the DHS Chief Information Officer.