

# CG POLICY

Number: **H-4**

**SUBJECT: Cellular Phone Usage**

Date:

26 MAR '01

1. Cellular phones have the potential to be a valuable mission-enhancing tool and they have been endorsed and funded by the Secretary of the Army for use by the USAREC recruiting force.
2. These assets must be used properly if the command is to support mission accomplishment, safeguard personnel, and avoid excessive charges. Management and enforcement of cellular phone usage is a command responsibility. Unauthorized and/or excessive use will be referred to the individual's commander for the appropriate action. The following guidelines apply while using cellular phones in USAREC:
  - a. Cellular phones must be safeguarded and should never be left unsecured in an open area. If not in use it should be secured in a locked room or desk. When carried out of the office it should be kept in the user's possession.
  - b. Use of the cellular phone for other than authorized purposes is prohibited. The cellular phone should only be used when necessary to enhance mission accomplishment. Some examples of appropriate use of the cellular phone are to check in with the station commander or to return a call from an applicant made to the station while the recruiter was out. Additional examples would include confirming or changing an appointment or to notify the guidance counselor of a delay in arrival at the MEPS. Personal use is limited to emergencies, or last minute changes in a schedule, when notification cannot be made from a government provided landline. Such use should be infrequent and of short duration.
  - c. Cellular phones will not be used to conduct business from the office or when other government communications lines are available. The cellular service the command has contracted provides 1000 minutes for each phone pooled across the command. This gives each user an average of 45 minutes per recruiting day of combined incoming and outgoing service. Excessive use of the phones will result in unprogrammed additional charges. Additionally, although our cell phone contract does not charge for roaming or in-country long distance charges, long distance calls to outside of the United States or its protectorates are generally prohibited as they generate an excess charge.
  - d. Use of the cellular phone in a vehicle: recruiting personnel must observe state laws and local ordinances. Common sense and command safety directives dictate that when a vehicle is in motion the driver should not be distracted between driving and cellular phone use. Therefore, only cellular phones equipped with a hands free kit may be used by USAREC personnel to place or receive calls while operating a vehicle. If the situation permits you may use your cell phone in the hands free mode, otherwise, you must move out of traffic flow to a safe area where you can come to a complete stop before utilizing the cellular phone. If you receive a cellular phone call while the driver of a government vehicle you should be aware of the traffic situation before having an extended discussion. However, when possible make your calls before you begin your trip and when you are stopped. Note: This policy is not an authorization to procure additional hands free sets. When funds are available the command will either acquire them or provide the authorization and source.
  - e. The Commanding General of USAREC has authorized military recruiting personnel to wear their cellular phone on their uniform following the guidance below. The USAREC has submitted a change to the draft AR 670-1 in Chapter 1 (*Uniform appearance and fit*) added to the end of paragraph 1-9 a. (2).

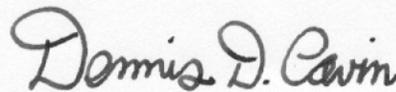
The addition would read as follows:

“Cellular Telephones. Recruiting personnel assigned to United States Army Recruiting Command are authorized to wear government-issued cellular telephones. The cellular telephone will be worn on the left or right hip (depending on the person being left or right handed) and will be attached using the issued black leather case to either the slacks’ black belt or skirt’s elastic waistband of the Class B uniform. The wear on the Class B uniform only includes the government-issued cellular telephone. The wear of privately-owned cellular telephones is not authorized.”

f. Cellular phones will only be used for data transmission in those areas, which are approved by the Director of Information Management. Current data rates over cellular circuits do not generally support providing computer connections to these cellular phones and excessive charges will result.

3. The cellular phones have been programmed with a local telephone number and are targeted to a specific RSID and/or zone. Assignment of these cellular phones shall be to recruiters at the locations designated. All Government provided cellular phones must have local hand receipt accountability to assist in preventing fraud, waste, and abuse. The current basis of issue for cellular phones is enclosed.

4. This policy memorandum is a lawful general order and is punitive. Failure to comply with the provisions of this policy memorandum may also violate USAREC Regulation 600-25, paragraph 2-6 and the Joint Ethics Regulation (DOD 5500-7-R). The USAREC personnel who violate this policy memorandum or the above regulations may be subject to disciplinary action under the Uniform Code of Military Justice (soldiers) or adverse action under Federal law and regulations (civilians employees).



DENNIS D. CAVIN  
Major General, USA  
Commanding General

Encl

ORIGINATING OFFICE:  
Information Management Directorate  
1-800-223-3735, extension 6-0043

**Each Recruiting Brigade**

<b>End User</b>	<b>Qty</b>	
<b>Commander and Staff</b>	<b>6</b>	
<b>Total</b>	<b>6</b>	C&C Phones

**Recruiting Support Brigade**

<b>End User</b>	<b>Qty</b>	
<b>Commander and Staff</b>	<b>4</b>	C&C Phones
<b>Recruiting Van Drivers</b>	<b>1 Per</b>	Recruiter Phones
<b>Special Forces Recruiters</b>	<b>46</b>	Recruiter Phones
<b>Golden Knights</b>	<b>10</b>	Recruiter Phones

**Each Recruiting Battalion**

<b>End User</b>	<b>Qty</b>	
<b>Commander and Staff</b>	<b>5</b>	
<b>Total</b>	<b>5</b>	C&C Phones

**Each Recruiting Company (& AMEDD Equivalent)**

<b>End User</b>	<b>Qty</b>	
<b>Company Commander</b>	<b>1</b>	
<b>First Sergeant</b>	<b>1</b>	
<b>Total</b>	<b>2</b>	C&C Phones

**Recruiting Station**

<b>End User</b>	<b>Qty</b>	
<b>Each RA Recruiter</b>	<b>1</b>	Recruiter Phones
<b>Each USAR Recruiter</b>	<b>1</b>	Recruiter Phones
<b>Each AMEDD Recruiter</b>	<b>1</b>	Recruiter Phones
<b>Station Commander</b>	<b>1</b>	Recruiter Phones
<b>LPSC</b>	<b>1</b>	Recruiter Phones

**SPECIAL Missions**

<b>End User</b>	<b>Qty</b>	
<b>Each RA Recruiter</b>	<b>1</b>	Recruiter Phones
<b>Each USAR Recruiter</b>	<b>1</b>	Recruiter Phones

Enclosure 1