



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
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2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 4400.2E CH-3

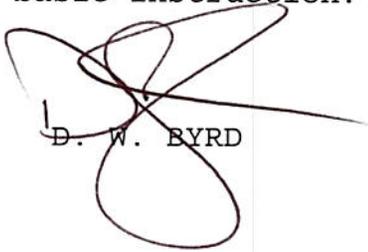
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### NAVCRUITDIST NEW YORK INSTRUCTION 4400.2E CHANGE TRANSMITTAL 3

Subj: RULES AND REGULATIONS AFFECTING THE USE OF OFFICIAL  
CELLULAR PHONES

1. Purpose. To promulgate change to the basic directive.
2. Action. All holders of basic directive are to make the following change:
  - a. Replace Enclosure (1), with updated form NAVCRUIT 2050/1 (Rev 10/10).
  - b. Add Enclosure (3), Administrative Remarks NAVPERS 1070/613 (REV. 08-2012) to the basic instruction.

  
D. W. BYRD

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NAVCRUITDIST NEW YORK INSTRUCTION 4400.2E

Subj: RULES AND REGULATIONS AFFECTING THE USE OF OFFICIAL  
CELLULAR PHONES

Ref: (a) NAVCRUITCOMINST 2061.2C

Encl: (1) NRC Custody Card for Cellular Phones  
(2) Official Record Of Counseling

1. Purpose. To promulgate information and command policies for management and usage of official cellular phones by identifying the responsibilities of the Supply Officer (SUPPO), Leading Chief Petty Officer (LCPO), Leading Petty Officer (LPO) and user.
2. Cancellation. NAVCRUITDISTNYINST 4400.2D.
3. Background. Reference (a) is the official approved policy of NAVCRUITCOM (NRC) regarding cellular phone use and includes applicable rules mandated by NRC. Cellular telephones offer the potential to enhance productivity of recruiting personnel. With this benefit comes the responsibility to properly safeguard and manage the use of this valuable asset. Any abuse of this privilege may be grounds for removal of cellular phone authorization.
4. Action
  - a. Scope and Responsibilities of the SUPPO:
    - (1) Ensure cellular telephones are used in the performance of official business only through periodic review of billing records.
    - (2) Ensure cellular telephones are not utilized to make credit card calls or any "additional charge calls" (i.e. 1-900-xxx-xxxx, 411 information, or overseas calls) that incur charges above and beyond the basic usage cost included within the plan. This may be accomplished through usage/contract restrictions and the review of billing records.
    - (3) Train Recruiters/users in the proper procedures for safeguarding and operating assigned cellular phones.
    - (4) Assign a communications coordinator to conduct the following administrative checks:

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- (a) Identify unofficial calls.
- (b) Analyze roaming charge (long distance) and "additional charge" calls.
- (c) Train recruiters/users in the proper procedures for safeguarding and operating assigned cellular phones.
- (d) Maintain an accurate inventory of all cellular telephones for the command utilizing JRMS and current Command Alpha Roster.
- (e) Ensure cellular telephones are issued utilizing the NAVCRUIT 2050/1, NAVCRUITCOM Custody Card for Cellular Phones, enclosure (1).
- (f) Ensure that a DD Form 200, Financial Liability Investigation of Property Loss, is completed for all missing, lost, or stolen cellular phones and a copy is forwarded to N63. If financial liability is determined by the Commander or Commanding Officer, the person who was issued the property shall be held financially liable.
- (g) Cellular telephones for the production recruiters will be procured and funded by N63. The cellular phones have been programmed with a local telephone number and are targeted to a specific Recruiting Station Identification (RSID) and/or zone. Assignment of these cellular phones shall be to recruiters at the locations designated.
- (h) Requests for cellular phone service will be entered and submitted via the JRMS Web site ([www.jrms.org](http://www.jrms.org)) by the Supply Department. JRMS will verify order information and forward it to GSA for processing. All requests for replacement cellular telephones, additional cellular telephones or a change in service, or any other issue regarding cellular telephones will be routed to JRMS for processing. Once JRMS has processed the order, the information will be entered into the JRMS Web site for the NAVCRUITCOM subordinate command location.

b. Scope and Responsibilities of LCPO or LPO:

- (1) Ensure that recruiters are trained and follow guidelines for the use of cellular telephones in the conduct of official business.
- (2) Ensure that recruiters do not make credit card calls or other "additional charge calls" on government cellular phones.
- (3) Ensure recruiters do not use cellular phones for personal calls.

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personal calls.

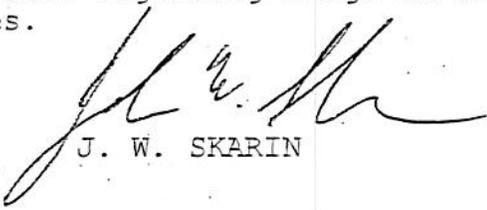
(4) Ensure while operating a government vehicle, recruiters do not use cellular phones, including "hands free devices" (i.e., headsets, ear pieces, bluetooths, etc.).

(5) Ensure the recruiter from the receiving NRS signs a receipt of assignment of minor property, enclosure (1). Upon transfer or removal from production, notify the SUPPO and ensure the cellular phone is returned.

c. Scope and Responsibilities of the Cellular Phone User/Recruiter:

(1) Cellular phone users/recruiters are responsible for immediately contacting the Supply Department when their cellular phone is lost, stolen, becomes inoperable or malfunctions.

(2) Cellular phone users/recruiters must sign the OFFICIAL RECORD OF COUNSELING, enclosure (2), a statement of understanding of all requirements regarding usage of official government cellular telephones.



J. W. SKARIN

Distribution:  
NRDNYINST 5216.1G  
Lists I and II

22 2015

**NAVCRUITCOM Custody Card for Cellular Phones, Blackberrys, and Air Cards**

1. NAVCRUITREG, Department or NAVCRUITDIST	2. NAVCRUITSTA
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3. NAME: (LAST NAME, FIRST NAME, MIDDLE NAME)

4. Acceptance of Custody

I, \_\_\_\_\_ accept custody of the following equipment:

(Name)

Place the serial number next to the model that you have.

Brand Name	Model Number	Serial Number/Telephone Number

COMNAVCRUITCOMINST 2061.2 is the active telecommunications instruction for NAVCRUITCOM headquarters and all field activities. It clearly states that the use of DoD telephone systems, including calls over commercial systems / equipment being paid for by the government is **limited to the conduct of official business**. Supervisors at every level are responsible for ensuring that all telecommunications equipment is used in the manner this it is intended. Per Telecoms Action Plan dated 12 August 2004, the above listed cellular telephones, Blackberrys, and Air Cards have been justified as mission critical.

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

SIGNATURE OF APPLICANT	Date
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**"ENCLOSURE (1)"**

OFFICIAL RECORD OF COUNSELING

I, \_\_\_\_\_ have been hereby officially informed of the following rules and regulations of government cellular phone use:

DoD Policy regarding the use of DoD Telephones for Personal Telephone Calls

1. The use of DoD telephones is limited to the conduct of official business. Official business calls include local and long distance calls if:
  - a. The calls do not adversely affect the performance of employees' official duties or the mission of the organization, and
  - b. The calls are of a reasonable duration and frequency.
2. Personal, directory assistance (411), and international calls will result in a charge to the government even if the employee intends to reimburse the government; and is therefore prohibited.
3. No recruiting personnel shall use cellular phones and Bluetooth or other hands-free devices while driving.
  - a. 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. The individual must move out of the traffic flow to a safe area and come to a complete stop before utilizing the cellular phone.
  - b. Cellular phones must be safeguarded and should never be left unsecured in an open area. If not in use, they should be secured in a locked room or desk. When carried out of the office they will be kept in the user's possession.
4. Use of cellular telephones are governed by the following:
  - a. Cellular telephones are for official business only. Use of the cellular phone for other than authorized purposes is prohibited and should only be used when necessary to enhance mission accomplishment.
  - b. Cellular phone users are encouraged to use government communications lines whenever possible (i.e., in office).
  - c. Cellular phones will not be used to make long distance calls outside of the United States or its protectorates as they generate excessive charges.
  - d. The national contract for cellular telephones for

Enclosure (2)

production recruiters is intended to allow recruiters to make contact with a potential lead quickly and efficiently. Directory assisted calls are very costly, and as a result, are PROHIBITED.

e. The individual assigned a cellular phone is responsible for safeguarding against unauthorized use.

f. Do not distribute an official cellular phone number to private individuals who would call on unofficial business.

I hereby understand and acknowledge the above stated policy regarding Cellular Phone usage.

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Print Name

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Signature

Date