

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

INFORMATION RESOURCES MANAGEMENT

TELECOMMUNICATIONS MANAGEMENT

STANDARDS FOR CELLULAR TELEPHONES

Effective Date: 07/07/1995

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1. PURPOSE

This guide prescribes the policy and procedures governing the utilization and acquisition of cellular telephone services and facilities.

2. POLICY

It is the policy of the Food and Drug Administration (FDA) to provide cellular telecommunications services and facilities for Agency activities at the minimum total cost to the Government, consistent with requirements for capacity, efficiency of operations, reliability of services, security, and program objective.

Cellular telephone equipment and service for Agency activities will be provided at the least cost to the Government, consistent with requirements for efficiency of operation, reliability of service, and security.

3. RESPONSIBILITIES

The office of Information Resources Management, Office of Management, has the overall responsibility for the management and coordination of telecommunications management, including:

- A. Development and implementation of an ADP and telecommunications plan and budget.
- B. Development of standards to assist in linking data and systems across Center and program lines.

- C. Design, acquisition, management, and evaluation of all Agency telecommunications systems.
- D. Review and approval of all Agency Procurement Requests, contract proposals Interagency Agreements, and requisitions involving telecommunications and automated systems.
- E. Consultant and technical assistance in the selection and use of telecommunications equipment and services.

4. PROCEDURES

A. Criteria for Providing Cellular Telephones in Private Automobiles

1. Cellular telephones in privately owned vehicles (POVs) will be provided to Agency personnel for official Government business. Requests for cellular telephones to be installed in POVs must be approved by the Associate Commissioner for Management (HFA-1).
2. Requests for cellular telephones installed in POVs in field offices must be approved by the District Director, The Associate Commissioner for Regulatory Affairs (HFC-1), and the Associate Commissioner for Management (HFA-1).
3. Only one cellular telephone per car will be provided unless special needs are justified and approved through the Associate Commissioner for Management.

B. Criteria for Providing Portable Cellular Telephones.

1. Portable cellular telephones will be provided to Agency personnel for official Government business, including undercover/surveillance activities, raids, vehicular travel, investigations, and natural disaster, etc. Requests for portable cellular telephones must be approved by Centers Executive Officers, and by Division of Information Management, Telecommunications Management Branch (HFA-87). Executive Officers shall base their approval of cellular telephones on official job related responsibilities.
2. Portable, state-of-the-art, cellular telephones will be provided at the least expense to the Government consistent with requirements for efficiency of operation, reliability of service, and security.

C. Requests.

1. Requests for cellular telephones shall include the following information:

Cellular Telephones in POVs.

- a. Agency activity and name of user.
- b. Office telephone number, contact, and room number.
- c. Make, model, and year of automobile.
- d. Location of antenna (trunk or window mount).

Portable Telephones.

- a. Agency activity and user, i. e., compliance, investigations, District Director, etc.
 - b. Address, contact, and telephone number.
 - c. Quantity of telephone (s).
 - d. Type of telephone(s) - (hand-held, transportable, and cellular fax units), and wattage (i. e., 0.6 or 3.0).
2. Requests should be forwarded to the Center IRM Director for review and to the Executive Officer for approval.

D. User Responsibility.

1. Long distance calls must be placed over the FTS2000 network. Instructions on how to program cellular telephones to access the FTS2000 network can be obtained from the Telecommunications Management Branch (HFA-87).

The cost for long distance calls placed over non-FTS2000 networks will be the responsibility of the Center/Office.

2. All calls placed cellular telephones must be certified monthly as official business and necessary in the interest of the Government. The Government will be reimbursed by check or money order payable to the Food and Drug Administration, for the cost of calls that are not official business. The records for all calls and the certification for all calls must be retained for two years.

3. **The monthly cellular usage charge for portable and car telephones will be billed to the requesting Headquarters/Field/Center/Office.**
4. Purchase of cellular telephones will be the responsibility of the requesting office in Headquarters and the Field.
5. Reimbursement to the Agency for the purchase price of a lost cellular telephone through negligence will be the responsibility of the authorized user.
6. Personnel separating from the Agency who have car telephones and/or portable telephones will return them to their designated IRM Officer before departure. Car telephones will be de-installed before departure or within a week after separation. Arrangements with the local cellular vendor for de-installation should be scheduled one to two weeks before separation date.

E. Reimbursement for Official Use of Privately-Owned Cellular Telephones.

Reimbursement claims may be made in the same manner as other local travel costs such as Metro fares, parking fees, mileage, taxi fares, etc., as provided for in SMG 2341.1. Approval of this category of expense may be limited at the discretion of each Center Director, Associate Commissioner/ORR or their Designees.

5. EFFECTIVE DATE

This guide was updated July 7, 1995.