



Cellular Telephone Request Form

It is within the responsibility and authority of Regional, Park and Program Area Managers to determine whom within their respective units should have cellular telephones (cell phones) based on the National Park Service (NPS) cell phone usage and management policy criteria.

- The employee must be in a position where a large percentage of his/her time is spent away from their primary office phone;
- Use of a cellular telephone must be essential for the conduct of the employee's work;
- The employee is subject to being contacted for urgent or emergency purposes.

Authorizing Official:

As the authorizing official, I have confirmed that the employee named below meets the specified criteria to obtain a NPS cell phone. Further, I understand that I am responsible for periodically reviewing cell phone policy compliance.

Name: _____ Title: _____

Signature: _____ Date: _____

NPS Employee:

As an employee of the NPS, I agree to terms covered in the current NPS Cell Phone Usage and Management Policy.

Name: _____ Title: _____

Signature: _____ Date: _____

Employee and supervisor should keep a copy and send the original to the cell phone coordinator



Cellular Phone Service Checklist

- Cell phones should only be provided when the employee spends a significant percentage of his/her time away from their primary office phone, and is necessary for the employees to perform Service work.
- Supervisors shall ensure an employee's initial anticipated pattern of use is aligned with the appropriate carrier and a monthly service plan that results in the lowest cost for the Service.
- Parks and offices are required to use the General Services Administration consolidated cellular contracts, if it is the most economical.
- If GSA is not the most economical, park and offices should acquire a cell phone through a local vendor in the most efficient and cost effective manner and document the decision.
- All cell phones must be authorized using the cell phone request form as contained in the Office of the Chief Information Cell Phone Usage and Management Policy. Current users of cell phones must submit a form to document their current cell phone status.
- All cell phones will be issued to employees using a Form DI-105, Receipt for Property
- All offices and parks shall develop and keep an accurate inventory of the cell phones.
- Supervisors and cell phone coordinators are to conduct monthly monitoring of ongoing cellular telephone usage to ensure appropriate business use, and the appropriate carrier and plan is being utilized.
- If an employee exceeds the monthly allotted minutes, a cell phone coordinator shall notify the appropriate supervisor, and jointly conduct a review to determine if an employee must reimburse the Service.
- If an employee is determined to violate the National Park Service cell phone policy, supervisors are required to take the appropriate personnel action to avoid future abuses.