VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 26) 26 August 2013

Mobile Phone Issuance & Usage Policy

Purpose
The purpose of this policy is to establish efficient and standard procedures with respect to:
1. Use of VMI owned mobile phones;
2. Departmental and employee responsibility for mobile phones; and/or
3. Management and control of costs of mobile phone acquisition and services.

Issuance standards
1. Mobile phones shall be issued to individual employees after determining the employee's need is determined to be essential to VMI's mission and ability to conduct business.
2. A mobile phone reassignment must go through the assessment/approval process.
3. After determining and approving the business need for a mobile phone, the user must contact the IT Help Desk for mobile phone and service selection options.
4. Authorized users are responsible for returning the mobile phone in accordance with General Order Number 35- Personnel Clearance Procedures. The department issuing the mobile phone is responsible for returning the phone to the Department of Information Technology Help Desk when it is no longer required to conduct VMI business.
5. Mobile phones offered will not include those that require an enterprise server, such as BlackBerry.

Usage Standards
1. Mobile phones must accommodate VMI password policy. If phone technology cannot support policy, and it supports pattern authentication such as Android devices, it must use a pattern with a minimum of six connected dots. If pattern authentication in not supported, the absolute minimum authentication standard is a pin number containing at least 4 digits.
2. Mobile phones used to access internally restricted and legally protected information must have the appropriate safeguards enabled, such as encryption and must be able to comply with the VMI password policy.
3. Employees are responsible for taking proper care of mobile phones and reasonable precautions against damage, loss or theft. Loss of a mobile phone should be reported to the Department Head and to the Information Technology Help Desk immediately. Losses attributed to negligence may require the employee to replace the phone, or reimburse VMI for the cost.
4. When operating a motor vehicle, employees must comply with state and local laws regulating the use of mobile phones, such as hands free use and texting while driving laws. In Virginia, the law says a driver cannot "manually enter multiple letters or texts" while driving or "read any email or text message transmitted to the device."

5. The mobile phone user and Department Head must review monthly billings for compliance with this policy.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

DIST: E
OPR: IT

Form Attached

VMI MOBILE PHONE NEEDS ASSESSMENT

Department		
Employee Name		
Employee Position		
Describe the need for mobile voice communications		
Describe the need for mobile data communications (Access to the Internet and VMI email. This carries an additional cost.)		
Employee Signature I have read and understand the policy and requirements stated above and agree to adhere to them.		Date
Department Head Signature I have read and understand the policy and requirements stated above and agree to adhere to them.		Date
IPC Level Program Manager Signature		Date
Information Technology Use Only		
Mobile Phone Number		
Mobile Phone Model #		
Mobile Phone Serial #		Pin/Password Enabled: