



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 2305.1E  
N6  
13 Sep 2024

NETC STAFF INSTRUCTION 2305.1E

From: Commander, Naval Education and Training Command

Subj: MOBILE COMMUNICATION SERVICES

1. Purpose. To issue policy and procedures for using mobile communication services.

2. Cancellation. NETCSTAFFINST 2305.1D.

3. Information

a. For the purposes of this instruction, mobile communication devices include mobile phones, iPads, and Wi-Fi hot spot units (JetPacks). These devices will be issued to authorized Naval Education and Training Command (NETC) Headquarters (HQ) key personnel in order to support after-hours access, facilitate communications during official travel, and reduce the need to use personally owned devices for Navy business. Accordingly, NETC-provisioned mobile phones and smartphones are provided to support official NETC business, and usage should not exceed the command purchased plan of pooled minutes and data services. Use of NETC-issued mobile devices by persons other than the designated user is prohibited. International mobile device usage requires a contract modification to minimize cost and must be approved by the Chief of Staff (COS) 30 days in advance of international travel.

b. With regard to mobile communication devices, assistant chiefs of staff (ACOS) and special assistants (SA) must submit requests to the COS for approval and demonstrate that the request is consistent with paragraph 3a of this instruction. Temporary issuance of mobile communication devices to support official travel may be requested by contacting the NETC Activity Contract Technical Representative (ACTR) at 850-452-3622 or 850-452-4912, but are limited to the quantities available and the duration of the event. It is incumbent upon the ACOSs and SAs to ensure that permanently issued mobile communication devices are returned to the command before the member permanently detaches from NETC HQ.

c. Only Flank Speed approved mobile applications can be installed on government furnished equipped mobile devices. You may locate all approved mobile applications when you access the "COMP PORTAL" icon on the mobile device and then select the "APPS" access at the bottom of the screen. If a user is unable to access or download a specific application, please contact the NETC HQ ACTR.

d. The use of government mobile phones to conduct personal business is of reasonable duration and frequency and should not create any significant additional cost to NETC.

e. Smartphone usage does not incur long distance charges when used within the contiguous United States.

f. Personal usage of the smartphone should not exceed the command purchased plan of pooled minutes and data usage. Wi-Fi is allowed, but individual users should stay aware of the network being accessed, and do not automatically connect.

#### 4. Responsibilities

##### a. N6:

(1) Continue to fund, purchase, and support mobile communication devices based upon the request and approval process referenced in paragraph 3b of this instruction.

(2) As directed by the NETC COS, modify the existing NETC wireless contract to add, remove, or change services.

(3) Monitor the monthly wireless calling charges for each mobile device and report suspected abuses to the COS.

(4) As necessary, provide for the certification that wireless usage is consistent with accepted government practices.

(5) Maintain the assignment of mobile communication devices and monitor the monthly invoices to ensure the voice and data plans are within command purchased plans.

b. ACOSs and SAs:

(1) Ensure personnel do not use mobile communication devices for unauthorized purposes. Commands and users are responsible for adhering to all applicable physical security requirements for mobile communication devices at all times.

(2) Ensure personnel use mobile communication devices in a manner that minimizes cost to the government.

(3) Identify personnel to the COS who have an official business need for mobile communication device issuance per paragraph 3b of this instruction.

(4) Ensure personnel issued mobile communication devices return the equipment prior to their detachment from NETC HQ.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.


b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction

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is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
C. COLLINS, JR.  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).