



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 5230.17
BUMED-M09B15
23 Aug 2010

BUMED INSTRUCTION 5230.17

From: Chief, Bureau of Medicine and Surgery

Subj: BLACKBERRY OPERATION AND DISTRIBUTION

Ref: (a) NAVCIRT Advisory 00-28
(b) DoD Financial Management Regulation 7000.14-R, Volume 12, Chapter 7
(c) BUMEDINST 5239.2
(d) Joint Ethics Regulation, Section 2-301

1. Purpose. To establish policy and procedures on the issuance, use, and management of Government-owned BlackBerrys to ensure effective service to users at the Bureau of Medicine and Surgery (BUMED), per references (a) through (c).

2. Scope. This instruction applies to all personnel assigned to BUMED. This instruction does not apply to tenant commands.

3. Policy. To provide senior command staff and other personnel with BlackBerry service consistent with appropriate use of financial resources. Personal use of government telecommunication equipment outside of official government business is not authorized. However, on a case-by-case basis, there may be a requirement for a user to utilize the BlackBerry after normal working hours that is considered routine. The use of personally owned BlackBerry devices to conduct official government business is regulated per reference (a). Personnel of the following functional areas will be given first priority for BlackBerry assignments:

- a. Chief, BUMED; Deputy Chief, BUMED; and Chief of Staff (COS).
- b. BUMED Corps Chiefs.
- c. Deputy Chiefs, the Assistant Deputy Chiefs, and the Executive Assistants.

d. On-call staff, including emergency preparedness, whose function requires continuous access to written information, such that a pager or cellular telephone severely limits their ability to provide support.

4. Responsibilities

- a. Head, Information Technology and Communications Services (ITACS) Department shall:

(1) Act for the command in all matters involving BlackBerry operations, service, distribution, and repairs.

(2) Serve as the sole point of contact with BlackBerry providers and repair companies (vendors) for orders, service, and repair.

(3) Act on all requests for BlackBerry support consistent with policy and available funding.

(4) Coordinate with BUMED Equipment Manager in the completion of an annual inventory of all BlackBerry equipment issued by the ITACS Department.

(5) Properly safeguard and account for BlackBerrys that have not yet been issued and those that have been returned to the custody of the ITACs Department.

b. Department Heads shall coordinate efforts with ITACS for the replacement of BlackBerry equipment assigned to personnel from their department that is defective based on the existing maintenance agreement. Personnel assigned a BlackBerry device that becomes lost, stolen, or otherwise damaged by the user may be held financially liable for the device, and must complete and submit a DD Form 200, Financial Liability Investigation of Property Loss (see paragraph 7a); to the Comptroller for further evaluation and determination. Instructions for filling out the form are as follows:

(1) Sections 1-11 are to be filled out by the staff member issued the BlackBerry.

(2) Section 12 is to be filled out by ITACS Department Head.

(3) Sections 14-15 are to be filled out by COS, who will assign an investigator if necessary.

(4) Section 16 is filled out by the staff member issued the BlackBerry once sections 12-15 are filled out by responsible parties.

(5) Section 17 is to be filled out by Supply and returned to ITACS Department Head.

c. Assistant Deputy Chiefs, Executive Assistants, Directors, and Department Heads will ensure widest dissemination and compliance with the provisions of this instruction.

d. Personnel issued BlackBerry devices shall:

(1) Request a BlackBerry using BUMED 5230/8, Wireless Equipment Request/Receipt, with justification, Department Head signature, and Assistant Deputy Chief approval.

(2) Sign the custodial BUMED 5230/8, Part V - Receipt - upon receipt of a BlackBerry and any additional equipment received with the BlackBerry (i.e., charger unit, batteries, carrying case).

(3) Provide reasonable safeguards to prevent the loss, theft, or damage of the BlackBerry.

- (4) Report lost or stolen BlackBerry devices per references (b) through (c).
 - (5) Not loan the BlackBerry to anyone. Approved for use by authorized user only.
 - (6) Report the inappropriate compromise or disclosure of sensitive data, per reference (c).
 - (7) Use the BlackBerry for official government business only as defined by reference (d). Usage is limited to official government business telephone calls and data messages (e-mail) only, not to include Instant Messaging (IM) or texting. Push to talk (PTT) services shall not be utilized.
 - (8) In the case of personnel requiring BlackBerry service for international travel, requests approved via e-mail from their Assistant Deputy Chief will be accepted. Requests shall be submitted to ITACS at least 3 working days prior to travel to ensure services can be arranged. Personnel will provide start and stop dates for international service.
 - (9) Utilize the BlackBerry as a tool to maintain communications/connectivity when government LAN line telephones and desk top computers are not immediately available, and not as a routine substitute for these devices. Bills for BlackBerry service will be reviewed monthly by ITACS. A listing of personnel whose bill exceeds the basic monthly charge and/or minutes in domestic calls for the month will be provided to the respective Assistant Deputy Chief for review and justification. Lack of appropriate justification will result in a warning for the first offense (unless the first offense is a result of personal use in which case rules would be applied the same as if a second offense) and discontinuation of BlackBerry services with reimbursement to the Federal Government for a second offense.
 - (10) Support the Head, ITACS in conducting the annual inventory of all BUMED BlackBerry's and collateral equipment.
 - (11) Individual BlackBerry custodians shall use and protect the Government device under their control following this instruction.
5. BlackBerry Requests. All requests for BlackBerry devices shall be made by presenting a completed BUMED 5230/8 to the ITACS Department's Help Desk in Building 4, room 4008. Justification for the BlackBerry must be documented on the BUMED 5230/8.
- a. PARTS I and II of BUMED 5230/8 are to be filled out by the requestor.
 - b. PART III is to be filled out by the code Executive Assistant or above authorizing the request.
 - c. PART IV is to be filled out by ITACS identifying the equipment provided to the requestor.
 - d. PART V is to be signed by the requestor once equipment is picked up.

6. Action

a. Assistant Deputy Chiefs, Executive Assistants, Directors, and Department Heads will ensure widest dissemination and compliance with the provisions of this instruction to personnel under their cognizance.

b. Individual BlackBerry custodians shall use and protect the government device under their control following this instruction.

7. Forms

a. The Department of Defense form DD Form 200 (JUL 2009), Financial Liability Investigation of Property Loss is available electronically at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0200.pdf>.

b. BUMED 5230/8 (04/2010), Wireless Equipment Request/Receipt is available electronically from Naval Forms Online at: <https://navalforms.daps.dla.mil/web/public/home>.



A. M. ROBINSON, JR.

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