

For: FSA Employees

FSA Approval of BlackBerry Devices and/or Cell Phones

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FSA’s policy provides approval of BlackBerry devices and/or cell phones for the following:

- GS-14 supervisors and above
- SED’s and DD’s.

FSA **may on a very limited basis and subject to funding availability**, approve the purchase of a:

- BlackBerry **or** cell phone for eligible employees only when there is a compelling business interest to do so

Example: The employee is often out of the office and/or must work outside of normal business hours and the work cannot be accomplished through the employee’s government-issued desktop or laptop computer.

- BlackBerry **and** a cell phone only when compelling business reasons require the employee to maintain both.

Example: The business location(s) are in rural and/or remote areas when only BlackBerry service is available in some of the areas and cell phone service is only available in other areas.

Disposal Date	Distribution
October 1, 2011	All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice:

- provides procedure for employees to follow when requesting a BlackBerry and/or cell phone
- requires that employees who currently have a BlackBerry and/or cell phone, and are **not** a GS-14 supervisor or above, SED, or DD, obtain current approvals on FSA-13J (Exhibit 1).

C Contact

Direct any questions about this notice to Lori Beutel, ITSD, Budget and Acquisitions Office (BAO), by either of the following:

- e-mail at lori.beutel@wdc.usda.gov
- telephone at 202-720-4709.

2 Requests for a BlackBerry and/or Cell Phone

A Employees Requesting a New or Upgraded BlackBerry or Cell Phone

FSA-13J (Exhibit 1) shall be used for all BlackBerry or cell phone requests.

If the BlackBerry or cell phone assignee is located in a State or County Office and is other than a GS-14 supervisor or above, SED, or DD, the request must be approved by the employee's SED and DAFO.

If the BlackBerry or cell phone assignee is located in a Headquarters Office and is other than a GS-14 supervisor or above, the request must be approved by the employee's Office Director and 1 of the following:

- FSA Administrator, or Associate Administrator for Operations and Management, if assignee is located in any of the following offices:
 - OCR
 - OEA
 - Economic and Policy Analysis Staff (EPAS)
- program Deputy Administrator
- DAM if assignee is located in DAM
- Chief Financial Officer (CFO) if assignee is located in OBF
- Chief Information Officer (CIO) if assignee is located in ITSD.

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2 Requests for a BlackBerry and/or Cell Phone (Continued)

B Employees Requesting Both a New or Upgraded BlackBerry and Cell Phone

FSA-13J (Exhibit 1) shall be used for all BlackBerry or cell phone requests.

If the BlackBerry and cell phone assignee is located in a State or County Office and is other than a GS-14 supervisor or above, SED, or DD, the request must be approved by the employee's SED and DAFO.

If the BlackBerry and cell phone assignee is located in a Headquarters Office and is other than a GS-14 supervisor or above, the request must be approved by the employee's Office Director and 1 of the following:

- FSA Administrator, or Associate Administrator for Operations and Management, if assignee is located in any of the following offices:
 - OCR
 - OEA
 - EPAS
- program Deputy Administrator
- DAM if assignee is located in DAM
- CFO if assignee is located in OBF
- CIO if assignee is located in ITSD.

Note: The FSA Administrator, Associate Administrator, Deputy Administrators, CFO, and CIO may delegate approval authority to a staff member and alternate. The delegated staff member's names should be provided to BAO.

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3 Existing BlackBerry Devices and/or Cell Phones

A Employees with an Existing BlackBerry and/or Cell Phone

Employees who currently have a BlackBerry and/or a cell phone, and are **not** a GS 14 supervisor or above, SED, or DD, must submit FSA-13J with approval by their Office Director or SED and the appropriate Deputy Administrator, CIO, or CFO. On FSA-13J, device type "Other" should be checked and in the space provided, ENTER "Approval Verification".

Important: The completed and approved FSA-13J must be received by BAO no later than COB November 15, 2010.

If not approved, the employee will be required to turn in either the BlackBerry or cell phone immediately to their local Office of the Chief Information Officer (OCIO), International Technology Services (ITS), Technical Services Division (TSD) Group Manager and services will be terminated.

4 Employee's Organizational Change or Checkout

A Employee's Organizational Change or Checkout

When an employee leaves FSA or their current position, the employee and their supervisor are responsible for ensuring the BlackBerry or cell phone is returned to OCIO, ITS, TSD according to AD-1106..

If the employee is still employed by FSA, and has a need to retain their current BlackBerry or cell phone, FSA-13J must be completed and forwarded as directed in this notice.

5 **Contacts**

A BAO Staff Contact Information

Forward the completed FSA-13J with all required approvals, to any of the following BAO staff members:

- DeLayne Gravelle by either of the following:
 - e-mail to **delayne.gravelle@wdc.usda.gov**
 - telephone at 202-720-9340
- Earl Bice by either of the following:
 - e-mail to **earl.bice@wdc.usda.gov**
 - telephone at 202-720-0893
- Najmur Nahar by either of the following:
 - e-mail to **najmur.nahar@wdc.usda.gov**
 - telephone at 202-720-5788
- Tamara Ashton by either of the following:
 - e-mail to **tamara.ashton@wdc.usda.gov**
 - telephone at 202-720-9147
- Crystal Njoku by either of the following:
 - e-mail to **crystal.njoku@wdc.usda.gov**
 - telephone at 202-720-5058.

Return the completed and approved FSA-13J to a BAO staff member to place the order.

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FSA-13J, Request for New or Replacement BlackBerry and/or Cell Phone

The following is an example of FSA-13J.

<p>FSA-13J (10-06-10)</p> <p align="center">U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>		<p>1. DATE OF REQUEST</p>	<p>TO BE COMPLETED BY BAO</p> <p>2. BAO</p>
<p align="center">REQUEST FOR NEW OR REPLACEMENT BLACKBERRY DEVICE AND/OR CELL PHONE</p>		<p>3A. DEVICE TYPE (Check applicable box(es))</p> <p><input type="checkbox"/> BLACKBERRY DEVICE <input type="checkbox"/> CELL PHONE</p> <p><input type="checkbox"/> OTHER: _____</p>	
		<p>3B. REQUEST TYPE (Check applicable box)</p> <p><input type="checkbox"/> NEW (Check this box if you "DO NOT" have a BlackBerry and/or cell phone)</p> <p><input type="checkbox"/> REPLACEMENT (Check this box if you have a BlackBerry and/or cell phone)</p>	
		<p>PART A – COMPLETE THIS PART TO REQUEST A NEW OR RE PLACEMENT BLACKBERRY DEVICE AND/OR CELL PHONE</p>	
1A. NAME OF ASSIGNEE	1B. OFFICE LOCATION OF ASSIGNEE		
1C. TITLE OF ASSIGNEE	1D. OFFICE PHONE NO. OF ASSIGNEE (Including Area Code)		
2. ASSIGNEE'S EXISTING BLACKBERRY PHONE NO. (Including Area Code), If applicable	3. ASSIGNEE'S EXISITING CELL PHONE NO. (Including Area Code), If applicable		
<p>PART B – GENERAL INFORMATION</p>			
<p>1. All requests for a BlackBerry device and/or cell phone must be completed and returned to FSA, ITSD, BAO, for budgetary approval and processing of the request.</p> <p>2. FSA policy provides approval of BlackBerry devices and/or cell phones for:</p> <ul style="list-style-type: none"> • GS-14 Supervisors and above, and • State Executive Directors and District Directors <p>3. Is the Assignee:</p> <p>GS-14 <u>Supervisor</u> or above <input type="checkbox"/> YES <input type="checkbox"/> NO, OR</p> <p>State Executive Director or District Director: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>If you answered "YES" to either question, please return the form to a FSA, ITSD, BAO Staff member to place the order; no further action is required.</i></p>			
<p>4. If you answered "NO" to either question above, please provide justification below:</p>			
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small></p>			

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FSA-13J, Request for New or Replacement BlackBerry and/or Cell Phone (Continued)

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PART C – APPROVING OFFICIAL SIGNATURE(S)		
<p>1. For Headquarters: If the BlackBerry or cell phone assignee is located in Headquarters Office and the assignee is other than a GS-14 Supervisor or above, the request must be approved by the employee's Center/Division Director and either the Administrator, Associate Administrator, Deputy Administrator (DA), Chief Financial Officer (CFO), <u>or</u> Chief Information Officer (CIO).</p>		
A. SIGNATURE OF REQUESTOR	B. DATE SIGNED	
C. SIGNATURE OF APPROVING OFFICE (<i>Check applicable box</i>):		
<input type="checkbox"/> DA	SIGNATURE	
<input type="checkbox"/> CFO	SIGNATURE	
<input type="checkbox"/> CIO	SIGNATURE	
<input type="checkbox"/> AD or AA	SIGNATURE	
<p>2. For State or County Office: If the BlackBerry or cell phone assignee is located in a State or County Office and the assignee is other than the SED, DD, or a GS-14 Supervisor or above, the request must be approved by the employee's SED and DAFO.</p>		
A. SIGNATURE OF SED APPROVAL	B. DATE SIGNED	
C. SIGNATURE OF DAFO APPROVAL	D. DATE SIGNED	