

<p>CALIFORNIA DEPARTMENT OF TECHNOLOGY</p> <h1>TECHNOLOGY LETTER</h1>	<p>NUMBER: <b>TL 14-01</b></p>	<p>DATE ISSUED: <b>JANUARY 2014</b></p>
<p>SUBJECT: <b>MOBILE PHONE USAGE</b> The use of mobile phones to meet a significant business need of a state entity<sup>1</sup> requires approval by the California Department of Technology prior to acquisition of the device.</p>	<p>REFERENCES: Government Code 11545, 11549 ITPL 10-03, 10-19 TL 13-01 Executive Order B-1-11</p>	

**BACKGROUND**

As mobile phone devices have increased in use, concern over how they may be used has grown. For purposes of this Technology Letter (TL), a mobile phone includes both cell phones and smartphones. A mobile phone is a device that can make and receive telephone calls over a cellular network. Mobile phone devices include smartphones, which are computing devices that provide advanced computing capability and connectivity and run a complete operating system and platform for application developers and users to install and run advanced applications. Smartphone device operating systems may include, but are not limited to, Android, iOS, Blackberry OS, and Windows Phone.

**PURPOSE**

The purpose of this TL is to explain the process to seek approval from the California Department of Technology (Department of Technology) to use a mobile phone device prior to purchase. Completion and submittal of the Mobile Phone Use Justification Form must demonstrate how the use of a mobile phone device will cost-effectively meet a significant business need and increase the efficiency of the state entity.

**PROCESS**

Effective with the publication of this TL, the following process must be followed when a state entity is requesting approval to use a mobile phone device:

1. Before purchasing a mobile phone, a state entity must submit a completed and signed Mobile Phone Use Justification Form to the Department of Technology, Statewide Technology Procurement Division using the template found in SIMM 48A. The state entity must clearly demonstrate how the use of a mobile phone device will cost-effectively meet a significant business need and increase the efficiency of the state entity.
2. The state entity acknowledges that the use of a mobile phone device complies with state security policies and standards, including ITPLs 10-03 and 10-19.
3. The Department of Technology will review and share the final decision with the state entity requesting approval to use a mobile phone device.
4. Only after the Department of Technology has approved the use of the mobile phone device may a state entity purchase the mobile phone device. The state entity is responsible for managing to their allocation of mobile phones.

<sup>1</sup> **State entity:** Refers to any entity within the Executive Branch that is under the direct authority of the Governor, including, but not limited to, all agencies, departments, boards, bureaus, commissions, councils, institutions, and offices.

**QUESTIONS**

Questions should be directed to the Department of Technology, Statewide Technology Procurement Division at [TelecomProcurements@state.ca.gov](mailto:TelecomProcurements@state.ca.gov).

**SIGNATURE**

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