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Introduction:
This document presents guidelines to be followed by individuals responsible for the management of satellite communication devices in the Commonwealth.

Main Document Content:
Agencies are to closely manage the allocation of satellite communication devices to employees and scrutinize the subscription plans, usage, and costs associated with each device. Each agency head and deputy secretary with the operational responsibility for the management of satellite communication devices is authorized to allocate satellite communication resources as deemed operationally necessary. However, consideration is to be given to the following guidelines when assigning a satellite communication device to a particular employee, or when considering a request for a satellite communication device from a particular employee.

- Satellite equipment is to only be used when wireless or landline facilities are not available, or as a communication device of last resort.

- Satellite communication devices are to only be assigned to those employees who meet the following requirements:

  - The duties of the position are such that immediate emergency response is critical to the successful performance of those duties (e.g., police officer, fire or emergency responder, etc.)

  - The duties of the position require decision making and response to life-threatening or other public safety issues and situations.

NOTE: *The agency head or deputy secretary with operational responsibility for the management of satellite communication devices will have the final approval on any satellite communications devices and may grant exceptions from the above criteria on a case-by-case basis.*

* Predefined supplemental document type codes are listed below:
APP = Appendix **BPD** = Best Practice Document **GEN** = General Information Document
OPD = Operations Document **RFD** = Existing Supporting Document Referenced by this ITP
WHP = White Paper