

**DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO  
BUPERSINST 2000.1A  
PERS-07  
26 Mar 2001**

BUPERS INSTRUCTION 2000.1A

From: Chief of Naval Personnel

Subj: BASE AND LONG-HAUL TELECOMMUNICATIONS EQUIPMENT AND SERVICES

Ref: (a) DODI 4640.14 of 6 Dec 91

1. Purpose. To implement telecommunications programs and initiatives per reference (a) for Bureau of Naval Personnel (BUPERS) and field activities. This instruction is a complete revision and should be reviewed in its entirety.

2. Background. Communications-computer systems personnel, at all levels, play key roles in the effective management of communications services. This instruction establishes basic responsibilities and procedures for the cost-effective management, use and replacement of BUPERS telecommunications equipment and services.

3. Applicability and Scope. This instruction applies to all activities, detachments, and components within the claimancy of BUPERS.

4. Responsibilities

a. BUPERS (PERS-07) will

(1) develop policy, procedures, standards, and guidelines for information communications (data, video, wire and wireless, satellites, and microwaves).

(2) monitor telecommunications procurement/acquisition requests for compliance with established procedures, review cost/benefit analyses, and recommend disposition of requests.

b. BUPERS (PERS-01) will

(1) develop policy, procedures, standards, and guidelines for information communications (telephones, wire and wireless, and video lines).

(2) monitor telecommunications procurement/acquisition requests for compliance with established procedures, review cost/benefit analyses, and recommend disposition of requests.

c. Activities will

(1) follow procedures delineated in paragraphs F through H of reference (a).

(2) appoint a telecommunications manager from within existing resources to monitor long-haul and local communications.

(3) submit changes to existing circuits or requests for new long-haul data communications that are funded by BUPERS to BUPERS (PERS-07) via the Requirements Configuration Management System (RCMS) in the form of a System Change Request (SCR). The SCR is available on BUPERS website ([www.bupers.navy.mil](http://www.bupers.navy.mil)) under BUPERS (PERS-07) Chief Information Office link. BUPERS (PERS-07) will be responsible for coordinating and submitting the Telecommunications Service Request (TSR) per reference (a).

(4) submit requests for all long-haul telecommunications requirements to "BUPERS MILLINGTON TN//07//" via the AUTODIN or Defense Message System if they do not fall under the guidelines of paragraph 4c(3). Also included in submitting a TSR are in-effect reports, delayed service reports, exception reports, Joint Chief of Staff Memorandum of Policy 8, and National Security Emergency Preparedness Procedures. Indicate at the time of submission whether the requirements are exempt, or whether they can be satisfied with a Department of Defense (DOD) common-user system or Federal Telecommunications Service (FTS) 2000 or 2001.

(5) create and maintain a historical file for each long-haul circuit within its area of responsibility. Included are Defense Data Network (DDN), dedicated, Defense Switch Network (DSN), 800 service, FTS 2000, FTS 2001, Automatic Secure Voice Communications (AUTOSEVOCOM), and dial up. The following information will be displayed on the folder:

(a) Communications Circuit Service Designator (CCSD), example: BUE974DP.

BUPERSINST 2000.1A  
26 Mar 2001

(b) Communications Service Authorizations (CSA)  
example: ATTD AR 16268.

(6) discontinue telecommunications equipment and services  
for which a bona fide need no longer exists.

G. L. HOEWING  
Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

Distribution:

SNDL C55A (BUPERS Detachments)  
C55F (NAMALA WASHINGTON DC)  
FJ (Shore Activities under Command of CHNAVPERS as  
delegated by CNO)