


DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR

ACTION REFERRAL

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|--------------------|-----------------------|
| TO <i>Wells</i> | DATE <i>8-1-08</i> |
|--------------------|-----------------------|

| DIRECTOR'S USE ONLY | ACTION REQUESTED |
|---|--|
| 1. LOG NUMBER 000077 | <input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____ |
| 2. DATE SIGNED BY DIRECTOR <i>Cleared 8/20/08, letter attached.</i>  | <input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>8-18-08</i> <input type="checkbox"/> FOIA DATE DUE _____ <input type="checkbox"/> Necessary Action |

| APPROVALS (Only when prepared for director's signature) | APPROVE | * DISAPPROVE (Note reason for disapproval and return to preparer.) | COMMENT |
|--|---------|---|---------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

The State of South Carolina
Military Department



AUG 07 2008

Department of Health & Human Services
OFFICE OF THE DIRECTOR

OFFICE OF THE ADJUTANT GENERAL

STANHOPE S. SPEARS
MAJOR GENERAL
THE ADJUTANT GENERAL

MEMORANDUM

Log. Wells
Appro Sign.

TO: All State Agency Directors
FROM: Ron Osborne, Director, SC Emergency Management Division
DATE: August 1, 2008
SUBJECT: Request for Satellite/Radio Telephone Information

As all of you are aware, the General Assembly requested that the Legislative Audit Council (LAC) conduct an audit of all state agencies' use of cell phones and other wireless communications devices. As part of this audit, the LAC reviewed whether agencies had policies and procedures in place to ensure state-issued cell phones and other devices were used in an efficient manner and whether adequate internal controls were in place to monitor their use.

Based on the results of their review, the LAC made several recommendations for state agencies with regard to satellite telephone/radios with one being that the South Carolina Emergency Management Division (SCEMD) compile and maintain a directory of all satellite telephone numbers. The other was that state agencies "with a satellite phone should establish written policies regarding appropriate reasons for satellite phone acquisition, intended use, management, and testing schedule." Please refer to the LAC web site at <http://lac.sc.gov>, A Review of State Use of Cell Phones, Pagers, and Satellite Phones (June 2008).

The SCEMD is in the process of updating its satellite radio and telephone directory. In order to comply with the LAC recommendation, we are requesting that your agency provide the following information by completing the attached information sheet. Additionally, a comprehensive satellite telephone/radio listing for the state will ensure that all state agencies can be contacted during emergencies. These satellite telephone numbers will only be used after all other communications systems have failed.

After the initial directory has been compiled, all agencies will be asked to notify SCEMD of any equipment changes, telephone number changes, and provide an annual update. This directory will not be distributed to anyone and will be maintained at the State Emergency Operations Center for use and reference during emergencies. Please provide this information by August 20, 2008

Thank you for your assistance. If you have any questions, please let us know.

cf: Mr. George Schroeder
Director, LAC

Emergency Management Division

2779 Fish Hatchery Road
West Columbia, South Carolina 29172
(803) 737-8500 • Fax: (803) 737-8570

SATELLITE RADIO/TELEPHONE INFORMATION SHEET

State Agency Name: _____

Mailing Address: _____

Location of satellite telephone: _____

Satellite Telephone Make: _____

Satellite Telephone Numbers: (Example: 500-355-6908 866-336-6211). Please indicate whether the unit is active = A, or inactive = IA by each number.

Satellite Radio DN# (Direct Dial Number) if applicable: _____

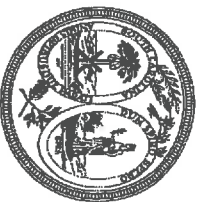
Date: _____

Point of Contact and telephone number: _____ / _____

FOR ANNUAL UPDATES ONLY

Please indicate changes (additions/number changes, etc.) to the above information are as follows:

Updated by: _____ Date: _____



State of South Carolina
Department of Health and Human Services

Mark Sanford
Governor

Emma Forkner
Director

August 20, 2008


Ronald C. Osborne, Director
Emergency Management Division
1100 Fish Hatchery Road
West Columbia, South Carolina 29172

Dear Mr. Osborne:

Enclosed is the requested information sheet on the South Carolina Department of Health & Human Services' Satellite/Radio Telephone information.

Please do not hesitate to contact me directly at 898-2631 if you have any questions or need any additional information.

Sincerely,


Robert M. Cannon, Bureau Chief
Administrative Services

RMC/jym

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for
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SATELLITE RADIO/TELEPHONE INFORMATION SHEET

State Agency Name: South Carolina Department of Health & Human Services

Mailing Address: Post Office Box 8206

Columbia, S.C. 29202-8206

Location of satellite telephone: N/A

Satellite Telephone Make: N/A

Satellite Telephone Numbers: (Example: 500-355-6908 866-336-6211). *Please indicate whether the unit is active = A, or inactive = I4 by each number.*

Satellite Radio DN# (Direct Dial Number) if applicable: N/A

Date: August 20, 2008

Point of Contact and telephone number: Robert M. Cannon / 898-2631

FOR ANNUAL UPDATES ONLY

Please indicate changes (additions/number changes, etc.) to the above information are as follows:

Updated by:

Robert M. Cannon

Date:

8/21/08