

# Mobile Device Allowance

**Policy Number:** 510

**Categorized:** Human Resources

**Procedure:** 510P

**Responsible Office:** Associate Vice President, Human Resources

**Effective Date:** 02.28.2011

**Last Reviewed Date:** 06.25.2025

---

## 1. Scope

This policy applies to all employees of Northern Virginia Community College who meet the eligibility criteria and whose positions require mobile communication as defined by the Virginia Information Technologies Agency (VITA) Enterprise Architecture Standards.

## 2. Policy Statement

Northern Virginia Community College is part of the Virginia Community College System (VCCS) and is governed on most matters of policy by the VCCS State Board for Community Colleges.

As a state agency, Northern Virginia Community College follows the [Commonwealth Accounting Policies and Procedures \(CAPP\) Manual](#) for financial guidance on mobile device allowances, and adheres to the [Virginia Information Technologies Agency \(VITA\) Enterprise Architecture Standards](#) for technical and security requirements.

If you have questions about this policy and/or its application at Northern Virginia Community College, please contact the Responsible Office identified above.

## 3. Authority

[Commonwealth Accounting Policies and Procedures \(CAPP\) Manual](#)  
[Virginia Information Technologies Agency \(VITA\) Enterprise Architecture Standards](#)