



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND  
411 EAST FRANKLIN STREET  
SUITE 101  
RICHMOND, VA 23219-2243

NRDRICHINST 2060.1F  
Code 60  
16 Mar 11

### NAVCUITDIST RICHMOND INSTRUCTION 2060.1F

From: Commanding Officer, Navy Recruiting District Richmond

Subj: USE OF OFFICIAL TELEPHONES

Ref: (a) CNRCINST 2061.2A

1. Purpose. To provide specific guidance for the use of official telephones within Navy Recruiting District Richmond and to establish cost saving procedures.
2. Cancellation. NRDRICHINST 2060.1E
3. Discussion. Per reference (a), personnel at all levels are responsible for the proper use of government telephones. Standards of conduct prohibit all military and civilian personnel from using government telephones for other than official business.
4. General Telephone Usage.
  - a. Official long distance commercial telephone calls are authorized on all telephones.
  - b. Official long distance calls using Defense Switched Network (DSN) connections are encouraged whenever possible. DSN calls can be placed by contacting the Defense Supply Center, Richmond (DSCR) at (804) 279-3861, Norfolk at (757) 444-0111 or Fort Lee at (804) 734-3000. You must know the DSN number that you are calling prior to contacting the operator. NRD Richmond's DSN patch number is 695-1110.
  - c. Personal calls cannot, under any circumstance, result in a charge to the government even if the employee intends to reimburse the government.
  - d. Checks for unofficial calls will be delivered to the Communications Coordinator to be forwarded to DFAS-OPLOC San Diego (Code FDT) or other appropriate company for payment.

5. All Telephone Users.

a. The following good business practices will be followed:

(1) The acceptance of collect calls is prohibited. Applicants shall use the toll free numbers(1-866-628-7327) to contact recruiters as needed.

(2) Directory assistance calls are strongly discouraged, as they are very costly. Use the phone book or cross reference directories to locate numbers.

(3) Third Party, 1-900 numbers, "return call" feature, and "call interrupt" features are prohibited.

(4) Contact the Communications Coordinator in the Supply Department prior to making any international calls. The Supply Department will determine the most economical means to place the call.

6. Cellular Telephone Users.

a. Cellular phones issued to command personnel are authorized for official business only. Cellular phone requests for production recruiters are ordered through JRMS via their website. Production recruiters' cell phones are procured and funded by N63. Headquarters support personnel cellular phone requests are determined by the Commanding Officer and procured and funded by the command.

b. Cellular phones are for official business only.

c. Cellular phone users are encouraged to use government communication lines whenever possible. Phones will not be used to make international calls. Directory assisted calls are very costly and PROHIBITED. The individual assigned the phone is responsible for safeguarding against unauthorized use. Government cellular phones are not for personal use.

d. All recruiting personnel must observe state laws and local ordinances regarding cellular phones. Cellular phones are not to be used while driving a government vehicle.

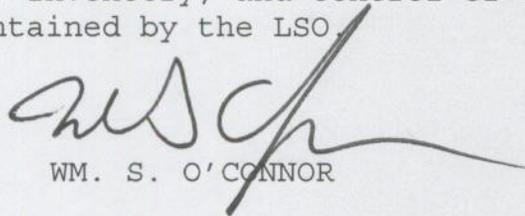
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e. Upon relief or transfer from this command, return the phone directly to the Logistics Support Department.

f. Costs incurred on personally owned cellular phones may be reimbursed on the SF 1164, Claim for Reimbursement for Expenditures on Official Business, at the discretion of the Commanding Officer using command funds.

7. FTS Telephone Calling Cards.

a. Issuance, management, inventory, and control of the use of calling cards will be maintained by the LSO.



WM. S. O'CONNOR

Distribution:  
NRDRICHINST 5216.1H  
List V