



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 2000.1H

LSO

31 Aug 11

NAVCRUITDIST PORTLAND INSTRUCTION 2000.1H

Subj: TELEPHONE USAGE

Ref: (a) COMNAVCRUITCOMINST 2061.2

Encl: (1) Monthly Telephone Justification Report

1. Purpose. To establish the requirements and procedures for monitoring long distance telephone calls.
2. Cancellation. NAVCRUITDISTPORTLANDINST 2000.1G.
3. Background. Telephone communications are essential to mission accomplishment within Navy Recruiting District Portland. Because communication costs are a major part of the District's budget, keeping phone costs to a minimum is imperative.
4. Policy. In accordance with reference (a) and its guiding Directives, Navy Recruiting District Portland telephones may be used only for official approved business. This precludes making personal calls on a recurring basis. All personnel who make unofficial calls will be required to reimburse the government for the cost of the call plus associated taxes, when applicable. Repeated violators will be counseled and/or disciplined as appropriate.
 - a. Supervisors at all levels shall ensure that official telephones are used in the proper and most economical manner.
5. Action
 - a. The Telephone Control Officer will review all telephone bills as they are received and report any concerns to the Logistics Support Officer (LSO). Long distance phone calls in any of the following categories will be reviewed and forwarded to respective department for justification if deemed necessary using enclosure (1) as cover letter.

- (1) Calls over 15 minutes.
- (2) Calls outside the United States.
- (3) Repeatedly called phone numbers.

(4) Excessive personal calls to home numbers. Personal calls (such as calls to speak to spouse/minor children) that must be made during working hours over commercial local/long distance network may properly be authorized as being in the best interest of the Federal Government if the call is consistent with the following criteria:

(a) It does not adversely affect the performance of official duties by the employee or the District;

(b) It is of reasonable duration and frequency; and

(c) It could not reasonably have been made at another time.

b. Unauthorized calls. The following phone calls are unauthorized at all times:


- (1) Calls to "976" phone prefix or "900" area codes.
- (2) Bill back charges from cellular phones.
- (3) Collect calls.

(4) Personal long distance calls cannot under any circumstances result in a charge to the government even if the employee intends to reimburse the government.

(5) Directory assisted calls (i.e. employee calls information for a number, and then has the operator dials it for a charge).

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c. Personnel who have made unofficial long-distance calls shall reimburse the government. Payment will be made by certified check or money order payable to the U.S. Treasury and forwarded to the LSO with a Justification Report (enclosure (1)).


S. E. STOCKING

Distribution:
NAVCUITDISTPORTLANDINST 5216.1T
Lists A, B, C, and D

MONTHLY TELEPHONE JUSTIFICATION REPORT

Date: _____

MEMORANDUM

From: Telephone Control Officer (TCO)
To: _____
Via: Executive Officer

Subj: MONTHLY TELEPHONE BILL JUSTIFICATION REPORT

Encl: (1) Station telephone bill for the period of _____
to _____

1. You are required to check the bill for unauthorized calls and notify the Executive Officer of collections that need to be made. Unauthorized calls are:

- a. Bill back charges for cellular phones.
- b. Collect phone calls longer than 5 minutes.
- c. Calls to 900 area codes or 976 prefix numbers.
- d. Directory assistance calls.

2. Further justification is required for:

- a. Long distance calls over 20 minutes.
- b. Calls outside the United States.
- c. Repeatedly called phone numbers.
- d. Excessive personal phone calls.

3. You are required to return this bill to the Logistics Support Officer within 10 days of receipt via the chain of command.

Signature

Enclosure (1)

From: _____
To: Telephone Control Officer

Subj: MONTHLY TELEPHONE BILL JUSTIFICATION REPORT

Encl: (1) Station telephone bill for the period of _____
to _____

1. I have reviewed the attached phone bill and checked the bill for unauthorized calls.

2. The following are unauthorized calls and collection is required:

<u>Name of caller</u>	<u>Date</u>	<u>Time</u>	<u>Amount</u>	<u>Comments</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The cost of the unofficial calls will be collected. A certified check/money order is attached in the amount of \$ _____.

3. I certify that all calls are all valid charges except as noted above.

Signature