

NDCSWINST 2305.1E
013
17 September 1991

NAVDENCEN SAN DIEGO INSTRUCTION 2305.1E

Subj: ADMINISTRATIVE CONTROLS AND USE OF OFFICIAL TELEPHONES

Ref: (a) SECNAVINST 2305.11
(b) SECNAVINST 5430.92
(c) SECNAVINST 7510.7
(d) NAVSTADIEGOINST 2067.1D
(e) PWC San Diego CENTREX

Encl: (1) Toll Call Record NAVDENCLINIC 2305/2 (8-90)

1. Purpose. To provide policy for use, acquisition and relocation of official telephones within the guidelines of references (a) through (e).

2. Cancellation. NDCINST 2305.1D is hereby canceled.

3. Discussion

a. Official Telephones. Command telephones shall only be used to conduct official business. Personal calls shall not be made on official telephones but may be made from pay telephones located throughout the command. Incoming personal calls received over official telephones may be completed. If the individual is not available, the receiver of the call should make every attempt to ascertain the name, telephone number and purpose of the call. The called party should be given the information at the earliest opportunity and advised to complete the call over a pay phone.

b. DSN. Defense Switched Network (DSN) is the principal long distance voice communications network within the Department of Defense Communications System. It provides unsecured direct dialing service worldwide through a system of government owned and leased automatic switching facilities. The purpose of DSN is to handle essential command and control operations, logistics and administrative traffic. At no time may approving officials authorize precedence higher than "Routine." Experience has proven that over ninety percent of all off-station official calls could be made utilizing the DSN system, thereby reducing the need to place toll/long distance calls.

c. Long Distance. Long distance and toll calls may be authorized when all other means of communication, including DSN, have been considered and will not suffice. Long distance/toll calls and DSN will only be made to conduct official government business and must have prior approval from an authorized official listed in paragraph four of this instruction.

NDCSWINST 2305.1F

d. Control Policy. The indiscriminate use of command telephones (Long distance, toll, or DSN calls) may force more self-discipline, security measures, telephone locks, locking of private offices, and simple administrative procedures must be enforced.

e. Unauthorized Use Of Official Telephones. Placing calls from, or charging calls to, an official telephone without authorization is a violation of the Uniform Code of Military Justice and may be cause for disciplinary action.

4. Authorizing Officers. The below listed officers have the authority to authorize commercial toll calls and overseas DSN calls that are of an official nature. Authorizing officers failing to take effective security measures may be held responsible for unauthorized charges that can not be traced to the person making the call.

- a. Commanding Officer
- b. Executive Officer
- c. Director, Dental Services
- d. Director, Dental Center Administration
- e. NDC Headquarters, Department Heads
- f. Branch Directors
- g. Command Duty Officer
- h. Officer of the Day

5. Toll Call Records

a. All long distance and toll calls shall be recorded using a toll call log book, which shall include the following:

- (1) Date
- (2) Number and location called
- (3) Person/organization called
- (4) Number from which call is placed
- (5) Authorizing officials signature

b. For all calls made by departments without a toll call log, a completed toll call card (NDC-2305/2), enclosure (1), signed by an authorized person will be forwarded to each department/clinic designated control point for entry into the toll call record log. It is important that all personnel authorized access to telephones be made aware of the importance of this form. It should be readily available and be centrally located.

6. Head Operating Management is the program administrator for telephones and will:

a. Process all requests for telephone locks and change of telephone service classification.

b. Process requests for acquisition and/or relocation of telephones and telephone lines. Upon investigation and review, will confer with Head, Fiscal for budgeting. Requests will include present and requested location as well as telephone number and justification for relocation, type of instrument, class of service requested, location requested and justification. Unusual requests will be brought to the attention of the Commanding Officer.

c. Forward telephone toll reports upon receipt to all departments/branches for verification. Each call is to be annotated either "authorized" or unauthorized." Reasonable attempts are to be made to determine the caller in order to arrange for compensation or disciplinary actions. Reports are to be signed by the Department Head/Clinic Director and returned to Head, Operating Management by the date indicated on the report. Head, Operating Management will coordinate investigations with PWC and/or the telephone company for all calls listed as unauthorized and payment is not arranged.

7. All Branch Directors and Headquarters Department Heads are responsible for the proper use and maintenance of official telephones located within their work spaces.

6. Payment of unauthorized telephone calls shall be arranged through Head, Fiscal.

9. Enclosure (1) is available through the command supply system.

J. L. FRAZIER

Dist:

List 1, Case 1, 2