

COMSCINST <b>2305.2G</b>	COG CODE <b>N6</b>	DATE <b>08 JUN 92</b>
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DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
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WASHINGTON DC 20398-5540

COMSCINST 2305.2G  
N6  
8 June 1992

COMSC INSTRUCTION 2305.2G

Subj: USE OF DOD TELEPHONES

Ref: (a) Deputy Secretary of Defense memo of 21 Jun 89

1. Purpose. To provide information on the use of DOD telephones.
2. Cancellation. COMSCINST 2305.2F.
3. Background
  - a. Wide Area Telephone Service (WATS)

(1) Unrestricted telephones of the Defense Telecommunications Service-Washington (DTS-W) centrex system have been equipped since 1 August 1977 to permit direct dialing into DTS-W long distance facilities via WATS. This long distance method offers users more convenience in placing calls and provides agencies more control in using the long distance system.

(2) Since 1 November 1987, an Interchangeable Code Plan has been in effect in the metropolitan area for direct dialed long distance (DDL) and toll calls originated from area codes 202, 301 or 703. Procedures for placing DDL and toll calls within CONUS and to Hawaii, Puerto Rico and the U.S. Virgin Islands are as follows:

- (a) Dial 9 + 1 + area code + seven digit phone number.
- (b) If a "busy circuit" recording is encountered, hang up and place your call later. If call is urgent, dial DOD operator "0", explain circumstances and request assistance. DOD operator has the capability to place calls via commercial network if WATS exercised in requesting use of commercial network in lieu of placing call via WATS.

(3) Calls dialed directly into WATS long distance system will automatically be registered on magnetic tape showing calling number, date and time connected, length of call in minutes, cost of call, city, state and telephone number called. A monthly printout

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of this information is furnished by DTS-W to each user agency to monitor telephone use and expenses. COMSC monthly billing for calls made by MSC Headquarters personnel over Defense Telephone Service (DTS) lines also shows:

(a) Commercial long distance calls placed through the DOD operator.

(b) Message unit (local) calls, except those made from a DOD centrex telephone system (such as those installed in MSC, Washington Navy Yard), to any other agency of the government in the Metropolitan area also having centrex system. All other local calls are billed to the command at an average of 10 cents per call.

(4) DDL calls placed via WATS lines are billed at reduced rates made available to the government for use of this service. These rates are not for personal convenience of employees. These rates are not for personal convenience of employees. Commercial long distance calls are billed at rates prevailing for this service. Autovon calls are exempt from charges and this service should continue to be used for direct dialing to military installations in CONUS. Instruction on use of autovon is provided in General Information section of current DOD telephone directory.

b. International Direct Distance Dialing (IDDD)

(1) IDDD has been implemented by DTS-W in National Capital Region. Individuals who have long distance capability on their line may place an IDDD call as following:

Dial 9 + 001 + country code + city code + phone number.

(2) The following are to be considered before reporting IDDD troubles:

(a) If you receive a "busy signal" or "recording" after dialing "9 + 011," and/or you receive a recording after dialing all of the numbers, dial "0" to report this trouble to DOD Operators.

(b) If you receive a "regular busy signal" after dialing all numbers, the number you dialed is busy; however, if you receive a "fast busy signal", this is an indication that all international circuits are busy.

4. Policy. DOD telephones are to be used only in conducting official business of the command. Classified information is not to be discussed on DOD telephones. Personal calls are to be placed through local pay stations except in emergency situations. In accordance with reference (a), personal long distance calls can no longer be charged to government lines. In an emergency, a personal long distance call can be made from a government phone if the call is:

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- a. charged to the employee's home telephone number or other non-government number (third number call);
  - b. made to an 800 toll-free number;
  - c. charged to the called party if a non-government number (collect call) or
  - d. charged to a personal telephone credit card.
5. Additional Applications. The same policy and restrictions in this instruction apply to facsimile machines and computers using telephone lines for communications.
6. Action. To curtail use of DOD telephones for local or long distance personal calls, Directors/Special Assistants will establish procedures to ensure that:
- a. New personnel are aware of policy on placing both official and personal long distance phone calls.
  - b. A record of all official long distance calls shall be maintained on MSC 2300/2.
  - c. The monthly DTS telephone bill submitted by N6 to each directorate, listing calls made from lines in their offices, is carefully reviewed and validated against the MSC 2300/2's that are maintained by employees in their department.
  - d. Collection is obtained from callers for unauthorized personal long distance calls made via WATS or commercial circuits to reimburse the command. Checks, payable to Military Sealift Command, are to be submitted to N6 with the returned listing of calls certified by the Director/Special Assistant or designated representative.
  - e. Employees who repeatedly abuse use of telephones will be counseled and/or disciplined as appropriate.
7. Form. Copies of MSC 2300/2 are available from N0021.

Distribution:  
COMSCINST 5000.19  
List I (Case A, B)  
List II (Case A, B)