DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 2305.1F
Code N8
22 January 1998

PERSUPPACT SAN DIEGO INSTRUCTION 2305.1F

Subj: TELEPHONE USE AND BILLING CONTROL

Ref: (a) SECNAVINST 2305.11A
(b) SECNAV WASHINGTON DC 202151Z NOV 89

Encl: (1) Sample Collection Voucher DD1131

1. Purpose. To establish uniform identification, control and processing of official long distance telephone toll calls and local message unit charges. This instruction has been changed in its entirety.

2. Cancellation. PERSUPPACTSANDIEGOINST 2305.1E

3. Background. Reference (a) policy states that telephone equipment may be used only for officially approved business. Reference (b) amends reference (a) to allow use for emergency calls or those that cannot reasonably be made at another time, and must be limited in time and frequency. Innovations in most of our phone systems have made it possible to carry on the majority of our business calls at no cost when the equipment is used properly.

4. Responsibilities

a. Managers at all levels should ensure; that all new employees are indoctrinated on the use, features, and capabilities of the telephone system; that they are aware that all "9" level local or long distance calls are charged.

b. Publish or use other frequent verbal reminders for all employees that telephones should not be abused. Wasting time on nonessential calls not only causes loss of time and productivity by the user, but causes frustration and loss of time by customers trying to call in.

c. Correct other items of waste, i.e., remove long distance and local base "9" level phone numbers from your fax's memory when DSN or 5 digit base calls can be used; remind personnel to use telephone books vice dialing information ($0.25 per call); CATS overseas DSN operator can be reached with the last 5 digits of phone number vice dialing "9" (save local message units charged for length of call.).

5. Action. Managers must enforce the policy that personal calls must be limited in time and frequency and that personal local

calls of more than 5 minutes duration. Personal long distance charges will not be made from government telephones. Department heads and Officers in Charge will establish procedures to maintain control over telephone usage and for accounting and audit purposes.

a. Review monthly toll call listings of the department or detachment. Conduct informal investigation of all unverified long distance calls. Conduct investigation, at management discretion, of frequent local calls or local calls over 5 minutes.

b. Effect collection of unofficial call charges as appropriate. Prepare collection voucher in the format of enclosure (1) and deliver to Deputy Disbursing Officer for deposit. Ensure 2 copies of voucher signed by deputy disbursing officer with COV# and date are forwarded to PERSUPPACT Code N8 so that your toll call account receives proper credits.

c. Forward annotated copy of toll listing and collection vouchers to PERSUPPACT Code N8 within eight working days of receipt of billing. Code N8 shall review and keep records of unsupported charges, trends, and report to the Command Evaluation Officer.

J. H. GAZE

Distribution:
PERSUPPACTSANDIEGOINST 5216.1H, Lists I and II

★U.S. GPO 1988-0-508-352/80037

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER

RECEIVING OFFICE COLLECTION VOUCHER NUMBER

RECEIVING OFFICE

ACTIVITY (Name and location)
PERSUPPDET (fill in name) San Diego, CA (fill in zipcode)

RECEIVED AND FORWARDED BY (Printed name, title and signature)
(Signature)
(Name)
(Title)

DATE
(Date prepared)

DISBURSING OFFICE

ACTIVITY (Name and location)
PERSUPPDET (fill in name) San Diego, CA (fill in zipcode)

DISBURSING OFFICER (Printed name, title and signature)
(Signature)
(Name)
(Title)

DISBURSING STATION SYMBOL NUMBER

DATE RECEIVED SUBJECT TO COLLECTION

PERIOD: From To

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT
(date)		Reimbursement for unofficial toll calls	
	PN2 Jones - Cash		1.20
	Mary Smith - U.S.A. Postal Money Order No. 350 56810		4.00
	John Davis - BofA Check No. 1022		3.00
		TOTAL	8.20

ACCOUNTING CLASSIFICATION (REV. 7-65) (NAVY OVERPRINT) — SHOW ZEROS WHERE ACCOUNTING DATA NOT REQUIRED.

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. AND SUBALLOT. NO.	AUTH. ACCTG. ACTIVITY	TYPE	PROPERTY ACCTG. ACTIVITY	COST CODE	AMOUNT
AA17*1804.70CA	000	68553/0	068688	2D	UNAUTH	68553*KLNA2N	8.20
* Use last digit of current fiscal year.							
						TOTAL	8.20

Enclosure (1)

DD FORM 1 APR 57 1131 S/N 0102-LF-010-8930 PREVIOUS EDITION MAY BE USED. Form approved by Comptroller General, U. S. 24 January 1956