



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 2201.1B  
FR/C  
19 Dec 00

NTC GREAT LAKES (COMPLEX) INSTRUCTION 2201.1B

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER (COMPLEX) TELEPHONE POLICY

Ref: (a) 41CFR Part 101-35.200  
(b) DOD 5500.7-R  
(c) SECNAV 2305.11A

Encl: (1) NTC Telephone Certification

1. Purpose. To promulgate direction and guidance on Naval Training Center telephone policy.
2. Cancellation. NTCGLAKESINST 2201.1A.
3. Background. The accelerating cost of telephone service led to a need for a policy regarding the review and certification of telephone bills. Assistant Chiefs of Staff, Special Assistants, and Department Heads are expected to monitor the calls placed from phones within their spaces to ensure telephone use is not abused.
4. The Assistant Chief of Staff, Resource Management is the Official NTC Telecommunications Program Manager.
5. In accordance with policies outlined in reference (a) through (c), calls placed from government telephones will be for official business, emergency calls, and calls the agency determines are necessary in the interest of the government. Personal calls are authorized when they:
  - a. Do not adversely affect the performance of official duties by the employee.
  - b. Are of reasonable duration and frequency.
  - c. Could not reasonably have been made at another time.
  - d. Do not adversely reflect on the Navy.

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e. Examples of described calls in a. through d. are the following:

- (1) Calls to a health care provider.
- (2) An employee traveling on government business is delayed.
- (3) An employee traveling for more than one night on government business in the United States.
- (4) An employee is required to work overtime without advanced notice.
- (5) An employee makes a brief call to locations within the local commuting area to speak to spouse or minor children.
- (6) An employee makes a brief call to a location within the local commuting area that can be reached only during working hours.
- (7) An employee makes a brief call to a location within the local commuting area to arrange for repairs to his or her residence or automobile.

f. All phone calls involving commercial activities, soliciting, selling or pornography, etc. are strictly prohibited.

6. Department managers are responsible for:

a. Certifying the phone bill and the necessity of the lines, equipment and restrictions on the equipment. This will be done monthly, on receipt of the phone bill, on enclosure (1).

b. Annotating monthly phone bills by indicating all calls in excess of a reasonable duration, based on the manager's discretion, have been reviewed. All calls with an excess cost of \$5.00 must be annotated and reviewed, unless ordinary business calls of this amount or more are common in the work activity, then a higher threshold may be used. In this case, the Program Manager should approve this cost variation.

c. Sending an annotated monthly phone bill to the Program Manager which shows that all calls with a cost in excess of \$5.00 were reviewed. This will be done quarterly. They will be returned to the cost center for retention for two years.

d. Collecting reimbursement from employees for unauthorized personal calls and/or a total exceeding \$5.00 for authorized personal calls.

7. Department heads will encourage personnel to avoid charges to the government by using personal telephone credit cards, 800 toll-free numbers, charges to the home phone or called party. Failure to abide by the prohibitions contained in this instruction is punishable as a violation of Article 92, Uniform Code of Military Justice for military members and NTCGLAKESINST 12752.1A, dated 4 May 1995, for civilian personnel as appropriate. Telephone calls are subject to monitoring at any time.

8. The following definitions as they apply to this directive are provided:

a. Brief is less than five minutes.

b. Local commuting area is the area within a 50 mile radius of work.

9. Authorized personal calls which exceed a total of \$5.00 per month must be reimbursed by the employee with a check payable to the United States Treasury and may be subject to disciplinary procedures.

  
G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
List I, II

**NTC TELEPHONE CERTIFICATION**

From: \_\_\_\_\_  
To: Naval Training Center, ACOS Resources

Subj: MONTHLY CERTIFICATION OF TELEPHONE BILLING

1. I certify that all calls made were for official business or were necessary in the interest of government in accordance with all applicable federal government instructions and policies.

2. I certify that all charges for equipment and services have been reviewed for the month in accordance with the following:

a. Services and instruments in place are required, except for the following, which can be deactivated:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

b. Services and instruments billed for are actually in place.

c. Sufficient documentation on personal telephone calls is being kept for the Program Manager (PM) to review on random spot checks throughout the year.

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Command and Code

\_\_\_\_\_  
Telephone Number