



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 2060.1B
BUMED-M09B15
JUN 22 2015

BUMED INSTRUCTION 2060.1B

From: Chief, Bureau of Medicine and Surgery

Subj: MANAGEMENT OF TELEPHONE TELECOMMUNICATIONS FACILITIES AND SERVICES

Ref: (a) BUMEDINST 5230.17
(b) DoD Instruction 8560.01 of October 9, 2007

1. Purpose. To establish policies and procedures governing the use and service of telephone systems, provide equipment usage guidelines designed to affect economies, and give sufficient and satisfactory telephone service. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 2060.1A.

3. Scope. This instruction applies to all Navy Medical Department personnel.

4. Telecommunication Services. Refers to all leased and purchased communications facilities and equipment, such as stationary and mobile telephones, pagers, dialers, intercoms, routine dial access to the Defense Switched Network (DSN), teleconferencing (voice and video) equipment, data communications equipment (such as channels, modems, telephone data sets, digital service units), data transmission facilities and networks, and switched and non-switched services.

5. Policy. Telephone services given must meet sound management practices. Requests for new or additional services shall be carefully scrutinized and fully justified by the originator.

6. Responsibilities

a. Division Directors, Department Heads, and Supervisors shall:

(1) Ensure all employees are aware of these policies.

(2) Counsel personnel making identified unauthorized long distance telephone calls.

(3) Assist Information Technology and Communication Services (ITACS) in the collection of fees for unauthorized calls, and initiate disciplinary action for repeat offenders.

JUN 22 2015

b. ITACS shall:

(1) Support the Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) and its detachments in properly planning, directing and coordinating all Telecommunication efforts with the local Telecommunication Service providers.

(2) Review and endorse service requests received from BUMED personnel for any new service or modification to an existing system not funded in the current fiscal year budget.

(3) Plan and budget all funding to pay for authorized telephone calls and services performed with BUMED HQ Comptroller.

(4) Review requests for telecommunications equipment and service and ensure compliance with this instruction. Serve as the point of contact with Telecommunication Service providers and their vendors. Place orders for routine service with Telecommunication Service providers and other vendors as authorized. Such services include line installations, line and station disconnects, line and station relocation and rearrangements.

(5) Coordinate repairs, services, large or difficult telecommunications requirements, such as major moves, telephone line conversions, and reorganizations with Telecommunication Service providers.

(6) Receive monthly billing reports of local and long distance telephone calls. Billing reports will be audited periodically to verify all long distance telephone calls were for official Government business, identify any unofficial calls and the persons responsible, and notify responsible office.

(7) Coordinate the telecommunication requirements with BUMED HQ Comptroller to assure funds availability.

7. Telephone Service. For official business only. The following telephone services are available:

a. Local Area and Long Distance Calls. All calls within a local area shall follow their local dialing instructions. Typically calls to Department of Defense (DoD) agencies within a local area can be made by dialing "99", then "1", then the full seven digit number. Personal calls, to include long distance, shall not result in a charge to the Government, even if the caller intends to reimburse the Government as they are not authorized.

b. Defense Switched Network (DSN). The DSN system is the switched voice network of the Defense Communication System. DSN serves most DoD installations in the Continental United States (CONUS). DSN calls can be made by dialing "94" and the DSN number. The DoD Telephone Directory includes a DSN directory.

JUN 22 2015

c. Voice Messaging System. All Voice Messaging services and guidance will be provided by the local telecommunications specialist.

8. Cellular Telephone Service. See reference (a).

9. Restrictions and Prohibitions. The following restrictions and prohibitions apply to all users of the BUMED telephone telecommunication system:

a. Telephones are restricted to official business only.

b. Incoming collect calls are not authorized.

c. Making threats, immoral insinuations, deliberate misrepresentation, using obscene, vulgar, profane, or indecent language, or other acts considered illegal under Federal or the District of Columbia statutes.

d. Using wiretapping, recording, or monitoring devices is in violation of Federal or the District of Columbia statutes.

e. Discussion of classified information over non-secure telephones is prohibited. Official DoD telephones are subject to monitoring for communications security purposes. Use of official DoD telephones constitutes consent to communication security telephone monitoring per reference (b).

f. Tampering, defacing, altering, or abusing telephone equipment or property is prohibited.

9. Action. Managers and supervisory personnel will ensure all personnel in their areas of responsibility are aware of the contents of this instruction.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.



P. B. COE
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>