



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 2300.1G

M1A

2 Jan 08

NAVMEDEAST INSTRUCTION 2300.1G

Subj: USE OF FEDERAL GOVERNMENT TELEPHONE SYSTEM

Ref: (a) DoD 5500.7-R Joint Ethics Regulations 2-301
(b) OPNAVINST 2305.13A

1. Purpose. To define the methodology, policy, and control procedures for the use of the federal government telephone system to include cellular telephones.

2. Cancellation. HLTHCARESUPPONORINST 2300.1F

3. Policy

a. Reference (a) limits the use of federal government phone systems (including calls and faxes over commercial systems which will be paid for by the Federal Government), to the conduct of official business, except as provided below in section 3b in this instruction.

b. Personal calls (such as calls to speak to spouse/minor children or to arrange for emergency repairs to residence or automobile) that must be made during working hours over the commercial local/long distance network may properly be authorized as being in the best interest of the Federal Government if the call is consistent with the following criteria:

(1) It does not adversely affect the performance of official duties by the Department of Defense (DoD) employee or the DoD employee's organization.

(2) It is of reasonable duration and frequency.

(3) It could not reasonably have been made at another time.

(4) In the case of long distance calls, the call must be:

(a) charged to the employee's home telephone number or other non-Federal Government number (third party call)

(b) made to a toll-free number

(c) charged to the called party if a non-Federal Government number (collect call)

(d) charged to a personal telephone credit card, or

(e) when traveling for more than one night on Federal Government business in the United States, a brief call to his/her residence to notify family of a schedule change.

c. Reference (b) restricts the use of command telephone service for long distance calling to matters of such urgency and need that no other means of communication will suffice. Do not discuss classified information on non-secure telephones. Official DoD telephones are subject to monitoring for communications security purposes at all times and use of official DoD telephones constitutes consent to communications security telephone monitoring.

4. Department of the Navy directives setting forth MINIMIZE conditions and procedures specifically include restrictions upon long distance telephone call traffic. When MINIMIZE is imposed, users must familiarize themselves with pertinent directives and comply with limitations on long distance calls. In all cases, limit calls to three minutes or less.

5. Action The Administrative Support Department will verify the monthly list of commercial long distance charges. Charges found to be unauthorized will be forwarded to the Chief of Staff for action.

6. Review. The Administrative Support Director will review this instruction and initiate changes as needed or when directed by higher authority.



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List A