



UNITED STATES MARINE CORPS  
MARINE CORPS AIR FACILITY  
2100 ROWELL ROAD  
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO  
AFO 2305.2C  
C 144  
26 Aug 97

AIR FACILITY ORDER 2305.2C

From: Commanding Officer  
To: Distribution List  
Subj: TELEPHONE MANAGEMENT PROCEDURES

Ref: (a) MCCDC Telephone Directory  
(b) MCBO P2831.1

Encl: (1) Sample Letter for Assignment as EDR Responsible  
Officer  
(2) Sample Logbook Page  
(3) Sample Toll Reimbursement Letter

1. Purpose. To provide information on procedures required in the management of telephones aboard Marine Corps Air Facility (MCAF), Quantico, Virginia in accordance with references (a) and (b).

2. Cancellation. AFO 2305.2B

3. General.

a. Responsibility. All MCAF personnel are responsible for the proper use of the telephone system. The MCAF Supply/Contract Officer will be the designated Telephone Liaison Officer. Each section OIC will appoint in writing a responsible officer and an alternate (E-7 or above) to verify all telephone expenditures as per enclosure (1). A copy of the appointment letter will be forwarded to the MCAF S-4 Office. This individual will verify and sign the monthly Extension Detail Report (EDR) on the line marked "Approved-Individual" alone with printed name.

b. Long Distance Calls

(1) To assist in telephone call accountability, a toll call logbook will be maintained at each telephone that has a unrestricted or semi-restricted capability. An entry including: number called, date, name of individual who placed call, and reason for each toll call will be noted in the logbook (enclosure (2)).

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(2) Toll calls from a government telephone number will be placed or accepted only after considering all other means of communication (autovon, toll free, message).

(3) The Automated Voice Network (Autovon) system is provided for the transmission of official government information only and is subject to telephone communication security monitoring and telephone communications management monitoring at all times.

(4) Placing personal long distance calls and billing them to a government number is a violation of Federal Law and reference (b) and is punishable under the UCMJ. All personnel are to use pay telephones or personal calling card number to make personal calls.

(5) An unauthorized toll call is any toll call charged to a government telephone number for other than government business, whether or not an intentional attempt to defraud the government has been made.

c. Verifying Toll Calls

(1) The MCAF Logistics Office will receive all MCAF EDRs and distribute them to the appropriate work section for verification of calls.

(2) Each authorized call is to be initiated by the responsible officer for the work section.

(3) Each unauthorized call will be noted and handled in accordance with paragraph d.

(4) Any call that cannot be identified will be investigated by the responsible officer. Some calls may not be traceable. The goal is to reduce unauthorized calls through stricter accountability.

d. Unauthorized Calls

(1) The results of the investigation of unauthorized calls will be noted on the EDR and forwarded to the MCAF Supply/Contract Officer.

(2) If the toll call is determined to be an unauthorized call, the responsible officer will provide the Logistics Office

with the name, rank, social security number and MOS of individual who made the call(s). The EDR with all unauthorized calls will be forwarded to the Logistics Office for completion of the reimbursement letter (enclosure (3)).

(a) The offender will take the reimbursement letter to Data Communication Integration Division, Building 3095, MCCDC, and make full restitution. The letter (stamped and initialed as paid) will then be returned to the Logistics Office for their records.

(b) Money order or personal check only will be accepted as payment.

(c) Reimbursement is to be made within thirty days

e. Liability for Unauthorized Calls. Payment for unauthorized telephone calls does not constitute dismissal of the fact that an attempt was made to defraud the government. Commanding Officers may take legal or disciplinary action as deemed necessary.

f. Telephone Service Requests. Reference (a) provides information on service requests. All requests will be submitted through the MCAF Logistics Officer.

g. Local Calls. Reference (a) explains in detail the procedures for making local calls.

h. Collect Calls. Incoming collect calls will only be accepted in an emergency or for official business. All collect calls will be noted in the long distance logbook. Collect call slips will be investigated and signed off by the responsible officer similar to the EDR.

#### 4. Action

##### a. Commanding Officer/Officers in Charge

- 1 Ensure all personnel practice toll call conservation
- (2) Instruct all personnel concerning unauthorized calls and possible disciplinary action for unauthorized telephone use.
- (3) Comply with procedures in this order.

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b. MCAF Logistics Officer

1 Comply with procedures outlined in this order

(2) Monitor the toll call billings for unauthorized use of government telephones.

(3) Conduct periodic inspections to ensure all responsibilities identified in this order are being carried out.

  
R. J. FLEMING  
By direction

DISTRIBUTION: B

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**SAMPLE LETTER FOR ASSIGNMENT AS EDR RESPONSIBLE OFFICER**

From: \_\_\_\_\_  
(Work Section OIC)  
To: Supply/Contract Officer, Marine Corps Air Facility  
Subj: ASSIGNMENT AS EDR RESPONSIBLE OFFICER

\_\_\_\_\_ has bee assigned as the  
(name, rank, SSN)  
responsible officer for work section \_\_\_\_\_. The  
extension numbers for this section are as follows \_\_\_\_\_

2. Individual assigned is responsible for the verification of monthly EDRs for their work section, proper logbook procedures and providing the Logistics office with information regarding individuals who must reimburse the government for unauthorized phone calls.

ENCLOSURE (1)



