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	U·S·DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: ADS-12 Transmittal Number: 385 Date: 10/16/87

Subject: TELECOMMUNICATIONS MANAGEMENT

Approval: Title: Acting Director

1. PURPOSE. This directive establishes the policy and procedures for the acquisition and establishment of telecommunications service, facilities and equipment. This directive supplements the Departmental Telephone System Handbook 377 DM.

2. DEFINITIONS.

a. Telecommunications Service-Includes without limitation, the transmission, emission, or reception of signals, images, sound, or intelligence of any nature, by wire, radio, visual, or other electrical, electromagnetic or acoustically coupled means.

b. Telecommunications Facilities-include equipment used for such modes of transmission as telephone, telegraph, teletypewriter, data, facsimile, telephotograph, video and audio, and security facilities.

c. Telecommunications Manager-The individual designated by the Assistant Director, Budget and Administration as responsible for agency wide telecommunications matters.

3. POLICY/PROCEDURES.

a. Policy. Sound telecommunications policy requires the establishment of requirements and general planning objectives for meeting current and future communications needs.

b. Scope. This directive applies to all Office of Surface Mining Reclamation and Enforcement (OSMRE) facilities nationwide.

c. Procedures.

(1) Changes and installations outlined below require approval by the Telecommunications Manager, and the Departmental Office of Information Resources Management (PIR), Division of Telecommunications:

(a) installation, relocation, replacement, or removal of private branch exchanges (PBX); hybrid/electronic key systems; automatic call distribution equipment; and secure (NSA encrypted) telephone units;

(b) installation, of any telecommunications service or equipment involving a contract period of three years or more;

(c) requests for toll free service e.g. 800 service;

(d) installation, change or removal of teleconferencing facilities;

(e) installation, of public pay telephones by other than the local tariffed telephone company;

(f) contract for non-FTS long distance service; and,

(g) installation, relocation, or removal of FTS access lines, Foreign Exchange (FX) lines, tielines, WATS lines, or other specialized common carrier lines.

(2) The following installations require the approval of the Deputy Director, Administration and Finance, Telecommunications Manager, and the Departmental Office of Information Resources Management (PIR), Division of Telecommunications:

(a) installations of any type of answering machines, recording devices, or machine which provides a pre-recorded message to the public;

(b) installation of a FTS line(s) or government provided service in a private residence; and

(c) installation of mobil telephones in OSMRE owned or leased vehicles.

(3) Subject to the provisions of 3c (1.), (2.); service at a new location for a contract period of less than three years and not exceeding $50,000.00 may be approved by the Chief, Administrative Service Center.

(4) The Telecommunications Manager, AMS serves as the liaison between OSMRE and the Division of Telecommunications in the Departmental Office of Information Resources Management.

d. Organization

The OSMRE telecommunications management function is established in the Office of the Assistant Director for Budget and Administration, Division of Management Services, Branch of Policy and Evaluation.

e. Responsibilities

(1) The telecommunications manager is responsible for the development of policy and the evaluation of operational effectiveness agency wide.

(2) Departmental Manual 377 DM assigns the management responsibility for the operation of telecommunications activities to a bureau office/head.

f. Committees

As required by the Deputy Director, Administration and Finance.

g. Procedures

(1) The following will be included in written request requiring the approval of the Telecommunications Manager.

(a) The location where service is desired;

(b) Projected number of Full Time Equivalent (FTE) Staff, including any contractor(s), at locations(s) requiring service;

(c) Name, address and telephone number of local OSMRE contract;

(d) Voice telephony features required or desired and;

(e) Data communications requirements and plans.

(2) When available, dial tone will be ordered from the General Services Administration (GSA) on a Standard Form 145 "Telephone Service Request".

(3) Telecommunications equipment, services and facilities must be acquired through the competitive procurement process unless specific requirements dictate a sole source procurement., e.g. Procurement of Telephone Services (POTS) contract.

4. REPORTING REQUIREMENTS

General Services Administration. Telephone Inventory and Accounting System (TIAS) reports.

5. REFERENCES

a. 41 CFR Chapter 20, Subtitle E-Federal Information Resource Management Regulations, FIRMR, as amended.

b. 377 DM, Department of the Interior, Telephone Systems Handbook, as amended.

c. Federal Acquisition Regulations (FAR).

d. Departmental and General Services Administration regulations both permanent and temporary affecting the above cited regulations.

6. EFFECT ON OTHER DOCUMENTS

None

7. EFFECTIVE DATE

Upon Issuance

8. CONTACT

Chief, Branch of Policy and Evaluation, FTS 343-5447.