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U·S· DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

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Subject:

Procedures for Issuance and Usage of AT&T Telephone Credit Cards

Approval:

Title: Acting Director

1. Purpose. This directive sets forth the policy and procedural guidance for the issuance and usage of AT&T credit cards in OSMRE Headquarters - Washington, D.C. only. The Assistant Directors, Eastern and Western Field Operations Offices may issue supplements to this directive which are specifically applicable to their areas of responsibility.
2. Definition. None
3. Policy/Procedure.
 - a. Background. Departmental Manual 377 (3.4) Telephone Credit Cards sets forth guidelines and procedures for issuance and usage of the telephone credit card.
 - b. Policy. Within Headquarters, cards normally will be assigned only to employees in positions of Division Chief or above whose duties require frequent placement of long distance calls from locations where FTS is unavailable. Telephone credit cards are to be used for placing long distance calls only for the purpose of conducting official government business when no other means are available to place the call more economically (FTS). Holders of credit cards are responsible for all calls charged to their card. Prior to payment, bills should be certified to verify that all calls were for official government business and no other means were available to place the call more economically. Telephone credit cards are not to be used at the normal work location for administrative control purposes such as sectional billing of toll calls.
 - c. Responsibilities.
 - (1) The Assistant Director, Budget and Administration is responsible for review/approval of applications for telephone credit cards prior to dissemination. He/She is also responsible for periodically publicizing current policy on use of telephone credit cards.

4. Reporting Requirements. None
5. References. 5-CFR - Paragraph 735.205, Use of government property.
Federal Information Resources Management Regulations (FIRMR), Part 201-38.007, Use of Telecommunication Services.
Part 377, Departmental Manual, Chapter 3, Paragraph 3.1, Guidelines.
Part 377, Departmental Manual, Chapter 3, Paragraph 3.4, Telephone Credit Cards.
Part 377, Departmental Manual, Chapter 7, Paragraph 7.3, Operational Controls.
Part 370, Departmental Manual, Chapter 752, 1-3, Discipline and Adverse Actions.
6. Effect on Other Documents. None
7. Effective Date. Upon Issuance.
8. Contact. Chief, Division of Management Services.

- (2) Assistant Directors are responsible for designating employees for cards where frequent travel requires their usage. Normally, cards will be restricted to employees in positions for Division Chief or above.
- (3) The Division of Management Services is responsible for issuing telephone credit cards on a controlled basis. The Division is also responsible for the collection of all telephone credit cards and verification that all calls were for official government business prior to payment of each monthly bill. The Division Chief will appoint an individual to review, verify and certify monthly bills.
- (4) The Cardholder is responsible for insuring that all calls charged to his/her telephone credit card were for official business only. He/She is also responsible for returning the card to the Division of Management Services upon leaving the agency or changing job assignments (frequent travel no longer required).

d. Procedures.

- (1) Assistant Directors will submit a written request to the Assistant Director, Budget and Administration for approval/authorization of a telephone credit card.
- (2) The approved request will be sent to the Division of Management Services. The Division of Management Services will then process the request and issue the telephone credit card.
- (3) As a result of verification of telephone calls, if any calls are found to be unofficial or could have been placed more economically (FTS), the responsible credit card holder will be required to justify or pay for the unofficial and/or uneconomic call(s), and may be subject to disciplinary action.