

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 2530.4D

Date: Feb 5, 1979

Material Transmitted:

1. Management Instruction, MMI 2530.4D, subject: Long-Distance Telephone Calls
2. This Instruction has been revised to define issuance/control of commercial telephone credit cards.

Filing Instructions:

Remove MMI 2530.4C and insert the attached MMI 2530.4D.

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization:
I AB51

Effective Date:
Feb 5, 1979

MMI:
2530.4D

Subject: LONG-DISTANCE TELEPHONE CALLS

1. PURPOSE

To establish policy, responsibilities, and procedures for controlling long-distance telephone calls.

2. SCOPE

This Instruction is applicable to MSFC elements and contractors who are provided telephone service by MSFC.

3. REFERENCES (Only applicable parts of most recent edition apply.)

- a. NMI 2540.1, subject: Placing of Official Telephone Calls.
- b. MMI 2520.2, subject: Telecommunications Services.

4. POLICY

- a. Government telephones will be used only for transaction of official Government business. Personal or non-Government calls are prohibited by law and such calls will be placed from a public pay station.
- b. The Federal Telecommunications System (FTS) will be utilized for making official long-distance telephone calls except:
 - (1) Calls which can be made over available foreign exchange leased circuits.
 - (2) When urgency makes it necessary to place a commercial call. Commercial calls placed from a Government telephone must be placed through the Government telephone switchboard.

MSFC-Form 2911 (Rev.October 1981)

- (3) When a call is placed from a commercial or private (off-net) telephone. Calls from such telephones will be placed as commercial calls.
- (4) Calls which cost less than \$1.00 (5-minute duration), will be placed over the commercial dial network via the MSFC or Michoud Assembly Facility telephone switchboard operator. The switchboard operator will provide assistance relative to this matter. Refer to Attachment A for calls within this category.

5. AUTHORITY TO CERTIFY LONG-DISTANCE TOLL VOUCHERS

The following MSFC officials are authorized to execute the certification required for payment of toll charges for commercial long-distance services on public vouchers and travel reimbursement vouchers within which reimbursement for long-distance toll is claimed.

- a. Michoud Assembly Facility - Manager or Financial Officer.
- b. All other MSFC facilities - Chief, Communications Division, Facilities Office, Administration and Program Support (AB51).

6. RESPONSIBILITIES

- a. Directors/Managers of MSFC Organizational Elements are responsible for the compliance of their employees with this Instruction and through an individual designated by them (normally, the Telecommunications Coordinator) the control of long-distance telephone calls and issuance of telephone credit cards.
- b. The Chief, Communications Division (AB51), is responsible for overall MSFC control of long-distance telephone service and the official certification of toll calls for payment.
- c. MSFC Personnel are responsible for conducting telephone calls in accordance with the procedures outlined in Attachment B; insuring that only official Government business will be transacted over Government telephones.

7. ISSUE AND CONTROL OF TELEPHONE CREDIT CARDS

- a. Telephone credit cards will be issued and controlled from the following control points:
 - (1) Michoud Assembly Facility - Support and Management Services Office (SM31).

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(2) All other MSFC facilities - Communications Division
(AB51).

b. Telephone credit cards will be issued upon request to:

(1) MSFC Director/Deputy Director.

(2) Line/staff officials reporting to the MSFC Director.

c. In addition, upon request from a laboratory/office director/
manager, telephone credit cards will be issued to the
following:

(1) Personnel whose job responsibilities require them to
frequently place long distance commercial calls.

(2) Employees who occasionally travel and require a
telephone credit card for a specific trip.

8. RECISION

This Instruction supersedes MMI 2530.4C.

(Original signed by)

John S. Potate
Associate Director (Management)

Attachments:

- A. Local Toll Calling Radius
- B. Procedures

Distribution:

SDL 3

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ATTACHMENT A

LOCAL TOLL CALLING RADIUS

Calls to locations listed from MSFC and Michoud Assembly Facility (station-to-station day calls) of five minutes or less duration that cost \$1.00 or less. Such calls will be placed through the MSFC or Michoud switchboard operators as applicable. FTS will not be used for calls to these listed locations:

MSFC TO:

Albertville, AL	Guntersville, AL
Arab, AL	Hartselle, AL
Ardmore, AL	Lewisburg, TN
Ardmore, TN	McMinnville, TN
Athens, AL	Murfreesboro, TN
Bridgeport, AL	Nashville, TN
Chattanooga, TN	Pulaski, TN
Collinsville, AL	Rogersville, AL
Decatur, AL	Shelbyville, TN
Fayetteville, TN	Stevenson, AL
Franklin, TN	Tullahoma, TN
Ft. Payne, AL	Winchester, TN

MICHOUD ASSEMBLY FACILITY TO:

Barataria, LA	Luling, LA
Bay St. Louis, MS	Mandeville, LA
Boutte, LA	Pass Christian, MS
Crown Point, LA	Picayune, MS
Delacroix, LA	Pointe A La Hache, LA
Gulfport, MS	Poplarville, MS
Lacombe, LA	Shell Beach, LA
Lafitte, LA	Slidell, LA
Laplace, LA	Waveland, MS

PROCEDURES

1. The Directors/Managers of the MSFC Organizational Elements will:

- a. Authorize an individual (normally, the Telecommunications Coordinator (reference MMI 2520.2)) to process and verify lists of toll calls charged to their organization and received from Communications Division (AB51).
- b. Request issuance of telephone credit cards to personnel of their organization as defined in paragraph 7 of basic issuance. Telephone calls placed with credit cards are chargeable to a telephone number of the employee's organizational element.
- c. Assure that loss of credit card is reported promptly to the appropriate control point.
- d. Assure that personnel no longer requiring use of credit cards return them to the appropriate control point for cancellation.
- e. Assure that MSFC Form 125 (Listing of Commercial Long Distance Telephone Calls) is attached to travel reimbursement vouchers.

2. The Chief, Communications Division (AB51), will

- a. Provide staff assistance and necessary coordination of procedures for control of long-distance telephone service.
- b. Forward lists of toll calls to MSFC organizations each month for verification.
- c. Review and certify Center telephone toll bills for payment including toll calls on travel reimbursement vouchers.

3. Telecommunications Coordinator for Each Organizational Element will:

- a. Assure that each element under his cognizance maintains a listing on MSFC Form 125 of all commercial long-distance calls.
- b. Check billing lists of calls against MSFC Form 125 and verify calls made by the organization, file for any future necessary reviews.
- c. Distribute and account for commercial credit cards issued to individuals within the organization.

4. MSFC Personnel will:

- a. Make only official calls from official telephones. Public pay stations are provided for personal and non-Government calls.
- b. Use the most economical means of communication, keeping calls as short and businesslike as practicable. This will assure availability of circuits to other users and will minimize costs for such service.
- c. Accept no collect calls from non-Government sources except calls which have previously been authorized. Collect calling should be discouraged.
- d. When on authorized travel and when placing a call from a telephone not directly connected to FTS:
 - (1) Place the call through the commercial long-distance operator, using an MSFC-issued commercial credit card, or
 - (2) Place the call through the commercial long-distance operator and pay for the call. (Reimbursement for official telephone calls is authorized when properly certified on a Travel Voucher.)
- e. Record commercial toll calls on MSFC Form 125 and justify official necessity of the calls.
- f. Attach completed MSFC Form 125 to the Travel Voucher when claiming reimbursement of long-distance tolls paid while in official travel status.

