

Department of Transportation
Office of the Secretary
Washington, D.C.

ORDER

DOT 1740.1A

10-23-75

SUBJECT: ADMINISTRATIVE TELEPHONE SERVICE AND EQUIPMENT

1. PURPOSE. To establish Departmental policy, procedures and standards for the acquisition and use of administrative telephone service and equipment.
2. DEFINITION. Administrative telephone service and equipment as used herein means the Federal Telecommunications System (FTS) and commercial telephone service and associated equipment obtained from commercial carriers on lease or contract for non-operational use to which the provisions of Federal Property Management Regulation (FPMR) 101-35 apply.
3. REFERENCES.
 - a. Federal Property Management Regulation (FPMR) 101-35.3, Utilization and Ordering of Telecommunications Services, which prescribes the standards and guidelines for determining telephone station requirements.
 - b. Federal Telecommunications System Telephone Users Guide which contains FTS switchboard locations, alphabetically, by state and city and user instructions for obtaining FTS numbers and operator assistance.
 - c. DOT 1600.17A, USE OF RECORDING OR MONITORING EQUIPMENT AND PRACTICES, of 10-29-74, which prescribes the policy of the Department of Transportation (DOT) with regard to the use of listening, recording or monitoring equipment or practices.
4. POLICY.
 - a. General. Administrative telephone service and equipment shall be provided only to the extent necessary to adequately conduct the Government's business.
 - b. Selection of Equipment. The telephone equipment installed shall be that which satisfies the need at the least cost.
 - c. Telephone Equipment. Telephones shall be provided only for employees whose duties require official calls.

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All Operating Elements

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- (1) Telephones (six button key set) shall be provided where traffic volume and work methods require an instrument to have access to more than one line.
- (2) Telephones of larger capacity may be used where it is determined that a six button key set will not provide the capacity for the required number of lines.
- (3) Automatic dialing equipment shall be provided only when the average number of repetitive calls placed per day exceeds 50.
- (4) Touch-tone instruments are authorized for the following:
 - (a) Assistant Secretaries and above, including their immediate staffs;
 - (b) Heads of operating elements and their immediate staffs;
 - (c) Physically handicapped employees performing official duties, provided the instrument can be substituted for regular service without modification to the existing system; and
 - (d) Data communication systems when used as data input devices.
- (5) Speakerphones shall be provided only where there is a frequent need for group participation in telephone conversations or where hands-free answering is essential.
- (6) Automatic ringing private lines (hot lines) shall be installed only where immediate uninterrupted service is essential.
- (7) Auto-call devices, such as Bell-Boys, shall be provided only for use in connection with emergency activities and in unusual operating situations.
- (8) The installation of listening-in circuits, transmitter cutoff switches, and other devices for recording and listening to telephone conversations is prohibited, except as outlined in DOT 1600.17A, reference 3c, above.

5. TELEPHONE SERVICE OR EQUIPMENT REQUEST. Requests for telephone service or equipment from all headquarters elements shall be submitted in duplicate on Form DOT F 1740.1, Telephone Service Request. Additional forms may be obtained from GSA Retail Stores in the DOT headquarters building, Trans Point Building, and FOB 10A. The request will be signed by the approving official and forwarded to the Director of Administrative Operations, Attention: Chief, Buildings Engineering & Design Division, TAD-47, for action.

6. ACTION REQUIRED. In order to verify the authenticity of requests, the chief administrative officer in each Assistant Secretary's office and the operating elements shall forward to the Director of Administrative Operations, Attention: Chief, Buildings Engineering & Design Division, TAD-47, the names of the officials authorized to approve telephone service or equipment requests.

7. ANNUAL SURVEY. The General Services Administration (GSA) requires an annual survey and certification of telephone equipment usage. Accordingly, each Secretarial Officer, Administrator, and the Director, MTB, shall conduct a survey each year to ensure that the installed telephone equipment is limited to that which is authorized in paragraph 4c, above. Each of the above elements shall submit a statement to the Director of Administrative Operations, Attention: Chief, Buildings Engineering and Design Division, TAD-47, by June 1 of each calendar year. These statements will be consolidated in the annual DOT report to GSA as required by FPMR 101-35.307-1, certifying that:
 - a. An annual survey has been conducted;
 - b. Telephone equipment on hand conforms to the standards contained in this Order; and
 - c. Only station equipment necessary to carry out assigned missions is provided and that action is being taken to remove telephone instruments, lines or devices not authorized.

8. USAGE. Telephone service and equipment are provided at Government expense for the purpose of conducting official business. The use of the FTS service or commercial telephone service to make long-distance calls for other than official business is prohibited.
 - a. TAD-47, in OST, and administrative officers in the operating elements, shall review monthly telephone company long-distance service bills charged to telephone numbers in their respective offices and certify thereon in accordance with the provision of Chapter 4, Order DOT 2750.1, Voucher Examination Manual of 9-22-72, that the calls as listed were for official business and necessary in the interest of the Government.
 - b. Evidence of misuse of the Government's telephone service to make unofficial commercial long-distance calls shall require reimbursement to the Government, including Federal Tax, by check made payable to the Department of Transportation. Checks will be forwarded to the Accounting Operations Center, TAD-29, for OST, and to the respective Accounting Offices in each of the operating elements for unofficial calls charged to each element.

9. TELEPHONE CREDIT CARDS. American Telephone & Telegraph (AT&T) credit cards chargeable to DOT may be authorized and used in accordance with the following procedures:
- a. When there is frequent need to place long-distance official calls while in official travel status or when absent from DOT headquarters under the conditions outlined in paragraph 10, below. Personnel having an occasional or infrequent need to place official calls while in travel status should place long-distance calls at their own expense and claim reimbursement on their travel vouchers.
 - b. Requests for telephone credit cards should include justification and should be submitted in memorandum form from the appropriate Office Director, or above, in OST, and administrative officers in the operating elements, to the Director of Administrative Operations, Attention: Chief, Buildings Engineering & Design Division, TAD-47.
 - c. The Director of Administrative Operations shall maintain internal records on the issuance and control of all telephone credit cards.
 - d. The loss of telephone credit cards should be reported promptly to the Director of Administrative Operations, Attention: Chief, Buildings Engineering & Design Division, TAD-47, for OST, and all operating elements. Personnel no longer needing a credit card or those terminating employment shall return their telephone credit cards to the above issuing office for cancellation.
10. USE OF TELEPHONE CREDIT CARDS. AT&T telephone credit cards may be used for official long-distance Government business calls under the following conditions:
- a. When calls are placed between two telephones not connected to the FTS network (except calls originating in the Washington, D. C. area only);
 - b. When calls are placed from a telephone not connected to the FTS network and there is no FTS switchboard (assistance operator) in the local calling area to complete the call;
 - c. When the FTS network is busy and calls are of such an urgent nature that they must be placed immediately;
 - d. When calls are placed from a telephone not connected to the FTS network during hours when the local FTS switchboard is closed; or

- e. Credit card holders in OST and the operating elements shall review monthly bills for long-distance telephone calls charged to their individual credit card numbers and certify thereon in accordance with paragraph 8a, that the calls as listed were for official business and necessary in the interest of the Government. Reimbursement, including Federal Tax, for unofficial credit card calls shall be made to the Government by check made payable to the Department of Transportation as outlined in paragraph 8a, above.
11. EXCLUSIONS. Classified and unclassified voice or message operational circuits, including military systems, are excluded from the provisions of this Order.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration