

**ARS □ CSREES □ ERS □ NASS**  
***Policies and Procedures***

***Title:*** Telecommunications--Utilization and Control of Telephone Lines, Station Equipment, and Costs

***Number:*** 262.3

***Date:*** 8/1/94

***Originating Office:*** Information Systems and Technology  
Division, Technology Assessment & Support Services  
Branch

***This Replaces:*** 262.3 Dated 9/21/88

***Distribution:*** Headquarters, Areas, and Locations

This DIRECTIVE provides for the utilization, control, survey, and review of telephone lines, station equipment, and costs.

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## 1. ABBREVIATIONS

- AA0 - Area Administrative Officer
- FIRMR - Federal Information Resources Management Regulation
- GSA - General Services Administration
- ISTD - Information Systems and Technology Division
- OIRM - Office of Information Resources Management
- TASSB - Technology Assessment and Support Services Branch

## 2. AUTHORITIES

- Departmental Regulation 3300-1
- FIRMR 201.21.2, Inventories

## 3. POLICY

It is ARS policy to provide telephone service and related equipment necessary for efficient conduct of its programs.

## 4. RESPONSIBILITIES

**TASSB** will:

- Have the responsibility of administering the telephone utilization and inventory programs for Headquarters.
- Be available to answer any questions regarding the surveys and inventories.

**The AAO** will:

- Have the responsibility of administering the telephone utilization and inventory programs within their respective Areas.
- Survey or cause to have surveyed all central office lines, station equipment, and communication services, within their respective Areas, at least every 3 years. When a complete survey is not conducted, the Area Office shall make sure that all changes that occurred during the year are noted and updated in their master survey. Updating of the Area master survey will ensure that the use and billings for installed lines/features, equipment, and services are correct and essential to meet program requirements.

**Each Area Administrative Office** will:

- Maintain a current inventory of installed telephone lines, equipment, and communication services for all locations within their respective Areas.

**Any location** that obtains GSA consolidated services will:

- Be in a computerized listing of telephone services as posted in GSA records as of March 31. The listing will be sent to TASSB via OIRM by May 1 of each year for review.

**TASSB** will:

- Review the listing for discrepancies.
- Contact the location to discuss any problem areas.
- Send the listing back to OIRM by June 30, with a copy to the location, once it is validated.

**ISTD/TASSB** will:

- Maintain a current inventory of installed central office lines and features (i.e., DID/DOD, fax or data and T-1, call transfer/pickup); equipment (i.e., key system/PBX); and communication services (i.e., X.25 X400, packet switch, FTS2000 or VON, 800 service, and voice mail) for all Headquarters offices in the Washington D.C. Metro Area.

## 5. REPORTS

By July 15 of each year, the AAO shall submit an update report (in free text format) to ISTD/TASSB. The initial report should contain all pertinent information, which is listed below. Once the initial report is provided to ISTD/TASSB, only an update report will be required each preceding year, unless there are major changes undertaken at the location.

- List of all central office lines, numbers, and features that are on the leased line (i.e., DID/DOD, T-1, call transfer, call pickup).
- Communication services used (i.e., X.25, X400 packet switch, FTS2000, VON, MCI, Sprint, or AT&T).
- Type of telephone key system/PBX (i.e., Mitel, NEC NEAX 2400, or Northern Telecom Northstar).

- When system was installed and configuration of system (i.e., installed 1989 and configuration is 20 trunks with 120 stations).
- Types and count of station instruments that are used in conjunction with location telecommunication systems, whether owned or leased (i.e., 20 single line sets, 20 proprietary 20 button sets, or 5-6 button sets).
- If location is provided service at no cost to the Government (i.e., co-located at University). Identify this location by University and no cost to the Government.
- A copy of the GSA consolidated service report should be sent with the location telecommunication inventory.

ISTD will consolidate the Areas' reports and submit the ARS report to OIRM as required.

JANE L. GILES  
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