



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

June 3, 2004


MEMORANDUM FOR ALL DoDDS-EUROPE EMPLOYEES

SUBJECT: DoDDS-E Telephone Usage Policy

- A. **PURPOSE:** This is to establish the DoDDS-E policy and procedures for the use and administration of DoDDS-E telephones, (DSN, "99" Access, Commercial, and Cellular Phones).
- B. **APPLICABILITY:** This policy applies to all employees of DoDDS-E.
- C. **POLICY:** It is the policy of DoDDS-E to provide each employee with access to the use of a telephone in order to conduct Official Government Business and "other business" in cases of emergencies.
- D. **RESPONSIBILITIES:** The Chief, Logistics Division, DoDDS-E, is responsible for ensuring that every DoDDS-E employee is provided with a copy of the DoDDS-E Telephone Usage Policy. DoDDS-E area and district Telephone Control Officers (TCOs) will ensure that every DoDDS-E employee executes the attached Employee Telephone Usage Policy Agreement. The signed Agreement will be retained in the Logistics Division or the local district/school administrative office with a copy provided to the employee. Supervisors will ensure that employees are using telephones (to include cellular telephones) and office telecommunications equipment properly.
- E. **PROCEDURES:** To ensure that DoDDS-E telephones are used in the most efficient and cost effective manner, the following procedures and guidelines are to be followed:
1. DSN phone lines are to be used for voice and facsimile calls whenever possible. The use of commercial lines is allowed when it is impractical or impossible to reach the required party through DSN. Each division, district, and school that utilizes local host nation commercial lines, should keep a record of all voice and facsimile calls at the activity level as a means of internal control.
 2. DoDDS-E, Government Telephones are for "OFFICIAL USE ONLY". According to the DoDEA *Employees' Guide to Standards of Conduct*, dated September 2003, "Use of Federal Government equipment and property, including communications systems, is only for official purposes or authorized purposes as approved by your supervisor."

3. Each activity (school, district, division) must be able to provide an updated list of all commercial phone lines and the purposes for which each line is used: voice, fax, modem, computer, phone system, fire alarm, VTC, restricted/security STU, server, etc.
4. Routine business should not be conducted over DoDDS-E cellular phones. Cellular-telephone-use charges for calls made in Europe are generally much higher than those for normal, commercial telephone service. International calls on cellular telephones are even more expensive.
5. Should a phone card/chip be lost, stolen or damaged, report this to the area or district Telephone Control Officer, within 24 hours.

F. EFFECTIVE DATE: This policy is effective June 4, 2004.



Diana J. Ohman
Director, DoDDS-Europe

Attachment:
As stated

**DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS – EUROPE
CELL PHONE USAGE POLICY AGREEMENT**

I have been provided with a copy of DoDDS-E Telephone Usage Policy and I hereby agree to the following terms and conditions:

- I understand that it may be illegal and violate government regulations to use a government cellular phone to conduct personal business, personal advertising or personal gain.
- I will use the government cellular phone to conduct official government/DoDDS-E/DoDEA related work.
- If I am issued a DoDDS-E owned cellular phone, I will be responsible for any activity that may take place on this account and I also will be responsible for the safeguarding of the PIN number to access the cellular phone.
- I understand that individuals using DoDDS-E telecommunications equipment and services are subject to having their activities on the system monitored and recorded. I understand that if such monitoring reveals possible evidence of criminal activity or activity in violation of the above conditions, evidence may be forwarded to law enforcement officials or DoDDS-E officials for use in possible adverse personnel actions or criminal proceedings.

Having read the above statement and the DoDDS-E Telephone Usage Policy, I agree that if I am issued a DoDDS-E cellular phone, I will safeguard the equipment and services when I am on and off duty. I agree to all the terms and conditions as stated.

Employee Name **(Please Print)**

Signature

Date