

Agricultural Marketing Service



Office of Transportation



Federal Grain Inspection Service



ACTION BY: All Divisions and Offices, AMS, P&SA, FGIS, OT, and ACS

Use of Telegraph Facilities

I PURPOSE

This Instruction:

- A Prescribes policy and authority for the use of telegraph facilities.
- B Describes the types of telegraph services available.
- C Provides billing codes for the payment of telegrams.

II POLICY

It is the policy to use the most economical means of communication consistent with the interests of the Government. All divisions and offices shall:

- A Use regular mail service in most cases.
- B Shorten messages, if telegraph service is required.
- C Use the teletypewriter service of the General Services Administration (GSA) Advanced Record System when possible.

III AUTHORITY TO USE TELEGRAPH SERVICES

An employee may incur expenses for telegraph service if, in performing official duties, a means of communication faster than the mail system is required.

IV TYPES OF TELEGRAPH SERVICES AVAILABLE

The telegraph services which may be used are explained below. (For details on services offered by GSA and Western Union, see Part I, Chapter 4, of the U.S. Government Correspondence Manual.)

- A GSA Teletypewriter Service. Use this service, in preference to Western Union, when it is available and meets your needs.

DISTRIBUTION:
A, M, O, S, P, F, T

MANUAL MAINTENANCE INSTRUCTIONS:
Revised to update and provide current billing codes. Remove AMS/FGIS Instr. 225-1 (11-9-78). File this Revision.

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B Western Union. Use this service when:

- 1 GSA teletypewriter service is not available, or
- 2 Collect messages are sent.

C AMS Leased-Wire Service. Use this service to collect and transmit market news reports. Market news reports have priority over any other types of messages.

V PREPARING AND FILING MESSAGES

Prepare and file messages for telegraph service as follows:

A GSA and Western Union. For details see Part I, Chapter 4, of the U.S. Government Correspondence Manual.

B AMS Leased Wire. If you have any questions on how to prepare and file an administrative message, please contact your local leased-wire office.

VI INTERNAL ACCOUNTING

A Accounting Classification. In completing the "Accounting Classification" block of Form SF-14, Telegraphic Message:

1 Washington offices shall enter:

- a The GSA billing code listed below; and
- b The Subcenter Number chargeable.

2 Offices outside the Washington area shall enter:

- a The GSA billing code listed below, on a message sent via GSA.
- b The Subcenter Number chargeable.

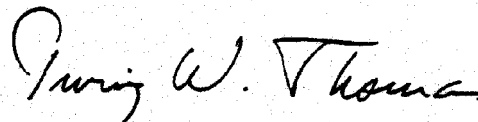
3 All offices shall enter "Collect" when the telegram is sent collect, via Western Union.

(VI)

B Billing Codes. The billing codes to be entered on Form SF-14 are as follows:

| <u>Division or Office To Be Charged</u> | <u>GSA Billing Code</u> |
|---|-----------------------------|
| <u>AMS Divisions</u> | |
| Administrative Services..... | AMSA |
| Cotton..... | AMCN |
| Dairy..... | AMDA |
| Financial Management..... | AMSA |
| Food Quality Assurance..... | AMSA |
| Fruit and Vegetable..... | AMFV |
| Information..... | AMSA |
| Livestock, Meat, Grain, and Seed..... | AMLS |
| Market Research and Development..... | AMSA |
| Technical Services..... | AMSA |
| Tobacco..... | AMTB |
| Personnel..... | AMSA |
| Poultry..... | AMPY |
| Warehouse..... | AMWA |
| <u>Packers and Stockyards Administration.....</u> | AMPS |
| <u>Federal Grain Inspection Service.....</u> | AGIS |
| <u>Office of Transportation.....</u> | ATOF |
| <u>Agricultural Cooperative Service.....</u> | ACRS |

C Billings. GSA and Western Union will bill Division and Agency headquarters offices for message transmission.



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