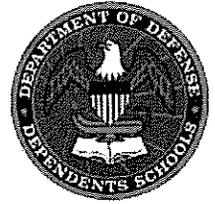




DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09096-7000



August 1, 2007

MEMORANDUM FOR ALL DoDDS-EUROPE EMPLOYEES

SUBJECT: DoDDS-E Telephone Usage Standard Operating Procedures (SOP)

A. PURPOSE: This is to establish the DoDDS-E procedures for the use and administration of DoDDS-E telephones, (DSN, "99" Access, Commercial, and Cellular Phones). DoDDS-E is responsible for providing each employee with access to the use of a telephone in order to conduct Official Government Business and "other business" in cases of emergencies.

B. APPLICABILITY: This policy applies to all employees of DoDDS-E.

C. RESPONSIBILITIES: The Chief, IT Division, DoDDS-E, is responsible for ensuring that every DoDDS-E employee is provided with a copy of the DoDDS-E Telephone Usage SOP. The DoDDS-E area Telephone Control Officers (TCOs) and the TCOs for each district will ensure that every DoDDS-E employee executes the attached Employee Telephone Usage Agreement. The signed Agreement will be retained in the IT 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), mobile devices (i.e. Blackberries), and office telecommunications equipment properly.

D. 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.

E. EFFECTIVE DATE: This policy is effective August 1, 2007.


Diana J. Ohman
Director, DoDDS-Europe

Attachment:
As stated