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Communications and Information

TOLL FREE NUMBER USAGE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures to eliminate unauthorized usage of the base 1-800 Toll Free Number for Scott AFB and applies to all military and civilian employees on Scott AFB.

SUMMARY OF REVISIONS

This directive was revised to update local procedures.

1. General. The general access 1-800 Toll Free Number for Scott AFB that is published on official military and civilian travel orders is part of the instructions to the traveler and is to be used for **“OFFICIAL USE ONLY.”**

- 1.1. Use of the 1-800 number is authorized only if access to the Defense Switching Network (DSN) is not available to the traveler.
- 1.2. Use of the 1-800 number is for official military business. It is not authorized for use by family members of military and civilians assigned to Scott AFB or for “morale” calls.
- 1.3. Use of the 1-800 number to access the Base Metropolitan Area Network (MAN) is only authorized if all of the 1-800 Remote Access Services access numbers are unavailable. Use of this number for MAN will only be authorized after coordination with the 375 CS Commander or his/her designated representative.
- 1.4. While they are TDY, personnel should give consideration to using the Government Credit Card for charging official long-distance telephone calls, provided it is on their orders.

2. Tracking Procedures. Records of all incoming calls using the 1-800 number will be reviewed by 375 CS/SCX personnel on a monthly basis. Violators of this instruction may be subject to appropriate disci-

iplinary action under the Uniform Code of Military Justice or pertinent directives governing civilian conduct.

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