



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
TRARON EIGHT SIX  
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PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 2305.1J

N4

15 DEC 2014

### TRARON EIGHT SIX INSTRUCTION 2305.1J

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: OFFICIAL LONG DISTANCE TELEPHONE CALLS

Ref: (a) NASPNCLAINST 2305.1R  
(b) PWCENINST 2305.5M

1. Purpose. To establish policy and procedures governing official long distance telephone calls.

2. Cancellation. TRARONEIGHTSIXINST 2305.1I

3. Policy

a. In view of the continuing program for reducing expenditures within the Navy, long distance calls must be held to a minimum. Long distance calls will be authorized in accordance with references (a) and (b). All long distance calls will be made via the Defense Switch Network (DSN) whenever possible. Commercial toll calls will be used when the place being called is not serviced by the Defense Switch Network.

b. Official telephones will not be used for unofficial long distance toll calls.

4. Control Procedures

a. Collect calls may be accepted only when they concern official business. Immediately after the call is completed, the person who accepted the call will make the appropriate duty log entry.

b. All long distance calls will be held to a reasonable time limit, normally three to five minutes. Direct dialing should be used whenever possible to avoid operator-assistance charges.

5. Action

a. Department Heads will ensure that their personnel comply with this instruction to minimize long distance calls and thus reduce cost.

b. The Senior Watch Officer will make this instruction a part of his SDO brief and include this instruction in both the CDO and SDO duty binders.

  
W. P. DONNELLY

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