



TELEPHONE CALLING CARDS

Purpose

This instruction sets forth procedures for the correct use of Meat Grading and Certification (MGC) Branch issued telephone calling cards. Calling cards are issued to all MGC Branch graders and supervisors. Calling cards will reduce costs and facilitate long distance calls for employees.

Policy

It is the policy of the MGC Branch to follow all Government-wide, Department, and Agency rules for the use of telephone calling cards and telephones. The issued calling card will only be used to make long distance calls that are considered official business. Telephone calls to Local Union Presidents or National Union Officers concerning representational matters, i.e. grievances, disciplinary, adverse, and performance actions will be considered official business. Telephone access fees charged by hotels for official business calls may be reimbursed as a miscellaneous expense.

Authorities

The following are incorporated by reference. These directives and regulations can be accessed using the MGC Branch Intranet.

1. Title 41 CFR (Federal Travel Regulations), dated 1998.
2. Departmental Regulation 2300-003, Authorized Telephone Calls of a Personal Nature During Official Travel, dated May 3, 1990.
3. USDA Directive 3300-1, Telephone Use, dated March 23, 1999.

Privacy

It is the employee's responsibility to safeguard the calling card as they would any personal charge card. All telephone calling card records will be monitored and subject to periodic audits by the Agency.

Questions

Any questions pertaining to the telephone calling cards should be directed to the employee's immediate supervisor.

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