

CPT LANE

Please retain for reference.

with
6 Apr 71

GUIDELINES FOR LONG-DISTANCE PHONE CALLS FOR WHICH TOLL CHARGES ARE MADE

Before initiating a call or accepting a collect call, ask yourself the following questions:

1. Is the call absolutely necessary?
2. Is the person to be called in the Third Army area or at or near a military installation?
3. Is the collect call from someone within the Third Army area?

The "rules of the game" are again as follows:

1. Do not make long-distance calls where toll charges will result unless it has been determined that it is essential that the individual must be talked to personally. Use letters wherever possible.
2. Use WATS for calls to:
 - a. Non-military phones in the Third Army area.
 - b. Military phones in Georgia.
3. Use AUTOVON for calls to:
 - a. Military phones outside Georgia.
 - b. Non-military phones located in toll-free areas next to military installations.
4. Do not use long-distance calls at military expense for conduct of personal affairs.
5. Organize your thoughts prior to calling so that your business can be completed with dispatch and follow-up calls can be avoided.
6. Do not accept unauthorized collect calls. Collect calls must be refused if they are from persons within the Third Army area or at military installations. Recipients of such calls are required to ask the operator the number that is calling, state that the call cannot be accepted as a collect call, and state that the recipient will immediately return the call on authorized lines (WATS or AUTOVON). Only collect calls from non-military phones outside the Third Army area may be accepted.

REMEMBER:

CALL ONLY WHEN IT IS ABSOLUTELY ESSENTIAL TO DO SO.

KEEP NUMBERS AND DURATION OF CALLS TO ABSOLUTE MINIMUMS.

DO NOT ACCEPT UNAUTHORIZED COLLECT CALLS.

MAKE NO TOLL-CHARGE CALLS TO PHONES IN THE THIRD ARMY AREA.