



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

CESWL-IM-IC (25)

3 August 1998

DISTRICT ENGINEER'S POLICY MEMORANDUM NO. 98-10

SUBJECT: Issue, Use, and Control of Telephone Credit Cards

1. The District Chief, of Information Management (CIM) is responsible for issuing, controlling, supervising and accounting for all telephone credit cards issued for official use by Little Rock District personnel. Records on the issue of telephone credit cards will be reviewed and revalidated by the District's Telephone Control Officer (TCO), at least annually. Telephone credit cards will be issued and used only:

- a. For the official business of the card holder;
- b. When the telephone credit card holder is away from their permanent duty station; and
- c. When other Government telephone service is not available.

2. Division or Office Chiefs will prepare and sign requests for telephone credit cards (Operations Managers will prepare requests for project personnel and route through the Chief, Operations Division). Send requests to the CIM for review and approval (either the signed hardcopy or e-mail is acceptable, but no facsimiles). Requests must contain the following information:

- a. Full name, grade, title/position, and Social Security number of proposed cardholder.

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This policy supersedes Policy No. 97-08 dated 10 July 97

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b. Office symbol, office name, phone number and name of the supervisor who will review the monthly usage.

c. Justification: How and where will the card be used? Why does the individual need the card? How long will the individual require the card?

3. Upon the approval of the request by the CIM, the TCP will issue the credit card to the individual and brief them on proper use and their responsibility.

a. Usage of telephone credit cards shall be reviewed and validated by the cardholder's supervisor on a monthly basis.

b. Telephone credit cards must be revalidated annually. Failure of a user to revalidate annually will result in the cancellation of that card by the TCO.

c. When an individual cardholder leaves their office, including termination. PCS and intra-District transfers, they must turn in their telephone credit card. If they need a credit card in their next assignment, a new request must be initiated by the gaining division/office.

4. Only AT&A FTS2000 telephone credit cards shall be issued. Any Government credit card not previously issued by the TCO is unauthorized, shall not be used further and shall be promptly surrendered to the TCO.

5. Telephone credit cards will be issued to individuals for their exclusive use. Credit cards will not be shared. It is the responsibility of the individual user to protect their credit card number and Personal Identification Number (PIN). Loss of a credit card or compromise of a PIN will be promptly reported to the TCO, so that the card may be canceled.

6. Government telephone credit cards are provided for official use only by the cardholder. Misuse can result in revocation by the CIM, must be reported to the Commander, and may result in

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pecuniary liability for the cardholder as well as other administrative discipline.



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District Engineer

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