

ORDER

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

EA 1770.27

EASTERN REGION

JAMAICA, NEW YORK 11430

6/1/89

SUBJ TELEPHONE CREDIT CARD SERVICES: POLICY AND PROCEDURES

1. PURPOSE. This order establishes the Eastern Region Federal Aviation Administration (FAA) policy for authorization and issuance of telephone credit card services.

2. DISTRIBUTION. This order is distributed to the division level in the regional headquarters; branch level in the Air Traffic, Airway Facilities, Flight Standards, Civil Aviation Security, and Airports Divisions; and to all field offices and facilities.

3. BACKGROUND. The administrative telecommunications system, including telephone credit card authorization, issuance, and record-keeping was previously the responsibility of the Logistics Division. As of October 1, 1988, this function was transferred to the Airway Facilities Division, and centralized under one organization, Electronic Engineering Branch, AEA-433. The benefits of establishing centralization include major account discounts from carriers, abuse control through invoice review and budgetary controls, and development of a regional inventory system for telecommunications systems and services.

4. ACTION.

a. Each division/staff office manager shall:

(1) Determine which personnel in their organization should be issued a toll credit card.

(2) Document the need for a toll credit card on EA Form 1770.22, Application for Telephone Call Credit Card, and submit the completed form to AEA-433.

(3) Ensure that adequate budget resources exist to cover credit card costs.

(4) Appoint a telecommunications representative to review monthly toll credit card invoices to verify usage within the division/staff office.

b. The Regional Headquarters Telecommunications Management and Operations (TM&O) organization shall:

(1) Have final approval/disapproval for all applications for telephone company toll credit cards.

(2) Review yearly budget submissions to assure financial resources exist to cover cost of toll credit cards.

(3) Procure, inventory, and distribute telephone company toll credit cards for all cardholders in the FAA Eastern Region.

(4) Review monthly telephone company toll credit card invoices to assure proper usage.

(5) Maintain budgetary control by alerting division/staff managers that charging privileges may be suspended.

5. IMPLEMENTATION.

a. Any telephone company credit card which has been received prior to this Order shall be cancelled and returned to the issuing carrier by the respective division/branch or field office.

b. To apply for a toll credit card, EA Form 1770.22 shown in Appendix 1 must be completed and forwarded to AEA-433. The form may be obtained through the Regional Office Supply Room, AEA-54C.

c. Upon receipt of approved applications from the divisions/staff offices and verification of financial resources, TM&O will procure and issue new credit cards.

d. Telephone company credit card invoices will be received and reviewed in the TM&O organization. Copies will be forwarded to the telecommunications representative in each division/staff office for verification. Following verification, copies shall be returned to the Regional TM&O organization prior to submission to the Accounting Division for payment.


Daniel J. Peterson
Acting Regional Administrator, AEA-1

6/1/89

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Appendix.1.

APPLICATION FOR TELEPHONE TOLL CALL CREDIT CARD	
1. NAME Jane Doe	12. SOCIAL SECURITY NO. 123-45-16789
3. ROUTING PEA-433	4. TELEPHONE NO. (718) 917-6061
5. FACILITY Eastern Regional	6. LOCATION Jamaica\Cd NY 114 30
7. REASON FOR REQUEST RESPONSIBILITY OF POSITION REQUIRES EXTENSIVE TRAVEL. TELEPHONE CREDIT CARD IS REQUIRED FOR FREQUENT COMMUNICATION WITH REGIONAL OFFICE MANAGEMENT + TECHNICAL PERSONNEL.	
8. APPROVAL DIVISION MANAGER EA FORM 1770-22 (4-89)	9. APPROVAL TELECOMMUNICATIONS MANAGEMENT & OPERATIONS

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PRIVACY ACT STATEMENT - In compliance with the Privacy Act of 1974, the following information is provided: Effective October 1988, the administrative telecommunications function was transferred to the Airway Facilities Division. As part of this function, it is mandated that we ensure financial resources exist in the Eastern Region to cover credit card costs and to monitor their use. In accordance with guidelines set forth by Executive Order 9397, we request your Social Security Number since we find that the use of the SSN is the most reliable method of monitoring costs incurred by employees and to take corrective action when credit card usage has been abused. Disclosure of the information is voluntary; however, failure to provide the information requested may result in undetected program abuse and delay in reimbursement of funds due our inability to effectively monitor the program.