



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
OFFICE OF THE ADJUTANT GENERAL
1776 MILITIA WAY
P.O. BOX 14350
SALEM, OREGON 97301

NGOR-IMS

16 September 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #207 (Army) – Telephonic Communications within the Oregon National Guard

1. This policy supersedes Command Policy Memorandum #207, dated 01 March 2012.
2. References:
 - a. Army Regulation 25-1, Army Information Technology, 25 June 2013
 - b. Army Regulation 25-2, Information Assurance, 23 March 2009
 - c. Army Regulation 25-13, Telecommunications and Unified Capabilities, 25 March 2013
3. Limited funding dictates that telephonic communications be conducted in the most efficient and cost-effective manner possible. The Adjutant General's policy is to use the least expensive form of telephonic communication available to accomplish necessary official business.
4. Six forms of telephonic communications are currently available to the Oregon Army National Guard (ORARNG).
 - a. The four digit network shall be used as the primary form of telephonic communications to conduct business within and between all ORARNG facilities and armories. It is the most cost effective means of telephonic communications available within the ORARNG network.
 - b. Local service is a form of telephonic communication that permits an individual to place a call within their appropriate municipality without incurring a long distance charge. All facilities and armories with four digit network access have the capability to place local calls.
 - c. The Defense Switched Network (DSN) is a network managed by the Department of Defense (DoD) for use by selected DoD agencies. This service is the least expensive form of telephonic communication available for making calls to other DoD agencies, and should be used whenever possible. This service exists at all facilities and armories with four digit network access.

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d. Commercial long distance is a form of telephonic communications that should only be used for calls that cannot be made using the four digit network, local service, or DSN. Long distance calls will not be charged to a unit telephone from a remote location.

e. Toll Free is a type of long distance call where the receiver of the call pays the charges. The Joint Force Headquarters (JFHQ) has one Toll Free circuit that is installed to allow the general public and soldiers to contact the JFHQ at our expense. Oregon Army National Guard personnel who have access to unit telephones shall not use this circuit.

f. Cellular telephones are the most expensive form of telephonic communications available to the ORARNG. Their use will be limited to official business that cannot be accomplished by other means. Cellular telephones are not secure. Classified or sensitive but unclassified information will not be transmitted on them. Cellular telephones are approved on an individual basis for personnel who must routinely make official calls from locations away from unit armories. Forwarding of desk lines to cellular telephones requires prior approval from NGOR-IMS.

5. The procedures for using local calling, four digit network dial, DSN, and commercial long distance are outlined on Telephone Quick Reference Card, AGO form 25-3. Forms may be obtained electronically from the Publications Library on Oregon Knowledge Online (OKO).

6. Commanders are responsible for assisting the DCSIM in the recovery of long distance toll charges for unofficial or unauthorized personal telephone calls charges to the government by personnel in their unit. The DCSIM uses the procedures contained in AR25-13, paragraph 3-5.a(8) to validate all long distance toll charges.

7. All questions concerning this policy should be directed to this Headquarters, ATTN: NGOR-IMS-IM.


DANIEL R. HOKANSON
Major General
The Adjutant General

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