

Validation of Cellular Telephone Calls

(For use of this form see USARC Reg 25-10; the proponent agency is the DCS, G-6)

SUSPENSE DATE: _____ DATE FORWARDED TO HAND RECEIPT HOLDER: _____

INSTRUCTIONS:

Cellular telephone hand receipt holders will--

- (1) Review the enclosed cellular telephone bill(s) for accuracy. Report any errors or discrepancies to the supporting Telecommunications Services Division of DCS, G-6 or DOIM. Underline, in RED ink, all calls made for any purpose other than conducting official United States Government business.
- (2) State, in space provided below and on additional sheets if necessary, the purpose of each call that was made for a purpose other than conducting official business.
- (3) Sign the statement below verifying that, to the best of your knowledge and belief, all calls not underlined in RED ink were made solely for the purpose of conducting official business.
- (4) Forward the bill(s) and this form to his/her supervisor or designated staff representative for his/her review and signature.

The supervisor (or designated staff representative) of the cellular telephone hand receipt holder will --

- (1) Review the information provided by the cellular telephone hand receipt holder for accuracy. If necessary, require the hand receipt holder to correct any errors or resolve any discrepancies.
- (2) Sign the statement below verifying that, to the best of his/her knowledge and belief, all calls not underlined in RED ink were made solely for the purpose of conducting official business.
- (3) Return the cellular telephone bill(s) and this form to the Telecommunications Services Division.

1. Cellular Telephone Number: _____
2. Cellular Telephone Holder: _____
3. Staff Element or unit: _____
4. Supervisor or designated staff representative: _____

HAND RECEIPT HOLDER STATEMENT

I hereby verify and state that the cellular telephone calls listed on the attached bill(s) which are not underlined in RED ink were, to the best of my knowledge and belief, made solely for the purpose of conducting official United States Government business and that the calls which are underlined in RED ink were made for other purposes as stated below. I understand that knowingly making a false statement regarding the actual purpose of cellular telephone calls made with a Government-owned cellular telephone may subject me to administrative or punitive disciplinary action.

Signature of Cellular Phone Holder

Date

Signature of Supervisor or designated staff representative

Date

Stated below (attach additional sheets if necessary) are the purposes of those cellular telephone calls which are underlined in RED ink and which were made for a purpose other than conducting official United States Government business.

The supporting Telecommunications Services Division will maintain copies of verifications in accordance with AR 25-400-2, MARKS file number 25-1x, Communications Accounts.