



PERSONNEL CIRCULAR
CIRCULAR AL PERSONAL

ORGANIZATION OF AMERICAN STATES
ORGANIZACION DE LOS ESTADOS AMERICANOS

No. 10/95

SUBJECT: PERSONAL LONG-DISTANCE CALLS

The staff is reminded that the telephones of the General Secretariat are for official use, and under no circumstances are personal calls to be charged to the Organization. Personal long-distance calls using the Organization's telephones must be made with personal credit cards.

Pursuant to the policy established in 1983, staff members making personal long-distance calls on the account of the OAS will be charged for the cost of the calls plus a surcharge of the greater of 20% or \$5.00.

AT&T credit card calls for personal long-distance calls may be made by staff members holding an authorization code as follows:

- A. For domestic long-distance calls (includes the continental United States, Canada and the Caribbean)
 - 1. Dial 8, hear special dial tone.
 - 2. Dial authorization code. Wait for dial tone.
 - 3. Dial 0 + area code + phone number. Wait for solid dial tone.
 - 4. Dial your credit card number.

- B. For international long-distance telephone calls
 - 1. Dial 8, hear special tone.
 - 2. Dial authorization code. Wait for dial tone.
 - 3. Dial 01 + country code + city code + phone number. Wait for solid dial tone.
 - 4. Dial your credit card number.

Staff members without an authorization code and those using other long-distance carriers should use the local access codes for credit card calls.

Issued by:

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