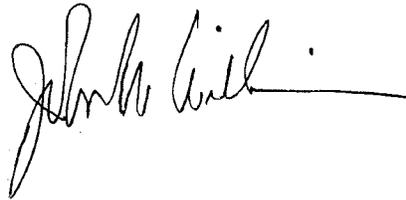


For: FFAS National Office Employees

Arranging Conference Calls in the National Office

Approved by: Deputy Administrator, Management



1 Arranging Conference Calls

A Background

FFAS employees shall arrange conference calls according to this notice to minimize the cost for making these calls.

B Purpose

This notice provides instructions for scheduling conference calls, available equipment, and resources for making conference calls.

C Requesting 6-Way Feature for Telephone

Employees who need the capability to make 6-way conference calls from their telephone shall submit AD-700 to MSD requesting that the 6-way feature be added to their telephone line.

| | |
|----------------------|---|
| Disposal Date | Distribution |
| December 1, 2004 | All FAS, FSA, and RMA National Office Employees |

Notice AS-2073

1 Arranging Conference Calls (Continued)

D Conference Calls Requiring More than 6 Telephones

FFAS National Office employees shall follow this chart for instructions when scheduling conference calls.

| IF... | THEN employee shall... |
|---|---|
| call requires more than 6 telephones or for a "meet-me" conference call | contact USDA Teleconference Center at 202-720-2029. |
| using the USDA Teleconference Center | submit AD-700 with the correct accounting code. |
| division or staff accounting code is unknown | contact division or staff administrative contact for the current code. Notes: Office accounting codes must be used to pay for calls when setting up conferences. Requests should be made at least 24 hours in advance. |
| the Teleconference Center cannot accommodate your teleconferencing needs | contact MSD Property Operations Branch, Facilities and Operations Section at 202-720-7005 for assistance. |

MCI telephone conference contact should be used **only** if the conference call requires more than 6 telephones and the USDA Teleconference Center is **not** available. To use MCI teleconference, contact MSD at 202-720-7005 for the following:

- step-by-step instructions
- MCI authorization code.