

## **STANDARD OPERATING PROCEDURE COMMUNICATION SERVICES**

**PURPOSE:** To establish guidelines for requesting communications services and Internet lines in each complex.

### **PROCEDURES:**

1. Requests for telephone services, additional telephone, cc:Mail, data, or Internet lines must go through the Telephone Control Officer (TCO) in each Complex.
2. The TCO will be appointed by the complex Principal or the District Superintendent's Office, as appropriate.
3. The required form for communications requests is the AF FORM 3215, AUG 94, a memorandum to NAVCOMTELSTA for London Central and West Ruislip, and NCTS Form 2305/A for the Iceland Schools.
4. ISDN lines are required to connect the Internet Service Provider with the school's network. ISDN lines are also required for schools that have video conferencing capabilities. Any other ISDN lines that have been connected prior to the LANing of schools should be disconnected so as not to incur additional expenses.
5. The TCO is required to monitor the expenditure of funds for communications purposes. By ensuring that the requests for additional communications services are necessary, well thought out, and within the scope of the school's technology plan, funds should be well-utilized.

### **CONTROLS:**

1. AF 3215 for Air Force locations.
2. Memoranda for Requests from London Central and West Ruislip
3. NCTS Form 2305/A for Iceland Schools

4. Resource Control Ledger at the Complex for tracking funds designated for Communications.



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Superintendent