



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
ATLANTA, GA 30308

TELEPHONE AND INVESTMENT DIVISION

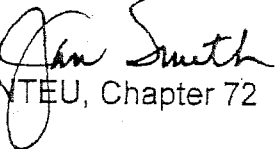
FEB 11 2005

MEMORANDUM FOR ALL EMPLOYEES

AUSTIN SUBMISSION PROCESSING CENTER  
(AUSTIN AND SAN ANTONIO SUNSET SQUARE)

FROM:

David Boose   
Field Director, Submission Processing (Austin)

Jan Smith   
President NTEU, Chapter 72

SUBJECT:

Cellular Phones

In response to verbatim comments from Survey 2004 and concerns raised by managers and employees, please adhere to the following cellular phone rules. The rules are designed to reduce the noise and distractions resulting from cellular phone use in the work area.

Personal cellular phones may be brought into the work place, but should only be used briefly and infrequently for calls that cannot be handled at break, lunch and/or outside your official tour of duty. The "brief and infrequent" use requirement has been in place for phone usage in the work area for both government phones and personal cellular phones.

Cellular phones must be off or kept in the silent or vibrate mode while in the work area. If your work area is not enclosed (in a cubicle or office), you are expected to leave your work area when using your phone to avoid disrupting or distracting others. Also, you should not interrupt calls and conversations with taxpayers, third parties, and/or other IRS employees to answer a personal cellular call.

In addition, if you use a cell phone with the camera feature you may still use the cell phone, but the use of the camera feature is prohibited.

Let's be courteous to coworkers by following these simple rules for cellular phone use.