

## CALL DETAIL REPORT COVER SHEET

TO: Office Heads  
FROM: Information Resources Management (M/IRM)  
SUBJECT: Telephone Call Detail Report (CDR)

The attached list of telephone calls by your employees is provided to office heads under the provisions of MS 834, "Telephone and Fax Use." Please note the following:

- This report is intended primarily as your management tool to ensure that your staff telephone use is authorized and in accordance with the requirements of MS 834. Peace Corps generally no longer collects for unauthorized employee telephone calls. Thus, office heads may use these lists to verify appropriate use or to inquire where questionable telephone use is at issue. (M/IRM can provide more detailed reports and assist office heads in other ways, upon request.) Office heads, at their discretion, may distribute the call detail report for individual employee certification.
- Permissible use of telephones is described in MS 834, paragraph 2.0. Any other use is unauthorized. Unauthorized use is a violation of the Peace Corps Standards of Conduct (MS 641) and the standards in the Office of Government Ethics regulations (5 C.F.R. §2635 *et seq.*), and may result in disciplinary, civil, or criminal action.

M/IRM is available to answer any questions regarding the call detail report.