

**Internal Revenue Service  
M E M O R A N D U M**

**date:** June 6, 2000

**to:** Submission Processing Center Managers  
Customer Service Center Managers, Division I & II

**from:** Director, Submission Processing Center DSS:CHS:P:LR1  
Director, Customer Service Center DSS:CHS:P:LR1  
NTEU Chapter 73

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**subject:** Cellular Phones

On May 9, 1997, a memorandum was issued from the Director's Office regarding Cellular Phones in the Workplace. This memo indicated that cellular phones interfered with radio frequencies used in our security systems and could be used to activate entry into restricted areas. Employees were informed that although not prohibited, cellular phones were to be turned off during business hours and that it would be acceptable to make outgoing calls on breaks and lunches. Those issues as stated are no longer valid; therefore, that memorandum is being rescinded.

We suggest that at your next regular scheduled branch or unit meeting you inform your employees that there is no longer a restriction on employees using cellular phones during regular business hours and that property passes are no longer required to bring cellular phones onto the premises.

While there is no longer a restriction on the use of cellular phones in the workplace, employees should be advised that they should not interrupt their calls with taxpayers, third parties, and/or other IRS employees to take an incoming call on their cellular phones. In most instances, the appropriate time to receive and to make outgoing personal calls is during breaks and lunches.

Managers and employees should also understand that this memo in no way changes the expectation that all employees should adhere to Document 9335 (11-94), Interim Handbook of Employee Conduct and Ethical Behavior, September 30, 1994, Interim Rules of Conduct. Specifically, Rule 215.2, Performance of Duty, which states in part "Employees are expected to conscientiously perform their duties to the Government and the public."

Any further questions you may contact Labor Relations at (859) 292-5709.

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Submission Processing Center Managers  
Customer Service Center Managers, Division I & II

/s/ R. Wayne Hicks

/s/ Dan Myers

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Director  
Submission Processing Center

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Director  
Customer Service Center

/s/ John Mitchell

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President NTEU Chapter 73