

# TELEFAX SERVICE NOTICE

TELEFAX PHONE NUMBER: \_\_\_\_\_

**1. THIS IS A SELF-SERVICE PROGRAM. PLEASE READ OPERATING INSTRUCTIONS FIRST.**

**2. SERVICE:** Use Facsimile, electronic mail whenever possible in lieu of express mail, private carriers, and express delivery.

**3. EACH CUSTOMER PREPARES AN ORIGINAL TELEFAX TRANSMISSION REQUEST.** The only authorized cover sheet is the AF Form 3535 (Facsimile Electro Mail Transmittal) to transmit correspondence.

**4. OUTGOING TRANSMISSION REQUIREMENTS:**

- A. Use originals or very legible copies.
- B. Correspondence, charts, paper copy ovugraphs, etc., must have information on one side only.
- C. Paper you're transmitting must be free of staples and tape.
- D. Limit number of papers to 10 per transmission during peak duty hours (1000 - 1500 local time).
- E. Send lengthy documents either early in the duty day or late in the duty day.
- F. If a lengthy document must absolutely be transmitted during peak hours, break document into two or more transmissions.
- G. Notify addressee to pick up the document.

**5. INCOMING TRANSMISSION REQUIREMENTS:**

- A. If contacted by sender, please ask the individual to contact you as soon as the transmission is complete. This way you can be waiting on the document when it arrives.
- B. Also request the sender affix your extension on the transmittal page. You will be notified by this office if the transmission has an IMMEDIATE precedence. If fax has ROUTINE precedence or no precedence it will be put in your mail box.

**6. SECURITY: FOR OFFICIAL USE ONLY!** You may transmit FOR OFFICIAL USE ONLY documents only if you know someone is at the receiving equipment.

## **NEVER TRANSMIT CLASSIFIED INFORMATION**

**7. REFERENCE:** DODM4525-8, AF SUP 1, Chapter 12

**THIS EQUIPMENT IS USED BY:**

**TELEFAX MONITOR(S):**

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932 AW VA 33-101, 1 July 1997

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