

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

Change
No. 2

28 October 1992

**Information Management: Telecommunications
Telecommunications Management**

Summary. This implements the use of Optional Form (OF) 99 (Fax Transmittal) for faxing within United States Military Entrance Processing Command only. Department of the Army (DA) Form 3918-R (Facsimile Transmittal Header Sheet) will be used for faxing outside the command.

Suggested improvements. The proponent agency of this regulation is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM); ATTN: MEPCIM-CE. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MEPCIM-CE, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

1. USMEPCOM Reg 25-10, 28 November 1990, is changed as follows:

Remove pages	Insert pages
13 and 14	13 and 14

- 2. Material which has been changed is indicated by an asterisk.
- 3. File this change in front of USMEPCOM Reg 25-10.

(MEPCIM-CE)

FOR THE COMMANDER:

OFFICIAL:

RICHARD W. SMITH
Colonel, GS
Chief of Staff



WILLIAM J. CHANTELAU
Colonel, GS
Director, Information Management

DISTRIBUTION:

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this will incur a higher charge. Whenever possible, DDD should be used.

f. The transfer of the credit card information will be accomplished using a memorandum format. The following information will be updated by the CE-Officer, USMEPCOM, sector and MEPS TCCOs at the time the credit card holder departs USMEPCOM.

- (1) Cardholder's name.
- (2) Credit card number.
- (3) Effective date of transfer.
- (4) To whom credit card was transferred.

14. Collect calls

Station-to-station collect calls may be accepted. Person-to-person collect calls are prohibited. Collect calls are an important tool that may be both mission responsive and cost effective. However, each call does incur a surcharge that varies in cost depending on the time and distance called.

15. Facsimile equipment

a. USMEPCOM personnel must be aware of the relatively high cost of record communications; machines over any media. Facsimile use will be restricted to those circumstances which require a copy of an original document: be received within a short time-frame. Facsimiles will not be used as a routine means of replying to suspenses. Facsimiles should be considered instead of courier service or express mail.

b. Within USMEPCOM, facsimile machines are provided as a means to satisfy the requirement for electrical transmission of time sensitive documents. The following procedures are to be adhered to by all USMEPCOM activities:

* (1) Facsimile traffic must meet the following criteria: Time sensitive and not suitable for mail or electronic mail. Facsimile machines are controlled by MEPS commanders; however, they should be made available to the Service counselors when required.

* (2) A DA Form 3918-R (Facsimile Transmittal Header Sheet) no longer be used within USMEPCOM, however, the form

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will be used for faxing outside the command only. USMEPCOM will implement the use of a GSA OF 99 within USMEPCOM only. The stick-on type form will be placed on the first page of a facsimile and filled out appropriately as indicated.

* (3) All facsimile transmissions and receipts are recorded on the built-in automatic journal log. The facsimile journal logs will be maintained on file (file no. 105-23c) by the sectors and MEPS for a minimum of 3 months.

*c. Fancy drawings and irrelevant information used on fax header sheets will be prohibited because it adds to the cost of each faxed header sheet.

*d. Documents more than 10 pages long should not be faxed because when the information is sent via long distance telephone lines, the longer the document the more costly the transmission.

*e. Transmission during nonbusiness hours will be encouraged because telephone rates are lower during those hours. Many fax machines can be preset for transmissions after 2200 when the rates are lowest.

16. Internal Control Review Checklist

The Internal Control Review Checklist for sectors and MEPS TCCOs is addressed at appendix E.

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