

DEPARTMENT OF THE ARMY  
Academy of Health Sciences, United States Army  
Fort Sam Houston, Texas 78234-6100

Memorandum  
No. 25-8

28 January 1991

Information Management  
DISTRIBUTION AND USE OF FACSIMILE CAPABILITY

1. PURPOSE. To establish policy for the distribution and use of facsimile (FAX) equipment used by Academy of Health Sciences, U.S. Army (AHS) personnel
2. REFERENCE AR 25-1 The Army Information Resources Management, 18 Nov 90
3. SCOPE. Provisions of this memorandum apply to the distribution and use of FAX equipment within the AHS.
4. APPLICABILITY. This memorandum applies to all AHS personnel who utilize FAX resources at Fort Sam Houston and Camp Bullis, Texas.
5. GENERAL. It is recognized that an efficient FAX service is essential to assist virtually all elements of the AHS. However, budget considerations preclude allowing all those desiring FAX service from purchasing this equipment for their own activity.
6. EXPLANATION OF TERMS
  - a. Operator. The AHS activity that possesses, maintains, monitors operating costs, and provides FAX service to other elements of the AHS.
  - b. USER The individuals within the AHS that utilize FAX services from an operator.
7. POLICY
  - a. The FAX equipment will be made available to all elements of the AHS on an area basis. Operators will post the hours of operation and provide service on a first come, first served basis to the users. The operator will also ensure equipment is maintained in good working order and expenses adequately budgeted.
  - b. There will be no limitations or controls levied on facsimile equipment when service is utilized for incoming only or incoming/outgoing local service only.

c. FAX equipment will be placed at key locations throughout the AHS for local/long distance general use. The FAX service will be available at the following locations (area code for all commercial lines is 512):

Bldg 2840	RM 301	554-3002	Comm	Servicing Ofc of Comdt
Bldg 2840	RM 032	...-....	Comm	Servicing all in 2840/900 area
Bldg 2841	RM 2402	554-3100	Comm	Servicing all in the 2841 area
Bldg 2841	RM 2407	471-6640	AV	Servicing EOC functions only
Bldg 4201	RM ADM	554-4773	Comm	Servicing 4201 area
Bldg 609	RM 107	471-5571	AV	Servicing 600 area
Bldg 2000	RM 204	471-7927	AV	Servicing all in 2000 area
Bldg 369	RM 1st FL	471-....	AV	Servicing all in the 369 area
Camp Bullis		...-....	AV	Servicing all AHS units on Camp Bullis

8 EFFECTIVE DATE This memorandum is effective upon date of publication

(HSHA-IC)

FOR THE COMMANDANT:

OFFICIAL:

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DISTRIBUTION:

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