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Communications and Information

BUSINESS CARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 37-1, *Air Force Information Management*, and DoDD 5330.3/Air Force Supplement, *Document Automation and Production Service (DAPS)*. It establishes and implements business card policy and procedures for Air Force Recruiting Service (AFRS). It applies to all AFRS personnel; it does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Deletes Attachment 2, Authorized Business Card Positions and Titles, and includes policy on who is authorized business cards and the amount (paragraph 2.1).

1. General Requirements and Responsibilities:

- 1.1. HQ AFRS/RSI is the office of primary responsibility for the overall direction and management of the business card program.
- 1.2. HQ AFRS, AFRS groups, and AFRS squadrons will submit requests for cards to HQ AFRS/RSIAM (Information Management Section), where requests are approved and forwarded for printing.
- 1.3. Requestors must certify that each person is eligible to receive cards and all information submitted is accurate.

2. Policies and Procedures:

- 2.1. All AFRS military and civilian personnel are authorized one box of business cards per tour. Recruiters are authorized a maximum of six boxes (6,000 cards) per year. With approval, recruiters are authorized seven or more boxes per year. Send request for approval to hqafsrism@rs.af.mil.
- 2.2. Only HQ AFRS division points of contact and squadron and group information management personnel are authorized to submit requests for business cards through the online ordering system. **NOTE:** To gain access to the business card Web site, contact HQ AFRS/RSIAM for the password.

- 2.3. Business cards must contain full positions and titles; for example, Noncommissioned Officer In Charge, Information Management Section; Marketing Noncommissioned Officer; Secretary, B Flight; or Secretary, Information Systems Division. Civilian grades are optional.
- 2.4. Nicknames like Rabbit, Spider, and Hot Shot are not authorized. However, shortened versions of given names, such as Bob for Robert and Bill for William, may be used.
- 2.5. Home telephone numbers and personal e-mail addresses are not authorized on business cards.
- 2.6. Cell phone numbers are only authorized for commanders, superintendents, and first sergeants.
- 2.7. A mass mail out of cards is not authorized.

EDWARD A. RICE, JR., Brigadier General, USAF
Commander

1 Attachment

Glossary of References and Supporting Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 5330.3/Air Force Sup 1, *Document Automation and Production Service (DAPS)*

AFPD 37-1, *Air Force Information Management*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

AFRS—Air Force Recruiting Service

ANG—Air National Guard

AFRC—Air Force Reserve Command