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Communications and Information

PREPARING OFFICIAL COMMUNICATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/SCMC (SMSgt Salvador Orozpe)
Supersedes AFMAN 37-126/AETC Sup 1, 16 July 1999; and
AFMAN 37-127/AETC Sup 1, 21 April 1999

Certified by: HQ AETC/SCM
(Col John Buckalew)
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AFMAN 33-326, 1 November 1999, is supplemented as follows:

This supplement applies to all AETC units. It does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Units may further supplement the basic manual and command supplement, as required. 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

This document is substantially revised and must be completely reviewed. Revision is necessary due to extensive changes and renumbering of the basic manual.

1.3.1. (*HQ AETC only*) Use AETCI 90-106, *Command Section Action Officer's Guide*, when preparing and processing correspondence for the AETC Commander, Vice Commander, and Director of Staff.

2.2. A camera-ready, generic, two-line command template is available for download at the Web site https://www.aetc.af.mil/sc/scm/scmc/scmc_im/IM_Downloads.htm for purchasing printed letterhead from the Document Automation and Production Service (DAPS). Organizations may also purchase three-line letterhead to reflect their unit designation as specified on their G-series order. Approval of the communications squadron commander is necessary prior to printing. See DoDD 5330.3/AF Sup 1, *Defense Automated Printing Service (DAPS)*, for printing restrictions.

2.4. Computer-generated letterhead templates are available at the following Web site: https://www.aetc.af.mil/sc/scm/scmc/scmc_im/IM_Downloads.htm.

2.7. Generally, the use of slogans is not authorized in AETC. However, if required, the appropriate wing will submit a request for a slogan through its numbered Air Force to HQ AETC/SCMC for approval.

2.8. Submit waiver requests through command channels to HQ AETC/SCMC.

3.3.2.3. (*HQ AETC only*) Use AETCI 90-106 when preparing multiple-address memorandums.

3.4.6. For emphasis, place the suspense date in the subject line.

3.7. The use of reproduced copies or computer-generated documents for the record or coordination copy are authorized, but the use of manifold tissue is not. The record or coordination copy should be dated and signed (or marked or stamped "SIGNED").

3.7.1. Apply the following coordination procedures:

3.7.1.1. (Added)(AETC) Use the reverse side of the coordination copy if space is not available.

3.7.1.2. (Added)(AETC) In HQ AETC, when the Inspector General (IG) is included in the staff coordination, place that office last. In addition, complete staff coordination before delivery to DSEA. Provide each coordinating agency a copy of the correspondence on request.

4.2.1. When considering the use of an IN TURN memorandum, consider the action time required by each addressee, suspense date, and timeliness of information being transmitted.

4.10. If additional comments or instructions are not necessary, distribute incoming memorandums and messages to subordinate activities by typing the TO and FROM address elements and the dispatch date on the top left corner of the page, space permitting. Use the format in Figure 4.2 (Added)(AETC).

Figure 4.2. (Added)(AETC) Format for Distribution of Incoming Memorandums and Messages.

TO: AIG/ML 10734/DP (<i>Message</i>)
ALL HQ AETC/DP CHIEFS (<i>Memorandum</i>)
FROM: HQ AETC/DP
DISPATCH DATE: 5 Mar 2003

7.1. Use of the Defense Message System (DMS) is mandatory in AETC. Obtain DMS guidance from the HQ AETC/SC Web site (https://www.aetc.af.mil/sc/scm/scmc/scmc_im/IM_Downloads.htm).

8.4. In addition, use this form to transmit communications that do not need to be formally documented. Ensure comments do not extend beyond the space provided in the remarks section.

8.6. See AETCI 90-106 for additional guidelines for the use of this form.

9.4.4. Communications squadron commanders will appoint base-level address representatives and inform HQ AETC/SCMC of these appointments.

10.4.2. Approved AETC-unique office symbols are located at the following Web site: https://www.aetc.af.mil/sc/scm/scmc/scmc_im/IM_Downloads.htm.

10.5.1. See Attachment 5 (Added) (AETC) for formats for establishing, changing, and deleting command-unique office symbols and office titles. Staff two- and three-letter office symbol requests through HQ AETC/XPM and HQ AETC/SCMC for forwarding to Air Staff for approval.

10.5.2. Base units will process requests for additions, exceptions, or changes to standard and command-unique office symbols through the local servicing manpower and communications and information (C&I) staffs and then forward the requests to HQ AETC/XPM and HQ AETC/SCMC for final approval. HQ AETC offices will send requests for new or changes to existing office symbols through HQ

AETC/XPM to HQ AETC/SCMC for approval. AETC units assigned to other MAJCOM installations will submit their request to HQ AETC/XPM and HQ AETC/SCMC for approval.

10.5.2.1. (Added)(AETC) Four-letter office symbols and beyond will be coordinated through base manpower and C&I staffs and approved by the base communications squadron commander. AETC organizations that are tenants on a non-AETC base will coordinate their requests with the host-base manpower office and C&I staff. (**EXCEPTION:** Air University [AU] may approve its own four-letter office symbols. AU/XPM will notify HQ AETC/XPMOO of any AU four-letter organizational structure change [OSC], and then the 42 ABW will advise HQ AETC/SCMC of the office symbol change.)

10.5.2.2. (Added)(AETC) Base C&I offices must maintain a complete listing of their office symbols, including those for subordinate units, detachments, and operating locations. An electronic copy or the Web site address of the listing will be sent to HQ AETC/SCMC via e-mail (aetc.scmc@randolph.af.mil).

10.7. (Added)(AETC) Form Adopted. AF Form 1768, Staff Summary Sheet.

NOTE: The following are added to Attachment 1:

References (Added)(AETC)

DoDD 5330.3/AF Sup 1, *Defense Automated Printing Service (DAPS)*

AETCI 90-106, *Command Section Action Officer's Guide*

Abbreviations and Acronyms (Added)(AETC)

C&I—communications and information

AL—address list

A3.1.2.3. The AETC address indicator group (AIG) list is located at the following Web site: https://www.aetc.af.mil/sc/scm/scmc/scmc_im/IM_Downloads.htm. (**NOTE:** AIGs will change to address lists [AL] under DMS.) If an AIG or AL is used on correspondence for the signature of the AETC Commander, Vice Commander, or Director of Staff, include a breakout of the addresses as a tab on AF Form 1768, **Staff Summary Sheet**, package.

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Director of Communications and Information

1 Attachment (Added)(AETC)

5. Formats for Requests To Modify Office Symbols

Attachment 5 (Added)(AETC)

FORMATS FOR REQUESTS TO MODIFY OFFICE SYMBOLS

NOTE: See Figures A5.1, A5.2, and A5.3 for sample request formats. Submit an organizational chart for each request for office symbol additions, changes, or deletions.

Figure A5.1. Request To Establish Office Symbols.

MEMORANDUM FOR HQ AETC/XPM
 HQ AETC/SCMC
 IN TURN

FROM: *(ORGANIZATION/OFFICE SYMBOL)*

SUBJECT: Request To Establish an Office Symbol

1. Request the establishment of the following office symbol(s) for use in *(organization)*:

Proposed Office Symbol:

Proposed Office Symbol Title:

Justification: *(why this change is necessary)*

Functional Statement: *(day-to-day office operations)*

Functional Account Code:

Effective Date:

Number of Personnel Assigned:

2. POC for this action is *(point of contact)*.

(Signature of Approving Official)

Attachment
 Organizational Chart

Figure A5.2. Request To Change Office Symbols.

MEMORANDUM FOR HQ AETC/XPM
 HQ AETC/SCMC
 IN TURN

FROM: *(ORGANIZATION/OFFICE SYMBOL)*

SUBJECT: Request To Change an Office Symbol

1. Request a change to the following office symbol(s):

Present Office Symbol:

Office Symbol Title:
 Proposed Office Symbol:
 Proposed Office Symbol Title:
 Functional Statement (if there is a change): *(day-to-day office operations)*
 Functional Account Code:
 Justification: *(why this change is necessary)*
 Effective Date:
 Number of Personnel Assigned:

2. POC for this action is *(point of contact)*.

(Signature of Approving Official)

Attachment
Organizational Chart

Figure A5.3. Request To Delete Office Symbols.

MEMORANDUM FOR HQ AETC/XPM
 HQ AETC/SCMC
 IN TURN

FROM: *(ORGANIZATION/OFFICE SYMBOL)*

SUBJECT: Request To Delete an Office Symbol

1. Request you delete the following office symbol(s):
 Office Symbol:
 Office Symbol Title:
 Justification: *(why this change is necessary)*
 Effective Date:
 Number of Personnel Assigned:

2. POC for this action is *(point of contact)*.

(Signature of Approving Official)

Attachment
Organizational Chart