

**BY ORDER OF THE COMMANDER  
AIR FORCE DISTRICT OF  
WASHINGTON**

**AIR FORCE DISTRICT OF WASHINGTON  
INSTRUCTION 33-1**

**22 JUNE 2011**



**Communications and Information**

**STAFF WORK, REVIEW AND TASK  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication

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OPR: AFDW/DS

Certified by: AFDW/CV Colonel Phillip  
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Pages: 22

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This publication implements Air Force Policy Directive (AFPD) 33-3 *Information Management*. AFDWI33-1 applies to all Air Force District of Washington (AFDW) A Staff, Special Staff, and organizations. AFDWI 33-1 requires the collection and maintenance of information protected by the *Privacy Act of 1974*. The *Privacy Act Program* sets guidelines for collecting, safeguarding, maintaining, accessing, amending, and disseminating personal data kept in systems of records to comply with the *Privacy Act Program*. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) *Air Force Manual (AFMAN) 33-363, Management of Records*, and disposed of in accordance with *Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), Building 1535, Room A-225, using the AF Form 847, *Recommendation for Change of Publication* or refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*. See Attachment 1 for a glossary of references and supporting information.

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**1. Staff Meetings and Speaking Invitations:** AFDW meetings and program responsibility include, AFDW/CC Meeting Guidance, Headquarters, Air Force District of Washington (HQ AFDW) Staff Meeting Guidance and AFDW Program Responsibility listed by A Staff, Special Staff and HQs. Each responsibility is to be met with timeliness and accuracy.

1.1. AFDW/CC Meetings: Requests to meet with the AFDW/CC must come from a Commander, Director, or Deputy. To make a request, send the following information to the AFDW/CC Exec org box; purpose (include whether the brief is decisional or informational), classification, date/time, briefer(s) and AFDW attendees, list of attendees not in AFDW and a point of contact (POC).

1.1.1. Read-ahead's are required for meetings or briefings with the AFDW/CC. Send all read-ahead's to the AFDW/CC Workflow Inbox and copy the AFDW/CCA. Read-aheads are due at 1500 hours the day prior to the meeting or briefing.

1.2. AFDW/CC speaking invitation: Requests for AFDW/CC to speak or brief at an event will be submitted before the event. All requests must be submitted not later than (NLT) *five* work days prior to the event. To make a request, complete the Speaking Questionnaire at (Attachment 2) and send to AFDW/CC Workflow and AFDW/CCX Workflow.

1.3. HQ AFDW/CC Staff Meeting: The AFDW/CC staff meeting is scheduled every Monday at 1000. When a Federal holiday falls on a Monday, the staff meeting will occur on Tuesday (subject to change, with notification). Attendance is limited to Commanders, Directors, and Deputies. Other attendees must be coordinated with AFDW/CCK on the proceeding Friday in order to verify security clearance information. Slides should be e-mailed to AFDW/CC Workflow. Slides are due on Friday for Monday and Tuesday staff meetings; if Friday is a holiday, the slides are due on Thursday. Requests to provide a special

brief must come from the Commander, Director or Deputy and should be coordinated with AFDW/CCX before the staff meeting. Slides for the brief are due to the AFDW/CCK Workflow the preceding Friday. The briefing should be no more than 10 minutes in length. Classified briefings must be coordinated with AFDW/CCK before Friday.

**2. Staff Work and Administrative:** Prepare all Air Force (AF) correspondence using plain language. Plain language saves the AF time, effort and money. Plain language means using logical organization and common, everyday words, except for necessary technical terms. Prepare correspondence using active voice and short sentences. Refer to AFH 33-337, The Tongue and Quill and (Attachment 3)

2.1. Organize material for the reader. Identify the audience for the document; write to get attention and anticipate questions. Always start by putting the main message up front. Present information in the succeeding paragraphs in a logical order.

2.2. Avoid words and/or phrases the reader might not understand and define each abbreviation or acronym the first time it is used. Avoid ambiguous phrasing, confusing legal terms and technical jargon.

2.3. Use "you" and other pronouns to speak directly to readers (active voice). Do not refer to people as if they were inanimate objects. "You" reinforces the message intended for your reader. To communicate effectively, write sentences in the active voice. Active voice is the best way to identify who is responsible for what action.

2.4. Short sentences deliver a clear message and sentences should average 15 to 20 words. Complex sentences confuse the reader by losing the main point Resist the temptation to put everything in just one sentence. Break up your idea into its logical parts.

2.5. Coordinate with offices affected by the proposed action during the draft stage to ensure minimal revisions. Coordinate with each office that has a functional interest Schedule enough time to finish review and coordination.

2.6. Coordinate using the Staff Summary Sheet (SSS) provided on Virtual National Capital Region (NCR), [https://amcr.af.mil/org/AFDW CC/default.aspx](https://amcr.af.mil/org/AFDW%20CC/default.aspx). (Attachments 4,5 and 6)

**3. Review:** Staff work resulting in a set of electronic files (packages) requiring Commander (CC), or Vice Commander (CV) review and signature must be delivered in a paper copy to AFDW/CCK. Once reviewed and signed, a PDF of the signed documents will be added to the electronic package to comply with HAF/ES guidance IAW HOI 33-3.

3.1. The Action Officer (AO) is responsible for the package until the task is complete; the package is signed and delivered to the final recipient.

3.1.1. The suspense date is the date the final action must be completed. It is not the date the package leaves the AO's desk.

3.1.2. Organizations creating pre-routed tasks that will generate a package seeking command level signature should check with Command Executive Officer (CCE) before setting the task suspense date. The front office can require up to five days for package review and signature.

3.1.3. Tasks should be limited to one topic with a single suspense. Related topics with an earlier or later suspense require separate tasks.

3.2. The front cover SSS must be signed by the commander, vice commander, director or deputy. Check the document for format, typos, spelling, grammar and punctuation. Refer to the Virtual NCR page [https://afdwanfncr.af.mil/org/AFDW\\_CC/default.aspx](https://afdwanfncr.af.mil/org/AFDW_CC/default.aspx) for proper SSS, format and procedures.

3.3. All files need to have clear and descriptive filenames: Questions on the status of a package should be directed to CCK.

3.3.1. Ensure all attachments correspond to those listed on the printed electronic Stall Summary Sheet (e-SSS), as needed. Check format and proofread for typos, spelling, grammar and punctuation within all documents. This is critical for anything to be signed. Double check all references to make sure they are correct.

3.3.2. Prepare letters or memorandums for signature and provide appropriate authority to sign and perform the required action. Check format and proofread for typos, spelling, grammar and punctuation.

3.3.2.1. For appointments, delegations, and waivers, include a copy of the Air Force Instruction (AFI) text which authorized the AFDW/CC to take the requested action. Highlight the specific text on the copied page which authorizes the requested action.

**4. Task Management Tool (TMT):** TMT is the primary tasking method for all AFDW staff work. This policy does not yet apply to Officer Performance Reports, (OPRs) or Enlisted Performance Reports (EPRs). TMT will be used for all HQ AFDW tasks whether they are internal or external, and can be used for notification and information-sharing purposes.

4.1. Internal tasks can be initiated by the CC, CV, CCC, DS, DSD or Directors. Internal staffing is appropriate for information, review or coordination of documents and similar functions Director-to-Director tasks should be done in TMT. The final package must show the appropriate Wing level and HQ AFDW staff coordination on the SSS for the package to be forwarded to the AFDW/CCK. Never task below the command or directorate level. See section 4.2.

4.1.1. The task template (titled *Word Tasker Template*) can be found on the *Virtual NCR* page, [https://afdwanfncr.af.mil/org/AFDW\\_CC/default.aspx](https://afdwanfncr.af.mil/org/AFDW_CC/default.aspx) Template Tab. The template includes detailed instruction.

4.1.2. A properly formatted Word task document for each task will be uploaded into the Original Documents folder of TMT. Reference the *Virtual NCR* page [https://afdwanfncr.af.mil/org/AFDW\\_CC/default.aspx](https://afdwanfncr.af.mil/org/AFDW_CC/default.aspx) a printed example is provided. (Attachment 7)

4.1.3. The tasker must include all organizations tasked. Director initiated tasks are tracked by the tasking directorate. All others are tracked by the DS or DSD. The Office of Primary Responsibility (OPR) will usually be the two-letter organization, wing (WG), or group requesting distribution. The Office of Collateral Responsibility (OCR) will be the two-letter organization, wing, or group tasked.

4.2. External tasks are directed to the wings and groups by the DS or DSD. Directorates will not task the Wings. When the entire A-Staff or Special Staff organizations are tasked, these terms should be used. Do not list them individually.

4.2.1. Internal HQ AFDW communication and cooperation at the appropriate level is highly encouraged, but directors or commanders are solely responsible for tasking their organizations and staff. Three and four letter organizations should not be designated as OPRs or OCRs, except for CCE, CCX and CCK. Individuals should never be tasked in TMT.

4.2.2. AFDW organizations will forward pre-routed external tasks to the AFDW/DS Workflow box in TMT for review and distribution to the 11 WG, 79 MDW, 844 CG, and directorates as appropriate.

4.3. The file name for the Word task must begin with the word "TASKER" to ensure easy identification by recipients. There can be many files in the Original Documents folder, so clear and descriptive filenames are important.

4.4. At a minimum the Task Instructions section from the Word task should be copied into the General Tab portion of the pre-routed task. Offices receiving tasks from Higher Headquarters (HHQ) will prepare a pre-routed task and forward to AFDW/DS Workflow in TMT. The General Tab shall contain specific guidance to the OCRs that is clear who should receive the information, for what purpose, what action will complete the notification to complete the process, and for TMT outages. (Attachments 7 and 8)

4.4.1. The data on the Word task in the General Tab window and in the Task Status section must be consistent with each other.

4.5. Tasks should allow a minimum of five business days for response. Coordinate with AFDW/DS if shorter periods are required. The OPR or Originating Office is responsible for monitoring the suspense, completing tasks; and requesting extensions. NOTE: HAF/ES will not accept extension requests from Directors or Action Officers. Contact AFDW/DS if a HAF/ES extension is needed.

4.5.1. The rationale for a shorter suspense must be included as the first line in the General Tab of the pre-routed task and in the Suspense line of the accompanying Word task. The suspense date must match the date in the task Status line.

4.5.2. All OCRs normally have the same suspense. If an OCR requires a unique suspense explain the requirement in the OCR instruction in TMT. TMT has programming limitations that preclude an OCR's suspense later than the OPR suspense.

4.6. Nominations and Awards. TMT will be used to request nominations and awards. Specific nomination and/or selection information must be included in the Word task. (Attachment 9) 4.6.1. This guidance applies to requests for nominations for key assignments, AF, functional, and AFDW awards.

4.6.1. Coordinate suspense for nominations requiring AFDW/CC action with AFDW/CCE. Packages should be delivered to AFDW/CCK two weeks before the suspense unless the HHQ suspense does not permit.

4.6.2. Directorates processing functional awards should coordinate with AFDW/A1 for specific guidance.

**5. Congressional Relations Program:** In accordance with AFI 91-401, *Air Force Relations with Congress*, AFDW Wing Commands will visit respective Congressional delegations annually through the Capitol Hill Visit Program coordinated by SAF/LLZ. AFDW/CCX is the

OPR for this program. The purpose of this program is to build a long-term, face-to-face relationship with Congressional Members and staffs; and facilitate the delivery of a consistent Air Force message to Capitol Hill.

5.1.1. Visits are meant to be courtesy calls during which Members can meet with Wing Commanders and discuss AF issues important to them and their constituents. Commanders are encouraged to take their Command Chief and/or other representatives of the base. Frequent discussion topics for visits include Global War On Terrorism (GWOT), Personnel, Total Force Integration, Recapitalization, Base Realignment and Closure (BRAC), Military Construction and Housing. Further guidance about appropriate and inappropriate topics of discussion is available from SAF/LLZ. Short handouts to leave with the Member's office are encouraged and should be coordinated with the AFDW/CCX and AFDW/PA offices prior to the visit.

5.1.2. After the Wing Commander returns from the Congressional visit, he or she will complete the Post Congressional Visit Questionnaire (Attachment 10). The purpose of this questionnaire is to capture the highlights of the visit, including contact information of the Member or Staffer, key issues discussed, results of the meeting and any actions required as a result of the meeting.

5.1.3. After a Congressional representative visits an AFDW organization, the Wing or Group Commander will complete Congressional Visit to Installation Questionnaire (Attachment 10). The purpose of this questionnaire is to capture the highlights of the visit, including contact information of the Member or Staffer, key issues discussed, results of the meeting, and any actions required as a result of the meeting. Return the questionnaire to the CAG office, (AFDW/CCX).

PHILLIP G. GIBBONS, Colonel, USAF  
Vice Commander, Air Force District of Washington

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

The following references are frequently used for establishing and operating Air Force staff work: (Not all are required to be on hand; however, if references are not in the shop file, they must be readily accessible.) The attachment pages are printed examples for use while reading the OI. For the current templates, refer to the Virtual NCR page.

[https://afdww.afmcr.af.mil/org/AFDW\\_CC/default.aspx](https://afdww.afmcr.af.mil/org/AFDW_CC/default.aspx)- *Virtual NCR Page*

AFI 91-401, *Air Force Relations with Congress*, 1 July 1998

Air Force Manual 33-363, *Management of Records*, 1 March 2008

Air Force Policy Directive 33-3, *Information Management*, 28 March 2006

Air Force Handbook 33-327, *The Tongue and Quill*, <http://www.e-publishing.af.mil>

1 August 2004

HAF OI 33-3, *Correspondence, Preparation, Control, and Tracking*, 29 August 2007

*Privacy Act of 1974*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFDW**—Air Force District of Washington

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction

**AFMA**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information System

**ANG**—Air National Guard

**AO**—Action Officer

**BRAC**—Base Realignment and Closure

**CC**—Commander

**CCC**—Command Chief

**CCB**—Commander's Executive

**CCK**—Commander's Executive Assistant Services

**CCX**—Commander's Action Group

**CV**—Vice Commander

**DS**—Director of Staff  
**DSD**—Director of Staff Deputy  
**EPR**—Enlisted Performance Report  
**e-SSS**—Electronic Staff Summary Sheet  
**GWOT**—Global War on Terrorism  
**HQ**—Headquarters  
**HHQ**—Higher Headquarters  
**IAW**—In Accordance With  
**MAJCOM**—Major Command  
**NCR**—National Capital Region  
**NLT**—Not Later Than  
**OCR**—Office of Collateral Responsibility  
**OPR**—Office of Primary Responsibility  
**OPR**—Officer Performance Report  
**PA**—Privacy Act  
**POC**—Point of Contact  
**SSS**—Staff Summary Sheet  
**TMT**—Task Management Tool  
**WG**—Wing

**Attachment 2****AFDW/CC SPEAKING ENGAGEMENT QUESTIONNAIRE**

INSTRUCTIONS: The questions below are designed to ensure the AFDW/CC is fully prepared to give a relevant and timely speech tailored for your group. Please provide accurate answers to the applicable questions below. If some questions do not apply simply answer N/A.

If you have questions, please contact the AFDW/CCX office at DSN 857-1620 or commercial (240)-857-1 620. Completed form can be e-mailed to [afdww.ccx@afncr.af.mil](mailto:afdww.ccx@afncr.af.mil)

Event

POC/Phone Number/E-mail:

Date of Event:

Time of Event:

Location of Event:

1. How many will be in the audience?
2. What are the audience demographics?
3. What VIPs are attending? Please provide name, rank and position.
4. If there are family members present (i.e. for promotion or personal event) who are they? What is their relationship? Is there something they should be recognized for?
5. How long do you want the remarks to be?
6. Is there anything that remarks should focus on (i.e. is there a specific message you want delivered)?
7. Do you have background information on the organization for familiarity?
8. Who is the host? (Specifically identify by name and the "go by" name)
9. Who will introduce the General?
10. Are there any other speakers at the event? If so, what are they speaking about and what is the order of speaking?
11. Will the General be receiving anything (awards, gifts, etc.)?
12. Will the General be presenting anything?
13. Will there be any Q&A?
14. Do you have a draft agenda you can send?
15. Will there be media present?
16. Will the event be photographed or videotaped? If yes, how will the photos be used (e.g. posted to Website)?
17. What is the general room setup where the General will be giving remarks? What is the setup for the speaker?
18. Anything else the General needs to be aware of?
- 11.



**Attachment 3****AFDW GRAMMAR GUIDE**

The following rules apply to all correspondence for the AFDW/CC including OPRs, EPRs and PRFs. This is not intended to be a comprehensive guide; it simply addresses the most common mistakes. Please refer to AFH 33-337, *The Tongue and Quill* for additional guidance.

1. Space twice after a period
2. Space once after a comma
3. Space once after a semi-colon
4. Do not space before or after a hyphen, except in the case of expressions such as "short- or long-term"
5. Space twice after a colon
6. Space once before open parenthesis, but do not space after it
7. Space once after a closed parenthesis, but do not space before it
8. Space twice after punctuation at the end of a sentence (includes period, question mark and exclamation point)

NOTE: *The Tongue and Quill* allows an organization to determine spacing after an exclamation point AFDW will use two spaces

9. When capitalized, the word "Capitol" refers to the name of a building or neighborhood, e.g., "the Capitol", "Capitol Hill", "Capitol Heights." When not referring to a place or name do not capitalize the word, e.g. the capitol building, or the state capitol. The word "federal" is not capitalized unless it is the name of an agency, e.g. "Federal Bureau of Investigation"

10. Space twice after MEMORANDUM FOR. Example:

MEMORANDUM FOR AFDW/DS

**Attachment 4**  
**STAFF PACKAGES**

**(Commander, Vice Commander, Command Chief and Director of Staff)**

All packages sent to the command section will include a SSS with standard AFDW routing and comments. The command section will determine the actual routing of the package based on the content and availability of personnel. Deliver star! packages to AFDW/CCK for log-in and distribution. NOTE: The SSS should stand on its own and provide a concise and comprehensive explanation of the package. All tabs should be addressed in the text.

In general SSSs will contain the following blocks:

**PURPOSE**

-Use this block to briefly summarize the reason for the SSS.

**DISCUSSION**

- Use this block to summarize pertinent information regarding the package. If the package is for approval of an action, use this section to describe why the action should be approved by the recipient and not someone else. For instance, "In accordance with AFIXX-XXX, approval authority for this issue is the MAJCOM Commander." If the commander is asked to waive, approve, appoint or take action. Provide the AFI documentation as a tab.

**CONCURRING ORGANIZATIONS**

- Use this block to list which organizations have coordinated on and concurred with the package and any key points they provided.

**NON-CONCURRING ORGANIZATIONS**

- Use this block to list any organizations that coordinated, but non-concurred with the package. Documentation of the non-concur must be included in the package. Include a concise statement of their position.

**RECOMMENDATION**

- Use this block to advise the recipient on a course of action. Be specific. For instance, do not simply write, "Recommend the commander approve this initiative." Instead write, "Recommend the commander approve this initiative by signing the attached letter at Tab 1."

- Signature Block

- All SSSs must be signed by a Commander, Vice Commander, Command Chief and Director of Staff requesting the action.

## PACKAGE CONTENT

- The content of each package will vary greatly based on the issue. The following are basic guidelines that apply to all packages.
- Include an electronic copy of any document that is to be signed or approved. This allows the command section to add the date and make changes based on the signer's style. The electronic copy can be posted in TMT Public Work Space, or emailed (if coordinated with CCK).
- Include any information the recipient may need to make a decision. Large documents may be saved to a disk. Short documents should be in hard copy.

## LETTERS FOR SIGNATURE

- Letters requiring signature must be on AFDW letterhead in Times New Roman 12 point Format must comply with AFH 33-327, *The Tongue and Quill*.
- Use HAF OI 33-3 as a guide for preparing correspondence for HAF senior leadership signature. To locate HAF OI 33-3 follow the "AFDW Policy and Guidance" link on the left side of the AFDW/CC page: [https://afdww.afmcr.af.mil/org/AFDW\\_CC/default.aspx](https://afdww.afmcr.af.mil/org/AFDW_CC/default.aspx). HAF OI 33-3 is available digitally on the Air Force Portal at <https://www.mv.af.mil/>:: Bases-Orgs-Functional Areas:: My Org:: HAF:: Popular Links:: HOIs
- If the letter appoints a point of contact (POC) for an issue, the POC must be of an appropriate rank based on the intended recipient of the letter. For instance, if the letter is from the AFDW/CC to the VCSAF, the POC will be the AFDW/CC not SSgt Smith. Another option is to write, "Please contact me if you have questions or your staff may contact my Director of XXX at ....".

Attachment 5

INTERNAL SSS STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	
1	AFDW CCK	Review			AFDW CC	APPR		
2	AFDW CCC	COORD			AFDW CCK	Review		
3	AFDW DS	COORD						
4	AFDW CCE	COORD						
5	AFDW CV	COORD						
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL		PHONE		TYPISTS INITIALS	SUSPENSE PATE
SUBJECT							SSS DATE	
PURPOSE:								
DISCUSSION:								
CONCURRING/NON CONCURRING ORGANIZATIONS:								
RECOMMENDATION:								
//SIGNED//				TABS				

<b>Staff Summary Sheet</b>							
	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date
1	AFDW/CCK	Review		6	AFDW/CC	Appr	
2	AFDW/CCC	Coord		7	AFDW/CCK	Review	
3	AFDW/DS	Coord		8			
4	AFDW/CCE	Coord		9			
5	AFDW/CV	Coord		10			
<b>Surname of Action Officer and Grade</b>			<b>Symbol</b>	<b>Phone</b>			<b>Suspense Date</b>
<b>Subject</b> Requirements Package for SETA Services							<b>SSS Date</b>

**Summary**

**PURPOSE:** The SSS introduces, summarizes, coordinates, or obtains approval or signature on a staff package. It should be a concise (preferably one page) summary of the package. It states the purpose, pertinent background information, rationale, and discussion necessary to justify the action desired. Show the action desired (Coord [Coordination], Appr [Approval], Sig [Signature]). Use Info (Information), when the SSS is submitted for information only. (NOTE: Usually show only one Appr entry and one Sig entry.) Use complete address when coordinating with outside organizations.

**DISCUSSION:** The SSS is attached to the front of the correspondence package. If an additional page is necessary, prepare it on plain bond paper. Use the same margins you see here. Summarize complicated or lengthy correspondence or document attached, or any appropriate portion of any document you reference. Do not use in place of a memo; use with a package it summarizes.

**CONCURRING/NON-CONCURRING ORGANIZATIONS:** List concurring/non-concurring organizations. Explain concerns of others (i.e., OSD, Army, Navy, State, etc.) For example: "OSD may disapprove of the approach." If there are significant alternative solutions, explain. For example, "Buying off-the-shelf hardware will reduce the cost by 25 percent, but will meet only 80 percent of the requirements."

**RECOMMENDATION:** Use this caption when SSS is routed for action. State the recommendation, including action necessary to implement it, in such a way the official need only sign an attachment or coordinate, approve, or disapprove the recommended action. Do not recommend alternatives or use this caption when submitted for info only.

List attachments to the SSS as tabs. List the documents for action as Tab 1. List incoming letter, directive or other paper—if any—that prompted you to prepare the SSS as Tab 2. (If you have more than one document for action, list and tab with as many numbers as needed and list the material you're responding to as the next number: Tabs 1, 2, and 3 for signature, Tab 4 incoming document.) List supplemental documents as additional tabs followed by the record or coordination copy and information copies. If non--concurrence is involved, list it and the letter or rebuttal as the last tab.

**Attachment 6**  
**WORD TASKER OUTLINE**

**TASKER NUMBER:** This is assigned by TMT

**PURPOSE:** A single sentence stating what the tasker should accomplish

**HHQ REQUESTING ORGANIZATION:** Used only for taskers from outside AFDW

**SUSPENSES:**

**HHQ Suspense:**

*For External Taskers* this is the date the OPR has to deliver the finished product to the HHQ Requesting and is recorded here and as the (HHQ Suspense) on the Information Screen in TMT

*For Internal Taskers* this is date is the OPR has to finish the tasker. It is *Identical* to the OPR suspense and is recorded here and as the (HHQ Suspense) on the Information Screen in TMT

**OPR SUSPENSE:**

The date the OPR should have the tasker completed (to include CC review/signature) For internal taskers, this date will be the TMT HHQ suspense on the Information Page \*

**OCR SUSPENSE:**

The date the OCR should have their portion completed and delivered to the OPR

**ORIGINATING OFFICE:** CC, CV, or DS

For Director-to-Director taskers the Originating Office will be the director doing the tasking

**OPR:** \*\*

**OCR(s):** OPR & OCRs **are** always Wings, Group, or Directorates

**SEND RESPONSE TO:**

For record purposes responses should ALWAYS be uploaded into the Public Workspace. However, the originating office may additionally ask for email/hardcopies to be sent to designated email accounts or delivered to AFDW/CCK

**TASK INSTRUCTIONS:**

Clear, concise wording is required.

These instructions should refer to the specific guidance in the Original Docs folder

**NOTE:** Additional guidance exists for nomination packages. See Attachment 8

**BACKGROUND:**

Provide the key information which will help route and explain the tasker, and reference the expanded information available in the Original Documents folder

**ATTACHMENTS:**

Upload documents in the Original Documents folder

**Create a Word tasker for every TMT task - Include "TASKER" in its file name - Upload into Original Documents**

- \* TMT limitations require a HHQ Suspense for every tasker
- \* \* TMT limitations allow for a single OPR

**Example 1:** If the commander tasks A12 to coordinate an issue with the staff:

Word Tasker = the Originating Office is the CC. The OPR is A12 & the OCRs are the directorates

In TMT the OPR is A12 and OCRs are the staff directorates

**Example 2:** A12 initiates a request through the DS for the staff to coordinate an issue

Word Tasker = The Originating Office is DS. The OPR is A12 and OCRs are the directorates

If you have questions contact AFDW/DS or AFDW/DSD

## Attachment 7

### TMT OUTAGE TASKING PROCEDURES

#### GENERAL GUIDANCE

These procedures will be used during TMT outages when directed by AFDW/DS. These procedures are designed to mirror the tasking process in TMT and to facilitate transfer of taskers into TMT when services return.

Taskers will be created in e-mail and sent (pre-routed) to AFDW/DS Workflow e-mail account.

To comply with Tasking Directions, 2d and 2e below: Provide the Organizational Workflow inbox addresses.

*NOTE:* For the wings and groups use the following addresses:

11WG/CCK

79 MDW/CCK

844 CG/CC Workflow

#### TASKING DIRECTIONS

1. For tracking purposes the non-TMT pre-routed taskers will include the word "TASKER" as the first word in the subject e.g. "Tasker - Call for Quarterly Account Review".
2. The non-TMT pre-routed tasker, e-mail text should briefly state the information that would have been provided in TMT. See attachment 4.
3. The first attachment to the pre-routed tasker should be the standard "Word Tasker" with "TASKER" as the first word in the file name.
4. All required files and background information should be attached to the pre-routed tasker with clearly identifiable file names.

#### DIRECTORATE SPECIFICS

Upon notification by AFDW/DS that TMT outage procedures will be implemented, Directorates will survey AOs for outstanding near and mid-term taskers and take steps to complete them outside of TMT.

**OPR SPECIFICS**

1. When AFDW/DS directs a return to TMT usage, OPRs will be responsible for entering all TMT outage taskers into TMT. This can be done by pre-routing the tasker e-mail back to AFDW/DS Workflow in TMT.
2. When AFDW/DS directs a return to TMT usage, OPRs will be responsible for updating/completing all pre-outage taskers in TMT.
3. During TMT outages, OPRs will notify AFDW/CCK. Workflow when each tasker is complete.

**OCR SPECIFICS**

1. When AFDW/DS directs a return to TMT usage, OCRs will be responsible for updating their status on all TMT outage taskers the OPRs have entered into TMT.
2. When AFDW/DS directs a return to TMT usage, OCRs will be responsible for updating/completing all pre-outage taskers in TMT.
3. During TMT outages, OCRs will notify OPRs via e-mail when the OCR has completed the task.

**AFDW/CCK SPECIFICS**

1. When AFDW/DS e-mails a tasker to the OPR/OCRs, CCK will record the:
  - a. Tasker Name
  - b. Tasking date
  - c. OPR Suspense
2. Upon notification by the OPR that the task is complete, CCK will identify the tasker as complete.

## Attachment 8

### COMMANDERS GUIDANCE FOR AWARD NOMINATIONS AND SPECIAL NOMINATION

#### TASKERS

This guidance applies to requests for nominations for AF, functional, and AFDW awards and key assignment opportunities. In addition to the basics include: Name of the award - Due Date - Tasking Information.

The purpose of providing this information is to provide AFDW/CC the earliest possible notification of his responsibilities in the nomination/selection process. It is his desire to announce the selectees and publicly recognize them.

Nominations requiring AFDW/CC review/signature should be coordinated with the CCE to ensure AFDW/CC availability. Two weeks is desired unless the HHQ suspense does not permit.

Special care should be taken to ensure elements and individuals assigned worldwide are afforded the opportunity to compete, as appropriate.

The outside organizations that require notification/tasking from AFDW will vary by award. AOs are responsible for ensuring all the applicable organizations are contacted.

AFDW/A1 has the most experience notifying these individuals, and should be consulted by the tasker OPR.

This information should be placed in the BACKGROUND section in the Word tasker and also in the Details tab in TMT. Recognizing that the nomination/selection process varies, request directors include the appropriate information.

Eligibility	Qualifications for nomination eligibility
Nominated by	AFDW, WG, GP, SQ, Director or Supervisor
Number of possible nominees	Multiple/Single from wings and/or
Selection criteria for an AFDW nominee	AFDW/CC, Director, or Board
Board composition	Directors, Functional Staff

All TMT taskers for these nominations should contain a brief synopsis of the general process for the specific award. This synopsis will vary by award and nomination category,

EXAMPLE: A1 request nominations from WG, GP, and Directors for the Lance P. Sijan Award. Packages prepared IAW with tasking instructions should be forwarded to A1. AFDW will hold a board on XX/XX/XXXX and rank order the top three nominations. Nominations will be forwarded to AFDW/CC for selection and subsequent submittal as the AFDW nominee for this award. Directorates will be tasked separately, but included in the review.

EXAMPLE: A1 request WGs nominate individual(s) to become the Aide to the CSAF. Reply per instructions. AFDW Directors should submit packages to A1 for consolidation and CC review. A1 will contact directorates and collect nominations alongside with the staff nominations.

Attachment 9

POST CONGRESSIONAL VISIT QUESTIONNAIRE



Post Congressional Visit Questionnaire

Please complete this form after each visit to Capitol Hill, Questionnaire should take about 10 minutes.

1. Name, rank, and title \_\_\_\_\_
2. Date and time of visit to the Hill? \_\_\_\_\_
3. Who was your Legislative Liaison escort? \_\_\_\_\_
4. Who attended the meeting with you? (Ex: Aide de Camp, CMSgt, etc.) \_\_\_\_\_
5. Which Senator/Representative and/or Staffer did you meet with on the Hill?  
 Name \_\_\_\_\_  
 State Represented \_\_\_\_\_  
 Title \_\_\_\_\_
6. Were you able to convey all of your top priorities in the amount of time available?
7. What were your top priorities you presented?  
 a. \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_
8. What priorities and/or Air Force issues was the Member/Staffer most interested in?  
 a. \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_
9. Did you invite the Member/Staffer to visit "your" base/AF community/squadron? If so, did the Member/Staffer show interest in visiting?  
 a. Please list any action items from your visit.  
 a. \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_  
 b. Please provide any additional comments you have.

Attachment 10

CONGRESSIONAL VISIT TO INSTALLATION



Congressional Visit to Installation

Please complete this after a member of Congress visits your organization. Questionnaire should take about 10 minutes.

1. Your name, rank and title? \_\_\_\_\_

2. Who visited you?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

State represented: \_\_\_\_\_

3. Date and time of visit? \_\_\_\_\_

4. List names and titles of anyone else who attended.

5. What priorities/topics did you discuss?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

6. What priorities and/or Air Force issues was the Congressional most interested in?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

7. What areas of your organization/installation did you tour?

a. Please list any action items from the visit:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

b. Please provide any additional comments you have.