COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This manual implements Air Force Policy Directive (AFPD) 33-3, *Information Management*, and states the procedures for preparing communications in both manual and automated environments throughout AF. It applies to individuals at all levels who prepare official AF communications, including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This rewrite of AFMAN 33-326 has been substantially revised and needs to be completely reviewed. Major changes include deletion of duplicative material covered in Air Force

Handbook (AFH) 33-337, *The Tongue and Quill,* AFI 33-360*,* Headquarters Operating Instruction (HOI) 33-3*, Correspondence Preparation, Control, and Tracking and* Department of Defense Manual (DoDM) 5110.04-M-V1*, Manual for Written Material: Correspondence Management.* It rescinds AF Form 74, *Communication Status Notice/Request*, and AF Form 388, *Communication Control Record,* previously used for tracking. ”This action also provides SAF/CIO A6 guidance on logo submission and approval procedures. Clarifies Public Law (PL) 111-274, The *Plain Writing Act of 2010* (codified at Title 10 United States Code (USC) Section 301 note) signed on October 13, 2010. Update the (OPR) and (Certified by) blocks.

Chapter 1

COMMUNICATIONS MANAGEMENT

1.1. Formats Unique to the Headquarters Air Force (HAF). The HAF formats differ from some of the other types of correspondence processes prescribed in this manual. These formats are unique to the HAF and are used for correspondence for preparing and submitted to the HAF and the Office of the Secretary of Defense (OSD) and the President of the United States (POTUS), located in the Washington DC area. Prepare all official correspondence communicated between and through Secretariat of the Air Force (SAF), Air Staff and the AF leadership: Secretary of the Air Force (SecAF); Under Secretary of the Air Force (USecAF); Chief of Staff of the Air Force (CSAF); Vice Chief of Staff of the Air Force (VCSAF); Assistant Vice Chief of Staff of the Air Force (AVCSAF); and the Chief Master Sergeant of the Air Force (CMSAF) action using the formats/process prescribed in HOI 33-3, *Correspondence Preparation, Control and Tracking.*

1.2. Plain Language. Prepare all AF correspondence using plain language. *The Plain Language Act* and *Information Network (PLAIN), Plain Writing Act of 2010*, signed on October 13, 2010 is the law that requires federal agencies use "clear Government communication that the public can understand and use." Plain language saves the AF time, effort, and money. Key concepts of plain language to keep in mind are be clear, be concise, and be specific noted in AFI 33-360, Table 6.3 and at **http://www.plainlanguage.gov**.

1.2.1. Organize your material to help the reader. Identify your audience for the document; write to get their attention and anticipate their questions. Consider any additional readers. Always start by putting your main message up front. Present information in the succeeding paragraphs in a logical order.

1.2.2. Avoid words and phrases that your readers might not understand. Define each abbreviation or acronym the first time you use it. Use the same term consistently to identify a specific thought or object. Use words in a way that does not conflict with ordinary or accepted usage. Avoid ambiguous phrasing, confusing legal terms, and technical jargon that can mislead your reader.

1.2.3. Use "you" and other pronouns to speak directly to readers (active voice). Do not refer to people as if they were inanimate objects. Address the reader as "you." "You" reinforces the message intended for your reader. Use "we" in place of your organization's name. Be careful using "you" if it sounds accusatory or insulting. Instead, put the emphasis on the organization by using "we." Example of an active voice is "The executive officer organized the commander's call." Notice the subject (actor) comes first in the sentence. Example of a passive voice is "The commander's call will be organized by the executive officer." Notice the subject as receiver of the action.

1.2.4. Active voice is the best way to identify who is responsible for what action. To communicate effectively, write the strong majority (around 75%) of your sentences in the active voice.

1.2.5. Short sentences deliver a clear message. Average sentences to 15 to 20 words--never make them longer than 40 words. Complex sentences loaded with dependent clauses and

exceptions confuse the reader by losing the main point in a forest of words. Resist the temptation to put everything in one sentence. Break up your idea into its logical parts and make each one the subject of its own sentence. Do not use unnecessary words.

1.3. Writers' Responsibilities.

1.3.1. When applicable, use this manual along with other referenced materials for preparing correspondence.

1.3.2. Protect and mark any classified information in your correspondence according to (DoDM) 5200.01, Volume 1, *DoD Information Security Program: Overview, Classification, and Declassification,* (DoDM) 5200.01, Volume 2, *DoD Information Security Program: Marking of Classified Information*, (DoDM) 5200.01, Volume 3, *DoD Information Security Program: Protection of Classified Information,* (DoDM) 5200.01, Volume 4, *DoD Information Security Program: Controlled Unclassified Information (CUI)* and AFI 16-1404, *Information Security Program Management*. Distribute correspondence on a need-to-know basis. Additional references below can also be utilized.

1.3.2.1. Executive Order 13526, *Classified National Security Information* as amended, located at website **http://www.archives.gov**.

1.3.2.2. Office of the Director of National Intelligence (ODNI)/Controlled Access Program Coordination Office (CAPCO), and Information Technology solutions that implement structured security marking metadata.

1.3.3. Follow AFI 16-1404, if you include "For Official Use Only" information or DoDM 5200.01, Vol 4, and refer to AFI 33-332*, Air Force Privacy and Civil Liberties Program*, if Personally Identifiable Information exist.

1.3.4. Check the Joint Publication (JP) 1-02, *Department of Defense (DoD) Dictionary of Military and Associated Terms* and the *Air Force Glossary*, for standardized and Joint and AF terms and their usage. The DOD Dictionary is available on JDEIS [Joint Doctrine, Education, and Training Information System] JEL+ [Joint Electronic Library Plus] at **https://jdeis.js.mil/jdeis/index.jsp**, when accessing via Nonsecure Internet Protocol Router Network (NIPRNET) and also accessible online as a searchable database and in PDF format at the following Internet address: **http://www.dtic.mil/doctrine/dod_dictionary** and at **http://jdeis.js.smil.mil/jdeis/index.jsp** SECRET Internet Protocol Router Network (SIPRNET), and on the JEL [Joint Electronic Library] at **http://www.dtic.mil/doctrine** (NIPRNET). Additionally, the AF Glossary is available on the AF Doctrine website at **https://doctrine.af.mil/DTM/dtmglossary.htm** located on Curtis E. LeMay Center for Doctrine Development and Education.

1.3.4.1. The contents of the DOD Dictionary are updated on a monthly basis with terminology additions, modifications, or deletions made within the previous calendar month in accordance with Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 5705.01, *Standardization of Military and Associated Terminology*. Future editions of the DOD Dictionary are posted online at **https://jdeis.js.mil/jdeis/new_pubs/dictionary.pdf**.

1.3.4.2. Overarching policy, procedures, and requirements for the standardization and use of terminology within DoD can be found in Department of Defense Instruction

(DoDI) 5025.12, *Standardization of Military and Associated Terminology* and CJCSI 5705.01.

1.3.5. Conserve paper. Use backs of scrap paper for drafts and interoffice memos. Consider whether you can communicate with other means such as a telephone call or electronic mail (Email). Do not print and mail out correspondence originally sent by Email, unless requested. Satisfy the minimum distribution requirements only. Utilize two-sided printing whenever possible.

1.3.6. Select the appropriate distribution method. Some distribution methods include: Email, facsimile (FAX), Defense Message System (DMS), United States Postal Service (USPS), and Defense Courier Service (DCS). Consider the needs of the recipient when choosing the distribution method. When transmitting sensitive unclassified information by Email, apply an appropriate level of safeguards to ensure the sensitive, but unclassified, information is properly protected. However, do not send a classified Email on a system not authorized for that purpose. Distribute correspondence on a need-to-know basis. For more information refer to AFMAN 17-1201, *User Responsibilities and Guidance for Information Systems*. When delegating an Email task, send a courtesy copy (cc) to the originator.

1.3.7. Follow AFI 33-324, *The Air Force Information Collections and Reports Management Program* for information collecting and reporting of internal and public requirements. This includes the licensing of internal information reports and collections and/or requesting information from the public in accordance with **Chapter 35** of (PL) 104-13, *The Paperwork Reduction Act of 1995*.

1.3.8. Avoid abbreviations and military jargon. Write out abbreviations the first time used and follow with the abbreviation in parentheses when listed for all other sentences.

1.3.9. When transmitting classified Email, take care to transmit only on a system certified and accredited for that level of classified information.

1.4. Suspense Actions.

1.4.1. Set realistic time limits for answering priority and routine correspondence. Establish a suspense (due date) only when you need a reply by a specific date. Notify the action agency of the suspense date as early as possible.

1.4.2. Control the suspense at all offices tasked with answering correspondence. Notify the originating agency before the due date if the reply is delayed.

1.4.3. You may use an automated system below the HAF or the AF TMT to control suspense actions.

1.5. Coordination Process.

1.5.1. Coordinate with offices affected by the proposed action during the draft stage to keep from revising the final version. Consider the chain of command to ensure complete coordination. Schedule enough time to finish review and coordination.

1.5.2. Coordinate by telephone or Email when possible. Do not indicate coordination in the upper- right-hand corner since it is used for the file code (see AFMAN 33-363).

1.5.3. Coordinate using AF Form 1768, *Staff Summary Sheet* (electronic, TMT, hardcopy) (see paragraph 3.2).

Chapter 2

STATIONERY STANDARDS AND USES

2.1. Paper Standards. Use 8 1/2-inch by 11-inch paper.

2.1.1. Original. Use white letterhead stationery (printed or computer-generated) for the first page of a memorandum, staff study, report, or minutes of a meeting. Use plain white paper for continuation pages. (See paragraph 2.4 for computer-generated letterhead.)

2.1.2. Copies. Use plain white paper for information or courtesy copies.

2.1.3. Paper Quality. Stationery is produced from recycled paper that has at least 25 percent cotton or rag content. The recycled logo is shown in the watermark. Do not exceed the standards described in Table 2.1 for paper quality.

Table 2.1. Paper Quality.

Item	Paper Color	Grade	Pounds
Letterhead	White	50% rag	16
		or	
		25% rag	20
Continuation	White	50% rag	16
		or	
		25% rag	20

2.2. Standard Letterhead. DoDM 5110.04-M-V1, *DoD Manual for Written Material: Correspondence Management*, establishes the standards for letterheads. There are only two types of letterhead authorized for use: standard (pre-printed) and computer-generated. Submit any exceptions to the specified standards through your Major Command (MAJCOM) to SAF/CIO A6 for final determination. ANG exceptions are approved by individual ANG State Headquarters or the Director, ANG.

2.3. Pre-printed Letterhead. See Figure 2.1 for an example of letterhead. MAJCOMs may elect to use generic two-line command letterhead for command-wide use. MAJCOMs may authorize letterhead below wing-level if the quantity needed justifies the printing cost or other circumstances warrant. Any unit without its own letterhead uses its parent unit's letterhead stationery and identifies its organization and standard office symbol in the FROM caption.

2.3.1. Ink. Print the letterhead and seal using either Reflex Blue or black ink (see paragraph A2.2 for description of acceptable ink color).

2.3.2. Seal. The DoD seal is one inch in diameter. Align the seal 1/2-inch from the upper left and top edge of the paper. Do not use any other emblem, decorative device, or distinguishing insignia with or in place of the DoD seal.

2.3.3. Format. Center organization name and address on the letterhead using no more than four lines:

2.3.3.1. First Line. DEPARTMENT OF THE AIR FORCE. Center this line leaving 5/8-inch from the top of the sheet. Print it in 12 point uppercase using copperplate letters, heavy plate Gothic letters, or equivalent.

2.3.3.2. Second Line. Center the name of the organization listed in the G-series special order that established it. If G-series orders do not exist, the MAJCOM Director of Communications decides the second line. Put HEADQUARTERS before the organization's name only if it appears in the activation order. Print in 10.5 point uppercase using copperplate letters, heavy plate Gothic letters, or equivalent. If the name is more than fifty characters, you may use an additional line.

2.3.3.3. Third Line. If used, center the location without the ZIP+4 code on this line. Print in 10.5 point uppercase using copperplate letters, heavy plate Gothic letters, or equivalent. The bottom of the third line is 1 1/16 inches from the top of the sheet. If your unit is overseas, do not show the Army and AF Post Office (APO) or Fleet Post Office (FPO) number and a geographical location together. You may use the two letter state abbreviation or spell out the state name. Do not use punctuation in the last line of the address element.

EXAMPLES:

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND

DEPARTMENT OF THE AIR FORCE

AIR EDUCATION AND TRAINING COMMAND

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND

JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

2.3.4. Optional Items. Fold marks are guides for judging typing space and for folding the paper in three equal parts. Typist guidelines show you are near the 1-inch bottom margin. If used, print them in half-point rules (see Figure 2.1).

2.4. Computer-Generated Letterhead. Computer-generated letterhead allows for the use of plain white paper and high production rates. It also permits an organization to generate its own letterhead stationery.

2.4.1. Use. You may use computer-generated letterhead the same as printed letterhead when the design satisfies all specifications in paragraph 2.3. Use computer-generated letterhead only for correspondence within the DoD. Do not use for the signature of the Secretary or Deputy Secretary of Defense, or Executive Secretary of the DoD. MAJCOMs may direct the use of printed letterhead for headquarters and subordinate units.

2.4.2. Format. When using computer-generated letterhead, you may identify the office name as approved in organizational designation documents. Center the office name below the

organization name. You may identify the complete mailing address including ZIP+4 code. Do not use more than four lines for the letterhead.

2.5. Headquarters Air Force (HAF) Letterhead. HAF offices use this stationery, as do certain Field Operating Agencies (FOA) when their commanders function as members of the HAF.

2.6. DoD Programs and Activities Letterhead. When the Department of the Air Force appointed the executive agent for DoD-directed programs (according to DoD Directive (DoDD) 5101.1*, DoD Executive Agent*, September 3, 2002, DoD Instruction (DoDI) 5025.12, *Standardization of Military and Associated Terminology*, 14 August 2009; and as defined in Joint Publication (JP) 1-02, *Department of Defense Dictionary of Military and Associated Terms*), February 2017). If the letterhead format is similar to paragraph 2.3; do not show DEPARTMENT OF THE AIR FORCE on the top line for DoD programs or joint activities. Use the layout listed for 2.6.1 and 2.6.2.

2.6.1. First line. Print the name of the program referenced in the DoD directive.

2.6.2. Second and third line. Print the location. For further guidance, contact SAF/CIO A6SS.

EXAMPLES:

DOD MEDICAL EVALUATION REVIEW BOARD

USAF ACADEMY

COLORADO SPRINGS CO

ARMED FORCES VOCATIONAL TESTING GROUP

456 ARMY DRIVE, ROOM 407

JOINT BASE SAN ANTONIO-RANDOLPH TX 78150-4567

2.7. Slogans. MAJCOMs and FOAs may permit use of slogans on official memorandums and personalized letters that:

2.7.1. Represent the mission of the organization.

2.7.2. Be easy to understand.

2.7.3. Not be offensive.

2.7.4. Meet printing specifications (printed approximately 1/2-inch from bottom of page).

2.8. Logograms (Logos). Do not use the Department of the AF seal on stationery; the proper use of the Department of the AF seal is covered in Attachment 2. DoDM 5110.04-M-V1 prohibits use of logos, emblems, decorative devices, or distinguishing insignia printed or otherwise on stationery. OSD grants waivers only for programs of AF-wide importance and applicability, such as the AF Seventieth Anniversary. Send waiver request to SAF/CIO A6 for staffing to OSD through the Washington Headquarters Services (WHS). SAF/CIO A6 (or delegated SAF/CIO A6 Office) prepares responses for requesting waiver decisions and returned decisions to the requesting office for further action or distribution as applicable. Use existing logo stationery until supplies are exhausted.

Figure 2.1. Design of Official Stationery.
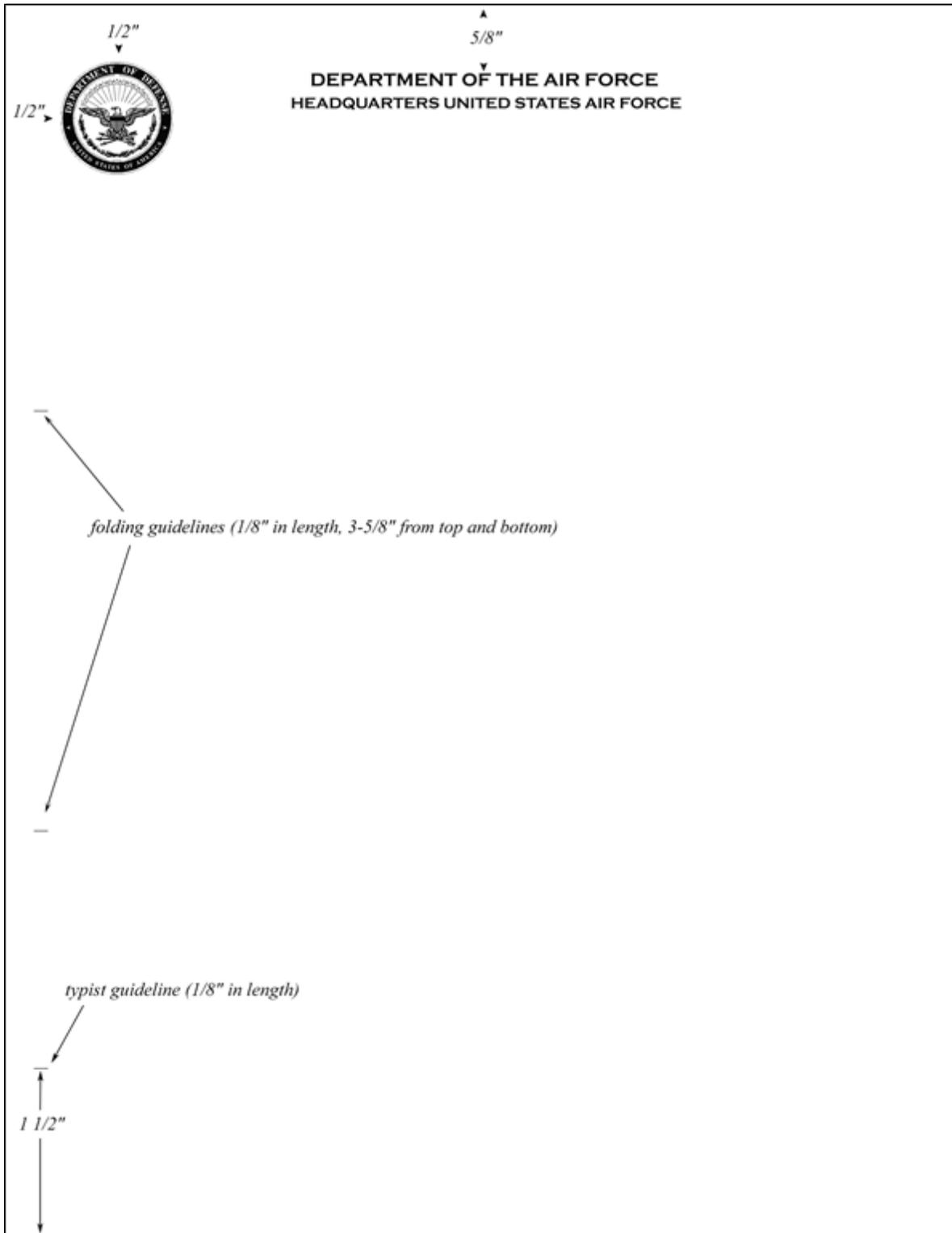
Chapter 3

**THE OFFICIAL MEMORANDUM, COMMUNICATION MANAGEMENT FORMS
AND OTHER TYPES OF WRITTEN COMMUNICATION**

3.1. Official Memorandums. See AFH 33-337 for formatting of official memorandums.

3.2. AF Form 1768, *Staff Summary Sheet (SSS).* Use the AF Form 1768 or a similar electronic version to summarize staff work, to request action, or to forward information. See AFH 33-337, **Chapter 18**, for more information on the coordinating and staffing packages to includes, SSS fundamentals, completing the SSS Form electronic or hard-copy, package assembling, and coordination steps. Follow local guidance for formatting electronic versions of the AF Form 1768 when applicable. Coordination is as follows:

3.2.1. When you agree with the proposed action, sign your surname, rank or grade or digital signature if applicable.

3.2.2. When you do not agree with the proposed action, write a memorandum or send an official Email to the action office stating your reasons. For hard copy AF Form 1768 coordination, write in ink "See Memorandum" in the signature column of the AF Form 1768 after your office symbol. Attach your memorandum and return it to the action office. This can be accomplished through Email if coordinating on an electronic AF Form 1768.

3.2.3. Try to resolve all differences when you receive a non-concurrence on an AF Form 1768.

3.2.4. If you cannot resolve the differences, the action officer needs to write a rebuttal memorandum to the approval authority stating the differences discussed with the non-concurring official explaining why the proposed action was not changed. Attach the rebuttal memorandum and the non-concurrence memorandum as the last tab to the original AF Form 1768, and annotate in pen the additional tab under the list of tabs. Send it to the next addressee shown on the AF Form 1768. If coordinating through electronic means, attach the differences to the package before forwarding to the approval authority.

3.2.5. If you resolve differences and no changes are made to the AF Form 1768 or to any attachments, the previously non-concurring official shows concurrence by marking through the statement "See Memorandum" and signing surname, rank or grade, and date. The action officer annotates "Differences resolved and no changes needed" on the non-concurrence memorandum, initials the statement, and attaches this memorandum to the record or coordination copy. Route the AF Form 1768 to the next addressee shown on the form. If using an electronic AF Form 1768, the non-concurring official updates the electronic staff summary sheet appropriately.

3.2.6. If you resolve your differences and changes are made to the AF Form 1768 or to any attachments, the action officer needs to prepare a new AF Form 1768 and coordinate it as a new package with all required offices.

Notes:

1. List offices in the order of assignment to coordinate, approve or sign.
2. Show the action desired in this column (Coord [Coordination], Appr [Approval], and Sig [Signature]). Use Info (Information), when the AF Form 1768 is submitted for information only. (**Note:** Usually show only one Appr entry and one Sig entry.)
3. Show coordination or approval with signature and date in the signature column.
4. Enter action officer's grade and last name.
5. Enter action officer's office symbol.
6. Enter the action officer's telephone number.
7. Enter the initials of the typist.
8. Enter the suspense date, if any.
9. Enter subject; use the same subject as for the attached correspondence.
10. Type or stamp date at time of dispatch from the signing official's office.
11. Number, letter, and space paragraphs the same as the official memorandum.
12. An authority line is not used on an AF Form 1768.
13. Signature is optional. When used, the official signs before coordination. Place the signature element flush with the left margin.
14. List the correspondence attached. Use blank pages labeled as tabs to separate major groups of information. Likewise, indicate attachments with labeled pages between the tabs as needed. Insert documents for signature, approval, or information at Tab 1. Insert any incoming correspondence, directive, or other paper to which the action officer is responding at Tab 2. Insert supplementary documents or correspondence at Tab 3, Tab 4, etc.

Chapter 4

GUIDE AND FORM MEMORANDUMS

4.1. Guide Memorandums. These are models of a memorandum text composed in advance, but not printed. They may be complete memorandums with several paragraphs or a single paragraph.   Use guide memorandums to compose official memorandums.   Select the combination of paragraphs appropriate for the reply.

4.2. Form Memorandums. These are mass-produced memos sent in place of individually composed or typed memorandums when many individuals require similar information or the same individual requires the information at frequent intervals. These also include standard formats stored on electronic media that can be accessed, completed with optional data, and then printed or electronically forwarded.

4.2.1. Types of Form Memorandums. The three basic formats for form memorandums are prewritten, fill-in, and optional statement. Prewritten form memorandums omit the receiver's name, address, and date. Fill-in form memorandums omit any information that varies with each response. Optional statement form memorandums provide several options; the writer checks the statements that apply to the specific situation. A form memorandum may have space for filling in information, selecting one of several statements, or both.

4.2.2. Form Memorandums Use. Use form memorandums when the subject matter and the action are routine or informational, when it is more economical to duplicate the memorandum than to type each memorandum individually, and when the printed format expedites response from the recipient. Do not use form memorandums if the subject is of a personal or congratulatory nature, if it may bring grief, disappointment, or embarrassment to the recipient, or if a numbered form would be better.

4.2.3. Preparing and Controlling Form Memorandums.

4.2.3.1. Justification. Analyze your correspondence for a 2-week period and group memorandums that are similar in meaning and purpose. Count the number of individually typed memorandums for each group. Refer to Table 4.1 when determining if a form memorandum is justified.

Table 4.1. Form Memorandum (Justified).

The line count (text) of a repetitive memorandum is:	And the number of similar memorandums written each month is:
5	30 or more
10	15 or more
15	10 or more

4.2.3.2. Composition. Follow the principles of writing in AFH 33-337. Consider the memorandum's impact, especially if it is sent outside the AF. If a memorandum collects information, review the requirements of the PL 104-13 and AFI 33-324.

4.2.3.3. Design.   Leave enough blank space to complete a fill-in form memorandum. Align check boxes () on an optional statement form memorandum.

4.2.3.4. Signature.   Sign form memorandums individually or sign the master before reproduction.

4.2.3.5. Control. Identify each form or guide memorandum by a different symbol if you have more than one, e.g. FM-1, FM-2, etc. You may mark the memorandums themselves or their folders. Review the need and currency of the memorandum before reproduction, and reproduce no more than a 3-month supply.

4.3. Other Written Communication Types. For other written communications, see AFH 33-337 and DoDM 5110.04-M-V1.

Chapter 5

USE OF ENVELOPES

5.1. General Information. Use standard addresses listed in USPS Publication 28, *Postal Addressing Standards.*

5.2. Envelope Size.

5.2.1. Use a rectangular envelope only slightly larger than the correspondence. Use envelopes that are no smaller than 3.5 by 5 inches and no larger than 6.125 by 11.5 inches.

5.2.2. You may use window envelopes. Be sure to adjust the MEMORANDUM FOR element to align the address with the envelope window.

5.2.3. For consolidated mailing, the largest item that cannot be folded determines the envelope size (see *DoD Official Mail Manual,* Air Force Manual 33-306 (DoDM 4525.8_AFMAN 33-306).

5.3. Addressing the Envelope. For successful processing by Optical Character Recognition (OCR) equipment, the USPS requires addresses to be machine-printed, with a uniform left margin, and formatted in a manner that allows an OCR to recognize the information. Hand written addresses are acceptable when no other means are available.

5.3.1. Printing. Use a typewriter or print addresses on a laser printer. You may not hand write or use rubber stamps unless laser printers and appropriate software are not available.

5.3.2. Typeface. Use Courier New font 12 or similar Simple Sans Serif. Be sure characters are not too close together and do not touch or overlap. Do not use bold, italic, script, or other unusual typefaces.

5.3.3. Margins. Leave margins at least 0.5-inch from the left and right edges of the envelope and at least 0.625-inch from the bottom of the envelope. Limit the last line of the address to be no lower than 0.625-inch and no higher than 2.75 inches from the bottom of the envelope.

5.3.4. Address Format. See Figure 5.1 for address position and format. Use block style with a uniform left margin, parallel to the long edge of the envelope. Single-space the address block and type the entire addresses in uppercase. Use one or two spaces between words. Do not use punctuation in the last two lines of the address block except for the dash in the ZIP+4 code. Addresses are limited to five lines:

5.3.4.1. Optional Address Data Line. Use this line for any non-address data such as account numbers, presort codes, or mail stop codes.

5.3.4.2. Optional Attention Line. Use this line to direct mail to a specific person.

5.3.4.3. Organization Abbreviation/Office Symbol Line. Use the organization abbreviation and office symbol separated by a virgule.

5.3.4.4. Delivery Address Line. Use this line for the street or post office box number, and the room or suite number. Use authorized USPS abbreviations found in USPS Publication 28. Do not use punctuation on this line. Delivery addresses may be hand printed (hand printed, no script) only when no automation or other methods of typing are available.

5.3.4.5. City or Base, State, ZIP+4 Code Line. Use the two-letter state standard abbreviations found in USPS Publication 28. Always include the ZIP+4 code in the address. Do not use commas between the city or base, abbreviation, and ZIP+4 code; the dash in the ZIP+4 code is the only punctuation used in the last address line. With overseas addresses, do not use the APO or FPO number and geographical location together; this causes the mail to enter the international mail channels. Do not type any information below or to the right of the city, state, and ZIP+4 code address line.

Figure 5.1. Envelope Address Position and Format.

5.3.5. Return Address Format. Place the return address in the upper left corner of the envelope (see Figure 5.2). Follow the address format (see paragraph 5.3.4). Use the complete mailing address. Type "OFFICIAL BUSINESS" beneath the return address (see DoDM 4525.8_AFMAN 33-306).

Figure 5.2. Printing Addresses and Return Addresses.

5.4. Machine-Processed Mailing. Limit the thickness of the envelope to 0.25 inch or less when sealed (about four sheets of bond paper or eight tissue weight sheets). Press envelope to remove air. Write "non-machinable" above the address on the envelope if it is more than 0.25 inch thick (see DoDM 4525.8_AFMAN 33-306).

5.5. Mailing Labels, Cards, and Self-Mailers. (See DoDM 4525.8_AFMAN 33-306).

5.6. Preparation and Content of Mail Indicia. (See DoDM 4525.8_AFMAN 33-306).

5.7. Preparing Envelopes for Classified Material. (See DoDM 5200.01-V1 and AFI 16-1404).

WILLIAM J. BENDER, Lt Gen, USAF
Chief, Information Dominance and
Chief Information Officer

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Public Law (PL) 104-13, *Paperwork Reduction Act of 1995*, May 22, 1995

Public Law (PL) 111-274, *The Plain Writing Act of 2010* (codified at 10 USC § 301 note), signed on October 13, 2010

CJCSI 5705.01, *Standardization of Military and Associated Terminology*, February 19, 2008

Joint Publication 1-02, Department of Defense (DOD), *Dictionary of Military and Associated Terms*, (As of March 2017)

DoDI 5025.12, *Standardization of Military and Associated Terminology*, 14 August 2009

DoDM 4525.08, *DoD Official Mail Manual,* Air Force Manual 33-306 Supplement, October 12, 2006 (*Incorporating Through Change* 1, October 29, 2007)

DoDM 5110.04-M-V1, *DoD Manual for Written Material: Correspondence Management*, October 26, 2010

DoDM 5200.01, Volume 1, *DoD Information Security Program*: *Overview, Classification, and Declassification*, February 24, 2012

DoDM 5200.01, Volume 2, *DoD Information Security Program*: *Marking of Classified Information*, 24 February 2012, *Incorporating Change 2*, March 19, 2013

DoDM 5200.01, Volume 3, *DoD Information Security Program*: *Protection of Classified Information*, 24 February 2012, Incorporating Change 2, March 19, 2013

DoDM 5200.01, Volume 4, *DoD Information Security Program*: *Controlled Unclassified Information (CUI)*, February 24, 2012 DoDI 4525.8/AFSUP 1, *DoD Official Mail Management*, 20 March 2006

EO 13526, *Classified National Security Information Memorandum*, 29 December 2009

Title 18 USC 506, *Crimes and Criminal Procedure*, 7 January 2011

Air Force Glossary, 20 July 2016

AFPD 33-3, *Information Management*, 8 September 2011, (*Incorporating Change 1*, 30 June 2016)

AFMAN 17-1201, *User Responsibilities and Guidance for Information Systems,* AFMAN17-1201 *AFGM2016-01,* supersede AFMAN33-152

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015

AFI 33-324, *The Air Force Information Collections and Reports Management Program,* 6 March 2013, (*Incorporating Change 2,* 20 October 2016, *Certified Current* 28 October 2016)

AFI 33-328, *Administrative Orders*, 16 January 2007

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015 (*Incorporating Change 1,* 17 November 2016, *Corrective Actions applied on* 17 November 2016)

AFI 33-360, *Publications and Forms Management*, 1 December 2015, (AFI33-360_AFGM2016-01 30 November 2016)

AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 18 December 2013 *(Incorporating Change 1*, 22 June 2015), (AFI36-2803_AFGM2017-01, 27 January 2017)

AFI 84-105, *Organizational Lineage, Honors and Heraldry*, 19 March 2013

AFMAN 33-363, *Management of Records,* 1 March 2008 *(Incorporating Change 2*, 9 June 2016, Certified Current 21 July 2016)

AFH 33-337, *The Tongue and Quill*, 27 May 2015 *(Incorporating Change 1*, 19 November 2015)

HQ USAF HOI 33-3, *Information Workflow Management and Correspondence Preparation*, 31 May 2002

USPS Publication 28, *Postal Addressing Standards*, July 2006

Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form1768, *Staff Summary Sheet*

Abbreviations and Acronyms

AF—Air Force (when used on forms)

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFPAA—Air Force Public Affairs Agency

AFRIMS—Air Force Records Information Management System

AFSUP—Air Force Supplement

ANG—Air National Guard

APO—Army Post Office; Air Force Post Office

CAPCO—Controlled Access Program Coordination Office

DCS—Defense Courier Service

DMS—Defense Message System

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DRU—Direct Reporting Unit

EMAIL—Electronic Mail

FAX—Facsimile

FOA—Field Operating Agency

FPO—Fleet Post Office

HAF—Headquarters Air Force

HOI—Headquarters Operating Instruction

HQ—Headquarters

HQ USAF—Headquarters United States Air Force

JEL+—Joint Electronic Library Plus

JDEIS—Joint Doctrine, Education & Training Electronic Information System

MAJCOM—Major Command

NIPRNET—Nonsecure Internet Protocol Router Network

OCR—Optical Character Recognition

ODNI—Office of the Director of National Intelligence

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PL—Public Law

PLAIN—Plain Language Act and Information Network

PMS—Pantone Matching System

POTUS—President of the United States

RDS—Records Disposition Schedule

SAF—Secretary of the Air Force

SIPRNET—SECRET Internet Protocol Router Network

SSS—Staff Summary Sheet

TMT—Task Management Tool

US—United States

USAF—United States Air Force

USPS—United States Postal Service

WHS—Washington Headquarters Services

Terms

Correspondence—A letter, memorandum, memorandum for record, report, meeting minutes, or staff study. It does not include standard publications, (covered in AFI 33-360), periodicals, administrative orders (covered in AFI 33-328), decoration award elements (covered in AFI 36-2803), formats for special reports, or operation plans.

Virgule—A short oblique stroke (/) between two words indicating that whichever is appropriate may be chosen to complete the sense of the text in which they occur. A punctuation mark (/) used to separate related items of information.

Attachment 2

DEPARTMENT OF THE AIR FORCE SEAL, COAT OF ARMS, AND CREST

A2.1. Functional Area Responsibilities. Note: Refer questions about this attachment to Air Force Public Affairs Agency (AFPAA), San Antonio, TX 78236-5619. Send all postal mail to: 3rd Combat Camera Squadron, Attn: AFPAA/Trademark and Licensing, 1359 Tinker St., Bldg 7362, Lackland AFB, TX 78236-5619.

A2.1.1. Office of Secretary of the Air Force. The Administrative Assistant to Secretary of the Air Force (SAF/AA) is the custodian of the Air Force Seal (Figure A2.1) and is solely responsible for approving the use of its impression on official departmental documents and records.

Figure A2.1. Department of the Air Force Seal.

A2.1.2. AFPAA approves use of facsimiles of the seal. This includes use on insignia, flags, medals, and similar items. AFPAA also approves requests from industry or AF groups for use of other parts of the seal.

A2.1.3. Cyberspace Strategy and Policy Division. The Secretary of the Air Force, Chief Information Officer, Strategy and Policy Division (SAF/CIO A6SS) approves the manner in which the seal is used on printed material.

A2.2. Description and Significance. The official AF colors of ultramarine blue (Pantone Matching System [PMS] Reflex Blue) and AF yellow (PMS 116) are used prominently on the AF seal (see AFI 84-105, *Organizational Lineage, Honors, and Heraldry*). The seal is described as follows:

A2.2.1. A circular disc of ultramarine blue edged with a narrow AF yellow border.

A2.2.1.1. Centered on the disc, the AF coat of arms, consisting of the crest and shield.

A2.2.1.2. The crest is made up of the eagle, wreath, and cloud form. The American bald eagle symbolizes the United States and its air power and is depicted in its natural colors. The wreath under the eagle is made up of six alternate folds of metal and light blue. This repeats the metal and color used in the shield. The white clouds behind the eagle denote the start of a new sky.

A2.2.1.3. The shield, directly below the eagle and wreath, is divided horizontally into two parts by a nebular line representing clouds. The top part bears an AF yellow thunderbolt with flames in natural color that shows striking power through the use of aerospace. The thunderbolt consists of an AF yellow vertical twist with three natural color flames on each end crossing a pair of horizontal wings with eight lightning bolts. The background of the top part is light blue representing the sky. The lower part is white representing metal silver.

A2.2.2. The 13 white encircling stars represent the original 13 colonies.

A2.2.3. The AF yellow numerals under the shield are 1947. This is the year the AF was established.

A2.2.4. The band encircling the whole design is white edged in AF yellow with black lettering. The inscriptions read "Department of the Air Force" on the top part and "United States of America" on the lower part.

A2.3. Using the Seal. The seal is permitted only as outlined in this attachment. Falsely making, forging, counterfeiting, mutilating, or altering the seal, or knowingly using or possessing with fraudulent intent is punishable by law (Title 18 U.S.C. § 506). Displaying the seal is allowed in certain instances. Commanders make sure the display is in good taste and appropriate to the occasion.

A2.3.1. Authorized Users. Commanders of MAJCOMs, FOAs, Direct Reporting Units (DRUs), AF missions, military assistance advisory groups, air attaches, professors of aerospace studies, and AF general officers may use the AF seal in the performance of their official duties. Museums may use the seal when specifically authorized by AFPAA.

A2.3.2. Authorized Uses. You may use the seal or any part of it--in black and white, color monochrome reproduction, pictorial, or sculptured relief--as follows:

A2.3.2.1. On printing issued at departmental-level for general AF use.

A2.3.2.2. In official AF films, videotapes, or television programs.

A2.3.2.3. On programs, certificates, diplomas, invitations, and greetings of an official nature.

A2.3.2.4. On memorials or monuments erected or approved by the AF.

A2.3.2.5. With any official AF exhibit.

A2.3.2.6. On wall plaques at AF facilities with the approval of the appropriate commander or agency chief.

A2.3.3. Unauthorized Uses. The seal is not used in any way that implies AF use or endorsement of an item. For example:

A2.3.3.1. AF property and equipment for identification.

A2.3.3.2. Souvenir or novelty items.

A2.3.3.3. Printed matter copied or collected by an AF activity, except as explained in paragraph A2.3.2.

A2.3.3.4. Toys or commercial gifts and premiums.

A2.3.3.5. Stationery as a letterhead design.

A2.3.3.6. Menus, matchbook covers, sugar envelopes, calendars, and similar items.

A2.3.3.7. Military or civilian clothing.

A2.3.3.8. Membership cards of military or quasi-military clubs, and societies.

A2.3.3.9. Athletic clothing and equipment.

A2.3.3.10. Any article that may discredit the seal or reflect unfavorably on the AF.

A2.3.3.11. Commercial or private printed matter.

A2.4. Using the Coat of Arms. The Coat of Arms (Figures A2.2 and A2.3) is authorized for ornamental use when approved by Air Force Public Affairs Agency (AFPAA) and commercial use when authorized by the AFPAA. Refer to the AF Trademark & Licensing Program at the following web link **http://www.trademark.af.mil/** for additional details pertaining to commercial use. The coat of arms may be in black and white, color monochrome reproduction, pictorial, or sculptured relief form.

Figure A2.2. Coat of Arms With Encircling Stars.

Figure A2.3. Coat of Arms Without Encircling Stars.

A2.4.1. The coat of arms with or without encircling stars may be authorized for:

A2.4.1.1. Official use on AF flags, pennants, emblems, medals, badges, buttons, and similar devices.

A2.4.1.2. Nonofficial use on articles of jewelry such as watches, rings, tie clasps, cuff links, bracelets, cigarette lighters, and similar articles when appropriate and in good taste.

Approval is given with the understanding that such usage in no way reflects AF endorsement of the product involved.

A2.4.2. The coat of arms without encircling stars may be used by active duty, reserve, and retired AF military personnel without AFPAA approval as ornamentation on:

A2.4.2.1. Personal stationery or framed for display in the home as a painting or a wall plaque.

A2.4.2.2. Civilian jackets or blazers of conservative color. Authorized personnel are expected to protect the dignity of the AF Coat of Arms by ensuring that its display is in good taste and appropriate to the occasion.

A2.5. Using the Crest. The Crest (Figures A2.4 and A2.5) with or without encircling stars, may be used by commanders on approved organizational emblems for ornamentation purposes. This authorization is restricted to heraldic-type emblems of organizations group-level or higher. The colors in the wreath beneath the eagle are to be described in paragraph A2.2.1.2. Using the crest does not provide authorization for changing and/or modifying AF flags.

Figure A2.4. Crest With Encircling Stars.

Figure A2.5. Crest Without Encircling Stars.

A2.6. Supply and Issue.

A2.6.1. Request official drawings of the seal or any part for reproduction, as authorized for use in paragraphs A2.3 and A2.4 from AFPAA. USAF Trademark and Licensing Program, Air Force Public Affairs Agency, San Antonio, TX 78236-5619. Send all postal mail to: 3rd Combat Camera Squadron, Attn: AFPAA/Trademark and Licensing, 1359 Tinker St., Bldg. 7362, Lackland AFB, TX 78236-5619.

A2.6.2. Wall plaque, AF seal (National Stock Number 9905-00-766-0426), may be requisitioned. The cost of these items is borne by the using activity.