

1 DECEMBER 1993



Services

SERVICES LETTERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Michael D. Reddig)
Supersedes AFR 8-15, 19 July 1984.

Certified by: HQ USAF/SV
(Brig Gen Normand G. Lezy)
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This instruction implements portions of AFPD 34-1, *Morale, Welfare, Recreation, and Services Programs*, and provides guidance for publishing, distributing, and maintaining Services Letters.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFPD 34-1. It transfers responsibility for Services Letters from the Air Force Engineering Center (formerly the Air Force Engineering and Services Center) at Tyndall AFB, Florida, to the Air Force Services Agency (formerly the Air Force Morale, Welfare, Recreation and Services Agency) at San Antonio, Texas. It also includes HQ USAF/SV and HQ AFSVA responsibilities regarding approval, release, and annual review of Services Letters.

1. Publishing Services (SVS) Letters:

1.1. Purpose. HQ USAF/SV uses Services Letters to furnish policy updates. The Air Force Services Agency (AFSVA) uses Services Letters to provide procedures, guidance, and information to Air Force Services units. Services Letters include:

- Policy updates.
- Instructions for operating Services programs.
- Technical assistance.
- Other information needed by field activities.

1.2. Format. Write Services Letters in an informal style and format them according to the following guidelines:

- Number each Services Letter sequentially beginning with the calendar year and a number. For example, the letters would be numbered Services Letter 93-1, 93-2, etc.

- State the purpose of the letter (directive or informational) in the first paragraph.
- Include Services-related information (office of primary responsibility [OPR], approval authority, and writer or editor designation).

1.3. Approving Services Letters. HQ USAF/SV (division chief and above) will approve all Services Letters that update policy. AFSVA (directors and above) is the approval authority (after coordinating with HQ USAF/SV staff counterparts) for all remaining Services Letters.

2. Distributing Services Letters:

2.1. HQ USAF/SV will approve and release Services Letters involving policy updates. AFSVA:

- Releases all remaining Services Letters.
- Processes requests for additional copies of Services Letters.
- Transmits Services Letters to the field electronically as a word processing document attached to an electronic mail message.
- Mails floppy diskettes to those bases without electronic mail capability.

2.2. Services Letter OPRs will provide an electronic copy of each Services Letter to the AFSVA, which maintains a master library of all Services Letters.

3. Maintaining Services Letters:

3.1. Field units will keep copies of Services Letters in a three-ring loose-leaf binder until superseded or rescinded. Do not file Services Letters in administrative files with other correspondence or messages. Units are authorized to locally reproduce Services Letters to meet mission requirements.

3.2. The OPR keeps a record set of each Services Letter according to AFI 37-122, *Air Force Records* (formerly AFR 4-74) and disposes of the record set according to AFMAN 37-139, volume 2, *Records Disposition-- Standards* (formerly AFR 4-20, volume 2).

3.3. AFSVA will publish and distribute a Services Letters Index in January of each year.

3.4. HQ USAF/SV will direct a review of all Services Letters each December and either rescind those that have been included in Air Force publications or revalidate those still needed.

NORMAND G. LEZY, Brig General, USAF
Director of Services

Attachment 1

SAMPLE SERVICES LETTER

(Type on Letterhead of Approval Authority)

FROM: Address of Issuing Authority (HQ USAF/SV or AFSVA)

SUBJ: Services Letter XX-X (Calendar year and sequential issue number)

TO: ALL Services Activities

This letter is (directive, informational). It provides (policy, procedures, technical assistance, other information) for (fill-in the appropriate subject matter).

(Describe the policy being updated or changed or the procedures, guidance, or technical information being distributed).

The (policy, information) prescribed in this Services Letter takes effect (upon receipt, date specified).

Signature block of approval authority

OPR: (Office symbol, name, rank, and telephone number)

Approval Authority: (Name and rank)