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AFMAN 33-326, 1 November 1999, is supplemented as follows:

This supplement does not apply to the Air National Guard or US Air Force Reserve unit and members. Units may further supplement this AFMAN and command supplement, as required. Field units will send copies of supplements to HQ AFMC/ITXI, 4225 Logistics Avenue, Room A112, Wright-Patterson AFB OH 45433-5744.

SUMMARY OF REVISIONS

This supplement supersedes AFMAN 33-326/AFMC Supplement 1, 12 May 2000. A bar (|) indicates revision from the previous edition.

| 1.3.1. We highly recommend using the HQ AFMC Director of Staff (DS) Action Officer Guide (AOG) website when preparing official correspondence. This site (<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DS/aog.htm>) contains links to pertinent administrative communications information.

1.3.13. Do not mail original paper correspondence when the information has been forwarded via fax or email unless the recipient requires it.

1.4.3. Command sections may use AFMC Form 42, **Command Section Action Assignment**, or an automated system or form to suspend subordinate staff offices. Subordinate staff offices may use AFMC Form 42; AF Form 388, **Communications Control Record**; or an automated system or form. Directorate, staff office, direct reporting unit (DRU), or field operating activity (FOA) executives may request extension or cancellation of a command section suspension by calling the responsible command section executive before the assigned date. When a discrepancy in the assignment of office of primary responsibility (OPR) exists, the assigned directorate/staff office/DRU/FOA executive resolves the discrepancy and then notifies the responsible command section administrative office of the transfer in OPR.

| 1.4.3.1. (Added) Senior Officer Communication and Coordination Electronic Resource (SOCCER). At HQ AFMC, SOCCER (<https://www.soccer.wpafb.af.mil>) is used to track correspondence within the HQ

AFMC Command Section. SOCCER may also be used to track documents within a directorate or staff office.

2.1.2. At HQ AFMC, for communications prepared for command section signature, do not prepare and forward a command section read file copy. HQ AFMC Command Section reproduces a copy of the signed original document for their read file. Check with your command section for their internal policy.

2.3. **Printed Letterhead.** On AFMC bases, the base administrative communications manager reviews all printing requests for newly-established or renamed organizations. Attach to the printing request form two sample copies of the requested letterhead and a copy of the G-series order that established the organization.

2.7. **Slogans.** Slogans on letterhead stationery are prohibited.

3.1.2. At HQ AFMC, only blue letterhead stationery will be used for communications prepared for command section signature. Check with your local command section for their internal policy.

3.1.4. At HQ AFMC, for communications prepared for command section signature, do not use dot matrix printers. Check with your local command section for their internal policy.

3.1.6. When communications are rewritten or changed, draw a diagonal line through the part/portion of the document and include/return the marked-up copy in the package. Re-coordinate when necessary.

3.3.2. You may adjust the "MEMORANDUM FOR" element to begin two lines below the Department of Defense (DoD) seal in order to keep your memorandum to one page in length. Include a complete address in all caps if corresponding with non-Air Force addressees, e.g., dealing with contractors on official matters, or if needed for reference purposes.

3.3.2.1. Address letters or memorandums of appreciation, commendation, or congratulations for matrixed (loaned) personnel to their two-letter home office, or commander, whichever is appropriate. Forward a courtesy copy to their matrixed two-letter office.

3.3.2.3. A list of HQ AFMC categorical addresses is located on the internet at URL: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMCS/SC/scp/scpi/admncomm/catadd.htm>.

3.3.2.4. Addresses must be aligned as shown. If more than six addressees, recommend "SEE DISTRIBUTION" be used.

3.3.3. The abbreviation "THRU" is authorized.

3.3.6. Begin references three lines below the SUBJECT. You may reduce this to two lines in order to keep your memorandum to one page in length.

3.4.1. Begin typing the text three lines below the SUBJECT. You may reduce this to two lines in order to keep your memorandum to one page in length. At HQ AFMC, for communications prepared for command section signature, do not double space the text even if less than eight lines long.

3.4.10. (Added) Commendation letters/ memorandums for civilian employees are input into the individual's official personnel data records. Before forwarding a copy for input to Base Personnel, annotate the individual's social security number on the top of the letter, then protect the transmission according to Privacy Act policy and guidance.

3.5.2. You may reduce this to the fourth line below the text in order to keep your memorandum to one page in length. Lengthy signature elements may be adjusted toward page center. At HQ AFMC, complete the signature element on communications prepared for command section signature.

3.5.2.4. When there are multiple action addresses, reproduced signed copies are authorized.

3.5.3. Distribution lists are not listed as an attachment.

3.5.6. At HQ AFMC, do not place an automated file designator element on any original memorandum/letter.

3.7.1. Coordination stamps are authorized. When communications are rewritten, draw a diagonal line through the original official file copy and write under the coordination block, "coordination valid." On the new (rewritten) official file copy, write under the coordination block, "see attached for coordination." Keep these two copies together. Recoordination is not required unless the content of the communication is changed. Coordinate electronically whenever possible.

3.9. **Arranging Correspondence.** The preferred method for assembling communications, without a SSS, for signature is shown in **Attachment 5 (Added)** of this supplement. **Attachment 6 (Added)** contains instructions for assembling staff summary sheet packages. At HQ AFMC, communications prepared for command section signature will be returned to the originator for dispatch after signature. Check with your local command section for their internal policy.

Figure 3.1. Sample Official Memorandum.

NOTE: In order to keep memorandums to one page in length, the "MEMORANDUM FOR" element may begin two lines below the Department of Defense seal, and the text may begin two lines below the "SUBJECT" element (otherwise it should begin three lines below).

4.1. **Personalized Letter.** Prepare replies to congressional inquiries in the personalized letter format.

4.1.1.2. Use organizational designation and office symbol in place of duty title in the return address. Include the duty title in the signature element. At HQ AFMC, for personal letters prepared for command section signature, use only the special "Office of the Commander" and "Office of the Vice Commander" stationery. Check with your local command section for their internal policy.

4.4. **Short-Note Reply.** Prepare short note replies as prescribed by AFH 33-337, *The Tongue and Quill*, except use of the TO: caption in place of MEMORANDUM FOR caption is also authorized. Place the signature element at three spaces to the right of page center.

4.5. **Memorandum for Record (MR).** AFMC Form 90, **Conversation Coordination Record**, may be used to document a discussion or oral agreement.

4.10. **Indorsement Memorandums.** Prepare indorsements as prescribed by AFH 33-337 except use of the TO: caption in place of MEMORANDUM FOR caption is also authorized.

Figure 4.1. Sample Personalized Letter.

NOTE: Use organizational designation and office symbol in place of name and duty title in the return address. At HQ AFMC, for personal letters prepared for command section signature, use only the "Office of the Commander" and "Office of the Vice Commander" stationery.

8.2. **Optional Form (OF) 41, Routing and Transmittal slip.** AFMC Form 92, **Interoffice Routing Slip.** This form may be used for the internal office circulation of bulletins, notices and documents not intended for general distribution. The internal routing information may be overprinted. Overprinted forms should show required overprint identifier in the lower right portion of the form.

8.3. **Optional Form (OF) 363, Memorandum of Call.** AFMC Form 91, **Communications Log.** This form, or an automated system, may be used to keep a record of incoming communications.

8.5. **AF Form 388, Communication Control Record.** AFMC Form 42, **Command Section Action Assignment**, or an automated system or form may be used for suspense control.

8.6. **AF Form 1768, Staff Summary Sheet.** At HQ AFMC, use AF Form 1768 or an approved electronic version on communications forwarded to the command section for signature or approval. Legible write-in changes may be made on the SSS. Check with your local command section for their internal policy. When background material for SSS packages is lengthy, the OPR should prepare an executive summary explaining the document and include the summary in the package instead of the actual document. Format will be on plain bond paper typically in point paper format. At HQ AFMC, use of the e-SSS is also authorized for electronic packages.

8.6.1. Since the original SSS becomes the official file copy, show all other subordinate coordination on the reverse side of the original SSS. When obtaining simultaneous coordination, type the surname, grade and date of the coordinating official on the original SSS. Do not forward the actual coordinated copies with the original SSS. These actual coordinated copies of the SSS will be retained in the originator's office and attached to the original SSS when returned. See **Attachment 7 (Added)** of this supplement for assembling a SSS package. You may use AFMCVA 33-2, *Signature Marker*, stapled to a piece of bond paper as a divider when more than one document is to be signed. You may also attach AFMCVA 33-3, *Immediate Attention*, on the outside of the folder to indicate the importance of processing the SSS package in a timely manner. At HQ AFMC, remove AFMCVA 33-3 from folder before sending package to the AFMC Command Section. Check with your local command section for their internal policy.

Figure 8.1. Sample AF Form 1768, Staff Summary Sheet and Instructions.

Footnote 1. Ensure the SSS package is addressed so that it may be returned to the originating office for final review before being forwarded to the command section.

Footnote 13. The signature is required.

10.3. **Assigning Office Symbols.** Use standard functional office symbols for every function, even if being operated by contract personnel; e.g., if the transportation function within a logistics group is out-sourced, the office symbol "LGT" must continue to be used for that function. Symbols for functional Quality Assurance Evaluators (QAE) will be the functional symbol and the letter "Q" added at the end; e.g., the QAE's symbol for the "LGT" function would be "LGTQ."

10.4.4. The local communications and information office will notify the local Base Information Transfer Center and message center of all approved organizational changes. Announcements regarding reorganizations should include the old office symbol and title as well as the new office symbol and title.

10.5.2. AFMC standard command-unique two-position office symbols are located on the internet at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/SC/scp/scpi/admncomm/offsym.htm>. Requests for additions, exceptions or changes to these command-unique standards must be processed through your local servicing manpower and administrative communications offices and then forwarded to HQ AFMC/XPMO and HQ AFMC/ITXI for final approval. At HQ AFMC, send requests for any new office symbols, or changes to existing office symbols, through HQ AFMC/XPMO to HQ AFMC/ITXI for approval.

10.5.3. AFMC field administrative communications offices must notify HQ AFMC/ITXI when a command-unique office symbol is no longer used. AFMC field administrative communications offices must

maintain a complete listing of all their office symbols including all subordinate units, detachments and operating locations. Forward a copy of this list, or the web site location of an electronic list to HQ AFMC/ITXI by 15 January each year. HQ AFMC/ITXI also maintains a list of all HQ AFMC office symbols and titles at URL: <https://www.afmc-mil.wpafb.af.mil/symbols.htm>.

10.5.4. Requests for additions, exceptions or changes to any standard Air Force office symbol, located on the World Wide Web at <https://www.afca.scott.af.mil/afdir/index.cfm>, must be processed through your local servicing manpower and administrative communications offices. Forward approved requests to HQ AFMC/XPMO and HQ AFMC/ITXI for review. They will then be forwarded to HQ AFCA/ITC and HQ USAF/XPMO for final approval.

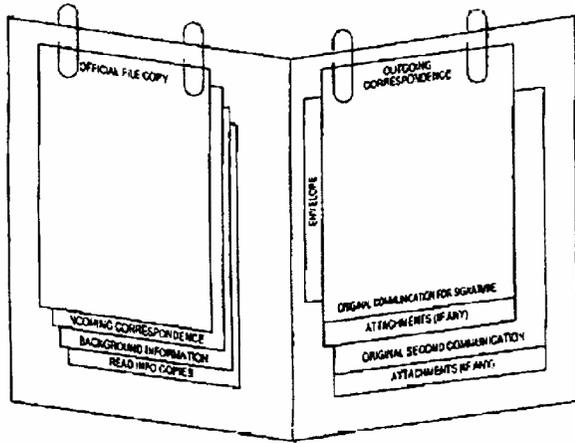
10.5.5. Requested office symbols will not be used until approved through the appropriate manpower and administrative communications channels.

10.6. **Forms Prescribed.** AFMC Forms 42, 90, 91, 92 and AFMCVAs 33-2 and 33-3.

Attachment 5 (Added)

ARRANGEMENT OF CORRESPONDENCE IN FOLDER (WHEN THE SSS IS NOT REQUIRED)

Figure A5.1. (Added) Arrangement of Correspondence.



Attachment 6 (Added)

SAMPLE STAFF SUMMARY SHEET

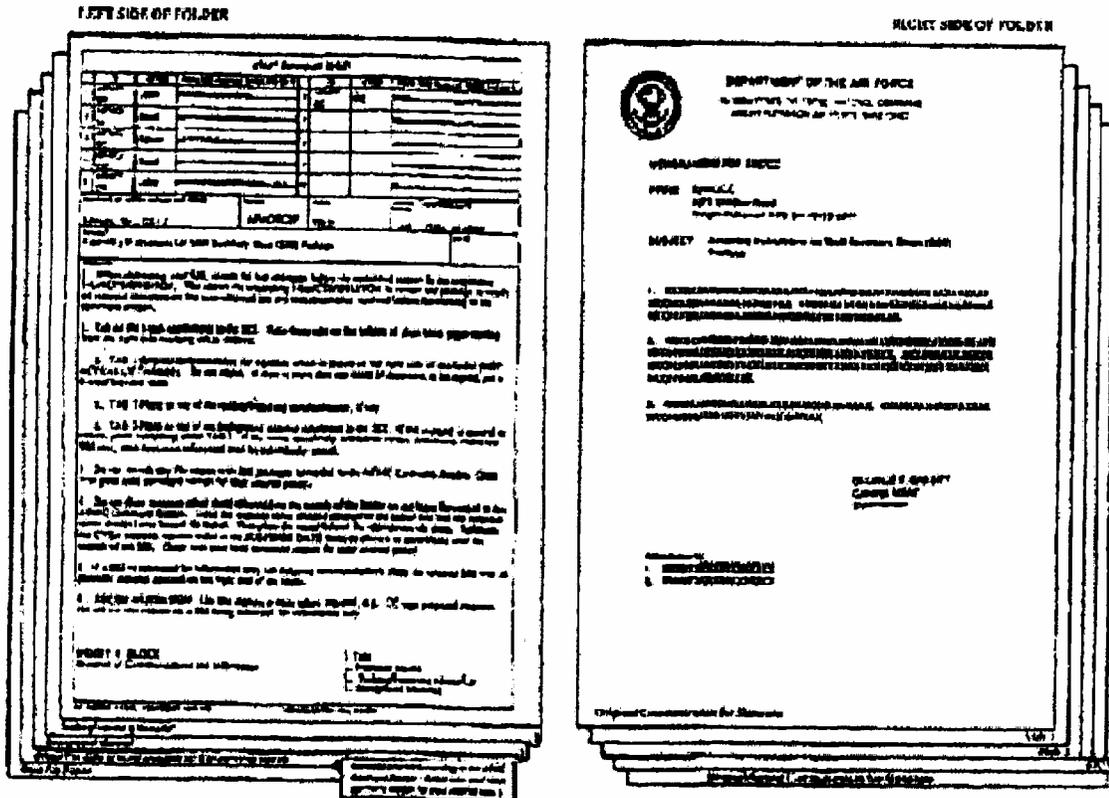
Figure A6.1. (Added) Staff Summary Sheet.

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	AFMC/ DP	Coord		6	AFMC/ CV	Coord	
2	AFMC/ JA	Coord		7	AFMC/ CC	Sig	
3	AFMC/ IT	Review		8			
4	AFMC/ DS	Coord		9			
5	AFMC/ CD	Coord		10	2 Ltr SEC	Init	
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Rhoads, GS-13 Venita			AFMC/ITXI	77634		vtr	15 Nov 03
SUBJECT							DATE
Assembly Instructions for Staff Summary Sheet (SSS) Package (SOCCER # 814299)							When Signed
SUMMARY							
<p>1. When addressing your SSS, ensure the last addressee before the command section is the originating 2-Ltr/CTR/DRU/FOA. This allows the originating 2-Ltr/CTR/DRU/FOA to review the package to verify all required coordination has been obtained and any nonconcurrence resolved before forwarding to the command section. For HQ AFMC, the 2-Ltr Secretary's initials are required in Block 10.</p> <p>2. Tab all the listed attachments to the SSS. Place these tabs on the bottom of plain bond paper starting from the right side working left as follows:</p> <ul style="list-style-type: none"> a. TAB 1 – Original communication for signature which is placed on the right side of the folder (NOT ACTUALLY TABBED). Do not staple. If there is more than one memorandum or document to be signed, put a divider between each. b. TAB 2 – Place on top of the tasking/incoming communications, if any. c. TAB 3 – Place on top of the background material referenced in the SSS. If the material is general in nature, place everything under TAB 3. If the writer specifically references certain documents within the SSS text, each document referenced must be individually tabbed. <p>3. Do not include any file copies with SSS packages forwarded to the AFMC Command Section. Check with your local command section for their internal policy.</p> <p>4. For HQ AFMC, place the SOCCER suspense sheet on the outside of the folder on all packages forwarded to the AFMC Command Section. The suspense tasking should be placed in the package at the appropriate tab. Reference the SOCCER suspense number either in the SUSPENSE DATE block or place it in parenthesis after the subject of the SSS. Check with your local command section for their internal policy.</p> <p>5. If the SSS is submitted for information only (no outgoing communication), place the original SSS with all pertinent material attached on the right side of the folder.</p> <p>6. RECOMMENDATION. Use this caption to state action required, e.g., CC sign proposed response. Do not use this caption on a SSS being submitted for information only.</p>							
HENRY R. BLOCK, Director of Information Technology				3 Tabs 1. Proposed Memo(s) 2. Tasking/Incoming Memo/Ltr 3. Background Material			

Attachment 7 (Added)

STAFF SUMMARY SHEET PACKAGE

Figure A7.1. (Added) Staff Summary Package.



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