

**BY ORDER OF THE  
INSTALLATION COMMANDER**



**CHARLESTON AIR FORCE BASE  
MANUAL 33-3**

**30 JANUARY 2004**

**Communications and Information**

**CHARLESTON AIR FORCE BASE  
GUIDANCE FOR PREPARING  
WRITTEN COMMUNICATIONS**

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This manual interfaces with AFD 37-1, *Air Force Information Management*, AFMAN 33-326, *Preparing Official Communications*, and AFH 33-337, *Tongue and Quill* and states the procedures and policies for preparing written communications. It standardizes the 437th Airlift Wing communications staffing and coordination process. It does not apply to tenant units or to the 315th Airlift Wing.

### **SUMMARY OF REVISIONS**

**This document has been completely revised and must be reviewed in its entirety.**

#### **1. Responsibilities:**

1.1. Writer's Responsibilities. Use these instructions, AFH 33-337 and AFMAN 33-326, when preparing correspondence.

#### **2. Coordination:**

2.1. All correspondence intended for review or action by the 437 AW/CC or 437 AW/CV must be routed through 437 AW/CCA to track package location and status. Do not hand any correspondence directly to the secretaries, the executive officers, the vice commander or the commander.

2.2. Correspondence going to the Wing Command Section must be coordinated at the group level.

2.3. All correspondence delivered to the Wing Command Section should be placed in a two-pocket colored folder. The following colored folder system ensures prompt handling and rapid identification/location of folders while in coordination.

**Table 1. Colored Folder System.**

Folder Colors	
Type of Suspense	Color of Folder
Hot	Red
Responses to CC Questions/Taskings	Gray
General Correspondence (LOAs, etc.)	Gray
DV Visits/Itineraries	White
OPR	Light Blue
EPR	Tan
Awards and Decorations	Dark Blue
OEF/OIF Medals going to CENTAF	White Folder
PRF	Black
Annual Awards (AMC, AF, etc.)	Black

2.3.1. The wing tracking sheet must be stapled to the front cover of the folder and Issue, POC, and Originating Agency filled out. Exceptions to this are decorations and OPR/EPRs which will have the approved wing tracking sheet on the front.

2.3.2. Each folder should contain only one staff package, e.g., one OPR/EPR per folder.

2.3.3. Unnecessary peripheral material (previous drafts, intra-group notes, etc.) must be removed. Packages containing letters for AW/CC signature must include a copy of the associated file on disk.

2.3.4. The most recent corrected copy of all correspondence returned by the Wing Command Section must be folded lengthwise and put in the left pocket; the new original must be placed in the right pocket.

2.3.5. Label the squadron or group ownership of the folder on the front cover, in the lower right hand corner (e.g., "Please return to OG"). This facilitates quick return of the folders to the rightful owner and reduces the number of folders that need to be purchased.

**NOTE:** Commander's – Hotline/Airlift Dispatch inputs, etc., are handled by Public Affairs and can be hand carried in any colored folder or e-mailed.

### 3. Charleston AFB Office Symbols:

3.1. Only the office symbols found in CAFBVA 33-1, *Charleston AFB Staff Directory*, are to be used for inter-organizational correspondence.

### 4. Suspenses:

4.1. The AW/CC, through the wing executive officer, formally tasks the group commanders to ensure the wing meets external and internal suspenses. Requests for extensions should be made directly to the wing executive officer from the group level only.

### 5. Staff Summary Sheet:

- 5.1. Refer to AFH 33-337.
- 5.2. General Instructions. The AF Form 1768, **Staff Summary Sheet (SSS)**, must be used whenever a package is intended for review by the AW/CC.
- 5.3. Minor pen-and-ink changes are acceptable for the SSS and supporting documents, but not for letters for AW/CC signature.
- 5.4. Staff Summary Sheet Coordination:
  - 5.4.1. The SSS must be signed by the squadron and group commander.
  - 5.4.2. Ensure appropriate coordination through chain of command and other agencies, as appropriate, prior to submittal to the Wing Command Section. Appropriate group commanders or the Staff Director, if SSS originates from a wing agency (JA, HC, XP, etc.), must coordinate on the SSS prior to arrival at the Wing Command Section, unless otherwise specified.
  - 5.4.3. Use only the letter office symbol for organizations within the 437 AW (i.e., use AW/JA rather than 437 AW/JA, MSG/CD rather than 437 MSG/CD, and SFS/SFA rather than 437 SFS/SFA).
  - 5.4.4. Use only approved office symbols from CAFBVA 33-1 on the SSS.
  - 5.4.5. If the SSS is staffed to AW/CC, then route in the following order in the "TO" block: AW/CCE, AW/CVE, AW/CV then AW/CC. If the SSS is routed to the AW/CV, then route in the following order: AW/CCE, AW/CVE then AW/CV. If subject of SSS involves enlisted matters, e.g., NCO Club, letters of recommendation, etc., include AW/CCM in coordination.

## 6. Talking Papers and Point Papers:

- 6.1. Refer to AFH 33-337.
- 6.2. Use 12 point/pitch fonts for text unless otherwise instructed.
- 6.3. Attachments. Reference attachments in the lower left corner of the last page, two lines below the last line of text and above the writer's identification line. The format looks like this:

### Attachments

1. XXXXX XXX XXXXXXXXXXXXXXX
2. XXX XXXXXX XXXXXXXX XXXXX

## 7. The Official Memorandum:

- 7.1. Letterhead:
  - 7.1.1. Preprinted Letterhead. Official letters sent outside Charleston AFB or retained in a legal brief or a personnel file must be produced on preprinted (blue) 437 AW letterhead. Preprinted letterhead is available for purchase at DAPS, using GPC.
  - 7.1.2. Computer-Generated Letterhead. All official memorandums kept within Charleston AFB, not requiring preprinted letterhead should use computer-generated letterhead. Computer-generated letterhead must satisfy all the specifications for letterhead (found in AFI 33-326).

## 7.2. Format for Official Memorandums:

7.2.1. Refer to AFH 33-337.

7.2.2. The standard print for Official Memorandums is Times New Roman 12 pitch/point. Similar fonts are acceptable.

7.2.3. Use only approved office symbols from CAFBVA 33-1 in the memorandum.

7.2.4. Always show point of contact, office symbol, and telephone number of action officer in the last paragraph of the letter (e-mail address and fax number optional).

7.2.5. Letters from AW/CC to higher ranking general officers should close with "Very respectfully" ("r" not capitalized and no comma). All other letters close with "Sincerely" (no comma). Use four line spacing between the closing statements and AW/CC signature block. Use a 3-line signature block for AW/CC if general officer (1. full name; 2. rank spelled out, "USAF"; 3. "Commander"). If AW/CC is not a general officer, use the standard 2-line signature block.

7.2.6. When sending a Memorandum off-base include the agencies full address in the Memorandum For Block.

7.2.7. AIG Explanation. When using a Message Address Indicating Group (AIG) in your letter, include a brief description of the AIGs' addresses (e.g., AIG 7208 includes all AMC wing commanders).

7.2.8. Dating Memorandums. Do not date memorandum for 437 AW/CC or 437 AW/CV signature. The Wing Command Section will date once it is signed.

BROOKS L. BASH, Colonel, USAF  
Commander, 437th Airlift Wing

**Attachment 1**

**GLOSSARY OR REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 37-1, *Air Force Information Management*, Nov 19, 1993

AFMAN 33-326, *Preparing Official Communications*, Nov 1, 1999

AFH 33-337, *Tongue and Quill*, Jun 1, 1997

CAFBVA 33-1, *Charleston AFB Staff Directory*, Apr 1, 2000

***Abbreviations and Acronyms***

**AIG**—Address Indicating Groups

**AFVA**—Air Force Visual Aid

**AW**—Airlift Wing

**DAPS**—Defense Automated Printing Service

**EPR**—Enlisted Performance Report

**MSG**—Mission Support Group

**OPR**—Officer Performance Report

**SSS**—Staff Summary Sheet