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OPR: 375 CS/SCBA (SSgt Turner)  
Supersedes AFMAN 33-326SAFBS1,  
14 April 2000.

Certified by: 375 CS/SCB (Capt Haddock)  
Pages: 4  
Distribution: F

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

### ***SUMMARY OF REVISIONS***

This supplement was revised to update current guidance; identify the new Uniform Resource Locator (URL) for the Scott AFB Publishing Website; and incorporate the revised organizational office symbols in the 375 AW. **A bar ( | ) indicates change from the previous edition.**

2.2. The Publishing Office no longer provides letterhead stationery. Computer-generated letterhead is recommended for use and is located on the Scott AFB Publishing Website (URL) at <https://www.scott.af.mil/375aw/375msg/375cs/scv/pub/scvi.htm>. Blue letterhead stationery is still the required correspondence for MAJCOM and off-installation use. Contact the Defense Automated Printing Service at 256-4686 for assistance.

3.5.2.5. (Added) Whenever a memorandum is signed by the 375 AW Commander and is addressed to a flag officer, the 375 AW Commander (or 375 AW Vice Commander if directed) will be listed as the point of contact.

3.5.2.6. (Added) The 375 AW Commander will sign correspondence on the following:

3.5.2.6.1. (Added) New or revised policy.

3.5.2.6.2. (Added) Opinions or philosophy affecting policy, OPR's responsibility, or mission needs.

3.5.2.6.3. (Added) Justification or explanation to higher headquarters on manning, workload, or mission changes.

3.5.2.6.4. (Added) Objections to higher headquarters policy or requirements.

3.5.2.6.5. (Added) Replies to general officers.

3.5.2.6.6. (Added) Special interest items.

3.5.2.6.7. (Added) Inspection replies.

3.5.2.6.8. (Added) Other items required by directive.

6.2.2. Do not use window envelopes for Registered, Certified, or Insured Mail.

6.2.4. (Added) Do not use padded envelopes to send Registered, Certified, Insured, or First-Class Mail, except when protection of computer tapes and medical equipment is essential.

6.3.6. (Added) The upper middle area of mailing containers will be used to affix Registered, Certified or Insured Numbers.

A3.2.1. See **Attachment 5 (Added)**, this supplement, for categorical addresses used by the 375 AW and tenant organizations. Do not use categorical addresses on circulars, flyers, or announcements for luncheons, social activities, etc. Agencies that commonly make use of informal announcements may place them in the Base Information Transfer Center's distribution bins for delivery to base units. Contact the Superintendent or NCOIC, Administrative Communications Element, to schedule a time to place flyers or circulars in the bins.



3. Do not show USTRANSCOM, HQ AMC, or AFCA in the address element. If you want the MAJCOM staff to receive copies of your letter, address as cc: USTRANSCOM, HQ AMC, AFCA.
4. Increase the number of copies requested on the DD Form 844, **Requisition for Local Duplicating Service**, as follows: Add 25 for USTRANSCOM, 31 for HQ AMC, and 14 for AFCA.

JOAN M. CUNNINGHAM, Colonel, USAF  
Commander, 375th Mission Support Group