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OPR: HQ AFMC/ITXI (Ms. Venita Rhoads)  
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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.