

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 33-326

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Communications and Information

***PREPARING OFFICIAL
COMMUNICATIONS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements Air Force Policy Directive (AFPD) 33-3, *Information Management*. It provides guidance and procedures on preparing communications in manual and automated Air Force (AF) environments. This manual applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. Use this publication with DoD 5110.04-M-Volume 1, *DoD Manual for Written Material: Correspondence Management*, DoD 5110.04-M-Volume 2, *DoD Manual for Written Material: Examples and Reference Material*, and Air Force Handbook (AFH) 33-337, *The Tongue and Quill*, when preparing correspondence. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, Recommendation for Change of Publication; route Air Force Forms 847 from the field through major command (MAJCOM) functional managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Refer to AFI 33-360, Publications and Forms Management, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

through command channels to the appropriate waiver authority, or alternatively, to the requester's commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include removal of acronyms, updating office symbols, formatting and adding roles and responsibilities.

Chapter 1

COMMUNICATION MANAGEMENT

1.1. Overview. This publication provides Air Force personnel guidance and procedures for the administrative processes for preparing and submitting written correspondence. Manage correspondence in accordance with the authority in Department of Defense (DoD) Directive (DoDD) 5105.53, *Director of Administration and Management*. Examples and reference material for Secretary of Defense, Deputy Secretary of Defense and correspondence, Office of the Secretary of Defense and DoD components can be found in DoD 5110.04-M-V1, *DoD Manual for Written Material: Correspondence Management* and DoD 5110.04-M-Volume 2, *DoD Manual for Written Material: Examples and Reference Material*. Air Force units at all levels ensure written correspondence is executed properly for processing and distributed through appropriate channels.

1.2. Formats Unique to the Headquarters Air Force (HAF).

1.2.1. The HAF formats differ from some of the other types of correspondence processes prescribed in this manual. These formats are unique to the HAF and are used for correspondence for preparing and submitting to the HAF, the Office of the Secretary of Defense, and the President of the United States, located in Washington, DC.

1.2.2. Airmen prepare all official correspondence communicated between and through the Secretariat of the Air Force (SAF), Air Staff and Air Force leadership (including, but not limited to, Secretary of the Air Force; Under Secretary of the Air Force; Chief of Staff of the Air Force; Vice Chief of Staff of the Air Force; Assistant Vice Chief of Staff of the Air Force and the Chief Master Sergeant of the Air Force) using the formats/process prescribed in Headquarters Operating Instructions (HOI) 33-3, *Correspondence Preparation, Control and Tracking*.

1.3. Plain Language. Prepare all AF correspondence using plain language. *The Plain Writing Act of 2010*, is the law that is the law that promotes "...clear Government communication that the public can understand and use." Plain language saves the AF time, effort, and money. Key concepts of plain language to keep in mind are be clear, be concise, and be specific, noted in AFI 33-360, Table 6.3 and at <https://www.esd.whs.mil/DD/plainlanguage/>.

1.3.1. Organize your material to help the reader. Identify your audience for the document; write to get their attention and anticipate their questions. Consider any additional readers. Always start by putting your main message up front. Present information in the succeeding paragraphs in a logical order.

1.3.2. Avoid words and phrases that your readers might not understand. Define each abbreviation or acronym the first time you use it. Use the same term consistently to identify a specific thought or object. Use words in a way that does not conflict with ordinary or accepted usage. Avoid ambiguous phrasing, confusing legal terms, and technical jargon that can mislead your reader.

1.3.3. Use "you" and other pronouns to speak directly to readers (active voice). Do not refer to people as if they were inanimate objects. Address the reader as "you." "You" reinforces the message intended for your reader. Use "we" in place of your organization's name. Be careful using "you" if it sounds accusatory or insulting. Instead, put the emphasis on the organization

by using “we.” Example of a passive voice is “The commander’s call will be organized by the executive officer.” Notice the subject (actor)—the executive officer—as receiver of the action.

1.3.4. Active voice is the best way to identify who is responsible for what action. To communicate effectively, write the strong majority (around 75%) of your sentences in the active voice. Example of an active voice is “The executive officer organized the commander’s call.” Notice the subject (actor) comes first in the sentence.

1.3.5. Short sentences deliver a clear message. Average sentences to 15 to 20 words--never make them longer than 40 words. Break up your idea into its logical parts and make each one the subject of its own sentence. Eliminate unnecessary words.

1.4. Writers’ Responsibilities.

1.4.1. When applicable, use this manual along with other referenced materials for preparing written correspondence.

1.4.2. Protect and mark any classified information in your correspondence according to DoD 5200.01-M, Volume 1, *DoD Information Security Program: Overview, Classification, and Declassification*, DoD 5200.01-M, Volume 2, *DoD Information Security Program: Marking of Information*, DoD 5200.01-M, Volume 3, *DoD Information Security Program: Protection of Classified Information*, DoD 5200.01-M, Volume 4, *DoD Information Security Program: Controlled Unclassified Information (CUI)* and AFI 16-1404, *Air Force Information Security Program*. Distribute correspondence on a need-to-know basis. Additional references below can also be utilized.

1.4.3. Follow AFI 16-1404, if you include “For Official Use Only” information or DoD 5200.01-M, Vol 4. If the document contains personally identifiable information (PII), refer to AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

1.4.4. Check the Department of Defense (DoD) *Dictionary of Military and Associated Terms* and the *Air Force Glossary* at <https://www.doctrine.af.mil/Doctrine-Annexes/Air-Force-Glossary> for standardized, joint, and Air Force terms usage. The DoD Dictionary is available on the Joint Doctrine, Education, and Training Information System and Joint Electronic Library Plus at <https://www.jcs.mil/Portals/36/Documents/Doctrine/pubs/dictionary.pdf>.

1.4.4.1. Non-secure Internet Protocol Router Network (NIPRNET). To access online as a searchable database and in PDF format go to: <https://www.jcs.mil/Portals/36/Documents/Doctrine/pubs/dictionary.pdf> and on the Joint Electronic Library at <https://jdeis.js.mil/jdeis/index.jsp> (NIPRNET).

1.4.4.2. Secret Internet Protocol Router Network (SIPRNET). To access online as a searchable database and in PDF format go to: <http://www.jcs.mil/Doctrine> or <http://jdeis.js.mil.mil/jdeis/index.jsp> (SIPRNET). Additionally, the AF Glossary is available on the AF Doctrine website at <https://doctrine.af.mil/DTM/dtmglossary.htm> <https://www.doctrine.af.mil/Doctrine-Annexes/Air-Force-Glossary/> located on Curtis E. LeMay Center for Doctrine Development and Education.

1.4.4.3. Overarching policy, procedures, and requirements for the standardization and use of terminology within DoD can be found in DoD Instruction 5025.12, *Standardization of Military and Associated Terminology* and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 5705.01F, *Standardization of Military and Associated Terminology*.

1.4.5. Conserve paper. Consider whether you can communicate with other means such as telephone or email. Do not print and mail out correspondence originally sent by email, unless requested. Satisfy the minimum distribution requirements only.

1.4.6. Select the appropriate distribution method. Consider the needs of the recipient when choosing the distribution method. When transmitting sensitive unclassified information by email, apply an appropriate level of safeguards to ensure the sensitive, but unclassified, information is properly protected.

1.4.7. Follow AFI 33-324, *The Air Force Information Collections and Reports Management Program* for information collecting and reporting of internal and public requirements. This includes the licensing of internal information reports and collections and/or requesting information from the public in accordance with Chapter 35 of Public Law 104-13, *The Paperwork Reduction Act of 1995*.

1.4.8. When transmitting classified email, take care to transmit only on a system certified and accredited for that level of classified information.

1.5. Suspense Actions.

1.5.1. Set realistic time limits for answering priority and routine correspondence.

1.5.2. Control the suspense at all offices tasked with answering correspondence. Notify the originating agency before the due date if the reply is delayed.

1.6. Coordination Process.

1.6.1. Coordinate with offices affected by the proposed action during the draft stage to keep from revising the final version. Consider the chain of command to ensure complete coordination. Schedule enough time to finish review and coordination.

1.6.2. Coordinate using AF Form 1768, *Staff Summary Sheet* (electronic, Task Management Tool, or hardcopy).

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Air Force Deputy Chief Information Officer (SAF/CN):

2.1.1. Serves as the Air Force focal point on all matters relating to information and correspondence management preparation within the Air Force.

2.1.2. Establishes correspondence management functions for guidance and assistance on correspondence preparation. Additional correspondence management templates, services and guidance is managed by the Correspondence Management Division, Executive Services Directorate, Washington, DC. Additional Templates are posted at <https://www.esd.whs.mil/CMD/Templates/>.

2.1.3. Provides sufficient guidance and direction to establish consistent formats and other related standards for administrative communications.

2.1.4. Reports directly to the Under Secretary of the Air Force (USecAF). The USecAF serves as the Department of the Air Force's Chief Information Officer and as the Secretary of the Air Force (SecAF)'s agent in assigned policy and program domains.

2.1.5. Establishes correspondence policy within their Components consistent with DoD 5110.04-M-V1 for written communication.

2.1.6. Processes change request and updates related to written communication received from customers.

2.2. Headquarters Air Force Executive Secretariat (HAF/ES):

2.2.1. Establishes and manages written communication procedures for preparing HAF correspondence HOI 33-3, *Correspondence Preparation, Control, and Tracking*.

2.2.2. Provides and publishes guidance and assistance on HAF correspondence preparation.

2.2.3. Serves as correspondence control and task liaison between HAF and external agencies as appropriate to the Secretary of the Air Force; Under Secretary of the Air Force; Chief of Staff of the Air Force; Vice Chief of Staff of the Air Force; Assistant Vice Chief of Staff of the Air Force; and the Chief Master Sergeant of the Air Force.

2.3. HAF/Major Command (MAJCOM)/ Field Operating Agency (FOA)/Direct Reporting Unit (DRU):

2.3.1. Provide the overall guidance for correspondence and administrative support within their MAJCOM or Field Operating Agencies and Direct Reporting Units.

2.3.2. Implement written communication guidance.

2.4. Wing Commanders, Installation Hosts or Equivalents:

2.4.1. Implement and oversee administration policies, programs, resources and procedures within their organization and span of authority for correspondence preparation, control, and tracking.

2.4.2. Support the proper training, classification, utilization and career development of administration personnel that allows them to perform written communication responsibilities.

2.5. Director, Air Force Public Affairs Agency (AFPAA):

2.5.1. Assigned operational responsibility for the Air Force Branding and Trademark Licensing Program. The Director designates a Program Manager to execute and manage the program.

2.6. Air Force Branding and Trademark Licensing Program Manager:

2.6.1. Executes and manages the Air Force Branding and Trademark Licensing Program to include.

2.6.1.1. Directing, controlling, coordinating, reviewing, administering, maintaining and implementing all program activities.

2.6.1.2. Overseeing the Air Force Branding and Trademark Licensing Program, including all operational, financial, and personnel activities of the program.

2.6.1.3. Developing and cultivating internal and external relationships to promote the Air Force brand, including the use of trademark licenses and educational programs.

2.6.1.4. Reviewing and coordinating commercial uses of the marks or signs which comprise the Air Force brand by using appropriate contract mechanisms and educational initiatives.

2.6.1.5. Maintaining and administering the Air Force trademark portfolio in accordance with DoDI 5535.12, *DoD Branding and Trademark Licensing Program Implementation*.

2.6.1.6. Serving as the subject matter expert on all issues associated with the Air Force brand.

2.6.1.7. Establishing and maintaining the program website at <http://www.trademark.af.mil/> to ensure it is functional, informative, and includes updated guidance for the licensing and use of Air Force marks.

Chapter 3

STATIONERY STANDARDS AND USES

3.1. Paper Standards. Use 8 1/2-inch by 11-inch paper.

3.1.1. **Original.** Use white letterhead stationery (printed or computer-generated) for the first page of a memorandum, staff study, report, or minutes of a meeting. Use plain white paper for continuation pages. (See [paragraph 3.4](#) for computer-generated letterhead.)

3.1.2. **Copies.** Use plain white paper for information or courtesy copies.

3.1.3. **Paper Quality.** Stationery is produced from recycled paper that has at least 25 percent cotton or rag content. The recycled logo is shown in the watermark. Do not exceed the standards described in [Table 3.1](#) for paper quality.

Table 3.1. Paper Quality.

<u>Item</u>	<u>Paper Color</u>	<u>Grade</u>	<u>Pounds</u>
Letterhead	White	25%	16
		or 25%	20
Continuation	White	50%	16
		or 25%	20

3.2. Standard Letterhead. DoD 5110.04-M-V1, establishes the standards for letterhead. There are only two types of letterhead authorized for use: standard (pre-printed) and computer-generated. Submit request for exceptions to the standards through your MAJCOM to SAF/CN for final determination. Air National Guard exceptions are approved by individual Air National Guard State Headquarters or the Director, Air National Guard (**T-1**).

3.3. Pre-printed Letterhead. See [Figure 3.1](#) for an example of letterhead. MAJCOMs may elect to use generic two-line command letterhead for command-wide use. MAJCOMs may authorize letterhead below wing-level if the quantity needed justifies the printing cost or other circumstances warrant. Any unit without its own letterhead uses its parent unit's letterhead stationery and identifies its organization and standard office symbol in the FROM caption.

3.3.1. **Ink.** Print the letterhead and seal using either ultramarine blue blue or black ink (see [paragraph A2.2](#) for description of acceptable ink color).

3.3.2. **Seal.** The DoD seal is one inch in diameter. Align the seal 1/2-inch from the upper left and top edge of the paper. Do not use any other emblem, decorative device, or distinguishing insignia with or in place of the DoD seal.

3.3.3. **Format.** Center organization name and address on the letterhead using no more than four lines:

3.3.3.1. **First Line.** DEPARTMENT OF THE AIR FORCE. Center this line leaving 5/8-inch from the top of the sheet. Print it in 12 point font uppercase using copperplate plate Gothic bold, or equivalent.

3.3.3.2. **Second Line.** Center the name of the organization listed in the G-series special order that established it. If G-series orders do not exist, the MAJCOM Director of Communications decides the second line. Put HEADQUARTERS before the organization's name only if it appears in the activation order. Print in 10.5 point uppercase using copperplate plate Gothic bold, or equivalent. If the name is more than fifty characters, you may use an additional line.

3.3.3.3. **Third Line.** If used, center the location without the ZIP+4 code on this line. Print in 10.5 point uppercase using copperplate plate Gothic bold. The bottom of the third line is 1 1/16 inches from the top of the sheet. If your unit is overseas, do not show the Army and AF Post Office or Fleet Post Office number and a geographical location together. You may use the two letter state abbreviation or spell out the state name. Do not use punctuation in the last line of the address element.

EXAMPLES:

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

3.3.4. **Optional Items.** Fold marks are guides for judging typing space and for folding the paper in three equal parts. Typist guidelines show you are near the 1-inch bottom margin. If used, print them in half-point rules (see [Figure 3.1](#)).

3.4. Computer-Generated Letterhead. Computer-generated letterhead allows for the use of plain white paper and high production rates. It also permits an organization to generate its own letterhead stationery.

3.4.1. **Use.** You may use computer-generated letterhead the same as printed letterhead when the design satisfies all specifications in [paragraph 3.3](#). Use computer-generated letterhead only for correspondence within the DoD. Do not use for the signature of the Secretary or

Deputy Secretary of Defense, or Executive Secretary of the DoD. MAJCOMs may direct the use of printed letterhead for headquarters and subordinate units.

3.4.2. **Format.** When using computer-generated letterhead, you may identify the office name as approved in organizational designation documents. Center the office name below the organization name. You may identify the complete mailing address including ZIP+4 code. Do not use more than four lines for the letterhead.

3.5. Headquarters Air Force (HAF) Letterhead. HAF offices use this stationery, as do certain Field Operating Agencies when their commanders function as members of the HAF.

3.6. DoD Programs and Activities Letterhead. When issuing correspondence in the capacity of the designated DoD Executive Agent for a DoD directed program (designated in accordance with DoDI 5101.1, DoD Executive Agent), do not show the DEPARTMENT OF THE AIR FORCE on the top line. If letterhead format is similar to [paragraph 3.1](#), use the layout prescribed in [paragraphs 3.6.1](#) and [3.6.2](#), instead.

3.6.1. **First Line.** Print the name of the program referenced in the DoD program.

3.6.2. **Second and Third Line.** Print the location. For additional guidance, contact the Deputy Chief Information Office, Secretary of the Air Force, Compliance Division (SAF/CNZA).

EXAMPLES:

DOD MEDICAL EVALUATION REVIEW BOARD

USAF ACADEMY

COLORADO SPRINGS CO

ARMED FORCES VOCATIONAL TESTING GROUP

456 ARMY DRIVE, ROOM 407

JOINT BASE SAN ANTONIO-RANDOLPH TX 78150-4567

3.7. Slogans. MAJCOMs and FOAs may permit use of slogans on official memorandums and personalized letters that:

3.7.1. Represent the mission of the organization.

3.7.2. Are easy to understand.

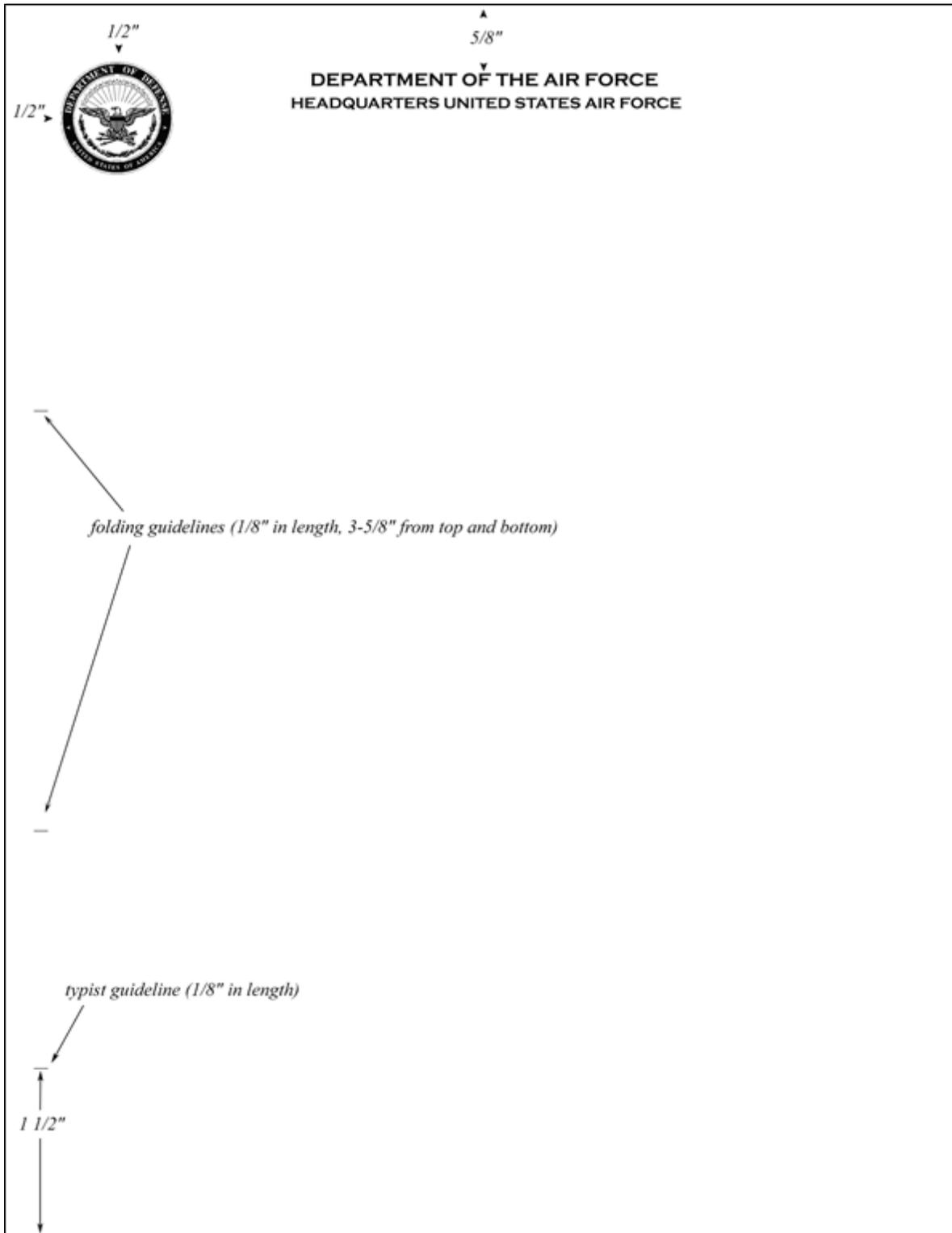
3.7.3. Are not offensive.

3.7.4. Meet printing specifications (printed approximately 1/2-inch from bottom of page).

3.8. Logograms (Logos). Do not use the Department of the AF seal on stationery; the proper use of the Department of the AF seal is covered in [Attachment 2](#). DoD 5110.04-M-V1 prohibits use of logos, emblems, decorative devices, or distinguishing insignia printed or otherwise on stationery. The Office of the Secretary of Defense grants waivers only for programs of AF-wide importance and applicability, such as the AF Seventieth Anniversary. Send waiver request to SAF/CN for staffing to Office of the Secretary of Defense through the Washington Headquarters

Services for approval. SAF/CNZA initiates waiver request coordination and prepares applicable approval responses for distributions. Organizations will continue to utilize existing logo stationery until supplies are exhausted. **(T-1)**.

Figure 3.1. Design of Official Stationery.



Chapter 4

THE OFFICIAL MEMORANDUM, COMMUNICATION MANAGEMENT FORMS AND OTHER TYPES OF WRITTEN COMMUNICATION

4.1. Official Memorandums. See AFH 33-337 for formatting of official memorandums.

4.2. AF Form 1768, *Staff Summary Sheet*. Use the AF Form 1768 or a similar electronic version to summarize staff work, to request action, or to forward information. See AFH 33-337, The Staff Package, for more information on the coordinating and staffing packages to include, staff summary sheet fundamentals, completing the staff summary sheet Form - electronic or hard-copy, package assembling, and coordination steps. Follow local guidance for formatting electronic versions of the AF Form 1768 when applicable.

4.2.1. Try to resolve all differences when you receive a non-concurrence on an AF Form 1768.

4.2.2. If you cannot resolve the differences, the action officer needs to write a rebuttal memorandum to the approval authority stating the differences discussed with the non-concurring official explaining why the proposed action was not changed.

Chapter 5

GUIDE AND FORM MEMORANDUMS

5.1. Guide Memorandums. These are models of a memorandum text composed in advance, but not printed. They may be complete memorandums with several paragraphs or a single paragraph. Use guide memorandums to compose official memorandums. Select the combination of paragraphs appropriate for the reply.

5.2. Form Memorandums. These are mass-produced memos sent in place of individually composed or typed memorandums when many individuals require similar information or the same individual requires the information at frequent intervals. These also include standard formats stored on electronic media that can be accessed, completed with optional data, and then printed or electronically forwarded.

5.2.1. Types of Form Memorandums. There are three basic memorandums formats: prewritten, fill-in, and optional statement. A form memorandum allows the writer the option of selecting from one of several pre-filled statements or a blank space for filling in information. An optional statement form memorandums allows the writer to check the statements that apply to a specific situation.

5.2.2. Form Memorandums Use. Use form memorandums when the subject matter and the action are routine or informational, when it is more economical to duplicate the memorandum than to type each memorandum individually, and when the printed format expedites response from the recipient. Do not use form memorandums if the subject is of a personal or congratulatory nature, if it may bring grief, disappointment, or embarrassment to the recipient, or if a numbered form would be better.

5.2.3. Preparing and Controlling Form Memorandums.

5.2.3.1. Justification. Analyze your correspondence for a 2-week period and group memorandums that are similar in meaning and purpose. Count the number of individually typed memorandums for each group. Refer to [Table 5.1](#) when determining if a form memorandum is justified.

Table 5.1. Form Memorandum (Justified).

<u>The line count (text) of a repetitive memorandum is:</u>	<u>And the number of similar memorandums written each month is:</u>
5	30 or more
10	15 or more
15	10 or more

5.2.3.2. Composition. Follow the principles of writing in AFH 33-337. Consider the memorandum's impact, especially if sent outside the AF. If a memorandum collects information, review the requirements of Public Law 104-13 and AFI 33-324.

5.2.3.3. **Design.** Leave enough blank space to complete a fill-in form memorandum. Align check boxes (☐) on an optional statement form memorandum.

5.2.3.4. **Signature.** Sign form memorandums individually or sign the master before reproduction.

5.2.3.5. **Control.** Identify each form or guide memorandum by a different symbol if you have more than one, e.g. FM-1, FM-2, etc. You may mark the memorandums themselves or their folders. Review the need and currency of the memorandum before reproduction, and reproduce no more than a 3-month supply.

5.3. Other Written Communication Types. For other written communications, see AFH 33-337 and DoD 5110.04-M-V1.

WILLIAM E. MARION II, SES, DAF
Deputy Chief Information Officer

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFH 33-337, *The Tongue and Quill*, 27 May 2015
- AFI 16-1404, *Air Force Information Security Program*, 29 May 2015
- AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013
- AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFI 84-105, *Organizational Lineage, Honors and Heraldry*, 27 April 2017
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFPD 33-3, *Information Management*, 8 September 2011
- Air Force Glossary, 20 July 2016
- CJCSI 5705.01F, *Standardization of Military and Associated Terminology*, 15 September 2017
- DoDD 5101.1, *DoD Executive Agent*, 3 September 2002
- DoDD 5105.53, *Director of Administration and Management*, 26 February 2008
- DoDI 5025.12, *Standardization of Military and Associated Terminology*, 14 August 2009
- DoDI 5535.12, *DoD Branding and Trademark Licensing Program Implementation*, 13 September 2013
- DoD 5110.04-M-Volume 1, *DoD Manual for Written Material: Correspondence Management*, 26 October 2010, CH 1 19 April 2017
- DoD 5110.4-M-Volume 2, *DoD Manual for Written Material: Examples and Reference Material*, 26 October 2010, CH 1 19 March 2017
- DoDM 5200.01, Volume 1, *DoD Information Security Program: Overview, Classification, and Declassification*, 24 February 2012
- DoDM 5200.01, Volume 2, *DoD Information Security Program: Marking of Information*, 24 February 2012
- DoDM 5200.01, Volume 3, *DoD Information Security Program: Protection of Classified Information*, 24 February 2012
- DoDM 5200.01, Volume 4, *DoD Information Security Program: Controlled Unclassified Information*, 24 February 2012
- HOI 33-3, *Correspondence Preparation, Control, and Tracking*, 6 July 2015
- Joint Publication 1-02, Department of Defense (DoD), *Dictionary of Military and Associated Terms*, (As of June 2019)
- Pub. L. 104-13, *Paperwork Reduction Act of 1995*, 22 May 1995.

Public Law (PL) 111-274, *The Plain Writing Act of 2010* (codified at 10 USC § 301 note), signed on October 13, 2010

The Plain Language Act and Information Network (PLAIN), Plain Writing Act of 2010

Title 18 USC §506, *Crimes and Criminal Procedure*, 7 January 2011

AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

Prescribed Forms

AF Form 1768, *Staff Summary Sheet*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force (when used on forms)

AFH—Air Force Handbook

AFI—Air Force Instruction

AF/HO—Air Force History and Museums Policies and Programs

AFHRA—Air Force Historical Research Agency

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFPAA—Air Force Public Affairs Agency

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CSAF—Chief of Staff of the Air Force

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HAF—or HQ USAF—Headquarters Air Force, includes the Secretariat and the Air Staff

HOI—Headquarters Operating Instruction

HQ—Headquarters

HO—History Office

MAJCOM—Major Command

NIPRNET—Non-secure Internet Protocol Router Network

OPR—Office of Primary Responsibility

PII—Personally Identifiable Information

PL—Public Law

SAF—Secretariat Offices within the HAF (Headquarters Air Force)

SecAF—Secretary of the Air Force

SIPRNET—SECRET Internet Protocol Router Network

USecAF—Under Secretary of the Air Force

Terms

Correspondence—A letter, memorandum, memorandum for record, report, meeting minutes, or staff study. It does not include standard publications, (covered in AFI 33-360), periodicals, decoration award elements (covered in AFMAN 36-2806, *Awards and Memorialization Program*), formats for special reports, or operation plans.

Emblem—An officially approved symbolic design portraying the distinctive history, mission, and general function of an organization. It is an important, abiding element of the organization's heritage.

PII—Personally identifiable information

Ultramarine Blue—(ultramarine /ultramarine blue) signifies the sky as the primary theater for Air Force operation.

Attachment 2

DEPARTMENT OF THE AIR FORCE SEAL, COAT OF ARMS, AND CREST

A2.1. Functional Area Responsibilities. Note: Refer questions about this attachment to Air Force Public Affairs Agency (AFPAA), Joint Base -San Antonio, TX 78236-5619. Send all postal mail to: 3d Combat Camera Squadron, Attn: AFPAA/Trademark and Licensing, 1359 Tinker St., Bldg 7362, Lackland AFB, TX 78236-5619.

A2.1.1. Office of Secretary of the Air Force. The Administrative Assistant to Secretary of the Air Force (SAF/AA) is the custodian of the Air Force Seal (**Figure A2.1**) and is solely responsible for approving the use of its impression on official departmental documents and records. (T-0).

Figure A2.1. Department of the Air Force Seal.



A2.1.2. AFPAA approves use of facsimiles of the seal. This includes use on insignia, flags, medals, and similar items. AFPAA also approves industry or AF groups request for use of other parts of the seal.

A2.1.3. If a constituted organization uses or displays an emblem in any format or manner, it must be an approved, official design registered with the Air Force Historical Research Agency (AFHRA). A constituted organization must also register its motto with AFHRA before using or displaying it (per AFI 84-105, *Organizational Lineage, Honors, and Heraldry*).

A2.1.4. Any request to change a Chief of Staff of the Air Force (CSAF) - approved emblem, or to change an emblem that otherwise meets Air Force heraldry standards (except for formatting – disk or shield), will be submitted to the AFHRA through MAJCOM/HO with MAJCOM/CC or CD endorsement. AFHRA will forward its recommendation to AF/HO, which will make a final determination. If Air Force History and Museums Policies and Programs (AF/HO) does not approve the request to change the emblem, the package will be forwarded to the Headquarters Air Force Director of Staff for a final decision.

A2.1.5. For additional guidance on emblem submission, designs, and colors, consult *The Guide to Air Force Heraldry* at <http://www.afhra.af.mil> or contact your Wing, Center, or MAJCOM history office.

A2.2. Description and Significance. The official AF colors of ultramarine blue (Pantone Matching System - Reflex Blue) and AF yellow (Pantone Matching System - 116) are used prominently on the AF seal (see AFI 84-105). The seal is described as follows:

A2.2.1. A circular disc of ultramarine blue edged with a narrow trim of AF yellow as the border.

A2.2.1.1. Centered on the disc, the AF coat of arms, consisting of the crest and shield.

A2.2.1.2. The crest is made up of the eagle, wreath, and cloud form. The American bald eagle symbolizes the United States and its air power and is depicted in its natural colors. The wreath under the eagle is made up of six alternate folds of metal and light blue. This repeats the metal and color used in the shield. The white clouds behind the eagle denote the start of a new sky.

A2.2.1.3. The shield, directly below the eagle and wreath, is divided horizontally into two parts by a nebular line representing clouds. The top part bears an AF yellow thunderbolt with flames in natural color that shows striking power through the use of aerospace. The thunderbolt consists of an AF yellow vertical twist with three natural color flames on each end crossing a pair of horizontal wings with eight lightning bolts. The background of the top part is light blue representing the sky. The lower part is white representing metal silver.

A2.2.2. The 13 white encircling stars represent the original 13 colonies.

A2.2.3. The AF yellow numerals under the shield are 1947. This is the year the AF was established.

A2.2.4. The band encircling the whole design is white edged in AF yellow with black lettering. The inscriptions read “Department of the Air Force” on the top part and “United States of America” on the lower part.

A2.3. Using the Seal. The seal is permitted only as outlined in this attachment. Falsely making, forging, counterfeiting, mutilating, or altering the seal, or knowingly using or possessing with fraudulent intent is punishable by law (Title 18 U.S.C. §506). Displaying the seal is allowed in certain instances. Commanders make sure the display is in good taste and appropriate to the occasion.

A2.3.1. Authorized Users. Commanders of MAJCOMs, Field Operating Agencies, Direct Reporting Units, AF missions, military assistance advisory groups, air attaches, professors of aerospace studies, and AF general officers may use the AF seal in the performance of their official duties. Museums may use the seal when specifically authorized by AFPAA.

A2.3.2. Authorized Uses. You may use the seal or any part of it in black and white, color monochrome reproduction, pictorial, or sculptured relief as follows:

A2.3.2.1. On printing issued at departmental-level for general AF use.

A2.3.2.2. In official AF films, videotapes, or television programs.

A2.3.2.3. On programs, certificates, diplomas, invitations, and greetings of an official nature.

A2.3.2.4. On memorials or monuments erected or approved by the AF.

A2.3.2.5. With any official AF exhibit.

A2.3.2.6. On wall plaques at AF facilities with the approval of the appropriate commander or agency chief.

A2.3.3. Unauthorized Uses. The seal is not used in any way that implies AF use or endorsement of an item. For example:

A2.3.3.1. AF property and equipment for identification.

A2.3.3.2. Souvenir or novelty items.

A2.3.3.3. Printed matter copied or collected by an AF activity, except as explained in **paragraph A2.3.2.**

A2.3.3.4. Toys or commercial gifts and premiums.

A2.3.3.5. Stationery as a letterhead design.

A2.3.3.6. Menus, matchbook covers, sugar envelopes, calendars, and similar items.

A2.3.3.7. Military or civilian clothing.

A2.3.3.8. Membership cards of military or quasi-military clubs, and societies.

A2.3.3.9. Athletic clothing and equipment.

A2.3.3.10. Any article that may discredit the seal or reflect unfavorably on the AF.

A2.3.3.11. Commercial or private printed matter.

A2.4. Using the Coat of Arms. The Coat of Arms (**Figures A2.2** and **A2.3**) is authorized for ornamental use when approved by AFPAA and commercial use when authorized by the AFPAA. Refer to the AF Trademark & Licensing Program at the following web link <https://www.trademark.af.mil/> for additional details pertaining to commercial use. The coat of arms may be in black and white, color monochrome reproduction, pictorial, or sculptured relief form.

Figure A2.2. Coat of Arms with Encircling Stars.



Figure A2.3. Coat of Arms without Encircling Stars.



A2.4.1. The coat of arms with or without encircling stars may be authorized for:

A2.4.1.1. Official use on AF flags, pennants, emblems, medals, badges, buttons, and similar devices.

A2.4.1.2. Nonofficial use on articles of jewelry such as watches, rings, tie clasps, cuff links, bracelets and similar articles when appropriate and in good taste. Approval is given with the understanding that such usage in no way reflects AF endorsement of the product involved.

A2.4.2. The coat of arms without encircling stars may be used by active component, reserve, and retired AF military personnel without AFPAA approval as ornamentation on:

A2.4.2.1. Personal stationery or framed for display in the home as a painting or a wall plaque.

A2.4.2.2. Civilian jackets or blazers of conservative color. Authorized personnel are expected to protect the dignity of the AF Coat of Arms by ensuring that its display is in good taste and appropriate to the occasion.

A2.5. Using the Crest. The Crest ([Figures A2.4](#) and [A2.5](#)) with or without encircling stars, may be used by commanders on approved organizational emblems for ornamentation purposes. This authorization is restricted to heraldic-type emblems of organizations group-level or higher. The colors in the wreath beneath the eagle are to be described in [paragraph A2.2.1.2](#). Using the crest does not provide authorization for changing and/or modifying AF flags.

Figure A2.4. Crest With Encircling Stars.



Figure A2.5. Crest Without Encircling Stars.**A2.6. Supply and Issue.**

A2.6.1. Request official drawings of the seal or any part for reproduction, as authorized for use in **paragraphs A2.3** and **A2.4** from AFPAA. Air Force Public Affairs Agency, ATTN: Air Force Branding and Trademark Licensing, 555 E Street East, Bldg T-581, Joint Base San Antonio Randolph, TX 78150. Email: licensing@us.af.mil or AFPAA.HQ.TL@us.af.mil. Further information about the Trademark Licensing program can be found at www.trademark.af.mil.

A2.6.2. Wall plaque, AF seal (National Stock Number 9905-00-766-0426), may be requisitioned. The cost of these items is borne by the using activity.