



Information Management

PREPARING OFFICIAL COMMUNICATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFMAN 37-126/439 AW Sup, 30 October 1995

Pages: 1
Distribution: F

AFMAN 37-126, 10 February 1995, is supplemented as follows:

SUMMARY OF REVISIONS

This revision aligns our supplement with current revisions in AFMAN 37-126, as supplemented, and changes the office symbol from IM to SCB throughout this supplement. A * indicates revisions from the previous edition.

1.5.1. (439 AW) If no suspense is indicated, the response is returned within five work days.

3.4.2. (439 AW) The signature block of an Air Reserve Technician (ART) includes military grade; however, "ART" is not used.

***5.6. (439 AW)** All new form/guide memorandums are submitted to SCB for approval by the Forms Manager or Chief, Information Systems Flight, before reproduction.

5.6.4.2.1. (Added-439 AW) Either during Records Management staff visits or when sent to Reprographics, the original copies of form/guide memorandums are inspected to ensure they are approved. Any inconsistencies in content or format are annotated on the form/guide memorandum and returned to the OPR for correction.

***5.6.4.2.2. (Added-439 AW)** Functional Area Records Managers (FARMs) inspect form/guide memorandums during their staff assistance visits to ensure that they are approved by the Records Manager or Chief, Information Systems Flight. If they are not approved, the FARM forwards them to SCB for review.

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Commander