



Information Management

PREPARING OFFICIAL COMMUNICATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

SUMMARY OF REVISION

This revision incorporates the procedures formerly in AFR 10-1/919 SOW Supplement 1.

1.5.1. When suspending Reserve functions that do not have full time support (ART), consideration should be given to the current UTA schedules and suspense dates for the following scheduled UTA.

3.4.2. Correspondence being prepared for the Commander's or another individual's signature will indicate the appropriate office symbol, name, and phone number of the individual having knowledge of the subject content.

3.4.4. A copy of all correspondence/messages addressed outside this headquarters will be marked for the Commander's Read File and forwarded to 919 MSS/IM no later than close of business each Friday.

JACK W. BLAIR, JR., Colonel, USAFR
Commander

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