

# **DISTRIBUTION REQUIREMENTS**

**• NO PERSONAL MAIL  
OFFICIAL U.S. AIR FORCE BUSINESS ONLY!  
PERSONAL MAIL WILL BE RETURNED**

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**• NO HANDWRITTEN ADDRESSES  
(IF AUTOMATION METHODS OF TYPING ARE AVAILABLE)**

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**• CONTROLLED MAIL OR PACKAGES?  
SEE SCB PERSONNEL FOR PROPER HANDLING**

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**• LAST LINE OF THE RETURN ADDRESSES MUST BE:  
“Official Business”**

**IAW DOD 4525.8-M/AF Sup 1, 18 Apr 94**