



**Communications And Information Management  
PREPARING OFFICIAL COMMUNICATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFMAN 33-326, *Preparing Official Communications* 1 November 1999 is supplemented as follows:

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

The revision of this publication is to update, add, or delete office symbols that have changed.

6.3.4.6. (Added) Use Times New Roman, 12-point font.

A3.2.3. (Added) When sending out large volumes of official correspondence to committee members, meeting minutes or correspondence intended for a specific audience, use categorical address symbols. The use of appropriate categorical addresses will avoid duplication and reduce waste. All correspondence (memorandums, flyers, etc.) using a distribution code(s) must be approved by the Administrative Communications Element (BITC/IM) prior to printing. The use of categorical addresses for suspense purposes is strongly discouraged as that type of correspondence should be addressed to a specific action office to ensure prompt response.

A3.2.3.1. (Added) **DISTRIBUTION A – 7 COPIES: 30th Space Wing Commander and all Group Commanders**

30 SW/CC	30 OG/CC	30 MSG/CC	30 LCG/CC
30 MDG/CC	381 TRG/CC	614 CS/CC	

A3.2.3.2. (Added) **DISTRIBUTION B - 18 COPIES: 30th Space Wing Staff Agencies**

BZ	CCA	MEO	CV	CCP
CP	30 CPTS/FM	HO	HC	XP
JA	CCT	PA	CCD	SATAF
MU	IG	SE		

A3.2.3.3. (Added) **DISTRIBUTION C – 21 COPIES: 30th Space Wing Squadron Commanders**

2 SLS/CC	30 OSS/CC	2 ROPS/CC	30 WS/CC
76 HF/CC	30 LRS/CC	30 SFS/CC	30 MG/CC
30 CONS/CC	30 MSS/CC	30 SVS/CC	30 MDSS/CC
30 SCS/CC	30 CES/CC	30 LRS/LGR/CC	30 MDOS/CC
30 CPTS/FM	30 SW/SATAF	1 ASTS/CC	4 SLS/CC
30 RMS/CC			

A3.2.3.4. (Added) **DISTRIBUTION D – 24 COPIES: Tenant Organization Commanders**

14 AF/CC	614 SOPS/CC	381 TRG/CC	381 TRSS/CC
392 TRS/CC	532 TRS/CC	533 TRS/CC	GMW-V/GMD
576 FLTS/CC	148 SOPS/CC	DET 1, LCO/CC	AFOSI DET 804/CC
595 SG	ADC	OL-A-DET 3, 17TS	ACOE
DET 1, 22 SOPS/CC	OO-ALC/MAKV	9 SOPS/CC	OL DET 3, WR-ALC/AFTLE
NRO/OLVNBG	4 SOPS/CC	544 IN	DECA-WP-VRG

A3.2.3.5. (Added) **DISTRIBUTION E – 87 COPIES: All 30th Space Wing Organizations**

<b>30TH SPACE WING (30 SW)</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
Commander	CC	1
Vice Commander	CV	1
Inspector General	IG	1
Executive Officer	CCE	1
Command Chief Master Sergeant	CCC	1
Information Management	CCA	1
Inspections	IGI	1
Protocol	CCP	1
Museum	MU	1

<b>30TH SPACE WING (30 SW)</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
Treaty Compliance	CCT	1
Public Affairs	PA	1
Safety	SE	1
History	HO	1
Staff Judge Advocate	JA	1
Command Post	CP	1
Chaplain	HC	1
Comptroller Squadron	30 CPTS/CC	1
Plans	XP	1
Small Business	BZ	1
Military Equal Opportunity	MEO	1
Equal Employment Opportunity	CCD	1

<b>30TH OPERATIONS GROUP (30 OG)</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
Commander/Vice Commander	30 OG/CC	1
Deputy Commander	30 OG/CD	1
30th Operations Support Squadron	30 OSS/CC	1
2d Range Operations Squadron	2 ROPS/CC	1
30th Weather Squadron	30 WS/CC	1
76th Helicopter Flight	76 HF/CC	1
30th Range Management Squadron	30 RMS/CC	1
30th Space Communications Squadron	30 SCS/CC	1
VAFB Technical Library	30 RMS/RMOT	1

<b>30TH MISSION SUPPORT GROUP (30 MSG)</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
Commander	30 MSG/CC	1
30th Mission Support Group	30 MSG/CD	1
30th Mission Support Squadron	30 MSS/CC	8
30th Manpower Office (as of 1 Oct 04)	30 MSG/MO	1
30th Services Squadron	30 SVS/CC	10
30th Security Forces Squadron	30 SFS/CC	6
30th Civil Engineer Squadron	30 CES/CC	12

30th Logistics Readiness Squadron	30 LRS/CC	3
30th Contracting Squadron	30 CONS	2

<b>30TH MEDICAL GROUP (30 MDG)</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
30th Medical Group Commander	30 MDG/CC	1
30th Medical Operations Squadron	30 MDOS/CC	1
30th Medical Support Squadron	30 MDSS/CC	1

<b>30TH LAUNCH GROUP (30 LCG)</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
Commander	30 LCG/CC	1
Deputy Commander	30 LCG/CD	1
Executive Officer	30 LCG/CCE	1
Information Management	30 LCG/IM	1
1st Air and Space Test Squadron	1 ASTS	1
2nd Space Launch Squadron	2 SLS/CC	1
4th Space Launch Squadron	4 SLS/CC	1

A3.2.3.6. (Added) **DISTRIBUTION F – 55 COPIES: Tenant Organizations**

<b>14TH AIR FORCE (14AF)</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
Commander	CC	1
Vice Commander	CV	1
Executive Officer	CCE	1
Command Chief Master Sergeant	CCC	1
Executive Services	CCA	1
Staff Judge Advocate	JA	1
Standardization/Evaluation	OV	1
Safety	SE	1
Manpower and Personnel	A1	1
Intelligence	A2	1
Operations	A3/A5	1
Logistics	A4	1
Communications	A6	1
614th Space Operations Squadron	614 SOPS	1
614th Space Communications Squadron	614 SCS	1

9th Space Operations Squadron	9 SOPS	1
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<b>AIR EDUCATION TRAINING COMMAND (AETC) UNITS</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
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381st Training Group	381 TG/CC	6
381st Training Support Squadron	381 TRSS/CC	2
392d Training Squadron	392 TRS/CC	3
532d Training Squadron	532 TRS/CC	4
533d Training Squadron	533 TRS/CC	2

<b>ASSOCIATE UNITS</b>	<b>OFFICE SYMBOL</b>	<b>TOTAL</b>
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Detachment 1, Launch Communications Office	DET 1, LCO/CC	1
Detachment 1, 22d Space Operations Squadron,	DET 1, 22 SOPS/CC	1
Air Force Office Special Investigation, Det 804	AFOSI/DET 804	1
National Imagery and Mapping Agency	NIMA/GIMGEC	1
Defense Commissary Agency	DECA	1
Area Defense Counsel	JUD/ADC	1
Detachment 3, 17th Test Squadron	DET 3, 17TS	1
Army Corps of Engineer	CESPL-CO-HV	1
National Reconnaissance Office	NRO/OLVNBG	1
Air Force Audit Agency	AFAA	1
Defense Security Service	DSS	1
Defense Reutilization & Marketing Organization	DRMO	1
Defense Automated Printing Service	DAPS	1
Air Force Labor Relations	SAF/AQ CO LABOR	1
National Aeronautics & Space Administration	NASA	1
Missile Defense (Ground Midcourse Worldwide)	MDA/GMW	1
148th Space Operations Squadron	148 SOPS	1
Headquarters Air Force Materiel Command Support Group Headquarters Ogden	OO-ALC/OL/MAKV	1
Aerospace Fuels Lab	OL WR-ALC/AFTLE	1
Army Air Force Exchange Service	AAFES	1

A3.2.3.7. (Added) **DISTRIBUTION G – 32 COPIES: 30th Space Wing Strategic Arms Reduction Treaty**

(START) Working Group Committee Members

30 SW/CP	30 OSS/CC	14 AF/A330	30 SW/XPR	OO-ALC/MAKV
30 SW/CCP	2 ROPS/CC	14 AF/A430	30 SW/XPRO	30 MDG/CC
30 CPTS/CC	381 TRG/CC	30 SW/HO	30 OG/CC	30 MSG/CC
30 LRS/LGR/CC	30 WS/CC	30 CES/CC	532 TRS/CC	576 FLTS/CC
30 SW/JA	30 CONS/CC	30 LCG/CC	30 SVS/CC	30 SW/SE
30 SCS/CC	AFOSI, DET 804	30 MSS/CC	30 SW/PA	30 SFS/CC
2 SLS/CC	30 SCS/SCX-1			

A3.2.3.8. (Added) **DISTRIBUTION H – 45 COPIES (1 Each): Contractors and other agencies at BITC.**

**BOX NUMBER      ORGANIZATION NAME**

1	Boeing Aerospace
2	General Dynamics Advanced Information Systems (Veridian)
3	Northrop-Grumman
4	United Paradyne
5	Base Service Center (Industries for the Blind)
6	Coast Hills Credit Union
7	DJM Construction
8	USDA Forest Service
9	Astrotech
10	Orbital Science
11	Houston Contracting
12	AEGIR Systems
13	None

<b>BOX NUMBER</b>	<b>ORGANIZATION NAME</b>
14	Ground-based Midcourse Worldwide-Vandenberg Missile Defense (GMW-V/GMD)
15	Stronghold Engineering
16	Computer Sciences Corporation
17	Naval Research Lab/Navy Tech/Honeywell Tech
18	National Federation Federal Employees (NFFE) Union
19	MCA Engineers/Division of SBAR
20	Indyne – Western Range Operations Communications & Information (WROCI) / Northrop Grumman IT
21	The Boeing Company
22	National Aeronautics & Space Administration (NASA), Analex Corporation
23	Raytheon TPS-X RADAR
24	148th Space Operation Squadron, 4th Space Operations Squadron
25	Lockheed Martin Astronautics (LMA)
26	ENSCO, Logicon
27	Air Liquide
28	Tetra Tech
29	Lockheed Martin Information Systems (GPS/AMCS – LMISS)
30	30th Space Wing/Site Activation Task Force (SATAF)
31	Document Automation Production Service (DAPS)
32	RISC Management (Red River)
33	Sauer Inc.
34	ITT Industries – Spacelift Range Systems Contract (SLRSC)

<b>BOX NUMBER</b>	<b>ORGANIZATION NAME</b>
35	Lockheed Missiles & Space
36	National Reconnaissance Office (OL-VNMG/SAF/NRO)
37	Miranda's Landscaping, Incorporated
38	Army Air Force Exchange Service (AAFES)
39	Aerojet, Gencorp
40	Parsons - Granite
41	ACTA Incorporated
42	Boeing Aerospace Operations, Boeing Electronic Systems & Missile Defense
43	Detachment 1, 22d Space Operations Squadron, Raytheon Techs
44	Detachment 1, Launch Communications Office (DET 1, LCO/AFELM)
45	Ivey's Construction, Incorporated

A3.2.3.9. (Added) **DISTRIBUTION I – 11 COPIES: Unit First Sergeants**

30 CES/CCF	30 SCS/CCF	30 MSS/CCF	30 SFS/CCF
30 OG/CCF	30 MDG/CCF	30 LCG/CCF	30 LRS/CCP
381 TRG/CCF	576 FLTS/CCF	614 SOPS/CCF	

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