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INSTRUCTIONS FOR PREPARING AND SUBMITTING FORM

1. Submit ONE copy of the [redacted] ATIPA by 1000 hours of day message is to be sent [redacted] unless special arrangements are made with ATIPA for late submission, messages received after 1000 hours will not be sent until the following conference.

2. Complete form as follows: [redacted]

   Block 1. Preparing office omit. Will be completed by telecon operator.

   Block 2. If a classified message, stamp in security classification. If not a classified message, enter "Unclassified".

   Block 3. Enter date the message will be sent, not date prepared.

   Block 4. Enter name and symbol of sender.

   Block 5. Enter name and symbol of receiver.

   Block 6. If a classified message, enter as the first two words of the message "Security Information," then proceed with the message. If not a classified message, omit the words "Security Information."

   Block 7. Originator enter signature and symbol. (May or may not be the same person whose name appears in Block 4.)

   Block 8. Coordinators enter name and symbol.

   Block 9. Air Adjutant General enter signature.

   Bottom of form. If a classified message, stamp in security classification.

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[redacted]