

THIS PAGE IS UNCLASSIFIED

INSTRUCTIONS FOR PREPARING AND SUBMITTING FORM

1. Submit ONE copy of the completed form to the JPA by 1000 hours of day every 24 to be sent. Unless special arrangements are made with AFMFA for late submission, messages received after 1000 hours will not be sent until the following conference.

2. Complete form as follows:

Block 1. Preparing office unit. Will be completed by telephone operator.

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

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

Return of form. If a classified message, stamp its security classification.

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