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A I R F O R C E M A N U A L

RECORDS MANAGEMENT

**MAINTENANCE
OF
CURRENT RECORDS**

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DEPARTMENT OF THE AIR FORCE

FOREWORD

1. *Purpose and Scope.* This manual implements AFR 181-1. It prescribes policies, procedures, and techniques for the maintenance of current records. It is designed to show records management personnel and records custodians how to establish basically uniform, economical, and efficient practices for maintenance of current records. While this manual stresses the maintenance of subject files, it also prescribes records maintenance procedures that are applicable to all types of records. These procedures include:

- a. Establishing proper locations for maintaining records (offices of record).
- b. Assigning duties and responsibilities for records maintenance.
- c. Using and controlling filing supplies and equipment.
- d. Applying filing practices and techniques.

2. *Applicability.* This manual is applicable to all Air Force activities. It will be effective when received. However, files established according to procedures of the superseded manual may be maintained according to those procedures until new files are established. The new files will then be maintained according to this manual from that time on.

3. *Purpose of Revision.* This manual changes procedures, adds new information, and revises subjects in the major subjective categories. The greatest number of subject changes have been made to the major subjective categories of Financial Management, Mapping and Charting, Administrative Management, and Training (formerly Military Training). Office Services have been deleted and Office Administration has been added. Custodians of records will review the text and the Master Outline in Appendix A, prior to establishing a new set of files.

HC 5-42-1
④ 4. *Supplemental Instructions.* The issuance of supplemental instructions to interpret and apply these basic policies and procedures to organizations or types of records peculiar to certain Air Force activities is authorized. Supplementary directives or manuals which alter basic policies or merely reiterate or duplicate the text of this manual are prohibited.

5. *Changes to Manual.* Recommended changes with supporting reasons will be forwarded to the Director of Administrative Services, Headquarters USAF, ATTENTION: Records Management Group, Washington 25, D. C.

6. *Distribution.* Distribution of this manual is not restricted to the activities named or in the quantities indicated. Additional copies are avail-

*This manual supersedes AFM 181-4, 1 September 1953.

able through publications distribution channels and may be requisitioned by any element or activity of the Air Force having a legitimate need for them.

7. *Supply of Forms.* Forms prescribed in this manual will be requisitioned through publications distribution channels.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

THOMAS D. WHITE
Chief of Staff

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Director of Administrative Services

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Chapter 1

CURRENT RECORDS—CUSTODY AND RESPONSIBILITY

1. Why Records and Efficient Records Maintenance Practices are Necessary

Records play a vital role in the management and operation of Air Force activities. They serve as the memory of the organization, a record of past events, and the basis for future actions. Records maintained systematically will be complete, easily accessible, and properly arranged to serve their purpose at present, as well as requirements of the future. Eliminating duplicate and unnecessary records will reduce the expense of handling, and the cost and amount of supplies, equipment, and office space to maintain them. Locating records properly within the organization is most important to allow full utilization and to eliminate duplication of current records.

② Where Records Will Be Located

Current records will be maintained by those elements designated by the organization commander as *offices of record*.

a. *Office of Record*. Commanders will establish offices of record at organizational levels where effective documentation of assigned functions and responsibilities can be assured. Records will be sufficiently accessible to the using activities to preclude the maintenance of duplicate files. The office of record will be assigned responsibility for the custody and maintenance of the permanent and temporary current records of the offices it serves. Records maintained by offices of record will be complete. They will include correspondence, with related inclosures, and records of other series required

to document the responsibilities of the offices served; and those required in the performance of their functions. Although offices of record have actual custody of records, the records management officer and records officers will exercise staff supervision to insure proper records maintenance in accordance with paragraph 3.

b. *Role of the Office of Record*. Properly established offices of record will place records in the custody of the offices that have primary interest in the subject matter documented by the records, and the primary need to use the files. Consequently, the functions and responsibilities of the office served by the office of record are segregated and completely documented. For example: an office of record responsible for some specific aspect of "Military Personnel Administration," such as "Personnel Services," will have in its custody all the documents and records pertaining to that function. Such an office has expert knowledge and an intimate view of its functions and responsibilities, and can best determine documentation and reference requirements. The files thus organized and maintained will serve the needs of the office most effectively, and the segregation of permanent records from temporary and transitory documents will be easier.

c. *Determining Factors for Locating Offices of Record*:

(1) The maintenance of duplicate records (convenience files) by offices served by offices of record is prohibited. ("Reading files" as described in AFM 181-5 are a separate series of records and are not considered

duplicate "correspondence files.") Locate the office of record so that the need for duplicate files by the offices served thereby is eliminated.

(2) Locate the offices of record at the point of greatest activity for convenience of the users. If the records of an organizational element are normally used only by that element, it should be designated as the office of record.

(3) Avoid centralizing the records of activities unrelated by organization in one office of record. The maintenance of records by the activity primarily concerned with the subject matter makes files more useful, improves documentation of functions, and facilitates disposition of the records.

★3. Duties and Responsibilities

a. *Records Management Officers* appointed in accordance with paragraph 5a, AFR 181-1, 2 October 1953, will:

(1) Exercise staff supervision over the program to insure that the policies and procedures prescribed in this manual are being complied with throughout the command, and that corrective action is taken when required.

(2) Indoctrinate and train records officers in the application of current records maintenance procedures.

(3) Coordinate and adjust records maintenance practices to insure adequate documentation and to facilitate the disposition of records.

(4) Insure the full utilization of equipment and space for the purpose of keeping records.

b. *Records Officers* appointed in accordance with paragraph 5b, AFR 181-1, 2 October 1953, are responsible for monitoring the program at their headquarters and its constituent elements. Specifically, the records officer will serve as a consultant to

records custodians and records clerks in carrying out the provisions of this manual. He will be responsible for insuring that records custodians receive adequate indoctrination and that records clerks receive adequate training. He will make periodic staff visits to offices of record under his jurisdiction to insure that all records are properly identified on AF Form 80, "Files Maintenance and Disposition Plan," and that correct disposition instructions are prescribed on AF Form 82, "Files Disposition Control Label." (See paragraph 19b, c, and d.) He will also review all requests for filing equipment to insure full utilization in compliance with paragraph 34.

(1) & (2) added HCS 4-1
c. *Records Custodians* are officials administratively responsible for an organizational element which has been designated as an "office of record." They also are responsible for the maintenance and disposition of the records and for the proper use of filing equipment in their custody.

(1) & (2) added HCS 4-1
d. *Records Clerks* are individuals who have been assigned the duty of maintaining and servicing the files in an office of record. To do this job effectively, the records clerk must:

(1) Know the functions of the office for which the records are maintained.

(2) Know what purpose the records are to serve and adjust the filing practices accordingly, so that accurate and efficient reference service can be furnished the users of the file.

(3) Know and apply the records maintenance and disposition procedures applicable to the records he maintains.

(4) Consult with the records custodian and, when necessary, with the records officer regarding problems affecting the maintenance and disposition of records.

(5) Always maintain a neat and orderly file.

(6) Prepare AF Forms 80 and 82.

Chapter 2

BASIC FILING ARRANGEMENTS

HC 5-421

④ Planning Files

The files of an office of record may consist of one or more "records series." A "records series" is a group of documents arranged and maintained to serve a specific purpose and identified by a name or designation which indicates the function the group of documents performs as a file of "records." The first planning step is to determine what groups of documents accumulated by the office of record should be maintained in *separate* records series. In making this determination, consider the following:

a. *Reference Requirements.* The need for frequent, easy reference to a particular group of documents may necessitate that the documents be organized and maintained as a separate series of records.

b. *Volume of Records.* A large group of records serving the same purpose and being of the same kind is indicative that it should be maintained as a separate series of records.

c. *Physical Nature.* Non-standard size records as card files, large maps and charts, rolls of film, tape recordings, etc, because of their size and shape will preclude their combination with ^{STANDARDIZED} paper records. Accordingly, they are segregated and filed separately from paper records.

HC 5-421

⑤ *Ultimate Disposition.* Unless it would impair reference, records with different retention periods should be filed as separate series of records to eliminate screening, and facilitate disposition.

HC 5-421

⑤ Basic Filing Arrangements

After considering which records are to be filed as separate series of records, a method

of arranging each series of records must be selected. The method selected should permit ease of filing and finding, and preclude the use of separate indexing systems, whenever possible. A system for the subjective arrangement of *correspondence files* is included in Appendix A. *That system is not intended for the arrangement of all Air Force records.* Filing procedures for a specific series of records are frequently incorporated in the directive that prescribes the records. However, when records are accumulated which are not appropriate for filing in a file of general correspondence, or for which specific filing instructions are not prescribed, one of the basic sequence methods for the arrangement of records specified below should be selected:

- Numerical
- Chronological
- Geographical
- Organizational
- Alphabetical

Whenever one basic sequence method is used for the primary arrangement, one or more other sequence methods can be used in subdividing or arranging the records within the framework of the primary arrangement. For example, records filed by subject are further arranged by date. Similarly, records arranged geographically may be subdivided organizationally. Subsequent paragraphs of the Chapter contain a description of the filing arrangements and criteria for their use.

6. Subject Arrangement

This is the term used to describe the arrangement of files by categorical topics and

then by related subjects within each topic. Although there are many types of documents than can be arranged effectively by subject, this arrangement is most frequently used for arranging correspondence. Each office of record will normally have a separate correspondence file. This correspondence file will consist of originals, carbon copies, or other reproduced copies of letters, indorsements, memoranda, and related inclosures; and electrically transmitted messages. This correspondence invariably involves a wide variety of subjects and as a consequence can best be identified and used if arranged by subject. The prescribed system for the subject arrangement of Air Force correspondence is the Air Force Subjective Classification System found in Appendix A. Procedures and techniques for the application of the System are found in Chapters 3 and 4. Because of the practice of some activities to file in the correspondence file all the records they create or accumulate, examples of the types of records that are not appropriate for maintenance as a part of the correspondence file are cited below. They are more effectively maintained as separate series of records.

(1) Record sets and reference collections of publications which are arranged by type of publication and chronologically and/or numerically under those types.

(2) Control type records, such as index cards, locator cards, mail control records, document receipts, etc.

(3) Records with a short retention time, such as locator files of messages, filed by "cite" number and/or geographical location, and transitory and reading files arranged chronologically.

(4) Case files, such as civilian and military individual personnel records, and claims and contract case files.

(5) Specific series of records for which a separate directive prescribes for their maintenance such as numerical and functional forms files, bills of lading files, supply records, etc.

(6) RCS Reports.

(1), (2), (3) added HC 5 up 1

7. Numerical Arrangement

This system is used to arrange records that are normally identified and referred to by number as bills of lading, requisitions, purchase orders, etc. Other records, such as accounting documents, are more useful if arranged by allotment number, etc.

(Note: As a general rule, with the exception of subject codes, numbers should not be assigned documents for the sole purpose of arrangement for filing. This practice requires the establishment of additional indices to locate the documents.)

There are two methods for arranging records numerically:

a. *In Consecutive Numerical Sequence.* This is the conventional method illustrated in Figure 1;

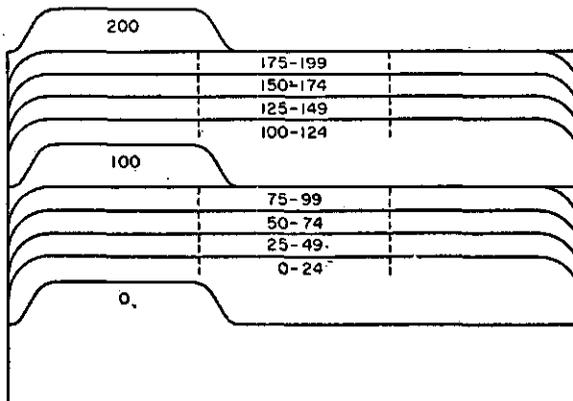
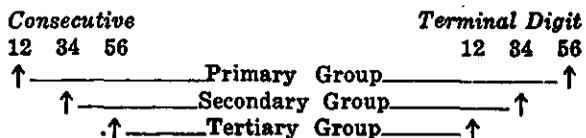


Figure 1. Conventional Numerical Arrangement (Par 7a)

b. *By the Terminal Digit Method.* Under this method, numbers are read from right to left and arranged in groups. Consideration should be given to the adoption of this system when documents to be filed numerically have gaps in their numerical sequence, are comprised of five or more digits and consist of 25,000 or more card records or individual documents or 10,000 case folders. The basic difference in reading a six figure number is illustrated below:



Under this system, records are arranged according to (1) The last two or three digits; then (2) By the secondary group, and (3) By the last group. Illustrated below is a sample arrangement using the conventional and terminal digit arrangement:

Conventional	Terminal Digit				
	Primary only	Primary and	Secondary		
32200	322	00	97	13	00
865348	9713	00	3	22	00
453648	6153	02	61	53	02
615302	3653	48	45	36	48
971300	4536	48	36	53	48

This system speeds sorting and filing, reduces errors caused by transposition of numbers, and permits a better distribution of the work load. Figures 2a and 2b illustrate the various possible terminal digit filing combinations.

8. Chronological Arrangement

This system is used to arrange documents in date sequence when the date is the primary means of reference. It is the most useful method for keeping documents in small, manageable groups, usually by year, month, and day. Chronological arrangement

is frequently used in conjunction with other systems. Transitory, reading, and suspense files are examples of records which are generally arranged by date. Figure 3 illustrates a suspense file that is arranged chronologically.

9. Geographical Arrangement

This is a file arrangement by geographical locations such as area, country, state, county, etc. It is used when the geographical location is of primary importance in referencing records. The file is arranged in alphabetical sequence first by the name of the main geographical division, such as a "state," then by the next most important subdivision required for reference purpose such as "counties," "cities," or "names of bases." Figure 4 illustrates a geographical filing arrangement by state.

10. Organizational Arrangement

This file arrangement is used when the grouping of documents by the name of the *pertinent* organization is of primary importance in referencing records. Organiza-

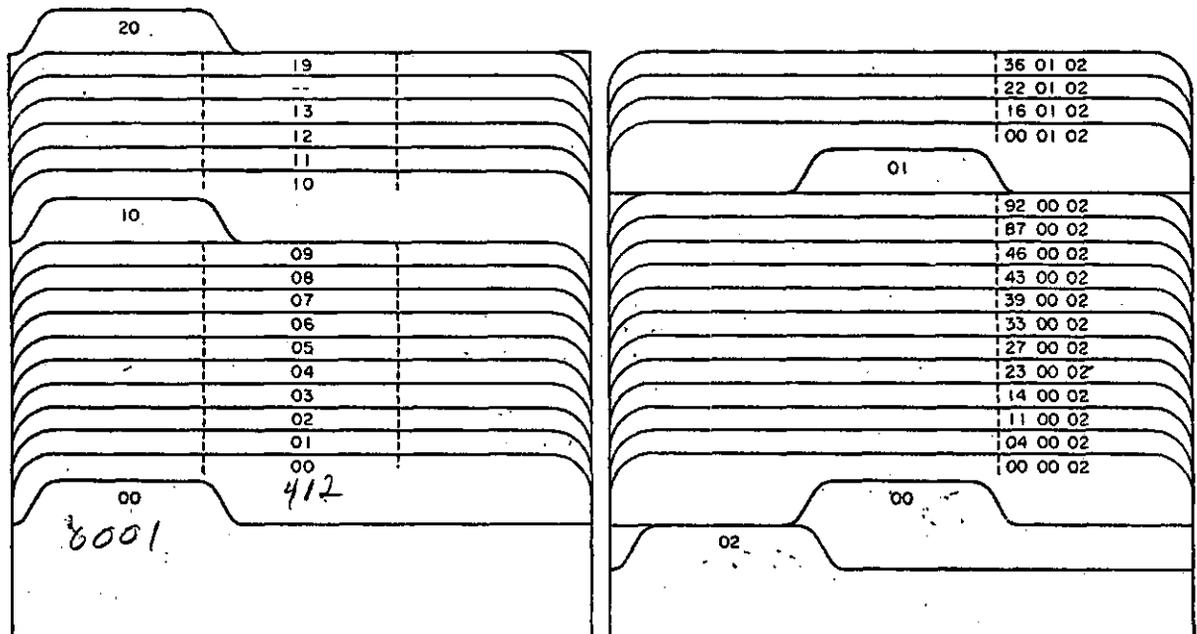


Figure 2. Terminal Digit Numerical Arrangement (Par 7b)
 2a. Using Primary Groups Only 2b. Using Primary and Secondary Groups

tional arrangement is fundamentally an "alphabetical" arrangement of organizations as they relate to each other. They are arranged by particular levels of command and subdivided by subordinate elements arranged alphabetically and numerically by the designations of the organizations. If both name and number organizational des-

ignations are filed in the same group, the names will be filed in front of the numbers. (See Figure 5.)

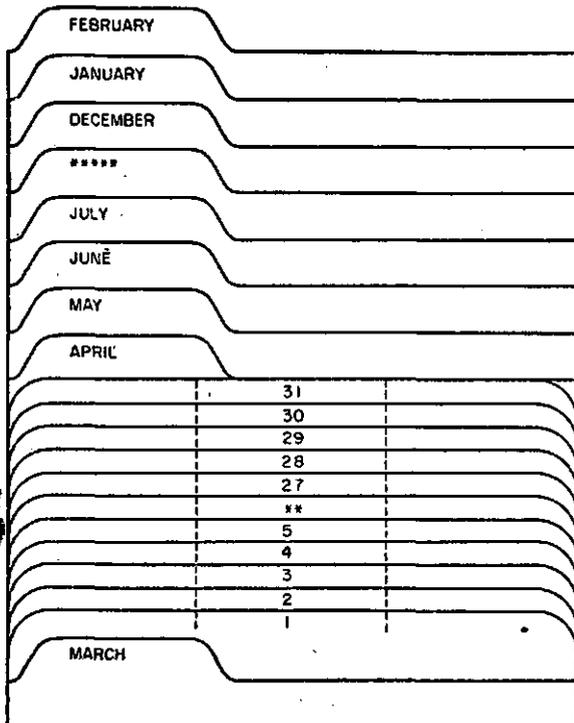


Figure 3. Chronological Arrangement (Par 8)

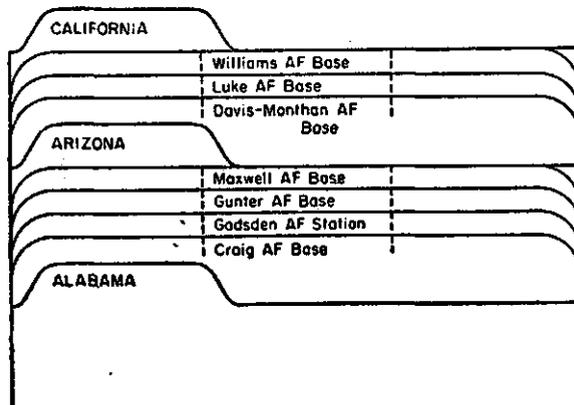


Figure 4. Geographical Arrangement by State (Par 9)

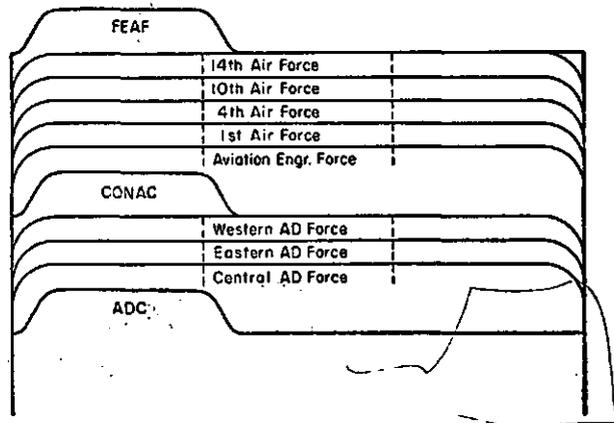


Figure 5. Organizational Arrangement (Par 10)

11. Alphabetical Arrangement

This arrangement is used to file documents by name of persons, companies, agencies, etc., in alphabetical order. It is used when the name is of primary importance in referring to the records. Because names comprise more than one word and frequently include initials and descriptive words, rules for filing them alphabetically will be consistent. Rules for alphabetical filing of names are found in Appendix B. Figure 6 illustrates samples of alphabetical filing arrangements.

12. Case Filing

This method of filing is the grouping of documents that pertain to a particular person, place, or thing. A case file may consist of correspondence and other documents, all of which pertain to the same person, place, or thing. The case file differs from a subject file in that the subject file consists of the documents collected on separate transactions, all of which pertain to a *general* subject; while the individual documents in the case file pertain to a *specific* subject; such as a particular person, place, or thing. Case files are also distinguished from subject files

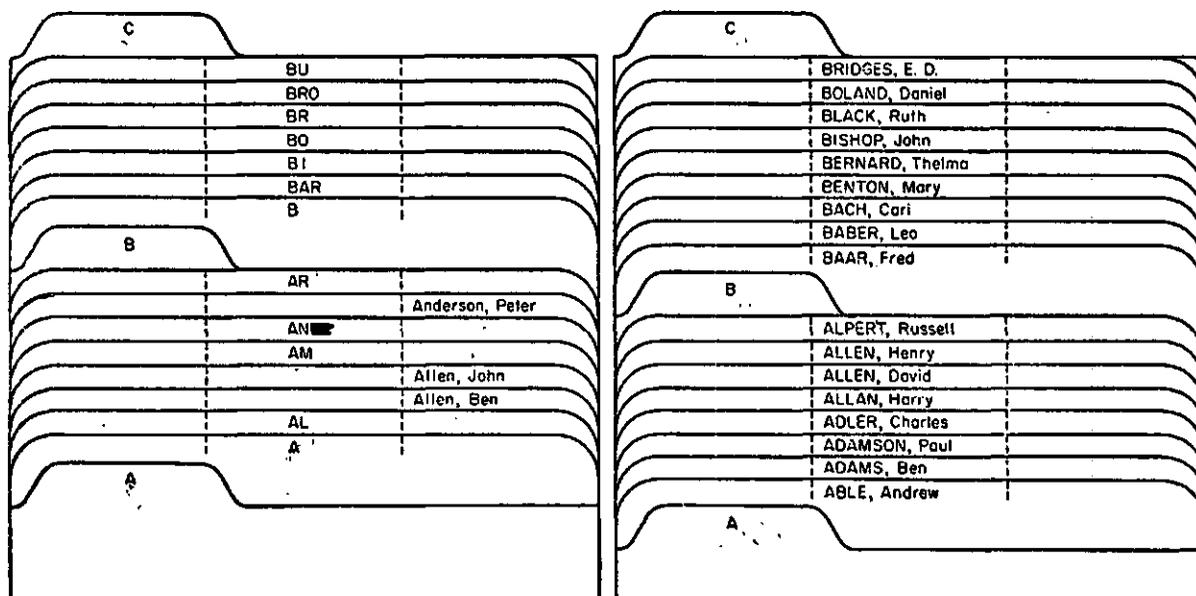


Figure 6. Alphabetical Arrangement
(Par 11)

6a. Consolidated and Individual Files

6b. Individual Files

in that subject files are terminated annually while the termination of a case file is contingent upon an event, such as final payment of a contract, completion of a project, termination of employment, etc. For these reasons, case files are generally filed as a separate series of records under any of the arrangements mentioned above as may be appropriate. However, small groups of case files may be maintained in the correspondence file as a subdivision of the general subject. For example, the general subject of microfilming may be subdivided by case files, each file pertaining to a specific microfilming project. In this case, the general subject folder would be cut off annually but the case files would be brought forward to the current year's file until the particular

~~project was completed.~~ Papers within each case file are generally arranged in chronological order, with the most recent paper placed at the front of the folder.

13. Use of Copyright Indexing and Filing Systems

The use of indexing or filing systems that have been copyrighted by the manufacturer is prohibited, without prior approval of Hq USAF. Approval will be requested from the Director of Administrative Services, Headquarters USAF, ATTENTION: Records Management Group (AFCAS-8), giving a description of the system to be used, the name of the manufacturer and the records to be maintained thereby.

Chapter 3

THE AIR FORCE SYSTEM FOR THE ARRANGEMENT OF RECORDS BY SUBJECT

CORRESPONDENCE

14. What This Chapter Contains

This chapter contains a description of the Air Force Subjective Classification System for the arrangement of correspondence by subject. The classification system, consisting of a master classification outline of Air Force subject matter and a relative index thereto, will be found in Appendix A.

15. The Air Force Subjective Classification System

a. *Introduction.* It has been said that: "the best system ever devised is only as good as the persons that use it." This means, of course, that in order for a "system" to accomplish the purposes for which it is designed, the persons that use it must understand thoroughly what it was designed to do and how to apply it. The Air Force Subjective Classification System has been designed to:

- (1) Arrange and group correspondence and related documents by the Air Force *function* to which their *subject* pertains;
- (2) Provide subject arrangement of correspondence and related documents so that they can be filed and found quickly and easily; and
- (3) Enable Air Force activities to separate, simply and quickly, those portions of the file that must be retained from those that should be disposed of promptly.

Since the system is designed to group the subject matter of documents by the *function* to which they pertain it can be described as a "functional classification system." With that idea in mind, all of the functions per-

formed by Air Force activities have been grouped into twenty-five (25) broad categories which are referred to in the system as "major subjective categories" or "major subjects."

b. *Major Subjective Categories.* The "major subjective categories" are listed in Appendix A, together with a list of the most common specific subjects that comprise each of the major subjective categories. Each of the twenty-five (25) major subjective categories represents a group of specific but related functions and related subject matter. The addition of other major subjective category titles is not authorized. The meaning and scope of each major subjective category is explained in Appendix A.

c. *Subdivisions.* Each of the major subjective categories is subdivided by related subject matter. These subdivisions are referred to as primary, secondary, tertiary, and further subdivisions. When the primary subject is rather broad in scope and includes matters frequently identified as separate functional subjects, a list of such subjects is provided. These subjects are referred to as "secondary subdivisions," or "secondary subjects." Similar lists of related subjects are added to the secondary subdivisions and tertiary subdivisions. The complete list of subjects is referred to as the "master outline" for it is, in fact, an "outline" of the broad functions performed by Air Force activities, a majority of the specific functions of which they are comprised, and how they are related to each other. The "master outline" in this manual is intended only as

a reference guide for establishing a "subject file" that will meet the specific requirements of the user and to show the proper relationship of specific subjects to the major subjects and to each other. Subjects not specifically provided for in the master outline may be added. *To permit flexibility and simplification of the filing system, secondary and further subdivisions may be used as primaries when they represent the primary function of the activities served by an office of record.* It must be noted that the titles represented ~~as subdivisions - are - subjects~~ and do not indicate that the record itself will be filed there. For example, MIL 7, "Military Personnel Records" is used to group correspondence on the subject of Military Personnel Records. The personnel records groups or individual personnel files are filed as a separate series of records and not in the correspondence file.

d. *Rules for Using the Subjects in the Master Outline.* It must be borne in mind that the Air Force Subjective Classification System is designed to meet the many and varied requirements for "subject files" that exist throughout the Air Force. It is not intended that the master outline of subjects be used in its entirety for a single set of files. The master outline will be used only *as the basis for establishing a file*, using only as much of the "master outline" as is necessary to meet the reference requirements of the user and volume of documents that will be placed in the file. If the suggestions below are borne in mind in applying the system and its procedures, a simple and effective subject file will result.

(1) If the volume of records accumulated under a major subjective category is small, use only the major subjective category and, if necessary, certain selected primary subdivisions.

(2) Subdivide subjects only when experience indicates that a specific aspect of the subject is referred to frequently, and the volume warrants a separate subdivision.

(3) When the volume of documents in a subject folder reaches the capacity of the folder (three-quarters of an inch) and it is

not necessary to subdivide it in accordance with (2) above, add another folder on the same subject, identified by the inclusive dates of the documents within each folder.

e. *File Codes.* File codes are a combination of letters and numbers that represent a particular subject.

(1) Subjects are assigned file codes to facilitate identification for classifying, sorting, and filing. In this classification system the coding system consists of a three-letter symbol for each of the 25 major subjective categories and number(s) representing the subdivision, if used. With only a few exceptions, the symbol clearly suggests the subjective title it represents. For example, CIV means Civilian Personnel Administration, and MGT means Administrative Management. A list of the symbols is contained in appendix A.

(2) As indicated in g(2), below, subdivisions are arbitrarily assigned a number in the sequence in which they were established on the initial file outline. Dashes are used to separate the numbers. Examples of file codes representing major subjective categories and primary, secondary, and tertiary subdivisions are illustrated below:

Major Subjective Category	CIV
Primary	CIV 1
Secondary	CIV 1-1
Tertiary	CIV 1-1-1

f. *Relative Index.* The index in appendix A is an alphabetical listing of specific subjects, indicating the related major subjective category or subdivision in the Master Outline, Air Force Subjective Classification System. The relative index shows the proper relationship of specific subjects to the major subjects and to each other. It will assist the user of the system to classify documents properly for filing. For example, MIL 2 indicates that the subject of "Assignment of Military Personnel" is related to the major subjective category, MILITARY PERSONNEL ADMINISTRATION. The subject, "Temporary Duty Assignment" is MIL 2-8 which indicates that this subject is related to MIL 2, "Assignment of Military Personnel." Note that the index also in-

cludes titles and terms synonymous with subjects listed in the Master Outline. It is not necessary to compile a separate relative index for the files outline of the files of an office of record (see g, below). However, a notation on the file outline of the inclusion of unusual subjects in a major subjective category or subdivision thereof is frequently very useful. It is again emphasized that the numerous subjects that make up the Master Outline and the Relative Index are to be used only to the extent necessary to establish a file in the most simple form that will meet the requirements of the office of record.

g. *General Correspondence Files Outline.* (Note: The "file outline" (subjective classification outline) for general correspondence files has been made a part of AF Form 80, "Files Maintenance and Disposition Plan," described in paragraph 19c. Do not prepare a separate general correspondence "file outline." Pending a complete revision of this manual, all references to "file outline" will be interpreted to refer to that portion of AF Form 80, which describes the subjectively arranged general correspondence file. Accordingly, the following instructions for maintaining these files will continue to apply.) Use the "master outline" as a basis for establishing a "file outline." Subjects not specifically provided for in the "master outline" may be added to the "file outline" as required. The "file outline" is prepared on AF Form 80. (See paragraph 19c.)

(1) In preparing the file outline, select the *major* subjective category or categories that represent the subject matter areas dealt with by the offices served by the office of record. Use only the minimum of subdivisions warranted by volume of correspondence.

(2) In numbering the primary, secondary, and further subdivisions, do not use the numbers in the master outline, but assign your own numbers in sequence, under each major subjective category, as illustrated below. In the illustration, a group of subjects from the major subjective category, MILITARY PERSONNEL ADMINISTRATION, is used. If subjects are added

after initial compilation of the file outline, merely assign the next number in sequence.

- MIL 1 Assignment and Reassignment
- 2 Discipline-Conduct
- 3 Pay and Allowance
- 4 Promotion and Demotion
- (added) 5 Identification

Secondary numbers will be assigned in sequence under each primary subdivision as illustrated below:

- MIL 1 Assignment and Reassignment
 - 1-1 Attached
 - 1-2 Permanent Change of Station
 - 1-3 Temporary Duty
 - (added) 1-4 Flying Status

(3) Consecutive numbering is not required in secondary or further subdivisions that are subdivided by a numbering system from another publication. To illustrate: When the supply class numbers listed in AFM 67-1 are used as subdivisions of MTN, the classification numbers will be used as assigned in the supply manual: for example, MTN 4 (14), (15), and (25).

(4) Avoid setting up folders that will contain only one or two papers.

(a) Subdivide major and primary subjects only when experience indicates that a specific subdivision of the major subjective category is needed for reference, ~~or to segregate records that have different retention periods.~~

(b) Do not use a subdivision merely because a few pieces of paper are accumulated on a specific subject, or anticipate the use of subdivisions, unless experience indicates their need.

Example A illustrates further an elaborate subdivision that may be consolidated to provide adequate subject coverage, and yet will result in making and searching fewer folders. (See example B.)

Example A:

- | | |
|---------|--|
| MED 4 | Hospital and Dispensary Administration |
| 4-1 | Capacity and Status |
| 4-2 | Clinical Records |
| 4-3 | Patient Management |
| 4-3-1 | Admission and Disposition |
| 4-3-1-1 | Discharge |
| 4-3-1-2 | Leave |
| 4-3-1-3 | Transfer |

Example B:

MED 4	Hospital and Dispensary Administration
4-1	Capacity and Status
4-2	Clinical Records
4-3	Patient Management

In the above example, it was assumed that only a few papers were accumulated on each subdivision of MED 4-3. Therefore, to avoid making four folders that would contain only a few papers each, these papers were consolidated under MED 4-3. It is best to let experience dictate the need for subdividing each subject.

(5) The terms "general" and "miscellaneous" will not be used, since generalization is provided throughout the system. Using example A, above, as an illustration; a letter pertaining to Hospital and Dispensary Administration, but not specifically to subjects 4-1 thru 4-3, would be classified under MED 4. Similarly, a letter pertaining to Patient Management, but not specifically to the subdivisions thereof, would be classified MED 4-3.

C *HCS* *1* *ORIGINAL* (6) A copy of AF Form 80, "Files Maintenance and Disposition Plan," including superseded plans will be maintained in front of the current general correspondence files. It is not necessary to retire a copy of the plan with files retired to the records staging area because the AF Form 42, "Records Shipment List," contains sufficient detail to facilitate search. (Note: "File Outlines" superseded by the system described in paragraph 19b will be maintained and retired with the general correspondence accumulated before adoption of this system.)

C *HCS* *1* ★16. **Classifying Correspondence**

Classifying is the process of determining the subject matter of the document; the major subjective category that represents that subject matter; the specific subdivision to which it pertains, if needed; and the file code that should appear on the paper.

Subject matter is classified in accordance with the file outline prepared for the office of record. In determining the classification of a letter, the classifier should read the body of the letter since the "subject line"

does not always represent the actual subject, or may lack sufficient identifying information. In the process of classifying documents, the classifier must also determine the need for cross-referencing as discussed in paragraph 17 and illustrated in figures 7 and 8. After the appropriate classification is determined, place the file code on correspondence in the upper right corner as illustrated in figure 7. Papers will be coded only after action has been completed and papers have been authorized for file. (See paragraph 21a.) A few general rules to be followed in classifying by the Air Force Subjective Classification System are discussed below:

a. The subject of a document may have a different meaning or significance to the individual activities involved in the exchange of correspondence. Therefore, the subject of the document should be classified on the basis of its pertinence, interest, or significance to the functions and operations of the activity for which the document is maintained. For example, to an Operations Office, the subject "Use of Air Bases" may mean suitability of the base from the standpoint of its use for strategic bombing operations and the document would be classified accordingly, under OPS 1. To an Installations Office, the subject may concern the engineering problems involved in maintaining the airfields, and therefore, it would be properly classified under INS 1. Similarly, documents that refer to an item of supply, or the action of a board or committee, should be classified on the basis of the subject matter they concern and on the basis of their pertinence and significance to the function of the office for which the records are maintained. For example, a letter about an item of supply would be classified under MTN, SUP, or R&D depending upon whether the letter concerned the maintenance of the supply item, the distribution of the item, or the performance of research and development on the item. Likewise, reports, if not filed as a separate series of records, should be filed by the subject of the report. For example, Records Management Reports are filed under MGT 1, Documentation and Records Management, and not under MGT 10.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON 25, D.C.



1-1
XCIX 11-2
file
ad

REPLY TO
ATTN OF: AFCSS-CP-4

SUBJECT: Suggestion No. 1234 - Preparation of Correspondence

1 JUN 1961

TO: HQ USAF (AFCAS-8)

1. XXXXX XXXXXXXX XXX X XXXX XXXXXXX XXX XXXXX XXXXXXX XXXX XX

XXXXX XXXXXXXX.

2. XXXXXXXXXX XXXXXXX XX XXX XXXXX XXXXX XXXXXXXXXX XXXXXXX XXXX XXX

XXXXXX.

XXXXX XXXXXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Figure 7. File and Cross-Reference Designation (Par. 16)

181-113

DATE ^{1 JUN 61} ~~15-Dec-57~~

INDEX: CIV 11-2

TO: AFCAS-8

FROM: Hq Committee on Civilian Awards

SUMMARY: Suggestion No. 1234 - Preparation of Correspondence

FILED: MGT 1-1

INDEXER: amd

REMARKS:

DD FORM 1 MAR 50 334

CROSS-REFERENCE SHEET

Figure 8. DD Form 334, Cross-Reference Sheet (Pars 16 and 17)

b. Correspondence accumulated in the performance of the primary mission or functions of the ~~office served by~~ the office of record, as opposed to those documents accumulated in the internal administration of the office, will be classified under the major subjective category or subdivision thereof that represents each such subject. (See Figure 9.)

c. Correspondence accumulated in the performance of the internal administration of the ~~office served by~~ the office of record will be classified under the major subjective category OFFICE ADMINISTRATION, or appropriate subdivision thereof.

d. Correspondence, whether ~~they~~ concerns "mission functions" or "office administration" that are "transitory" in nature will be classified and filed as transitory material as explained in paragraph 19c.

17. Cross-Referencing

DD Form 334, illustrated in Figure 8, is placed in the files as a finding aid when reference is made to the actual document in more than one way. A copy or copies are

filed under one or more subjects as required, indicating where the actual document is filed. Judgment based on knowledge of the files and the manner of making references should determine the extent of cross-referencing. Elaborate cross-reference systems should not be established because, in isolated instances, a particular document is hard to find. Instructions for preparing the cross-reference form are contained in paragraph e, below. As a general rule, documents should be arranged in a manner which will preclude the necessity for cross-references, or any other additional "finding" system.

a. *Subject Cross-Referencing.* When two or more separate and distinct subjects are contained in a single document, classify and file the document under the primary subject, and cross-reference the other subject, or subjects, as required. The cross-reference designation will be made by the classifier at the time the initial coding is made. The designations are placed on documents as illustrated in Figure 7.

b. *Name Cross-Referencing.* Air Force

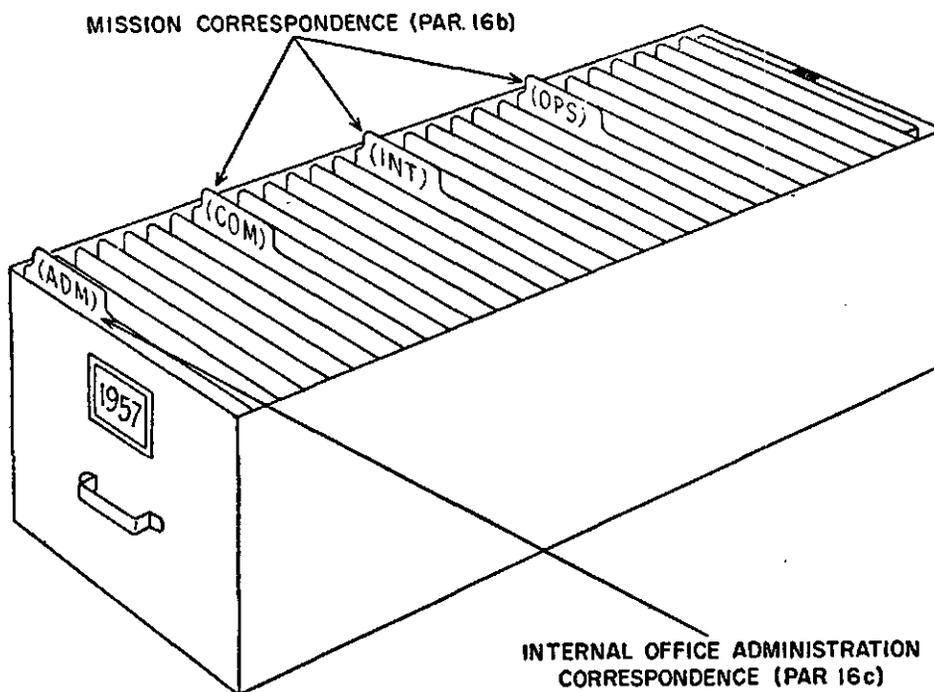


Figure 9. Example of Mission and Office Administration Correspondence File (Pars 16 b and c)

activities, conducting a large volume of correspondence with the general public, the Congress, or other government agencies, may find a "name index" useful in quickly locating correspondence filed by subject. When such an index is warranted, it will be maintained in front of the first drawer of the files to which it relates.

c. Continuity Cross-Referencing. This is the use of a cross-reference sheet describing a document brought forward from one folder to another and consolidated with related papers. The continuity cross-reference sheet is filed, replacing the document brought forward.

For example: a basic letter with 2 indorsements, filed under date of 21 Jun 60, may be brought forward and attached to another basic letter, dated 7 Jan 61, on the same subject and transaction. A cross-reference sheet is prepared and filed in place of the letter dated 21 Jun 60 to show that the letter has been placed in the files of the following year.

d. Cross-Reference Designation. File and cross-reference designations will be placed on the document as illustrated in figure 7. A check mark, drawn through the (x), will indicate that the cross-reference has been prepared. Names to be cross-referenced should be underlined. Place an (x) over the name after cross-reference has been made.

★*e. Preparation of Cross-Reference Sheets.* DD Form 334 (supplied in single sheets is used for this purpose (see figure 8).

(1) *Date.* Type date of correspondence or document being cross-referenced: day, month, and year (e.g., 1 June 1961). If no date is shown, insert "ND" and approximate date, or, date received.

(2) *Index.* List all subject and name cross-references which the classifier has

marked. If more than one reference is required, use additional DD Forms 334 as needed. This form is also used for "continuity cross-referencing."

(3) *To.* Enter name of individual or organization to whom the document is addressed.

(4) *From.* Indicate document originator.

(5) *Summary.* Enter subject line of document being cross-referenced. If further identification is needed, include names, serial numbers, sums of money, or other supplementary information.

(6) *Filed.* Enter file designation of the document. When a continuity cross-reference sheet is being prepared, place the new date (under which the correspondence will be filed) in parentheses after the file designation; e.g., MGT 1-1 (1 Jan 63).

★*f. Substitution of Copies for DD Form 334.* If an extra copy of the document to be cross-referenced is available, use it instead of DD Form 334. Also, use copies made on "fast copy" machines in lieu of DD Form 334 when facilities are conveniently located.

(1) *When Extra Copies Are Used.* Mark extra copy as illustrated in figure 7. Circle file designation to indicate where the extra copy is to be filed as a cross-reference.

(2) *When Fast Copies Are Used.* Mark the record copy (as illustrated in figure 7) before making fast copies of it. Circle file designation, on the copy, to indicate where it will be filed as a cross-reference.

(3) *Continuity Cross-Reference.* When using extra or fast copies for continuity cross-reference, write (in parentheses) the new date under which the document is filed (as described in subparagraph e(6) above).

Chapter 4

FILES PROCEDURES

18. What This Chapter Contains

This chapter contains instructions for:

- a. Filing to facilitate disposition of records.
- b. Maintaining classified records.
- c. Preparing and assembling correspondence for file.
- d. Using guides and folders.
- e. Labeling guides, folders, and cabinets.
- f. Charging out documents from the file.
- g. Fastening papers.
- h. Sorting records.
- i. Cutting off files after prescribed periods of time or upon occurrence of a specific event.

19. Adaptation of Filing Procedures To Facilitate Disposition of Records

★a. *General Policy.* Planning for records maintenance has 2 objectives:

- (1) To arrange records to meet current reference requirements.
- (2) To identify and group series of records to facilitate systematic disposition authorized by AFM 181-5.

Arrange files to make it easier to destroy or retire them. *For example:* arrange files to permit periodic retirement or disposal of each records series in complete blocks (see figure 10). Do not interfile records having different retention periods.

★b. *Consolidated Files Maintenance and Disposition System.* AF Forms 80 and 82,

"Files Maintenance and Disposition Plan," and "Files Disposition Control Label," are the 2 basic elements of this system. These forms (described in c and d below) replace AF Forms 296 and 296a, "Records Control Schedules," and "Continuation Sheet," and the general correspondence files outline. Records control schedules, superseded by this system, will be retained as long as needed.

c. *Files Maintenance and Disposition Plan:*

(1) *Purpose.* AF Form 80, "Files Maintenance and Disposition Plan," will be prepared by each office of record (see figure 10a). It identifies all records for which an office has responsibility—both general correspondence files and other separate series of records. When used with labels (described in d below), this form provides a comprehensive and efficient system for maintaining and disposing of records.

(2) *Preparation.* Both sides of AF Form 80 will be used and prepared (in duplicate) as follows:

(a) *Column 5A.* Start with number 1 and consecutively number each series of records on the "Plan."

(b) *Column 5B.* Enter a brief, precise description of each series of records, using title of the applicable paragraph of AFM 181-5. If necessary for series identification, list various documents in the series. Occasionally, the local title of a series differs from AFM 181-5. In such instances, add the local title immediately after title used in the manual. (*NOTE:* If a group of records is not identified in AFM 181-5, use a brief title that is descriptive of the file and its function.) When identifying general correspondence files, list the "mis-

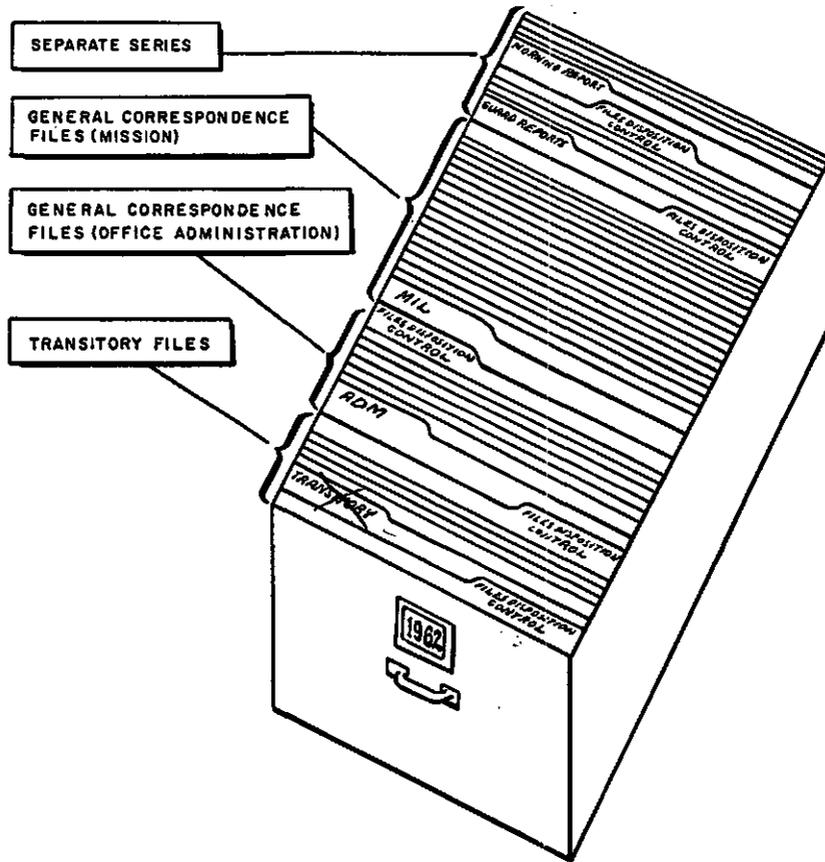


Figure 10. File Drawer Illustrating Placement of AF Forms 82

FILES MAINTENANCE AND DISPOSITION PLAN		DATE PREPARED 1 August 1963	
1. OFFICE SYMBOL OF OFFICE OF RECORD OR UNIT DESIGNATION Office of Safety		2. PREPARED BY (Name of records clerk) John Jones	
3. TYPED NAME AND POSITION TITLE OF RECORDS CUSTODIAN Richard Roe Assistant Director of Safety		4. SIGNATURE OF CUSTODIAN	
5. FILES PLAN			
ITEM NO.	TITLE OR DESCRIPTION OF RECORDS SERIES	FILED ARRANGEMENT OF EACH SERIES (Subjectively, numerically, alphabetically, etc.)	DISPOSITION (Insert number of paragraph and sub-paragraph in AFM 181-5. If paragraph cannot be found, enter "None.")
1	FILES MAINTENANCE AND DISPOSITION PLAN (AF FORM 80)	Front of Files	160303a
2	ROUTINE TRANSITORY RECORDS	Chronological	050102
3	GENERAL CORRESPONDENCE FILES (Office Admin) ADM OFFICE ADMINISTRATION 1 Administration of Office Personnel 2 Budgeting	Subjective	050101a(2)
4	GENERAL CORRESPONDENCE FILES (Mission) INV INVESTIGATIONS AND INSPECTIONS 1 Safety Programs 1-1 Flight Safety 1-2 Ground Safety	Subjective	050101a(1)
5	GROUND ACCIDENT SUMMARIES	Chronological	120310
6	GROUND ACCIDENT REPORTS	Chronological	120312
7	AIRCRAFT ACCIDENT AND/OR INCIDENT REPORTS	Alphabetical	120311

AF FORM 80
Aug 61

Figure 10a. Files Maintenance and Disposition Plan (Policy Making Office).

sion" and "office administration" portions of the file as separate items (see figure 10a). Then list specific subjects making up each portion of the file (see paragraph 15g and figure 10a). On the form, list records series in the sequence that best suits the needs of the using office.

(c) *Column 5C.* Self-explanatory.

(d) *Column 5D.* Enter paragraph and subparagraph numbers of AFM 181-5 prescribing disposition of the records. If a paragraph covering disposition of the files cannot be found, enter "None," and advise the records officer.

(3) *Distribution.* AF Form 80 original will be retained by the office of record. Forward the copy to the responsible records officer for review and use in monitoring maintenance and disposition of records concerned.

(4) *Review.* Preparation of AF Form 80 is a one-time job. However, periodically review and amend the form to insure that all files are accounted for and that cited disposition authorities are appropriate. Records officers will be notified of any corrections, deletions, or additions. Reaccomplish AF Form 80 only when further corrections or additions cannot be made.

★(5) *Standardization of AF Form 80.* Some lower echelon activities (such as base exchange units) accumulate, maintain, and dispose of like records in the same way. In such cases, standardization of AF Form 80 will save time and money. Proposed standard AF Form 80 will be approved by the command records management officer before using activities prepare and distribute them.

d. *Files Disposition Control:*

★(1) *Purpose.* AF Form 82, "Files Disposition Control Label" (see figure 10b), is printed on special paper stock which adheres to file guide cards when moistened with water. Affix this form to tabs of guide cards preceding each record series to facilitate block disposition of records. This identifies records filed behind each guide card and prescribes their ultimate disposition (in accordance with authorities from AFM

D GPO : 1961 OF - 810266	
1. TITLE OR DESCRIPTION OF RECORDS SERIES	
3. GENERAL CORRESPONDENCE FILES (Office Admin- istration)	
2. PARAGRAPH NO. FROM AFM 181-5	
050101a(2)	
3. CUT-OFF INSTRUCTIONS	
31 December	
4. DISPOSITION INSTRUCTIONS	
Destroy after 1 year.	
FILES DISPOSITION CONTROL LABEL	
AF FORM Aug 61 82	REPLACES AF FORMS 295, JAN 57 AND 296A, JUL 54 WHICH MAY BE USED UNTIL 1 JAN 63.

Figure 10b. Files Disposition Control Label.

181-5 cited on the related AF Form 80). These guide cards and labels are "disposition guide cards," as distinguished from "locator guide cards" described in paragraph 25. Do not use both "locator" and "disposition" guide cards in front of a records series because the disposition guide card also serves as a locator guide card.

★(2) *Use:*

(a) *Placement of Disposition Guide Cards:*

1. Use a first (left) position disposition guide card to identify files to be transferred to the records staging area.

2. Use a second (center) position disposition guide card to identify files to be forwarded directly to a records center by the office of record (such as morning reports, personnel folders, etc.).

3. Use a third (right) position disposition guide card to identify files to be destroyed in the current files area.

It is important that all records following a guide card have the same retention period. These cards will remain with cut-off files

as long as they are retained in the current files area. (See figure 10 for examples.)

(b) *Replacement or Reuse of Cards:*

1. Make new sets of cards as needed for current accumulations of each records series.

2. When non-current records series are retired or destroyed, reuse the disposition guide cards for current accumulations.

(c) *Exceptions:*

1. When it isn't feasible to affix AF Form 82 to a guide card and place the guide card in front of a record series, affix the label to the container housing the records. When the series of records is housed in more than one container, affix the label to the first container.

2. Do not prepare AF Forms 82 for records maintained for a period of time but never placed in filing equipment (such as a safe check record or a room security inspection record). Instead, describe the records on AF Form 80 and enter disposition instructions immediately below the description.

(3) *Preparation:*

★(a) *Item 1 (Title or Description of Record Series).* Insert appropriate item number from AF Form 80, "Files Maintenance and Disposition Plan," and paragraph title from AFM 181-5 followed by the local title, if any. *NOTE:* When volume justifies, item number from AF Form 80 may be used to code papers for filing in series other than correspondence files.

(b) *Item 2 (Paragraph Number from AFM 181-5).* Enter applicable paragraph number of AFM 181-5. If no paragraph is applicable, enter "None."

★(c) *Item 3 (Cut-off Instructions).* Indicate day and month (omit year to permit reuse of disposition guide card) or event when records will be cut-off as prescribed in paragraph 29, AFM 181-4.

(d) *Item 4 (Disposition Instructions).* Enter following information, as appropriate:

1. If series has a short retention

period, and, can be held in available space and equipment in office of record until eligible for destruction, enter the word "Destroy" followed by the retention period (e.g., "Destroy 6 months after cut-off").

2. If the series is "permanent," or, subject to a long retention period, enter the words "Transfer to Staging Area" or "Retire to Records Center," (as appropriate) followed by the period of retention in the office of record (e.g., "Transfer to staging area 2 years after cut-off"). Then, if records are temporary, give additional retention period (e.g., "Destroy after 3 additional years."); if records are permanent, so indicate. If disposition instructions are too lengthy for inclusion in this block, enter statement: "See AFM 181-5."

3. If no disposition instructions have been published enter "None." If instructions are published later, cross out "None" and enter applicable instructions.

★e. *General Correspondence Files.* These are subjectively arranged files of letters, messages, memoranda, and related documents accumulated by most offices of record. Maintenance of such files under the Air Force Subjective Classification System provides for segregation of "mission" documentation from "non-mission" (or housekeeping papers) at time of filing. This is accomplished by filing correspondence pertaining to the mission (functions and responsibilities) of the office of record under the appropriate major subjective category chosen from appendix A of this manual. All other correspondence is arranged subjectively in the "Office Administration—ADM" category as "non-mission" to the office accumulating them. Arrange correspondence files as follows to facilitate disposition:

(1) *HQ USAF, Major Air Commands, and Certain Major Subordinate Air Commands:*

(a) *Mission "Managerial" Correspondence.* Correspondence files at these levels documenting Air Force or command-wide policy making, program monitoring, and implementation of policies from higher

authority, are permanent records as provided in paragraph 050101a(1), AFM 181-5. They should be identified as a separate records series on the AF Form 80. (Correspondence accumulated by major command staff offices pertaining to functions for which they have command-wide responsibility is an example of such material.)

(b) *Mission "Operational" Correspondence.* Many offices at these levels also accumulate mission correspondence of temporary value. (Correspondence accumulated by major command staff offices pertaining to local implementation of Air Force and command directives by their immediate headquarters is an example of such correspondence.) It may be destroyed after 1 year as provided in paragraph 050101b, AFM 181-5, and should be identified as a separate item on the AF Form 80.

(c) *Non-mission Correspondence.* This category is also accumulated at these higher headquarters. It should be identified as a separate item on the AF Form 80 and disposed of after 1 year as provided in paragraph 050101a(2), AFM 181-5.

(2) *All Other Organizational Levels.* For records disposal purposes, there is no need to differentiate between "mission" and "non-mission" correspondence at these levels since both groups of correspondence are disposable after 1 year. Accordingly, identify correspondence files at these levels as 1 item on the AF Form 80 and cite paragraph 050101b, AF 181-5, as the disposal authority.

(3) *Correspondence Filed With Other Records Series.* Correspondence relating to forms or other documents filed as separate.

series of records should be filed with such documents. For example, correspondence that relates to a specific bill of lading should be filed with the bill of lading. If this is done, the correspondence can be disposed of without screening at the same time the bill of lading is disposed of.

f. *Transitory Records:*

(1) Offices will generally accumulate correspondence and other documents that are of transitory value only. They include original and informational copies of documents that do not contain procedural or policy matter applicable to the receiving office, that do not require action by the receiving office, that involve a routine transaction, or that do not contain information of continuing reference value. They may also consist of letters of transmittal, communications correcting reports or other minor corrections to records, and requests for routine information, publications or supplies. The elimination of this material simplifies filing, because there are fewer papers to code, sort, and file subjectively. This also permits faster reference to important papers; and eliminates the need to screen the transitory material when records are disposed of.

(2) Transitory records that have served their purpose should be destroyed immediately rather than filed. However, if it is believed that they will be of reference value for 90 days or less, they will be filed in a folder labeled "Transitory" in date order regardless of subject and maintained as a separate series of records.

~~g. *Small Collections of Records.* In many instances, an office will accumulate small collections of records that are identified as separate series of records in AFM 181-5. To overcome the problem of different retention periods, it is suggested that the following action be taken unless reference to the records would be impaired:~~

(1) File in the transitory file those records eligible for disposal within 90 days.

(2) Records that are disposable contingent upon supersession or obsolescence (except publications), for example, records

~~control schedules, office policy memorandums, etc., can be filed in the correspondence file but "flagged" to indicate that they must be brought forward into the current file each year.~~

(3) Records with retention periods of 2 years or less may be maintained as a part of correspondence files which are disposable after 2 years and destroyed when the latter files become eligible for destruction.

(4) Records disposable in 1 year or less should be maintained on a calendar or fiscal year basis and destroyed 1 year after annual cut-off.

★(19.1) **Policy or Precedence Files**

These files consist of (extra copies of selected documents that reflect policies, precedents, procedures, and instructions that govern the performance of the mission and the operation of the office.) They are used as a "ready" reference in conducting daily business and as a means of indoctrinating new personnel. They must be maintained on a current basis as a separate series of records. Since the documents in the file are few in number, they can usually be maintained in a single folder or binder. The file is kept current on a continuing basis by replacing superseded documents, removing obsolete documents, and adding new documents.

★20. **Filing Security-Classified Records**

Handle classified files in accordance with AFR 205-1. (para. 3-10), etc.

File classified records separately, *except* when it is necessary to maintain the ~~distinction~~ and continuity of a particular transaction or event, or the volume of unclassified material is too small to justify setting up separate files. ~~In such cases,~~ indicate on the folder tab the highest classification of the records filed therein. Otherwise, the label and file designations should be the same in all other respects as the folders containing unclassified material. *Folders containing classified material must be filed in cabinets of the type authorized for each*

classification. If folders containing classified material are to be filed with unclassified material, place the classified folder directly behind the folder containing unclassified material of the same type. When classified and unclassified material are filed in the same file cabinet and additional filing space is needed, the classified and unclassified folders will be segregated and filed in separate cabinets to avoid having to purchase additional security equipment. When a classified document is to be added to a voluminous file that has been unclassified before, the following action is recommended: substitute a cross-reference sheet for the classified document and file the classified document separately in available security equipment. *Do not include any classified information on the cross-reference sheets that are to be filed in an unclassified file.*

21. Preparation of Documents for Filing

In preparing documents for filing:

a. Insure that documents have been authorized for filing by the word "file" and initials of the authorizing official have been written on them as illustrated in figure 7. However, certain documents, such as retained copies of outgoing correspondence, are to be filed because there is evidence that they have been signed and dispatched. These copies, therefore, do not require the word "file" and initials.

b. Remove rubber bands; paper clips, pins and other temporary fasteners.

c. Determine that the file is complete and all inclosures are retained, or are accounted for.

d. See that parts of another file are not accidentally attached.

e. Mend, or reinforce with scotch tape, all torn or frayed papers.

f. Destroy identical duplicate copies, except the "originals" and "coordination" or file copies of correspondence.

g. Remove all copies of mail control forms and receipts; classified cover sheets; and memo routing slips, except those containing remarks of significant record value.

★22. Assembling Correspondence for Filing

Arrange file copies of correspondence in the sequence described below. This arrangement is identical to the arrangement prescribed for dispatch of correspondence in AFM 10-1.

a. *Letter With No Indorsement (See Figure 11):*

(1) Arrange in numerical sequence with first of two or more pages on top.

(2) Arrange attachments in numerical sequence, following the basic letter.

b. *Letter With Indorsements (See Figure 12).*

(1) Arrange correspondence as follows:

(a) Place the latest indorsement on top of basic letter. All other indorsements follow the basic letter in numerical sequence.

(b) Arrange attachments in numerical sequence and place at the bottom of the file.

(2) Arrange the pages as follows:

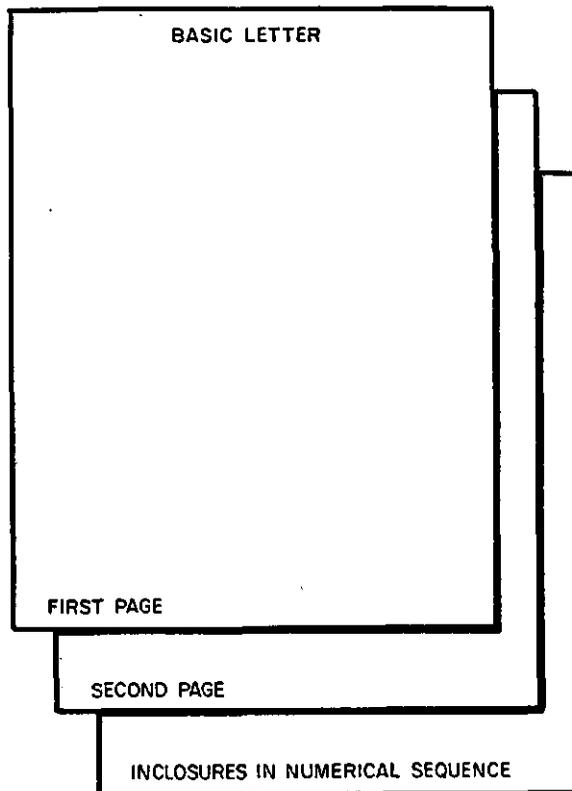


Figure 11. How To Assemble Basic Letter and Attachments with No Indorsements for Filing (Par 22)

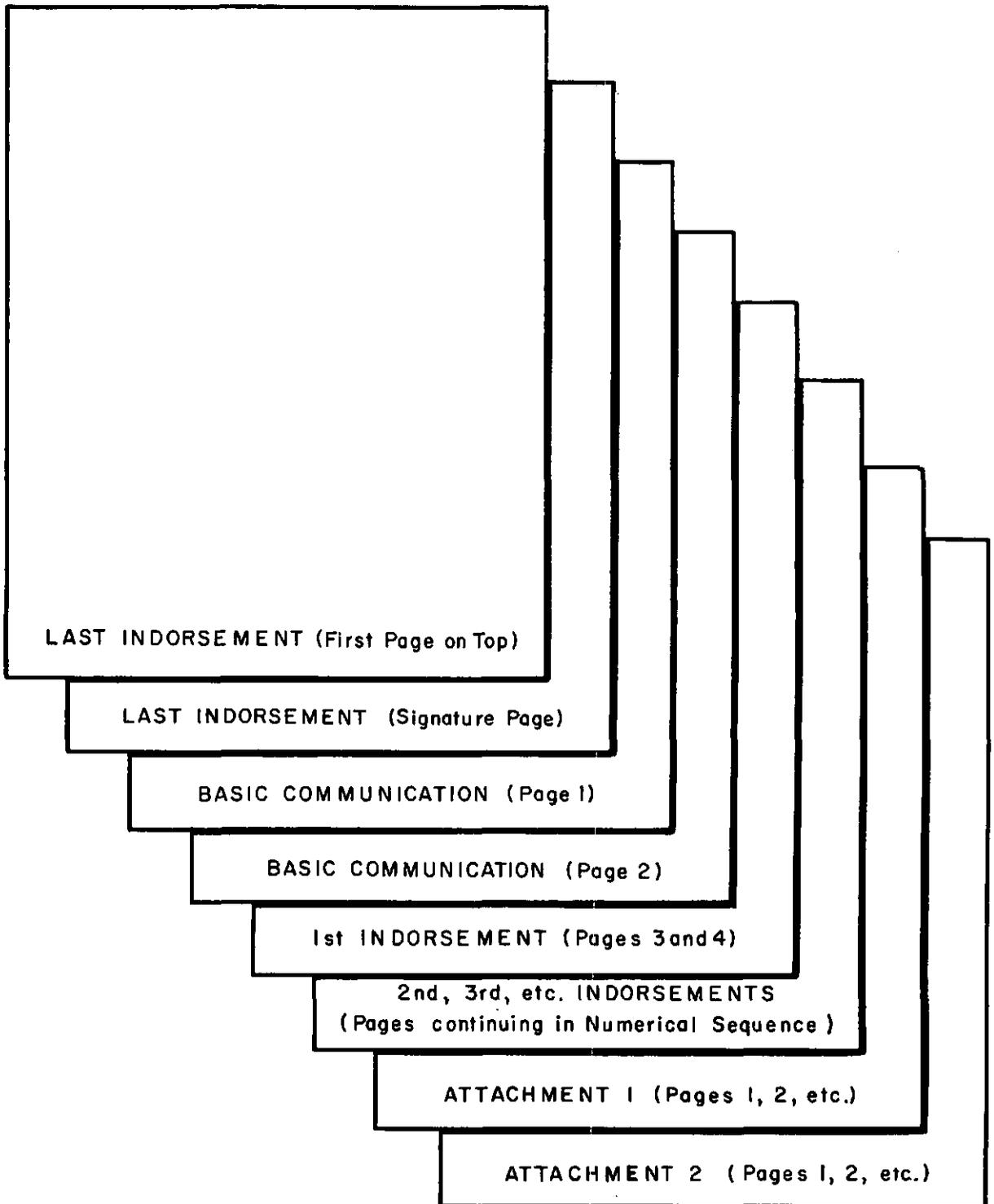


Figure 12. How To Assemble Basic Letter With Attachments, Indorsements, and Related Material for Filing (Par. 22)

(a) Arrange pages of latest indorsement in numerical sequence (on top of basic letter).

(b) Arrange pages of basic letter and all other indorsements in numerical sequence.

c. *Filing Date.* File correspondence arranged as prescribed in a and b above, by date of latest action.

23. Connecting Related Papers

When papers to be filed refer to or are concerned with previous documents relating to the same transaction, the previous documents will be brought forward and combined with the papers to be filed, if reference requirements justify such action. (See figure 12.) A cross-reference sheet will be substituted for papers brought forward from one folder to another in the same manner as provided in paragraph 17c, to maintain continuity.

★24. Fastening Practices

Papers relating to the same action, such as the basic letter with indorsements and attachments, will be stapled together in the upper left corner. The stapled documents will then be filed loosely in each folder. Documents in a subject file will not be fastened with prong fasteners. Prong

fasteners may be used for fastening documents that make up a "case" file. For such cases, a short strip of masking tape, pressure sensitive adhesive tape, or other suitable material should be applied on top of the metal fastener and affixed to the outside of the file folder. (See figure 12a.) This technique prevents tearing of folders in the file drawers and materially prolongs the life of the folder. It also insures that the fastener, when open, will not become detached from the folder. Documents to be added to a case file will be merely dropped in the case folder until the case is withdrawn for reference. All accumulated documents can then be punched and fastened at one time.

★25. Preparation and Use of Guides and Folders

Sample file arrangements illustrating the use of guides and folders in a correspondence file are shown in figures 13 and 14. Suggested arrangements of guides and folders for other than subject files are illustrated in chapter 2. Disposition Guide Cards used to identify separate series of records and which tell how the records that make up the series are disposed of are discussed in paragraph 19d. Alphabetical subdivisions listed in appendix B may be utilized for alpha-

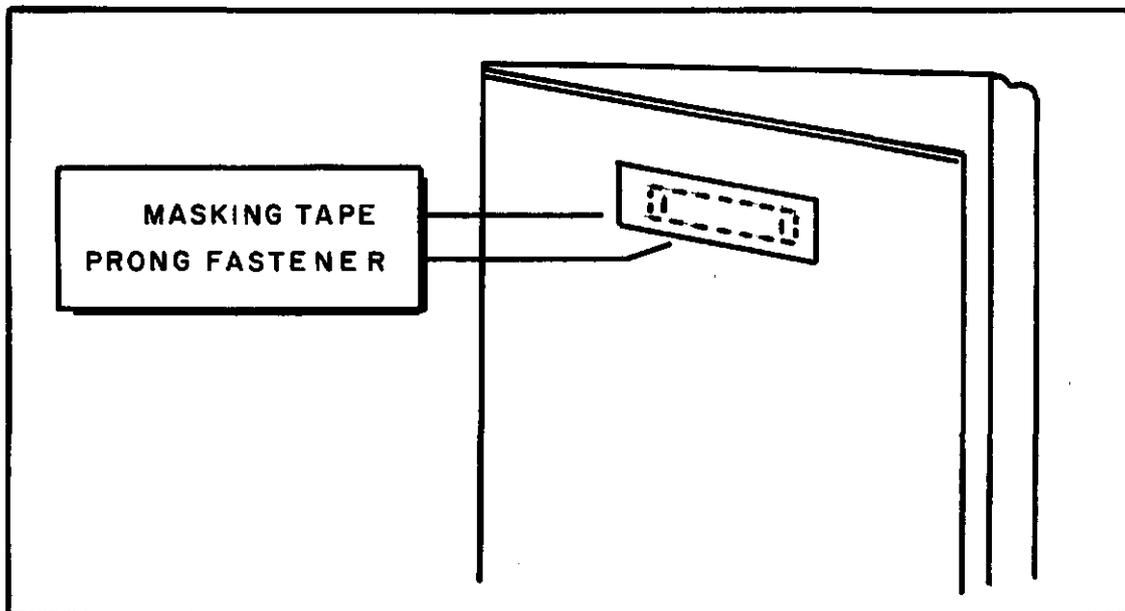


Figure 12a. Use of Masking Tape on Prong Fasteners

betical file guides. The standard guides, folders, and the label prescribed for Air Force use are listed in chapter 5. Specific instructions for the use of guides and folders in the general correspondence file are prescribed below:

a. *Guides:*

(1) File guides serve as signposts to lead the searcher to specific portions of the file. They also support the folders.

(a) A first position guide will be prepared to introduce each major subjective category used in establishing a set of files.

(b) Guides in the second position are generally used for the primary subdivisions and in the third position for further subdivision. This guiding procedure and the use of first, second, and third guiding positions are illustrated in figure 13. However, to achieve a better balance of guides to folders, in instances where the tertiary and further subdivisions are numerous, it may be desirable to place both the major and primary categories in the first position, the secondary in the second position, and further subdivisions in the third position. This method of using guides is illustrated in figure 14.

(c) The rules for the use of guides are made flexible intentionally so that the user of the file may "guide" the file to make the best possible reference, considering the complexity of the file. As a general rule, in addition to the guide used to introduce each major subjective category, a guide will precede the first folder of each group of subjective subdivisions, as illustrated by figure 14.

(2) The major subjective code and title, i.e., MGT—ADMINISTRATIVE MANAGEMENT, is to be typed or printed on a standard label. Attach this label to the guide tab. For subdivisions, type the major subjective code and the title of the subdivisions; i.e., MGT 1—DOCUMENTATION AND RECORDS MANAGEMENT.

(3) Place guides in the file drawer from front to back in the alphabetical sequence of the major subjective codes; i.e., CIV, COM, FIN, etc. Arrange subdivision guides in numerical sequence under each category from front to back. Remove those guides in good condition before disposing of the file, and re-use them.

b. *Folders:*

(1) Use file folders to group related records together. Identify the folders by file symbol, complete subject title, and year; e.g., MGT 1—DOCUMENTATION AND RECORDS MANAGEMENT, 1961, on a standard label. Code words, project numbers, and other information may be added to further identify the file. The position of the label on the folder will correspond to the position of the related guide. Typing the information on the label is preferred.

(2) Place folders *behind* related guides. File papers within the folder so that the latest date will always be at the front. Do not overload folders. When the volume of records reaches about $\frac{3}{4}$ inches, subdivide by placing a folder, labeled identically, in front of the existing folder. Add inclusive dates of the documents on each

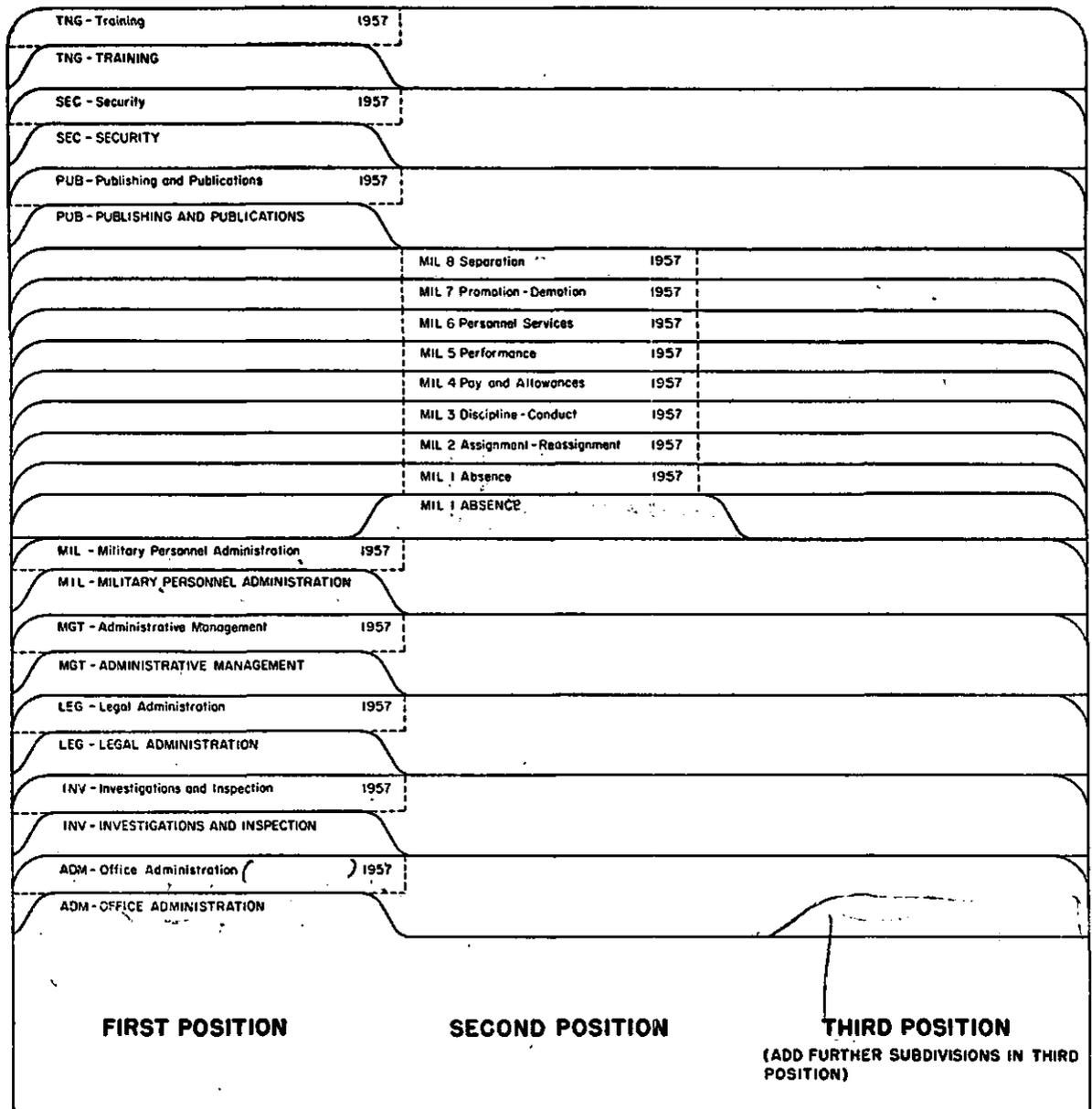


Figure 13. Subject File Arrangement showing Guides and Folders with only major Subjective Categories in the First Position (Par 25)

folder; e.g., 1 Jan—30 Jun 1958. These additional folders should contain documents of equal periods of one month, two months, and so forth, if practical. (See also par 15d(3).)

guides and folders for major subjective categories, and further subdivisions.

26) Labeling Cabinets

Label each unclassified file drawer to identify the contents adequately. Label cabinets containing classified material in accordance with AFR 205-1, and the implementing security directives applicable to the activity.

before labeling cabinets containing classified material.

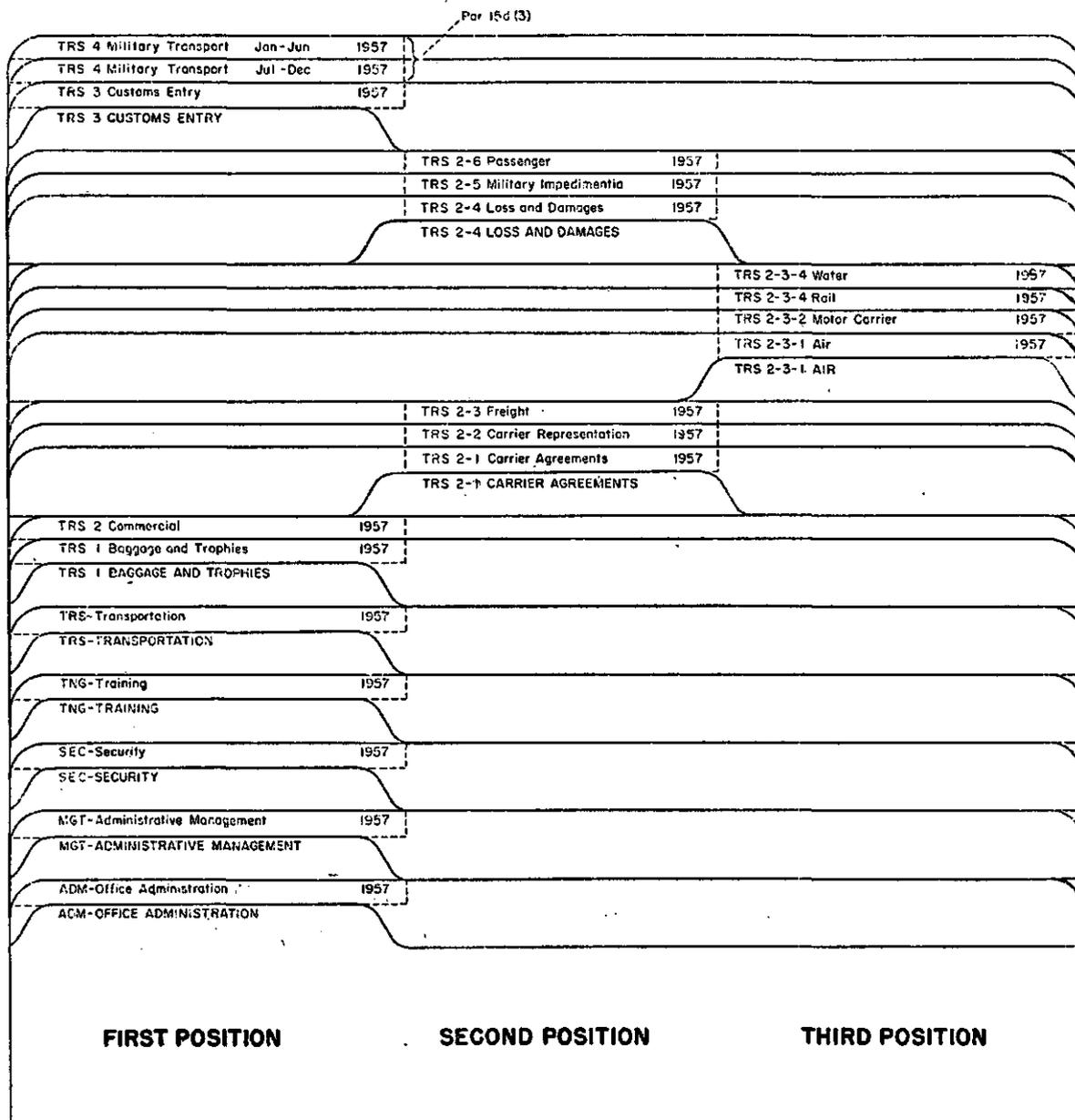


Figure 14. Subject File Arrangement showing Guides and Folders with major Subjective Categories and Primary Subdivisions in the First Position (Par 25)

27. Sorting

Sorting is the procedure for arranging records in proper sequence to facilitate filing. It also provides ready reference to the records in the event they are needed prior to actual filing in the appropriate folders. The extent to which records need be sorted depends upon the volume and filing arrangement.

a. Methods:

(1) Subjective files should be sorted and arranged first by major subjective categories. Then sort each major category into primary and secondary subdivisions as required.

(2) If the volume is small, alphabetical files may be sorted by arranging the papers to the first letter of the surname only. In

larger collections, it may be necessary to sort papers to the first several letters under which the papers are to be filed. When this is necessary, the alphabetical subdivisions contained in Appendix B can be used as a guide or basis for labeling the sorting equipment.

(3) If the volume is small, numerical files may be sorted by the basic numbers 0 thru 9, e.g., in groups 1-999, 1000, 2000, etc. If the volume is large, sort each group into hundreds, then each hundred group into tens, etc. Numerical labels on sorting equipment from 0 through 9 can be used to represent tens, hundreds, thousands, etc. For example, 9 may also represent 90, 900, 9000, etc. Sort documents to be filed by terminal digit into groups from 00 to 99, to make 100 groups. If filing is to be by the primary group only, arrange the subsequent digits of the whole number in conventional numerical sequence within each primary group. However, if further sorting is required, sort each primary group by the first digit of the secondary group and each resulting group by the second digit of

the secondary group. Subsequent digits are filed in conventional numerical order within each group.

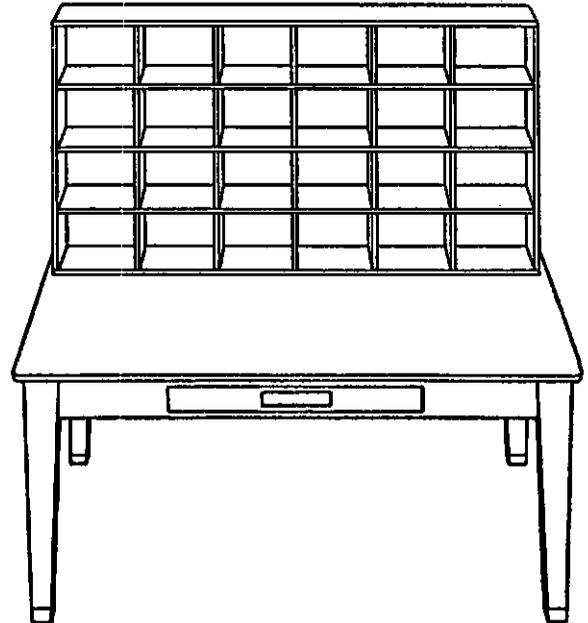


Figure 16. Rack Sorter (Par 27)

b. *Equipment:*

(1) A table or desk top may be used for sorting, when the volume of papers is small. This method is not recommended when the individual has frequent interruptions, as the papers may easily become disarranged.

(2) A correspondence sorter, illustrated in figure 15, is recommended for most sorting operations. It has a series of dividers, three to four inches wide, each hinged to a flat base. Tabs can be labeled and inserted as required. A 24-division sorter will generally meet the sorting requirements of a small office of record; however, sorters with more divisions are available. Some are equipped with a sliding base mechanism.

(3) Other sorting equipment is available containing horizontal or vertical dividers. Rack sorters illustrated in figure 16 can be constructed to meet most sorting requirements.

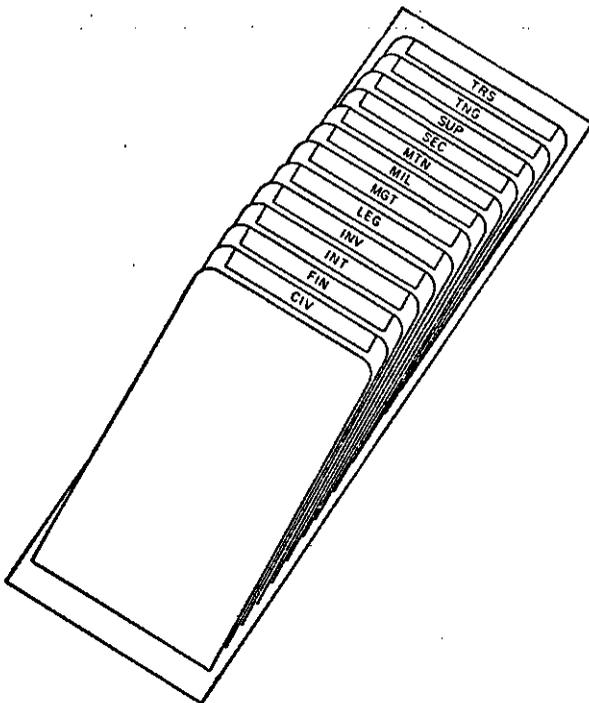


Figure 15. Correspondence Sorter (Par 27)

★28. Use of Charge-Out Forms

AF Form 614 and 614a, Charge Out Record, will be prepared and placed in the files as a substitute for papers or 5" x 8" cards borrowed for use by personnel both outside and within the immediate office of record. The preparation of the forms is self-explanatory. They will be filed vertically so that the top portion of the form is visible. This will facilitate the identification of charged out records and expedite the refileing of them. The consistent use of these forms will eliminate much wasted effort in searching for documents while they are out of file.

29. Files Cut-off Procedures

a. *Purpose.* Files cut-off procedures are designed to control records accumulations, to prevent their growth into cumbersome and unmanageable collections, and to facilitate economical destruction or retirement of records in convenient blocks.

b. *General Policy.* Except as indicated below, all Air Force activities will establish their current records on a calendar year basis, cutting off each series of records on 31 December of each year and establishing

a new file for each series of records the next day.

(1) Records that must be maintained on a fiscal year basis will be cut off on 30 June of each year and a new file established on 1 July of the same year. For example, Fiscal Year 1958 records date from 1 July 1957 to 30 June 1958.

(2) When the retention period for records is less than one (1) year, they may be maintained on a daily, weekly, or monthly basis, if the amount accumulated warrants their disposal after periods of less than one (1) year. For example, records which are disposable after 6 months, could be cut off at the end of each month if the volume warrants it, a new file started the next day, and the cut off files disposed of when their retention period expires.

★(3) Case files are excepted from the annual cut off policy. They are cut off after the occurrence of a certain event, such as separation of personnel, final payment of a contract, or completion of a project. Withdraw completed or closed case files from the active file and place them in an inactive file maintained on an annual basis, or in accordance with specific instructions contained in AFM 181-5 for certain series of records.

DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330

AIR FORCE LETTER
NO. 181-4

5 February 1965

SMY
AF 181-4, 11/11/65

SUBJECT: Conservation of Equipment and Space Occupied by Records

TO: (Distribution: S)

Expires 31 August 1966 unless sooner rescinded or superseded.

1. Purpose. This letter implements a Presidential directive and General Services Administration (GSA) regulation, imposing on all Federal agencies, a moratorium on the purchase of filing cabinets. It applies to all activities Air Force-wide.

2. Background. The President's moratorium is intended to attain the more effective use of office space and equipment used for maintaining records through procedures which will insure the prompt retirement or destruction of records no longer required for conducting current business. To this end, prerequisite actions are required as justification for the procurement of filing cabinets.

3. Security Filing Cabinets. While the President's moratorium does not apply to GSA tested and approved security filing cabinets required for the safeguarding of classified information by AFR 205-1, the requirements of paragraphs 4 and 5 apply to requisitions for such equipment.

4. Action Required:

a. Commanders will require that all requisitions for letter- and legal-size filing cabinets be reviewed by a records officer (appointed in accordance with AFR 181-1) to insure that the office requesting the filing cabinets has taken the following actions:

(1) All records are identified on AF Forms 80, "Files Maintenance and Disposition Plan," and 82, "Files Disposition Control Label," and maintained in accordance with AFM 181-4.

(2) All temporary records eligible for destruction in accordance with disposal criteria in AFM 181-5 have been destroyed.

(3) All noncurrent records not eligible for destruction have been retired to the records staging area or records center in accordance with the instructions on AF Forms 80 and 82.

(4) Filing cabinets are being fully used for current records, including top and bottom drawers.

(5) The contents of filing cabinets have been re-housed in more economical equipment such as shelf files in accordance with guidelines prescribed by chapter 5, AFM 181-4.

OPR: AFDASB

(6) All security filing cabinets not being used for classified material have been exchanged for nonsecurity type of filing cabinets.

b. If the office requesting the filing cabinet has complied with all of the prerequisites prescribed in a above and the additional filing cabinet is needed, the records officer will so certify on the requisition. He will then forward the requisition to the supply activity for necessary action.

5. Collateral Policies and Actions:

a. Requests for filing cabinets normally will be limited to essential requirements arising from new or materially expanded offices.

b. Filing cabinets will not be requested solely for the purpose of improvement in appearance, office decor, status elevation, or desire for the latest design or more expensive types.

c. The requisition and use of power files or other unconventional filing equipment solely as a basis for circumventing this moratorium is prohibited.

d. All filing cabinets turned-in as a result of actions required by paragraph 4 and the office space released by such actions will be calculated as cost avoidance savings and reported as cost reduction items in accordance with AFM 400-12. See section 3, chapter 3, AFM 181-5, for calculation guidelines.

BY ORDER OF THE SECRETARY OF THE AIR FORCE



R. J. PUGH
Colonel, USAF
Director of Administrative Services

11 Feb 65

Advance copies to: 1001 AB Wg
1100 Spt Gp
USAF Hospital Andrews
BEMO (Bolling AFB)

Chapter 5

FILING SUPPLIES AND EQUIPMENT

30. Objectives. A continuing objective of the records management program is to provide for the proper, complete, and economical use of filing supplies and equipment. The use of standard supplies and equipment, application of the utilization standard, prescribed in paragraph 33, adequate control over requests for equipment, and periodic inspection of equipment in use, will insure economies in the use of filing supplies and equipment.

31. Standard Filing Cabinets. The following letter and legal size cabinets are standard equipment for maintaining letter and legal size documents, unless otherwise authorized by Table of Allowances 006. Existing stocks of 4-drawer cabinets will be used until the supply is exhausted.

a. *Letter Size.* 5 drawer, 1 drawer wide, 57½ inches high, 15 inches wide, 28 inches deep. *7110-256-3749-4499-410 Lock*
7110-256-3749-5250-410 Lock

b. *Legal Size.* 5 drawer, 1 drawer wide, 57½ inches high, 18 inches wide, 28 inches deep. *7110-256-3749-4499-410 Lock - 52.45*
7110-256-3749-4499-410 Lock - 59.00

32. Standard Filing Supplies. The following are standard filing supplies for letter and legal size documents. The Kraft folders will meet the majority of filing requirements, since most records are current for a relatively short time before they are retired or destroyed. Pressboard folders are authorized only for case and project files, and then only when the Kraft folder will not withstand the added volume and/or use. They will not be used in maintaining correspondence files. Existing quantities of simi-

lar supplies will be used until the supply is exhausted.

a. *Folders:*

(1) *Kraft* (see figure 17) :

(a) *Letter Size.* Square cut, reinforced top, 11 point, scored for ¾ inch expansion. *2.25 Manual 1.18*

(b) *Legal Size.* Square cut, reinforced top, 11 point, scored for ¾ inch expansion.

(2) *Pressboard:* *1.50 Manual 1.20*

(a) *Letter Size.* Square cut, self tab, 1 inch expansion. *7.10*

(b) *Legal Size.* Square cut, self tab, 1 inch expansion. *8.00*

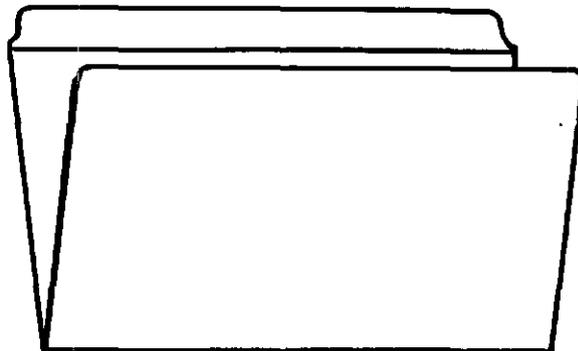


Figure 17. Square Cut, Reinforced Top Folder (Par 32)

b. *Guides* (see figure 18) :

(1) *Letter Size.* One-third cut, self tab, pressboard, gray, 25 point, without lower projection. *2.35*

(2) *Legal Size.* One-third cut, self tab, pressboard, gray, 25 point, without lower projection. *3.00*

c. *Labels.* Gummed one side, blank, in fanfold strips, 3¾" x 11/8".

d. *Forms:*

- (1) DD Form 834, "Cross Reference Sheet."
- (2) AF Form 614, "Charge Out Record."
- (3) AF Form 80, "Files Maintenance and Disposition Plan."
- (4) AF Form 82, "Files Disposition Control Label."

quantities of legal size documents will be folded to fit letter-size cabinets.

c. Classified files must be maintained in filing equipment that meets the requirements of AFR 205-1. A portion of secure filing equipment not needed for classified files may be used for unclassified documents, provided such usage does not result in procuring additional secure equipment.

a note - 37.1a (33c, b, g) which of MC S. exp should be maintained

★33.1 **Nonstandard Equipment.** The criteria in a and b below are established for the requisitioning of nonstandard filing equipment. Procedures for the control and proper utilization of filing equipment are prescribed in paragraph 34.

a. *Specialized Filing Equipment.* This equipment is authorized to store records of unique size or to meet unique usage requirements when economies can be effected thereby except as indicated in b below.

b. *Powered and Other Mechanized Filing Equipment.* Procurement of powered or other mechanized filing equipment is prohibited unless the justification accompanying the requisition contains specific evidence that it meets one or more of the following criteria and the total savings to be realized *exceeds* the difference between the cost of standard and mechanized filing equipment when prorated over a 3-year period.

(1) *Manpower Savings.* That one or more positions (either existing or budgeted for) will be eliminated.

(2) *Space Savings.* That space saved through the use of the equipment will be used for other essential operating functions.

(3) *Work Production.* That any predicted increase in workload capability is based upon provable and current workload data.

34. **Procedures for Control of Filing Equipment.** The procedures prescribed below are considered the minimum necessary to effect adequate control and proper utilization of filing equipment. Implementing procedures that will improve equipment controls are

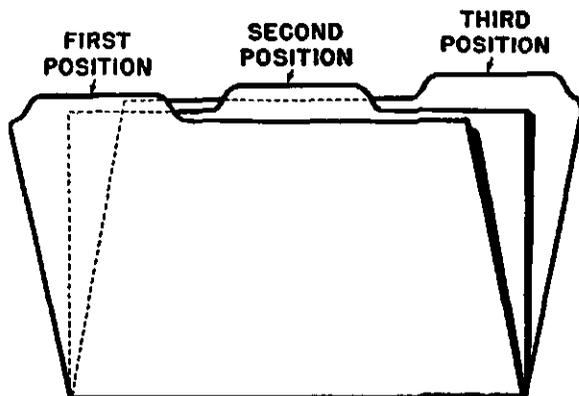


Figure 18. One-Third Cut, Self-Tab Pressboard Guide (Par 32)

★33. **Utilization Standards for Filing Equipment.** Filing equipment includes all types of equipment designed to hold records. Filing equipment will be utilized in accordance with T/A-006, and the following criteria:

a. Records maintained in filing equipment will be limited to *current* records. The exception to this rule is that unused portions of steel filing cabinets and excess wooden file cabinets may be used for the storage of reference sets of publications, forms, and office supplies providing such usage does not require procurement of additional filing equipment. Such materials will otherwise be maintained in supply cabinets, bookcases, or on shelving, as appropriate. *Store classified materials in filing cabinets authorized for classified documents.*

b. Letter-size cabinets will be used for letter-sized documents. Legal size cabinets will be used *only* when at least one-fourth of the documents are of "legal" size. Small

encouraged. To effect control over filing equipment, the records officers and records management officers, as appropriate, will:

a. Review all requests for filing equipment prior to submission of the requests to the equipment review and authorization activity.

*more positive
revision by said
"Command
approval order"*

★b. Approve or disapprove each request based on a review of AF Form 80 and inspection of the records of the requesting office, to determine (1) whether present equipment is being utilized in accordance

→ this will require a change to 34a(2), 34a(3), & 34a(4) HC Supp 1. Also "and 34b" in second line of para 34, HC Supp should be deleted or a 34b added.

with standards prescribed in paragraph 33, and (2) whether requests for powered, mechanized, or specialized filing equipment meets the criteria in paragraph 33.1.

★c. Periodically review the utilization of filing equipment to determine whether equipment is being used according to criteria prescribed in paragraphs 33 and 33.1. If equipment is not being properly utilized, recommend to the equipment review and authorization activity, redistribution or return of the equipment.

*(last part of old sentence regarding revision of VAC deleted by this change)
34.1 11/2/65 HC Supp 1*

→ Perhaps para 34, atch 5, of Comd Supp should be changed to include powered and mechanized equipment whether listed in TAGC66 or not.

→ does this mean "eliminated" from the requesting office and reclassified into another office in the same branch or division? Or, does it mean to remove the position to manpower and delete it from the VAD? Perhaps the Command Supp should clarify to eliminate the chance for loose interpretation and internal reshuffling of bodies and collusion

67-1, Volume V
Amendment 13
4 October 1965
AF Medical Service Supplies
and Equipment

Revises medical inventory management system procedures in support of financial operations; changes instructions on adjusting prices of stock listed items to delete reference to economic retention; provides new instructions for preparing the stock status report, RCS: AF-S55; expands responsibilities for the medical equipment management program; insures that all requests for filing equipment are reviewed by the records management officer before submission to the base MEMO. (Distr as prescribed by part One, vol I)

to supply channels, and a corresponding revision of authorized filing equipment in the Unit Authorization List.

34.1 added HC 5 up 1

35. Open Shelf Filing

The use of open shelf filing equipment may be more appropriate for filing current records than conventional filing cabinets, under certain conditions, as described in b, below.

a. *What Open Shelf Filing Is.* Open shelf filing is a method of filing records vertically on shelves instead of filing records in conventional filing cabinets. The equipment is metal, generally in three (3) foot sections of single or double face units, and adjustable to provide for 5 to 9 shelves high. Shelves are slotted to accommodate dividers for supporting guides and folders. Shelving is manufactured in any desired depth, but generally has base shelf 12-inches deep, with 9-inch, adjustable shelves above for filing letter size documents; or a base shelf 15-inches deep, with 12-inch, adjustable shelves above for legal size files.

b. *When It Should Be Used.* Open shelf filing equipment is most adaptable to current records that are case-filed under an

alphabetical or numerical arrangement, when these records total, or are expected to total 200 feet or more, and when the following conditions exist:

(1) The filing installation is in a relatively permanent location.

(2) The purchase of new filing equipment is contemplated.

(3) Additional space for filing operations is required and only a limited amount of space is available.

(4) The area is relatively free from excessive dust, and is not subject to infestation by rodents, and vermin.

(When these conditions prevail and shelf files are needed, doors are available as optional equipment.)

c. *General Comparisons with Filing Cabinets.* Open shelf filing equipment costs less than conventional filing cabinets, requires less office space, and permits ease of filing operations under the conditions specified in b, above.

d. *Guide for Comparison.* The table below shows comparisons between open shelf filing and conventional filing to serve as a guide in determining whether open shelf filing is adaptable to various filing operations.

Factor	Open Shelf Equipment	5-Drawer Cabinets
1. Equipment (for 200 linear feet of records):	2 single-faced sections 4 double-faced sections 7 shelves high	19
2. Cost (Approximate):	\$620. Accessory items such as finished end panels, label-holders, top dust plates, and pull-out shelves must be obtained at extra cost.	\$1155
3. Space (less aisle space):	30 square feet	68.5 square feet
4. Aisle Space required:	30-inch minimum	36-inch minimum
5. Mobility	Shelving may require dismantling and reassembly. Records will have to be packed and refiled.	Can be moved intact.
6. Adaptability to Methods of Filing:	Best suited for case files arranged by name or number.	All types of letter and legal size files.

Factor	Open Shelf Equipment	5-Drawer Cabinets
<p>7. Filing Operations:</p> <p>a. Removing and replacing folders:</p> <p>b. Inserting and removing papers fastened to folders:</p> <p>c. Inserting and removing papers filed loosely in folders:</p> <p>d. Folder searching:</p> <p>e. Indexing and charge out:</p> <p>f. Height:</p> <p>g. Distance:</p> <p>h. Classified records:</p>	<p>20 to 35% faster.</p> <p>10 to 20% faster.</p> <p>Slower, because folders must be withdrawn from shelves to insert or remove papers.</p> <p>20 to 35% faster.</p> <p>Same as used for records stored in cabinets.</p> <p>Records stored in top and bottom shelves results in reaching and stooping for records. Top and bottom shelves should be used for inactive records.</p> <p>Compactness of records results in less distance to files, reducing unproductive walking time.</p> <p>In secure storage area, eliminates opening, closing, locking, and checking file cabinets.</p>	<p>Faster, for opposite reasons.</p> <p>Requires bending for bottom drawers. Bottom drawers used for relatively inactive records.</p> <p>Cabinets are spread over larger area.</p>
<p>8. Filing Accessories:</p> <p>a. Guides:</p> <p>b. Folders:</p> <p>c. Dividers:</p>	<p>Special hook-type, pressboard guides with side tabs readable from either side. Cost is approximately \$21 per hundred.</p> <p>Standard square cut kraft folders may be used. For easier visibility, folders in upper shelves may be marked at the bottom front flap.</p> <p>Metal dividers supplied with equipment are required to support folders and guides.</p>	<p>Standard file guides cost about \$4 per hundred.</p> <p>Same.</p> <p>Compressors or metal dividers are used.</p>
<p>9. Appearance:</p> <p>a. Neatness:</p> <p>b. Dust problem:</p>	<p>Untidiness of records is noticeable.</p> <p>Dust is not considered a problem if records are fairly active.</p>	<p>Records are hidden.</p> <p>Dust is no problem.</p>
<p>10. Hazards:</p> <p>a. Fire:</p> <p>b. Water Sprinkler Systems:</p>	<p>Normal fire precautions should suffice.</p> <p>Metal covers over top shelf minimize water damage.</p>	<p>Better protection.</p> <p>Better protection.</p>

Appendix A

AIR FORCE SUBJECTIVE CLASSIFICATION SYSTEM

1. This Appendix contains:
 - a. A brief resume of the key points to be remembered in applying the Air Force Subjective Classification System;
 - b. A brief description of the scope of each major subjective category;
 - c. The "Master Outline" which lists the major subjective categories and their subdivisions; and
 - d. The "Relative Index" to the Master Outline.
2. In setting up the files and in applying the filing system, as provided in Chapter 3, keep the following instructions in mind:
 - a. Become familiar with the functions and operations of the offices using the records, so that the records will be classified and arranged to properly document their functions and operations.
 - b. Prepare a file outline, as prescribed in paragraph 15g, using only the major subjective categories, and a minimum of subdivisions under each, as required.
 - c. Classify subject matter on the basis of pertinence, interest, or significance to the primary functions and responsibilities of the offices for which the records are maintained. Be sure to classify documents that fall in "Office Administration" properly, as described in paragraph 3a of this Appendix.
3. A brief description of the "scope" of each major subjective category is provided below. When considered necessary, examples of the application of the system are also provided. The subdivisions of the major subjective categories are in themselves a definition of the major subject and its scope.
 - a. ADM—OFFICE ADMINISTRATION. This file category is established for the pur-

pose of classifying and grouping all documents that are accumulated in carrying out the *internal* administration or "housekeeping" activities of the office, as distinguished from those documents that are incident to the primary mission. For example; this category will consist of:

- a. The local budget of the immediate office;
- b. Correspondence pertaining to the administration of personnel assigned to the office;
- c. Records pertaining to charity campaigns;
- d. Requests for office services, supplies, and equipment;
- e. Local mail handling and control;
- f. Local security operating procedures;
- g. Those subjects which are inherently "office services" in nature, such as space control, graphic presentation, etc.

Thus, this category serves as a convenient means for segregating all non-mission correspondence and related papers which can be destroyed after two (2) years for all levels of the organization, under the provisions of AFM 181-5.

b. CIV—CIVILIAN PERSONNEL ADMINISTRATION. This file category includes subjects relating to the functions affecting civilian personnel including classification, pay administration; recruitment, employment, placement, and separation of civilian employees; employee-management relations and necessary employee services; career development of civilian employees; participation in the programs of the Boards of US Civil Service Examiners; and promotion and administration of the Air Force

employee incentive programs. All subjects pertaining to civilian pay operations are correlated under FINANCIAL MANAGEMENT. Travel by civilians incident to official business, fundamentally a "Transportation" subject is correlated under CIV since it is administered by Civilian Personnel Officers.

c. COM—COMMUNICATIONS. The subjects in this category relate to the establishment, maintenance and operation of facilities for the electrical transmission of communications.

d. FIN—FINANCIAL ^{ADMINISTRATION} ~~MANAGEMENT~~. This category includes subjects relating to the disbursement, collection, and accounting for public funds; the operation of the appropriation, expenses, cost, monetary property, and international accounting systems; auditing for Air Force and industrial accounts; budgeting; civilian payroll operations (for military payroll, see MIL 8); and subjects relating to nonappropriated funds, surety bonds and reports of survey.

e. INS—INSTALLATION MANAGEMENT. This category relates to the construction, maintenance, and operation of facilities including land, buildings, other fixed structures and their appurtenances; family housing; and the related engineering planning programs.

f. INT—INTELLIGENCE. The subjects in this category concern the collection, analysis, exploitation, and dissemination of intelligence information of military value.

g. INV—INVESTIGATIONS AND INSPECTIONS. This category primarily concerns formal inspections, and investigations performed by representatives of the Inspector General's office. The reports of such inspections and investigations are usually maintained as a separate series of records and are filed by numbered unit or by the nature or object of inspection. Reports of activities performing informal inspections and staff visits should classify them according to the subject of the report.

h. LEG—LEGAL ADMINISTRATION. This category includes subjects relating to administration of military justice, process-

ing claims, legal assistance for military personnel and dependents; legal opinions and interpretations; patents; and taxation. The subdivisions under LEG-4 are taken from "the Digest of Opinions—the Judge Advocates General of the Armed Forces" and are intended for use by legal offices as required. Documents involving the rendering of an opinion, if accumulated by other than legal offices, should be classified according to the subject matter of the opinion.

i. MAP—MAPPING AND CHARTING. This category relates to the development, compilation, production, and distribution of aeronautical maps and charts. The subject of aerial mapping and charting photography is correlated under the major subjective category "PHO—PHOTOGRAPHY," as it is fundamentally a photographic technique.

j. MED—MEDICINE AND DENTISTRY. This category includes subjects concerning the veterinary services, aeromedical evacuation; general medical and health status of Air Force personnel; hospital and dispensary administration; and professional services and clinics.

k. MGT — ADMINISTRATIVE MANAGEMENT. This category is used to group functions, techniques and activities relating to the general field of management; as distinguished from specific management functions. Specific management functions are covered by other major subjective categories. Some of these subjects are: documentation and records management; management planning and improvement; histories; ground safety; postal operations; reports management; and organization of Air Force units.

l. MIL—MILITARY PERSONNEL ADMINISTRATION. This category relates to the administration of military personnel; their pay, welfare, recreation, and morale. It also includes chaplain functions. Subjects dealing with the training of military personnel are found under the major subjective category of "Training." Correspondence and other documents pertaining to the service career of an individual should be filed in the individual's Field Personnel Records Group or the Command Personnel Records

Group, as appropriate, rather than in a subject file.

m. MTN—MATERIEL MAINTENANCE ENGINEERING. This category involves preventive maintenance; servicing; repair; modification; and related subjects involving the maintenance of materiel.

n. OPS—OPERATIONS. This category refers to military air operations which involve the preparation for, and conduct of, air warfare. Flight operations during peace and war are included. Peacetime operations also include subjects relating to maneuvers, flights, exercises, war games, and related activities. Be sure to distinguish between the type of operations above, and the subject matter of other unrelated activities which are designated as "operations" in a general sense. Such subjects should be classified under the appropriate major subjective category.

o. PHO—PHOTOGRAPHY. This category includes subjects relating to aerial mapping and charting, motion picture and still photography, sound recordings and related photographic activities.

p. POL—POLICE OPERATIONS. This category relates to the enforcement of law and order; the confinement, retraining and restoration of prisoners; and related activities of provost marshals; except "military security," which is established as a separate major subjective category.

q. PRO—PROCUREMENT. This category covers the procurement of materiel and services from sources outside the Air Force by contract, purchase, and other negotiations. It includes such related matters as industrial resources, production planning, and quality control.

r. PUB—PUBLISHING AND PUBLICATIONS. This category covers subjects concerning the preparation, printing, and distribution of publications and forms. Record and reference sets of publications

are not to be filed in this category. They are filed as separate series of records.

s. R&D—RESEARCH AND DEVELOPMENT. This category includes subjects representing areas and objectives of research and development. The subdivisions of this category are grouped to meet research and development requirements and are based on technical groupings.

t. REL—RELATIONS AND LIAISON. This category includes subjects involved in the internal and public information program. It also includes subjects relating to external relations, such as international affairs and legislative relations.

u. SEC—SECURITY. This category is intended to cover the responsibilities and activities of maintaining the National security, and particularly the safeguarding of classified information.

v. SUP—SUPPLY AND SERVICES. This category involves subjects dealing with the storage, distribution, handling, and cataloging supplies; and furnishing laundry, commissary, and other services.

w. TNG—TRAINING. This category concerns the training of military and civilian personnel. Subjects concerning the training of civilians as part of the career development program may be subdivided under CIV 2—CAREER DEVELOPMENT. It includes subjects involved in the various types of training that are conducted, as well as those concerning the Air Academy, reserve activities, foreign trainees, and colleges and universities.

x. TRS—TRANSPORTATION. This category concerns the movement of cargo and passengers by commercial and military land, air, and water transportation.

y. WEA—WEATHER. This category includes subjects concerning weather forecasting, observation, and related meteorological activities and services.

MAJOR SUBJECTIVE CATEGORIES AND SYMBOLS

<i>Symbol</i>	<i>Category</i>
ADM	OFFICE ADMINISTRATION
CIV	CIVILIAN PERSONNEL ADMINISTRATION
COM	COMMUNICATIONS
FIN	FINANCIAL MANAGEMENT ADMINISTRATION A
INS	INSTALLATIONS MANAGEMENT
INT	INTELLIGENCE
INV	INVESTIGATIONS AND INSPECTION
LEG	LEGAL ADMINISTRATION
MAP	MAPPING AND CHARTING
MED	MEDICINE AND DENTISTRY
MGT	ADMINISTRATIVE MANAGEMENT
MIL	MILITARY PERSONNEL ADMINISTRATION
MTN	MATERIEL MAINTENANCE ENGINEERING
OPS	OPERATIONS
PHO	PHOTOGRAPHY
POL	POLICE OPERATIONS
PRO	PROCUREMENT
PUB	PUBLISHING AND PUBLICATIONS
R&D	RESEARCH AND DEVELOPMENT
REL	RELATIONS AND LIAISON
SEC	SECURITY
SUP	SUPPLY AND SERVICES
TNG	TRAINING
TRS	TRANSPORTATION
WEA	WEATHER

Office Administration—ADM

1	Administration of Office Personnel
2	Budgeting
3	Charity and Public Interest Campaigns
4	Graphic Presentation
5	Mail and Messenger Services (Local)
6	Office Supplies and Equipment
7	Security Procedures for Local Office
8	Space Control
8-1	Conference Rooms
8-2	Moving

7-1	Employee Groups
7-2	Fair Employment Practices
7-3	Grievances
7-4	Housing—Transportation—Food Services
7-5	Insurance
	Government Life
	Hospitalization
7-6	Recreation, Morale, and Welfare
8	Employment Records
8-1	Official Personnel Folder
9	Hours of Work
9-1	Tours of Duty
10	Leave
10-1	Annual
10-2	Sick
10-3	Without Pay (LWOP)
11	Pay Administration (Payroll Operations—See FIN 11)
11-1	Employee Claims
11-2	Indebtedness
11-3	Overtime
11-4	Pay Rate Determination
12	Performance
12-1	Awards—Commendations
12-2	Incentive Programs (Suggestions)

Civilian Personnel Administration—CIV

1	Accessions
2	Career Development
3	Compensation for Injury or Death
4	Conduct
4-1	Disciplinary Actions
4-2	Gratuities and Favors
4-3	Political Activity
5	Death and Burial
6	Detailing Employees
7	Employee Relations

- 12-3 Ratings
 - Appeals
- 12-4 Standards
- 13 Position Classification
- 13-1 Position Series and Standards
- 13-2 Surveys
- 14 Promotion and Demotion
- 15 Recruitment and Placement
- 15-1 Applications
- 15-2 Boards of Civil Examiners
- 15-3 Oversea Employment
- 15-4 Qualifications (Training, Experience, and Physical) Examinations (Mental and Physical)
- 15-5 Selection
- 16 Restoration after Military Service
- 17 ← Separation
- 18 ← Travel
 - 18-1 Passports—Visas
 - 18-2 Per Diem

Communications—COM

- 1 Communications Center Operations
 - 1-1 Communications Accounts
 - 1-2 Message Transmission (Distribution and Control)
 - 1-3 Relay Centers
- 2 Communications Security
 - 2-1 Cryptosecurity Accounts
 - 2-2 Physical Security (of communications facilities and cryptomateriel) (see also SEC 2)
 - 2-3 Transmission Security
- 3 Communications Systems
 - 3-1 Airborne Communications
 - 3-2 Amateur Radio (MARS)
- 4 Fixed Radio and Wire Facilities
 - 4-1 Commercial Facilities
 - 4-2 Control Stations
 - 4-3 Flight Checks
 - 4-4 Frequency Authorizations
 - 4-5 Plant in Place Maintenance

ADMINISTRATION Financial Management—FIN

- 1 Appropriation Accounting
 - 1-1 Advance Payments and Recoupments
 - 1-2 Allocation, Sub-Allocation and Allotment of Funds
 - Administrative Control
 - Advice of Records
 - Adjustments and Corrections
 - Allocation, Sub-Allocation Ledgers
 - Allotment Ledgers
 - Subsidiary Allotment Ledgers

- 1-3 Annual Budget Authorization
- 1-4 Claims
- 1-5 Collections
 - Appropriation Receipts
 - Appropriation Refunds
 - Appropriation Reimbursements
 - General Fund Miscellaneous Receipts
 - Deposit Fund Accounts
 - Records
 - Control Ledgers
 - Subsidiary Collection Ledgers
 - ← Reporting Instructions and Requirements
- 1-6 Commitments
- 1-7 Disbursements, Expenditures
- 1-8 Inter-Intradepartmental Transactions
- 1-9 Obligations
- 1-10 Special Activities and Tenants
- 2 Auditing
 - 2-1 Administration and Control
 - 2-2 Auditor's Records
 - 2-3 Contract Audits
 - 2-4 Intra-Air Force Audits
- 3 Banking—Currency
- 4 Budgeting
 - 4-1 Budget Program Management
 - Annual Financial Plan
 - Apportionments
 - Appropriation Law
 - Funds Administration
 - Special Transfers
 - 4-2 Budget Structure
 - AF Budget Code (Fiscal Code)
 - 4-3 Estimates
 - Call for Estimates
 - Program Guides and Assumptions
 - Justification
 - Review
 - Special (Flash)
 - Supplemental
- 4-4 Federal Budget
- 5 Cost Accounting
 - 5-1 Air Installations Maintenance
 - 5-2 Depot Maintenance
 - 5-3 Field Maintenance
 - 5-4 Motor Vehicles Maintenance
- 6 Expense Accounting
 - 6-1 Accounting Procedures
 - Chart of Accounts
 - Contractual Services
 - Materiel
 - Medical Services
 - Personnel Services
 - Special Activities and Tenants
 - Travel and Transportation
 - 6-2 Records
 - Expense Ledger—Accounts
 - Subsidiary Ledgers and Files

6-8	Reporting Instructions and Requirements	13
7	General Ledger Accounting	14
7-1	Accounting Procedures	15
	Chart of Accounts	16
	Special Activities and Tenants	
7-2	Records	
	General Ledger Control Accounts	
	Subsidiary Ledgers and Files	
7-3	Reporting Instructions and Requirements	
8	International Accounting	
8-1	Agreements, Bilateral	
	Canada	
	Korea	
	South Africa	
	United Kingdom	
8-2	ANZUS	
8-3	MAP (formerly MDAP)	
8-4	NATO	
8-5	SHAPE	
9	Monetary Property Accounting	
9-1	Equipment	
9-2	Inventory Accounting, Monetary	
9-3	Real Property	
10	Nonappropriated Funds	
10-1	Revenue Producing Activities and Funds	
	Book Department Funds	
	Exchange Service Funds	
	Motion Picture Service Funds	
	Post Restaurants Funds	
	Vocational Training Activities Funds	
10-2	Sundry Association Activities and Funds	
	Central Mess Funds	
	Chaplains Funds	
	Installation and Organizational Religious Funds	
	Officers', Non-Commissioned Officers', and Cadets' Open Messes	
10-3	Welfare Activities and Funds	
	Base Trust Funds	
	Central Base Funds	
	Central Welfare Funds	
	Civilian Welfare Funds	
	Command Welfare Funds	
	Unit Funds	
11	Payroll Operations (Civilian Pay) (Also See MIL 10)	
12	Revolving Funds	
12-1	Industrial Funds	
	Laundry and Dry Cleaning Services	
	Printing Services	
12-2	Management Funds	
12-3	Stock Funds	
	Air Force Academy Division	
	Aviation Fuels Division	
	Clothing Division	
	Monetary Allowance System	
	Commissary Division	
	General Supplies Division	
	Medical-Dental Division	
12-4	Working Capital Funds	

13	Salvage and Surplus Materiel Accounting
14	Statement of Charges
15	Surety Bonds
16	Survey, Reports of

Installations Management—INS

1	Facilities (Construction, Maintenance and Operation)
1-1	Airfields, Pavements, Aprons, etc.
1-2	Building Equipment
1-3	Buildings and Structures (Subdivide by type as required)
1-4	Custodial Services
1-5	Fire Protection and Aircraft Crash Rescue
1-6	Grounds
1-7	Insects, Rodent and Vermin Control
1-8	Liquid Fuel Storage and Dispensing Systems
1-9	Railroads
1-10	Refuse Collection and Disposal
1-11	Roads and Other Surfaced Areas (Except Airfields, Pavements, etc.)
1-12	Training Aids
1-13	Utilities
	Air Conditioning Systems
	Electric Plants and Systems
	Gas Plants and Systems
	Heating Plants and Systems
	Sewage Plants and Systems
	Water Plants and Systems
2	Family Housing
2-1	FHA Housing
2-2	Title VIII Housing (Wherry Housing)
3	Planning Engineering
3-1	Construction Planning (Program and Projects)
3-2	Design Criteria
3-3	Master Planning (Programs)
4	Real Estate
4-1	Acquisition
4-2	Disposal
4-3	Utilization

Intelligence—INT

1	Collection—Dissemination
1-1	Attaches, Air
1-2	Briefing
1-3	Captured Materiel
1-4	Clandestine Source
1-5	Communications—Electronics
	Communications
	Collection—Dissemination
	Interception
	Electronics
	Collection—Dissemination
	Interception

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|------|--|-----|-------------------------------------|
| 1-6 | Documents | 4-1 | Physical Vulnerability |
| 1-7 | Essential Elements of Information | | Weapons Effects |
| 1-8 | Foreign Nationals | | Weapon Recommendations |
| | Accreditation | | Weapons Requirements |
| | Tours | 4-2 | Target Analysis |
| | Visits | | Bombing Encyclopedia |
| 1-9 | Intelligence Plans and Annexes | | Target System Recommendations |
| 1-10 | Interrogation | | Vulnerability Studies |
| 1-11 | Operational Reports | 4-3 | Target Intelligence Requirements |
| 1-12 | Photo Intelligence | 4-4 | Target Materials (For Production of |
| 1-13 | Reading Panel | | Target Materials) (See MAP 2—Air |
| 1-14 | Reconnaissance | | Target Materials) |
| 2 | Estimates | | Air Objective Folder Program |
| 2-1 | Air Facilities | | Radar Target Intelligence |
| | Airfield and Seaplane Stations of | | Target Dossiers (Tactical) |
| | the World | | |
| | Climatology | | |
| | Communications | | |
| | Terrain | | |
| | Transportation | | |
| 2-2 | Air Materiel and Technical Data | | |
| | Aeromedical Intelligence | | |
| | Aircraft and Aircraft Engines | | |
| | Antiaircraft Artillery | | |
| | Armament | | |
| | Electronics | | |
| | Radar | | |
| | Radio | | |
| | Guided Missiles | | |
| | Unidentified Flying Objects (Un- | | |
| | conventional Aircraft) | | |
| 2-3 | Air Order of Battle | | |
| | Air Defense | | |
| | Biographical Data (Who's Who) on | | |
| | Significant Personalities of For- | | |
| | eign Air Forces | | |
| | Civil Air | | |
| | Strategic Establishments | | |
| | Tactical Establishments | | |
| | Uniforms and Insignia of Foreign | | |
| | Air Forces | | |
| 2-4 | Capabilities | | |
| | Economic | | |
| | Military | | |
| | Political | | |
| | Technical | | |
| 2-5 | Indications of Hostilities | | |
| 2-6 | Intentions | | |
| | Economics | | |
| | Military | | |
| | Political | | |
| | Technical | | |
| 3 | Information Disclosure, Policy | | |
| 3-1 | Exceptions | | |
| 3-2 | Releases | | |
| | Foreign | | |
| | U. S. Requesters | | |
| 4 | Target Intelligence (Analysis and Compila- | | |
| | tion) | | |

Investigations and Inspections—INV

- | | |
|-----|---|
| 1 | Administrative Inspections and Visits |
| 2 | Complaints, Investigations (See also POL 1-3) |
| 3 | Criminal Investigations |
| 4 | General Inspections |
| 5 | Loyalty and Security Investigations |
| 5-1 | Civilian Employees |
| 5-2 | Contractor Employees |
| 5-3 | Contractors |
| 5-4 | Military Personnel |
| 5-5 | "Specal Files" |
| 6 | Special Inspections |
| 7 | SAFETY PROGRAMS |

Legal Administration—LEG

- | | |
|------|------------------------------------|
| 1 | Administration of Military Justice |
| 1-1 | Appellate Review and Procedure |
| 1-2 | Clemency |
| 1-3 | General Courts-Martial |
| 1-4 | Special Courts-Martial |
| 1-5 | Summary Courts-Martial |
| 2 | Claims |
| 2-1 | Foreign Claims |
| 2-2 | Personnel Claims |
| 2-3 | Tort Claims |
| 2-4 | UCMJ Art 139 Claims |
| 3 | Legal Assistance |
| 3-1 | Civil Relief Act |
| 3-2 | Power of Attorney |
| 3-3 | Wills |
| 4 | Legal Opinions and Interpretations |
| 4-1 | Absence Without Leave |
| 4-2 | Accessories and Principals |
| 4-3 | Aircraft |
| 4-4 | Air Force |
| 4-5 | Apprehension and Restraint |
| 4-6 | Army |
| 4-7 | Arson |
| 4-8 | Assault |
| 4-9 | Attempts |
| 4-10 | Breach of the Peace |
| 4-11 | Burglary |

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|------|--|-------|--|
| 4-12 | Charges and Specifications | 4-67 | New Trial |
| 4-13 | Citizenship and Naturalization | 4-68 | Non-Judicial Punishment |
| 4-14 | Civilian Officers and Employees | 4-69 | Oaths and Affirmation |
| 4-15 | Claims | 4-70 | Officers |
| 4-16 | Coast Guard | 4-71 | Patents and Copyrights |
| 4-17 | Coast Guard Academy | 4-72 | Pay and Allowances |
| 4-18 | Commissaries, Post Exchanges and Related Services | 4-73 | Perjury and False Swearing |
| 4-19 | Communications and Correspondence | 4-74 | Pleas and Motions |
| 4-20 | Conduct Improper Under Uniform Code of Military Justice | 4-75 | Posts, Bases, and Other Installations |
| 4-21 | Conspiracy | 4-76 | Prisoners |
| 4-22 | Contracts | 4-77 | Prisoners of War |
| 4-23 | Courts-Martial | 4-78 | Publications |
| 4-24 | Courts of Inquiry | 4-79 | Rape and Carnal Knowledge |
| 4-25 | Decorations, Medals, Badges, etc. | 4-80 | Records and Reports |
| 4-26 | Defenses | 4-81 | Rehearing |
| 4-27 | Depositions | 4-82 | Reserve Forces |
| 4-28 | Desertion | 4-83 | Retirement |
| 4-29 | Disobedience to Orders and Regulations | 4-84 | Review |
| 4-30 | Disrespect Toward Superior or Noncommissioned Officers | 4-85 | Riot |
| 4-31 | Drunk on Duty | 4-86 | Robbery |
| 4-32 | Enlisted Men | 4-87 | Schools and Education |
| 4-33 | Evidence | 4-88 | Search and Seizure |
| 4-34 | Extortion | 4-89 | Self-Incrimination |
| 4-35 | False Claims | 4-90 | Sentence and Punishment |
| 4-36 | False Official Statements | 4-91 | Sodomy |
| 4-37 | Finance | 4-92 | Soldiers' and Sailors' Civil Relief Acts |
| 4-38 | Forgery | 4-93 | Supplies, Service, and Equipment |
| 4-39 | Frauds Against The Government | 4-94 | Theaters and Motion Pictures |
| 4-40 | Fraudulent Enlistment, Appointment, and Separation | 4-95 | Transportation |
| 4-41 | Government Life Insurance | 4-96 | Treaties |
| 4-42 | Graves and Cemeteries | 4-97 | Trial |
| 4-43 | Homicide | 4-98 | Uniform |
| 4-44 | Hospitals, Medical and Dental Treatment | 4-99 | Unit, Welfare, and Similar Funds |
| 4-45 | Housebreaking | 4-100 | Vessels |
| 4-46 | Insignia | 4-101 | Veterans |
| 4-47 | International Law | 4-102 | War and Defense |
| 4-48 | Investigations | 4-103 | Warrant and Flight Officers |
| 4-49 | Lands and Buildings | 4-104 | Waste and Destruction of Property |
| 4-50 | Larceny and Wrongful Appropriation | 4-105 | Witness |
| 4-51 | Line of Duty | 4-106 | Worthless Checks |
| 4-52 | Loss, Damage, or Wrongful Disposition of Military Property | 5 | Patents |
| 4-53 | Maiming | 5-1 | Copyrights |
| 4-54 | Malingering | 6 | Taxation |
| 4-55 | Marine Corps | | |
| 4-56 | Military Academy | | |
| 4-57 | Military Personnel | | |
| 4-58 | Military Security | | |
| 4-59 | Misbehavior of Sentinel | | |
| 4-60 | Missing Movement | | |
| 4-61 | Motor Vehicles | | |
| 4-62 | Mutiny and Sedition | | |
| 4-63 | National Guard | | |
| 4-64 | Naval Academy | | |
| 4-65 | Naval Militia | | |
| 4-66 | Navy | | |

Mapping and Charting—MAP

- | | |
|-----|---------------------------------------|
| 1 | Aeronautical Information Publications |
| 1-1 | Aeronautical Overprints |
| 1-2 | Foreign Clearance Guides |
| 1-3 | Jet Flight Information Manuals |
| 1-4 | Pilot's Handbooks |
| 1-5 | Radio Facility Charts |
| 2 | Air Target Materials |
| 2-1 | Geodetic Data Sheets |
| 2-2 | Radar Return Codes |
| 2-3 | Reliability Data Sheets |
| 2-4 | Target Charts |
| 2-5 | Target Mosaics |
| 3 | Chart Quantities and Stocks |

- 4 Development
 - 4-1 Experimental Items
 - 4-2 Portrayal
 - 4-3 Test and Evaluation
- 5 Distribution
- 6 Exchange Agreements
- 7 Hydrographic Charts
- 8 Maps
- 9 Production
- 10 Requirements
- 11 Source Materials
 - 11-1 Evaluation of
 - 11-2 Dissemination
 - 11-3 Procurement
 - 11-4 Utilization
- 12 Special Charting Items
 - 12-1 Aeronautical Video Plate
 - 12-2 Special Charts
 - 12-3 Special Mosaics
 - 12-4 Terrain Models
- 13 Standard Series Aeronautical Charts
 - 13-1 Aeronautical Approach Charts
 - 13-2 Aeronautical Planning Charts
 - 13-3 Cloth Charts
 - 13-4 Crash Grid Charts
 - 13-5 Equidistant Charts
 - 13-6 Evasion Charts
 - 13-7 Navigation Charts
 - 13-8 Radar Tracking Charts
 - 13-9 Strategic Charts
 - 13-10 Weather Charts
 - 13-11 World Aeronautical Charts

Medicine and Dentistry—MED

- 1 Aeromedical Evacuation
 - 1-1 Forward Evacuation
 - 1-2 Inter-Theater Evacuation
 - 1-3 Intra-Theater Evacuation
- 2 Dentistry
 - 2-1 Dental Clinic Administration
 - 2-2 Dental Health Records (Forms, Content and Procedures)
 - 2-3 Dental X-Ray
 - 2-4 Preventive Dentistry
 - Oral Hygiene
 - Prophylaxis
 - 2-5 Prosthetics
 - Laboratory Activities
 - 2-6 Special Dental Materials
 - Accountability
 - 2-7 Treatment
 - Policies and Standards
- 3 General Medical and Health Status
 - 3-1 Air Crew Effectiveness
 - 3-2 Battle Casualties
 - 3-3 Diseases

(Further subdivision of this subject will correspond to the classification of DD Form 442, Morbidity Report)

- 3-4 Injuries
- 4 Hospital and Dispensary Administration
 - 4-1 Capacity and Status
 - 4-2 Clinical Records
 - 4-3 Patient Management
 - Admission and Disposition
 - Discharge
 - Leave
 - Transfers
- 5 Physical Examinations
- 6 Preventive Medicine
 - 6-1 Biological Defense
 - 6-2 Environmental Sanitation
 - 6-3 Immunization
- 7 Professional Services and Clinics
 - 7-1 Aviation Medicine
 - 7-2 Dietary
 - 7-3 Laboratory
 - 7-4 Medical
 - Cardiovascular
 - Dermatology
 - Gastroenterology
 - Internal Medicine
 - Pediatrics
 - Physical Medicine
 - Psychiatry and Neurology
 - 7-5 Nursing
 - 7-6 Pharmacy
 - 7-7 Roentgenology
 - 7-8 Surgical
- 8 Veterinary Service
 - 8-1 Base Veterinary Service
 - 8-2 Food Examination
 - Point-of-Origin Inspection

Administrative Management—MGT

- 1 Documentation Control and Records Management
 - 1-1 Communications (written)
 - Control
 - Preparation
 - Referral
 - 1-2 Disposition of Records
 - Disposal
 - Retirement (Packing and Shipping Procedures)
 - Records Centers
 - Staging Areas
 - Schedules (Preparation of)
 - Transfer
 - 1-3 Maintenance of Current Records
 - 1-4 Microfilming
- 2 Functions (Missions and Responsibilities)
 - 2-1 Air Doctrine
 - 2-2 Charts (Organization)
 - 2-3 Command Jurisdiction and Prerogatives
 - 2-4 Delegation and Designation of Authority
 - (See also PRO 8-2)

C

~~3- Ground Safety~~

3-1 Education and Training
 Safety Awards
 Safety Educational & Promotional Materials
 Training and Career Development
 Visual Aids

3-2 Engineering & Research
 Facilities
 Materiel and Equipment
 Safety Engineering & Research Planning

3-3 Motor Vehicle Transportation
 Government Vehicles (General Purpose)
 Government Vehicles (Special Purpose)
 Private Vehicles

3-4 Reports and Analysis
 Accident Analysis Studies
 Ground Accident Experience Data
 Standard Statistical Tabulation
 USAF Ground Accident Reports
 USAF Ground Accident Summaries

4 Historical Documentation and Properties
 4-1 Historical Properties
 4-2 Monographs
 4-3 Unit Histories

5 Interservice Relations (Joint Activities)

6 Management Planning and Improvement (Surveys and Studies)
 6-1 Office Methods and Procedures
 6-2 Organizational Analysis
 6-3 Program Planning and Analysis
 6-4 Work Measurement—Production
 Layout and Materiel Flow
 Production Control and Scheduling
 Survey and Audit
 Work Measurement
 Work Simplification

7 Manpower
 7-1 Tables of Distribution (Unit Manning Documents)
 Position Authorization (Spaces)
 Civilian
 Military

7-2 Tables of Organization and Equipment
 7-3 Utilization

8 Organization
 (Including, generally, the organization of boards and committees. Classify documents pertaining to the organization and work of specific boards and committees by subject, using the name of the board or committee as the subdivision of subject, as required.)

8-1 Activation
 8-2 Assignment of Organizational Units
 Unit Movements
 8-3 Constitution

8-4 Designation
 Insignia—Flags
 Nomenclature

8-5 Disbandment

8-6 Discontinuance

8-7 Inactivation

8-8 Reorganization

9 Postal and Courier Service
 9-1 Courier System
 Courier Transfer Stations (CTS)

9-2 Distribution

9-3 Money Orders

9-4 Penalty Matter

9-5 Post Offices (APO's)

9-6 Postage

9-7 Postal and Courier Equipment

10 Statistics and Reports Management
 10-1 Machine Records
 Machine Procedures
 Punch Card Accounting Equipment

10-2 Reports Control System

10-3 Statistical Data Repository

11 FORMS MANAGEMENT

Military Personnel Administration—MIL

1 Absence
 1-1 AWOL
 1-2 Desertion
 1-3 Leave
 Emergency

2 Assignment and Reassignment
 2-1 Air Force with the Armed Services of US and other Countries
 2-2 Armed Services with the Air Force
 2-3 Attached
 2-4 Flying Status
 2-5 Permanent Change of Assignment
 2-6 Permanent Change of Station
 2-7 Release
 2-8 Temporary Duty

3 Career Development
 3-1 Classification
 3-2 Qualification Records (Such as AF Form 11, etc.)

4 Chaplaincy
 4-1 Cultural Activities
 4-2 Ecclesiastical Indorsing Agencies
 4-3 Humanitarian Services
 4-4 Personal Counseling
 4-5 Preaching Missions
 Jewish
 Protestant
 Roman Catholic

4-6 Religion
 Jewish
 Protestant
 Roman Catholic

4-7 Religious Education

4-8 Retreats
 Jewish

	Protestant
	Roman Catholic
4-9	Worship
5	Discipline and Conduct
5-1	Misconduct
	Administrative Reprimand
6	Identification
6-1	Change of Name
6-2	Foreign Nationals
6-3	Identification Cards
6-4	Passports and Visas
6-5	Serial Numbers
6-6	Tags
7	Military Personnel Records
7-1	Command Personnel Records Group
7-2	Field Personnel Records Group
7-3	Master Personnel Records Group
8	Pay and Allowances
8-1	Allotments
	Dependents
	Income Tax
	Pension
	Savings
8-2	Aviation Cadets
8-3	Benefits—Gratuities—Compensation
8-4	Clothing Allowances
8-5	Enlistment Bonus
8-6	Flying Pay
8-7	Inactive Duty Training Pay
8-8	Pay Withheld or Delayed
8-9	Quarters
8-10	Subsistence
8-11	Travel
9	Performance
9-1	Commendations
9-2	Decorations and Awards
9-3	Effectiveness Evaluation
10	Personnel Services (Welfare, Recreation, Morale)
10-1	Air Force Aid Society
10-2	American Red Cross
10-3	Bands and Music
10-4	Casualty Assistance
10-5	Casualty Reporting and Notification
10-6	Education
10-7	Entertainment and Recreation
10-8	Funerals and Burials
10-9	Library Services
	Library Property
	Operating Systems
	Technical Libraries
10-10	Personal Affairs
	Dependents Assistance
	Insurance
	Marriage
	Soldiers' and Sailors' Relief Act
10-11	Sports
11	Personnel Statistics
11-1	Morning Reports
11-2	Rosters

11-3	Strength
12	Political Activities
12-1	Voting
13	Prisoners of War
13-1	Allied
13-2	American
13-3	Enemy
14	Procurement
14-1	Appointment and Enlistment
	Examinations (Mental and Physi- cal)
	Qualifications (Education and Physi- cal)
	Waivers
14-2	Induction and Recall
	Draft Deferment
14-3	Recruiting
15	Promotion and Demotion
16	Rank and Precedence
17	Separation
17-1	Death
17-2	Discharge
17-3	Inactive Duty
17-4	Retirement
18	Uniforms (Regulations of Apparel)

Materiel Maintenance Engineering—MTN

1	Conservation Practices
2	Contractor Technical Assistance
3	Equipment Histories
4	Materiel Items
	(Further subdivide as required in ac- cordance with standard classes of supply (AFM 67-1) using class numbers in parentheses as secondary subject desig- nations, viz: MTN 4 (01).)
5	Modification
6	Performance Data
7	Preventive Maintenance
8	Repairs
9	Technical Order, Compliance
10	Unsatisfactory Reports

Operations—OPS

1	Air Bases, Use of
1-1	Domestic
1-2	Foreign
1-3	Site Surveys
2	Air Traffic Control
2-1	Aircraft Dispatch and Clearance
	Identification
2-2	Air Routes
2-3	Control Tower
2-4	Flight Rules and Regulations
2-5	Flight Safety
	Accidents
	Individual Flight Recording

- 3 Atomic Warfare
- 3-1 Liaison (Atomic Energy Commission, Military Liaison Committee, Armed Forces Special Weapons Project) (See also REL).
- 3-2 Maneuvers
- 3-3 Tests
- 4 Clandestine Operations
- 5 Electronics Systems
- 5-1 Airborne Radar
- 5-2 Aircraft Control and Warning Radar Calibration
- 5-3 Combat Electronics
- 6 Flight Operations
- 6-1 Airlifts
- 6-2 Air Ground Rescue
- 6-3 Air Sea Rescue
- 6-4 Bombardment
- 6-5 Evacuation
 - Disaster
 - Wounded (See Aeromedical Evacuation—MED)
- 6-6 Fighter
- 6-7 Ground Support
- 6-8 Reconnaissance
- 6-9 Transport
 - Inflight Refueling
- 6-10 Troop Carrier
- 6-11 Special Missions
- 7 Joint Operations
- 8 Navigation
- 8-1 Navigation Aids
- 9 Operations Analysis
- 10 War Plans
- 10-1 Combined War Plans
 - Foreign Military Assistance
- 10-2 Defense
 - Civil Defense
 - Mobilization
 - Civil Aviation
- 10-3 Joint War Plans
- 10-4 Logistics
- 10-5 Offense
 - Biological and Chemical
 - Psychological
 - Strategic
 - Tactical
 - Ground Support

Photography—PHO

- 1 Aerial Mapping and Charting Photography
- 1-1 Cross Servicing Agreements (Inter-Agency)
- 1-2 Identifications and Titling
- 1-3 Mapping and Charting Projects
- 1-4 Print Libraries
- 2 Motion Picture Photography
- 2-1 Distribution and Control of Projection Prints (Training and Information and other Education Films).

- 2-2 Gun Sight Aiming Point (GSAP)
- 2-3 Motion Picture Production Project
- 3 Radar Scope Photography
- 4 Sound Recording
- 5 Still Photography
- 5-1 Print Libraries
- 5-2 Transparencies
 - Film Strips
- 6 Use Requirements Review
- 6-1 Air Force Film Review Board
- 6-2 Intelligence Collection
- 6-3 Research Instrumentation and Documentation
- 6-4 Training
- 7 Utilization Control
- 7-1 Color Policy
- 7-2 Loan, Sales and Exchange
- 7-3 Terminology—Nomenclature

Police Operations—POL

- 1 Police Administration
- 1-1 Authority and Jurisdiction
- 1-2 Civil Police Liaison
- 1-3 Complaints
 - Individual Case Files
- 1-4 Disposition of Offender Reports
- 1-5 Gate Guarding
- 1-6 Offenses or Incidents
 - (Including Arrests and Routine Investigations of Delinquency and Complaints)
- 1-7 Patrolling
- 1-8 Permits (Hunting, Fishing, Firearms, etc.)
- 1-9 Property
- 1-10 Records of Events (Desk Journal)
- 1-11 Relief Schedules
- 1-12 Reports of PM Activities
- 1-13 State of Discipline
- 1-14 Traffic Control
- 1-15 Vehicle Registration
- 2 Corrections
- 2-1 Casual Prisoners
- 2-2 Confinement Administration
- 2-3 Confinement Operations
- 2-4 Prison Administration
- 2-5 Prisoners Complaints
- 2-6 Prisoner's Individual Records
- 2-7 Restoration and Clemency
- 2-8 Retraining of Prisoners

Procurement—PRO

- 1 Contract Administration
- 1-1 Contractor's Records
- 1-2 Cost Reimbursement (Approval of Cost)
- 1-3 Price Redetermination (Renegotiation)
- 1-4 Subcontracting
- 1-5 Tax Exemption

- 2 Contract Financing
 - 2-1 Advance Payment
 - 2-2 Guaranteed Loans
 - 2-3 Partial Payments
- 3 Contract Placement
 - 3-1 Bonds
 - 3-2 Coordinated Procurement
 - 3-3 Execution (Awards)
 - Approval
 - Distribution
 - Numbering
 - 3-4 Formal Advertising
 - 3-5 Interdepartmental Procurement
 - Federal Supply Service
 - 3-6 Negotiation
 - Finding and Determinations
 - 3-7 Sources
 - Bidders List
 - Small Business
 - 3-8 Specifications
- 4 Contractual Instruments
 - 4-1 Changes
 - 4-2 Types
 - Cost-Plus-Fixed-Fee
 - Fixed Price
 - Time and Materials
- 5 Foreign Procurement
- 6 Government Property
 - 6-1 Bailment
 - 6-2 Government-Furnished Materials
 - Government-Furnished Aeronautical Equipment
 - 6-3 Industrial Property Control
- 7 Industrial Resources
 - 7-1 Facilities
 - Industrial Equipment
 - Plant Expansion
 - Special Tooling
 - 7-2 Labor and Technicians
 - 7-3 Materials
 - Controlled Materials
 - Customs Entry
 - Priorities
 - Stockpiling
- 8 Initiation of Purchase and Procurement Authority
 - 8-1 Assignment of Procurement Responsibility
 - 8-2 Delegation of Authority
 - 8-3 Procurement Directives
 - 8-4 Purchase Requests
- 9 Production
 - 9-1 Delivery Schedules
 - 9-2 Engineering Changes
 - 9-3 Expediting
- 10 Programming
 - 10-1 Requirements Computation
- 11 Procurement Case Files
- 12 Quality Control
 - 12-1 Inspection and Acceptance

- 13 Readjustment
 - 13-1 Claims
 - 13-2 Property Disposal
 - 13-3 Settlement
 - 13-4 Termination
 - Convenience
 - Default

Publishing and Publications—PUB

- 1 Orders
 - 1-1 AF Reserve Orders
 - 1-2 Courts-Martial Orders
 - 1-3 Flight Orders
 - 1-4 General Orders
 - 1-5 Movement Orders
 - 1-6 Operations Orders
 - 1-7 Personnel Action Memoranda
 - 1-8 Special Orders
 - 1-9 Technical Orders
- 2 Printing, Binding and Reproduction (Including Ditto, Photostat, etc.)
 - 2-1 Requirements
- 3 Publishing
 - 3-1 Distribution and Procurement
 - 3-2 Format and Editorial Policy
 - Bulletins
 - Digests
 - Directories
 - Indexes
 - Letters
 - Manuals
 - Memoranda
 - Periodicals
 - Regulations
- ~~3-3 Forms Standardization and Control~~
- 4 Review and Coordination

Research and Development—R&D

- 1 Aircraft
 - (Subdivide as required: amphibian; bomber; cargo and transport; convertiplane; fighter; glider; liaison; lighter-than-air; parasite; reconnaissance; rotary wing; and trainer).
 - 1-1 Aerodynamics (Exclusive of propellers and rotors)
 - Airfoils
 - Boundary Layer Control
 - Design Criteria
 - External and Internal Flow
 - Fluid Mechanics
 - Turbulence
 - Wind Tunnel Studies
 - 1-2 Alighting Gear
 - Antiskid Devices
 - Brakes
 - Cross-wind Landing Devices
 - Floats
 - Skis

	Steering		Deicing and Anti-icing Devices
	Tires		Fire Prevention Equipment
	Wheels		Heating Equipment
1-3	Components		Hydraulics
	Fuel Cells		Inflight Cargo Handling Equipment
	Fuselages		Oxygen Equipment
	Tail Assemblies		Pneumatic
	Wings	1-10	Propellers and Rotors
1-4	Design		Aerodynamics of
	Comfortization		Components
	Design Parameters		Control
	Escape and Recovery		Drive Mechanism
	Fabrication	1-11	Servicing and Handling
	Layout and Arrangement		Fueling and Fuel Storage
	Load, Weight and Balance		Gas Generators and Gas Servicing
	Passive Defense		Handling
	Performance		Heating and Air Conditioning
	Pressurization		Launchers and Arresters
	Structural Testing		Lubrication Equipment
1-5	Electrical Accessories		Mobile Compressed Air Supply
	Actuators		Starting
	Auxiliary Power Plants and Generators		Towing
	Circuit Breakers	1-12	Stability and Control
	Convertors		Control Mechanisms
	Lighting		Control Surfaces
	Motors		Criteria
	Regulators		Dynamic Load
	Storage Batteries		Flutter
	Wiring		Vibration
		2	Armament
1-6	Flight Instruments	2-1	Aircraft Armor (Plates, Bullet Proof Glass, etc)
	Accelerometers		
	Airspeed	2-2	Ammunition and Guns (Exclusive of Fire Control System)
	Altitude		Accessory Equipment
	Free Air Temperature		Destructive Effects
	Pitch and Yaw		Drives
1-7	Flight Operation Techniques and Equipment		Feed and Storage (Aboard Aircraft)
	Aircraft Climatization		Mounts
	All Weather Operation	2-3	Analysis and Evaluation
	Cruise Control		Ballistics
	Floating Wings		Computation
	Piloting		Control Theory
	Range		Dynamics of Systems
	Extension		Performance Evaluation
	Inflight Refueling		Systems Synthesis
	Towing	2-4	Bombs (Exclusive of Special Weapons)
	Unconventional Landing and Take-off		Cluster
1-8	Maintenance and Test		Controlled
	Engine Test Cells		Damage Assessment
	Engine Test Stands		Fragmentation
	Repair Equipment		General Purpose
	Shelters and Maintenance Stands		Incendiary
	Structure Testing Equipment		Leaflet
1-9	Mechanical Accessories		Photoflash
	Actuators		Target Marker
	Aerial Delivery Equipment	2-5	Bomb Accessories
	Aerial Dispensers		Anti-ricochet Devices
	Cooling and Air Conditioning		Fins

	Launchers		Screening
	Racks		Signal Search and Analysis
	Release Systems		Simulation
	Shackles	5-2	Components, Techniques and Tests
2-6	Computers		Amplification
	Bombing		Antennas and Antenna Shelters
	Ground Defense		Detection
2-7	Demolitions		Interference Reduction
	Application		Meters
	Techniques		Modulation
2-8	Fire Control Systems		Moving Target Identification
	(Position reference—radar; optics;		Remoting Devices
	gyros; computers; servo-transmit-		Signal Analysis
	ters; all equipment applicable to an		Signal Generators
	integrated fire control system)	5-3	Electromagnetics
2-9	Fuses		Analysis
2-10	Mines and Torpedoes		Wave Propagation
2-11	Munitions Handling Equipment	5-4	Electronic and Electrical Parts
	Cranes		Ammeters
	Hoists		Condensers
	Slings		Electronic Tubes
	Trailers		Heating Elements
	Trucks		Inductors
2-12	Rockets and Launchers		Insulation
	Accessory Equipment		Lamps
	Destructive Effects		Magnetic Amplifiers
	Feed and Storage (Aboard Aircraft)		Plugs and Connectors
	Launching Equipment		Regulators
	Release Equipment		Resistors
	Rockets		Transformers
2-13	Sights		Transistors
	Bombsights		Voltmeters
	Gunsights		Wire
2-14	Warheads	6	Engines
3	Chemistry		(Subdivide as required: gas turbines,
3-1	Analytical Physical		turbo jets and turboprops; nuclear; ram-
3-2	Inorganic		jet; rocket)
3-3	Organic	6-1	Engine Accessories
4	Communication		Carburetion and Manifolding
4-1	Accessories		Controls
4-2	Acoustics		Coolings
4-3	Airborne Systems		Filters and Screens
4-4	Facsimile		Fuel Systems
4-5	Ground Systems		Ignition
4-6	Linguistics		Injectors
4-7	Receivers		Lubrication and Systems
4-8	Recordings		Power Transmission
4-9	Telemetry	6-2	Engine Instruments
4-10	Teletype		Flowmeters
4-11	Television		Fuel Gauges
4-12	Theory of Information and Communica-		Position Indicators (cowl, inter-
	tion		cooler flaps, landing gear, etc.)
4-13	Transmitters		Tachometers
5	Electronics		Temperature
5-1	Combat Electronic Application (Elec-		Thrust Meters
	tronic Countermeasures)		Torquemeters
	Antijamming	7	Equipment
	Confusion	7-1	Air Base Equipment
	Ferret Systems		Auxiliary Power
	Jamming		Camouflage

	Construction and Maintenance Equipment	8-3	Hydraulic Fluids
	Fire, Crash and Salvage Equipment	8-4	Hydrocarbon Fuels
	Lighting and Marking	8-5	Oils
	Materials Handling	8-6	Rocket Fuels and Propellants
	Personnel Carriers	8-7	Storage and Distribution
	Structures	9	Guided Missiles
7-2	Clothing and Protective Equipment		(Subdivide as required: air to air; air to surface; air to underwater; surface to air; surface to surface; surface to underwater; underwater to air; underwater to surface; underwater to underwater.)
	Anti-hazard Clothing		Lighting Gear
	Environmental Clothing	9-1	Components, Accessories and Parts
	Eye Protection	9-2	Design
	Flying Clothing	9-3	Electrical Equipment
	Helmets	9-4	Instruments
	Occupational Clothing	9-5	Launching and Recovery Equipment
	Personal Armor	9-6	Mechanical Equipment
	Personal Oxygen Equipment	9-7	Stability and Control
	Protective Clothing	9-8	Test Vehicles
	Restraining Devices	9-9	
	Uniform	9-9	
7-3	Machine Elements and Hardware	10	Industrial Processes (bonding; cutting; fixtures; forming; finishings; gauges; inspection instruments; joining methods; packaging; preserving; tools; treatment; welding)
	Bearings		Instrumentation
	Cams	11	Aircraft
	Fastenings	11-1	Armament
	Fittings	11-2	Electronics
	Gears	11-3	Guided Missiles
	Mechanical Servos	11-4	Laboratory
	Movements and Mechanisms	11-5	Optical
	Springs	11-6	Range
7-4	Medical and Dental Equipment	11-7	Special Weapons
7-5	Rescue and Survival Equipment	11-8	
	Aerial Pickup and Tow	12	Materials
	Airborne Land Rescue Equipment	12-1	Chemicals
	Airborne Sea Rescue Equipment	12-2	Metallurgy and Metallics
	Detection Devices		Alloys
	Droppable Survival Gear		Ceramics and Metallic Mixtures
	Flotation Gear		Combination Metallic and Non-metallic Materials
	Personal Survival Clothing		Metallic Sandwich Materials
	Rescue Boats and Equipment		Powder Metallurgy
7-6	Test Support		
	Aerial		Non-metallics
	Range	12-3	Adhesives and Sealers
7-7	Trainers and Simulators		Ceramics
	Air Vehicle Trainers		Elastomers
	Bombing System Trainers		Leather
	Electronic Equipment Trainers		Paints
	Fire Control Trainers		Plastics
	Navigation Trainers		
	Targets and Scoring Devices		
7-8	Quartermaster Type Equipment	13	Mathematics and Computation
	Bedding	14	Medicine and Biology
	Cleaning and Sanitation Equipment	14-1	Air Evacuation
	Food and Rations	14-2	Allergy
	Food Containers and Dispensers	14-3	Anatomy
	Food Preparation Equipment	14-4	Aviation Medicine
	Furnishings	14-5	Bacteriology
	Personal Care Equipment	14-6	Biochemistry
	Shelters	14-7	Biomedical Aspects of Special Weapons
8	Fuels and Lubricants	14-8	Biophysics
8-1	Greases	14-9	Dentistry
8-2	High Energy Fuel		

- 14-10 Dermatology
- 14-11 Entomology
- 14-12 Epidemiology
- 14-13 Immunology
- 14-14 Military and Field Medicine
- 14-15 Neurology
- 14-16 Neuropsychiatry
- 14-17 Ophthalmology
- 14-18 Orthopedics
- 14-19 Otorhinolaryngology
- 14-20 Parasitology
- 14-21 Pathology
- 14-22 Pharmacology
- 14-23 Physiology
- 14-24 Preventive Medicine
- 14-25 Radiobiology
- 14-26 Radiology
- 14-27 Surgery
- 14-28 Toxicology
- 14-29 Veterinary Medicine
- 14-30 Virology
- 15 Meteorology
- 15-1 Atmospheric Hydrodynamics and Circulation Temperature
- 15-2 Balloon Probing and Transport System
- 15-3 Climatology
- 15-4 Micrometeorology
- 15-5 Synoptic Techniques
- 15-6 Thunderstorms
- 15-7 Visibility
- 15-8 Water, Clouds and Hydrometers
- 15-9 Weather Forecasting
- 15-10 Winds, Turbulence and Diffusion
- 16 Military Psychology
- 16-1 Intelligence Operations Techniques
- 16-2 Psychological Warfare Methods
- 17 Navigation and Navigation Instruments and Equipment
- 17-1 Ground Reference Navigation
 - Direction Finding
 - Distance and Position Finding
 - Ground Tracking Airborne Radar
 - Map Matching
 - Radar Beacons and Markers
 - Radar Search
- 17-2 Navigation Instruments
 - Astrograph Data Boards
 - Chart Projection Methods
 - Chronometers
 - Computers
 - Driftmeters
 - Graphic Instruments
 - Octants
 - Position Indicators
- 17-3 Self-Contained Navigation
 - Celestial
 - Celestial-Inertial
 - Dead Reckoning
 - Direction Instruments
- 17-4 Inertial
 - Position Indicators
 - Terminal Control of Air Vehicles
 - Air Traffic Control
 - Ground-Controlled Approach
 - Homing
 - Instrument Landing Systems
 - Target Seekers
- 17-5 Vehicle Guidance and Control
 - Beam Riding
 - Close Cooperation Devices
 - Command Systems
 - LORAN
 - Preset Guidance
 - Radio Compass Auto-pilots and Coupling to Beams
 - Radion-ranging
 - SHORAN
 - Stabilization Devices
- 18 Parachutes (Cargo; decelerator; missile recover; personnel theory of)
- 19 Personnel Utilization
 - 19-1 Assignment
 - 19-2 Evaluation
 - 19-3 Human Engineering
 - 19-4 Manpower Accounting and Reporting
 - 19-5 Manpower Supply and Requirements
 - 19-6 Promotion
 - 19-7 Psychology of Training
 - 19-8 Psychophysiology
 - 19-9 Selection
 - 19-10 Training and Education
- 20 Photography (Including Aerial Reconnaissance Collection)
 - 20-1 Interpretation and Compilation
 - 20-2 Processes and Devices
 - Cameras
 - Emulsions
 - Film
 - Lenses
 - Optical Material
 - Optics
 - Photo Process Labs
 - Photosensitive Material and Processes
 - Printing
 - Processing
 - Quality Control
 - Titling
 - 20-3 Techniques
 - High Speed
 - Infra-red
 - Micro
 - Motion
 - Still
 - Three Dimensional
 - Ultra-violet
- 21 Physics
 - 21-1 Acoustics
 - 21-2 Electricity and Magnetism

- 21-3 Experimental Physics
- 21-4 Mathematical Physics
- 21-5 Mechanics
- 21-6 Nuclear, Atomic, Molecular Structure
- 21-7 Solid State Physics
- 21-8 Thermodynamics
- 22 Physics (Atmospherics)
 - 22-1 Acoustics
 - 22-2 Cloud Physics and Nucleation
 - 22-3 Cosmic and Solar Influences
 - 22-4 Electricity and Ionization
 - 22-5 Meteors
 - 22-6 Optics
 - 22-7 Radiation
 - 22-8 Structure and Composition
- 23 Sociology
 - 23-1 Demography
 - 23-2 Inter-group and Inter-personnel Relations
 - 23-3 Morale and Leadership
- 24 Special Weapons, Effects and Defense
 - 24-1 Atomic Weapons
 - 24-2 Bacteriological and Biological Warfare Agents
 - 24-3 Chemical Warfare Agents (CW)
 - 24-4 Radiological Warfare Agents (RW)
 - 24-5 Thermonuclear Weapons
- 25 Terrestrial Sciences
 - 25-1 Geodesy
 - 25-2 Geology
 - 25-3 Geomagnetisms
 - 25-4 Geophysical Aspects of Atomic Weapons
 - 25-5 Oceanography
 - 25-6 Seismology
 - 25-7 Soil Mechanics

Relations & Liaison—REL

- 1 Information Services
 - 1-1 Civil Liaison
 - Community Relations
 - Celebrations and Ceremonies
 - Holiday Observances
 - Industrial Liaison
 - Speakers Bureau
 - 1-2 Internal Information
 - Base Newspapers
 - Commander's Call
 - Orientation
 - 1-3 Public Information
 - Information Releases
 - Press Queries
 - Press Visits
- 2 International Affairs
 - 2-1 NATO
 - 2-2 SHAPE
- 3 Legislative Relations
 - 3-1 Congressional Inquiries
 - 3-2 Legislation (Proposed-Submitted for Comment)
 - 3-3 Legislative Programs

Security—SEC

- 1 Counter Intelligence
 - 1-1 Subversive Activities (See INV 5)
 - Individuals
 - Organizations
- 2 Physical Security
 - 2-1 Travel Control
 - Security of Troop Movements (Personnel)
 - Security of Materiel Movements (Supply)
 - 2-2 Control of Entry and Exit
 - Guarding and Patrolling (Guarding and Patrolling Operations—See POL 1)
 - Identification and Passes
 - Physical Safeguards
 - Barriers, Devices and Equipment
 - Visitor Control
- 3 Safeguarding Military Information
 - 3-1 Censorship
 - Civil
 - Military
 - Prisoner-of-War
 - 3-2 Classifying and Marking
 - 3-3 Destruction (Incineration and Maceration)
 - 3-4 Disclosure and Access
 - 3-5 Handling and Transmission
 - 3-6 Loss or Subjection to Compromise
 - 3-7 Reproduction
 - 3-8 Storage

Supply and Services—SUP

- 1 Distribution of Supplies
 - 1-1 Basis of Issue
 - Accountability
 - Foreign Government *EQUIPMENT AUTHORIZATIONS*
 - Loan, Donation and Exchanges *ALLOWANCE DOCUMENTS*
 - Organization Units *PERMANENT GOVERNMENTS*
 - Rations
 - UPRELS
 - Personnel
 - Rations
 - Tables of Allowances
 - 1-2 Requirements
 - Discrepancies
 - Shortage
- 2 Disposition of Supplies and Personal Property (Disposition of Real Estate—See INS)
 - 2-1 Excess and Surplus Personal Property
 - Declaration
 - Redistribution
 - Sale
 - Salvage
- 3 Services
 - 3-1 Clothing Sales
 - 3-2 Commissary Operations

- | | | | |
|-----|---|-----|--|
| 3-3 | Food Services | 4-2 | Chemical Warfare |
| | Menus | 4-3 | First Aid |
| 3-4 | Laundry and Dry Cleaning | 4-4 | Physical |
| 3-5 | Mortuary and Grave Registration | 4-5 | Small Arms, Familiarization |
| | Escorts and Honors | 5 | Flying Training & Facilities (Schools) |
| | Headstones and Markers | 5-1 | Basic |
| | Interments and Disinterments | 5-2 | Bombardment |
| 3-6 | Post Exchange Operations | 5-3 | Fighter |
| 4 | Storage of Supplies | 5-4 | Instrument |
| 4-1 | Stock Control—Stock Record Account | | GCA (Ground Control Approach) |
| | Inventory and Adjustments | | ILS (Instrument Landing) |
| | Memorandum Receipts | 5-5 | Navigation |
| | Notice of Shipment | 5-6 | Reconnaissance |
| | Requisitions | 5-7 | Rotary Wing |
| | Service Stock (Model, Shop Stock,
Local Issue) | 5-8 | Tactical |
| | Shipping Documents | 6 | Foreign Trainees |
| | Stock Level Control | 7 | Military Training |
| | Vouchers | 7-1 | Basic Training (Non-flying) |
| 4-2 | Warehousing (Including Open Storage) | 7-2 | Officer Training (Non-flying) |
| | Preservation and Storage Methods | 8 | Professional and Academic Training and Fa-
cilities (Schools) |
| | Space Utilization | 8-1 | Academic |
| 5 | Supply System Management | 8-2 | Chaplains |
| 5-1 | Classification, Cataloging and Nomen-
clature | 8-3 | Dental |
| 5-2 | Conservation and Rationing | 8-4 | Legal |
| 5-3 | Export Control | 8-5 | Medical |
| | Seizure | 9 | Technical Training and Facilities (Schools) |
| 5-4 | Packaging and Marking | 9-1 | Career Training |
| 5-5 | Selection, Adaptation and Modification | | Atomic Warfare |
| | Standardization | | Biological Warfare |
| | Utilization | | Intelligence |
| 5-6 | Stockpiling and Reserves | 9-2 | Mobile Training |
| | Strategic and Critical Materials | 9-3 | On-the-job-training |
| 5-7 | Supply Directives | 9-4 | Special Training |
| 5-8 | Supply Facilities | 10 | Training Aids |
| | Base | 11 | Unit Training |
| | Depot | | |
| | Unit | | |
| 6 | Supply Items | | |
| | (Further subdivide as required in ac-
cordance with standard classes of supply
(AFM 67-1) using class numbers in
parentheses as secondary subject desig-
nations, viz: SUP 6 (01).) | | |

Transportation—TRS

- | | |
|-----|---|
| 1 | Baggage and Trophies |
| 2 | Commercial |
| 2-1 | Carrier Agreements |
| 2-2 | Carrier Representation |
| 2-3 | Freight (Facilities, Classification and
Rates) |
| | Air |
| | Bills of Lading |
| | Chemicals, Explosive and Inflamma-
bles |
| | Demurrage |
| | Diversion and Reconsignment |
| | Embargoes |
| | Express |
| | Forwarding and Loading |
| | Household Goods |
| | Motor Carriers |
| | Rail |
| | Car Control and Supply |
| | Storage in Transit |

Training—TNG

- | | |
|-----|---|
| 1 | Administrative Training and Facilities
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Appendix B

RULES FOR ALPHABETICAL ARRANGEMENT

1. Sequence of Surnames

Names of individuals shall be arranged in alphabetical sequence, surname first, considering the alphabetical sequence of each letter of the surname in relation to the letters of other surnames with which it is filed:

Able
Adams
Adamson
Adler
Allen

2. Identical Surnames

Identical surnames shall be arranged, first, by the first initial of the first given name, then the initial of the second given name, considering both initials, but disregarding the spelling of either the first or second given names except for the purpose of arranging names with identical initials:

Allen, A
Allen, Alice
Allen, A. B.
Allen, A. Bert
Allen, B.
Allen, Ben
Allen, B. A.
Allen, B. C.
Allen, Ben D.
Allen, B. John

3. Hyphenated Names

a. Hyphenated surnames of individuals shall be filed as one word:

Page, D. A.
Page-Lewis, S. M.
Pagella, T. M.

b. If other than surnames of individuals, they shall be treated as separate words:

Hall-Scott Motor Co.
Halt Technical Laboratories

c. Names that are sometimes hyphenated and sometimes not, shall be filed as one word:

Cooperative Market
Co-operative Marketing Ass'n.
Inter-State Canning Co.
Interstate Shippers Ass'n.

4. Prepositions, Articles, and Conjunctions

Prepositions, articles, and conjunctions shall be disregarded in the arrangement of the name.

5. Abbreviations

File all abbreviations as though spelled in full:

Assn Association
Co Company
Jas James
Mt Mount
Natl National
St Saint

6. Names that Contain Numerals

Numerals that form part of a name shall be considered for filing as though spelled out:

19th Century Literary Club—Nineteenth Century
Literary Club
10th Avenue Provision Co.—Tenth Avenue Pro-
vision Company

7. Names that Consist Entirely of Initials

Names that consist in part or entirely of initials (except when initials are part of an individual's name) shall be filed in front of all other names beginning with the same letter:

OAX Radio Station
OK Serum Company

Oaks, T. A.
 Ober, F. W.
 PDQ Messenger Service
 Parks, D. A.

8. Institutions and Schools

Institutions or colleges, as such, having as part of their names the name of an individual, shall be filed by the first letter of the individual's *given* or Christian name; companies and other business organizations excepted:

George Washington University
 Georgetown Hospital
 Johns Hopkins University
 Johnson, V. V.
 Theodore Roosevelt Hospital

9. Companies, Corporations, Other Business Firm Names

a. Companies, corporations, and other business firm names containing the name of an individual shall be filed by the first letter of the surname, after individuals of like name:

Smith, John E.
 Smith and Company
 Smith and Company, A. D.
 Smith Fish Company, C. R.

b. Identical business firm names shall be filed according to city and state in which they are located:

Brown and Company, Chicago, Illinois
 Brown and Company, San Francisco, California
 Smith and Sons, Springfield, Illinois
 Smith and Sons, Springfield, Massachusetts

10. Cities, Towns, Counties, States, Countries

Names of cities, towns, counties, states, and countries shall be filed after individuals, business firms, and institutions of like name:

Lyons, W. A.
 Lyons Warehouse Co.
 Lyons, Colorado—Board of Health
 Lyons County, Maryland—Police Department

11. Titles

Titles such as Captain, Doctor, Junior, Senior, Mrs, and so forth, shall be disregarded except where the names and initials

are identical, whereupon they shall be filed alphabetically by titles:

Jones, John F.
 Jones, John F. (Captain)
 Jones, John F. (Doctor)
 Jones, John F. (Jr)
 Jones, John F. (Mrs)

12. Prefixes

a. All names having a prefix as a part thereof shall be considered as one word whether the prefix is capitalized or not and shall be arranged in sequence with other names, considering the letters of the prefix in relation to the letters of other names:

Dalton
 D'Arcy
 Dawes
 De Armond
 Devon
 Van Burgund
 Van Courtland
 Van Dyke

b. Names having the prefixes M, Mc, and Mac shall be filed together in front of all names beginning with the letter "M," without regard to the spelling of the prefix:

McGinty, A. B.
 M'Ginty, B. A.
 Mac Ginty, C. D.
 M'Ginty, D. E.
 MacGinty, D. F.
 McGinty, F. G.

13. Estates

Estates shall be filed with companies:

Wilson & Co.
 Wilson & Co., T. E.
 Wilson, Estate, George C.
 Wilson Provision Co.
 Wilson & Young Co.

14. Words Denoting Direction

Names containing words denoting directions such as northwest, southeast, and so forth, sometimes written as one word and sometimes as two, shall be considered as one word when filed:

Southeast Producers Assn.
 South East Producers Assn.
 Westside Grocery
 West Side Meat Co.

15. Geographic or Location Words

Compound geographic or location words comprising a name are filed as separate words:

New Jersey Meat Co.
New York Packing Co.
Newark Provision Co.
West Virginia Grocery Co.
West Wellington Motor Corp.

16. Indexing the Alphabetical File

Indexing an alphabetical file of names is accomplished by the placement of guides indicating the various divisions and subdivisions of the alphabet under which each group of names fall. The number of alphabetical subdivisions used in a file depends

upon the number of names in the file, and whether the materials to be filed by name are individual papers, cards, case files, etc. As a general rule, an alphabetical subdivision guide should be provided for each 10 to 20 name folders, or for each 25 to 50 name cards. Standard sets of alphabetical subdivision guides are available from commercial sources in a wide variety of numbers of subdivisions. However, if such guides are procured it is recommended that "non-terminal" alphabetical subdivisions such as illustrated in the tables below, be specified. Use the number of guides that makes searching the file easiest, but remember that the use of too many guides will defeat their purpose.

Divisions of the Alphabet

15 Division	20 Division	60 Division
A M	A J Q	A Co Gi Ki Mu Ro U
B N	B K R	Am Cr Gr L N S V
C P	C L S	B D H Le O Sch W
D R	D Me T	Be De He Li P Si We
F S	E M U	Bi Do Ho Mc Pe St Wi
H T	F N V	Br E Hu M Pi Su XYZ
I W	G O W	Bu F I Mar Q T
K	H P XYZ	C Fi J Me R To
	I	Ch G K Mo Ri

100 Division

A	Bo	Cor	Et	H	J	McA	P	Se	Tr
Al	Br	Cr	F	Ham	John	M	Pe	Sh	U
Am	Bro	Cu	Fi	Har	K	Man	Pi	Si	V
Ander	Bu	D	Fo	Hat	Ke	Me	Pr	Smith	W
Ar	C	De	Fr	He	Ki	Mi	Q-R	Sp	War
B	Car	Di	G	Hi	Kn	Mo	Ri	St	We
Bar	Ch	Do	Ge	Ho	L	Mu	Ro	Sto	Wh
Be	Cl	Dow	Go	Hon	Le	N	Ros	T	Wi
Ber	Co	E	Gr	Hu	Li	Ni	S	Tho	Wo
Bi	Con	El	Gro	I	Lo	O	Sch	Ti	XYZ

150 Division

A	Br	Cu	Fl	Har	Jones	McD	P	Se	V
Al	Bro	D	Fo	Harr	K	McK	Pe	Ch	Ve
Am	Bu	Davis	Fr	Hat	Ke	M	Pet	Si	W
Ander	C	De	Fri	He	Kel	Man	Pi	Smith	Wall
Ar	Car	Del	G	Hen	Ki	Mas	Pr	Sn	War
At	Cas	Di	Gar	Her	Kn	Me	Pu	Sp	We
B	Ch	Do	Ge	Hi	Kr	Mi	Q-R	St	Wei
Baker	Che	Dow	Gi	Ho	L	Miller	Re	Sto	Wh
Bar	Cl	Du	Go	Hol	Lar	Mo	Ri	Su	Wi
Be	Co	E	Gr	Hon	Le	Mor	Ro	T	Williams
Ber	Con	El	Gre	Hu	Lel	Mu	Ros	Te	Wilson
Bi	Coo	Et	Gro	Hun	Li	N	Ru	Tho	Wo
Bl	Cor	F	H	I	Lo	Ni	S	Ti	Wr
Bo	Cr	Fe	Hal	J	Lu	O	Sch	Tr	XY
Bon		Fi	Ham	John	McA	Or	Schm	U	Z

RECORDS MANAGEMENT**Maintenance of Current Records**

AFM 181-4, 20 February 1958, is changed as follows:

1. Make the following changes by pen and ink:

<i>Page</i>	<i>Paragraph</i>	<i>Action to be taken</i>
✓		Change heading "Paragraph" to read "Figure".
✓		In figure 6, change folder labeled "ANDR" to read "AN".
✓11	16	Delete the letters "a", "b", "c", and "d" appearing in the first paragraph.
✓16	19b(1)	Delete last sentence.
✓16	19b(2)	Change the category "OFF" to read "ADM".
✓25	31 and 32	Delete all FSN designations.
✓26	33a	Change the word "publications" appearing in the last sentence to read "material".
✓33		Align "CIV 17 Separation" and "CIV 18 Travel" as primary subdivisions.
✓33		Align "FIN 1-5 Reporting Instructions and Requirements" as a secondary subdivision.
✓38		Add new primary subdivision "11 Forms Management" to major subjective category "ADMINISTRATIVE MANAGEMENT—MGT".
✓41		Delete the subdivision "3-3 Forms Standardization and Control".
✓49		Change the symbol for Accident, Ground Safety "MIL 3" to read "MGT 3".
✓54		Delete the entry "Forms PUB 3-3" appearing under "Control".
✓57		Substitute "Forms Management MGT 11" for the entries "Forms: Control PUB 3-3" and "Forms; Standardization PUB 3-3".
✓67		Delete the entry "Forms PUB 3-3" appearing under "Standardization".

partial
7 NOV 58
RPM

2. Change references on pages 30, 32, 33, and 56 to the major subjective category "FINANCIAL MANAGEMENT" to read "FINANCIAL ADMINISTRATION". The symbol for this category remains "FIN".

3. The symbol ★ is used to indicate new or revised material in the text.

4. Insert the attached revised pages according to page numbers and remove the corresponding pages.

5. After taking the necessary action, file this cover sheet in front of the manual.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

THOMAS D. WHITE
Chief of Staff

J. L. TARR
Colonel, USAF
Director of Administrative Services

Attachments:

Pages 17-18, 23-24

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Records Management

MAINTENANCE OF CURRENT RECORDS

AFM 181-4, 20 February 1958 is changed as follows:

1. Make the following changes by pen and ink:

Page	Paragraph	Line(s)	Action To Be Taken
✓ 4	✓ 6		✓ Change "(1), (2), (3), (4), (5), (6)," to "a, b, c, d, e, f."
✓ 7	✓ 13	5 & 6	✓ Delete "Records Management Group."
✓ 8	✓ Title	2	✓ Change "Records" to "Correspondence."
✓ 13	Figure 8		✓ Change date to "1 Jun 61."
✓ 14	16d	1	✓ Change "they" to "it."
✓ 46	✓ Appendix A		✓ Add "s" to "concern." Under "SUPPLY & SERVICES—SUP," change as follows: 1-1 Basis of Issue Accountability Equipment Authorization Allowance Documents Foreign Government Loan, Donation and Exchanges Rations

This change supersedes Interim Changes: 1, 25 November 1960; and 2, 25 May 1961.

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andria, Va. 10

2. The ★ is used throughout the manual to indicate new or revised material in the text.
3. Insert the attached revised pages according to page numbers and remove the corresponding pages.

REMOVE		INSERT
Page	Edition Date	Page
1, 2	20 Feb 58	1, 2
9 thru 12	20 Feb 58	9 thru 12
15, 16	20 Feb 58	15 thru 20.5
17, 18	6 Oct 58	
19, 20	20 Feb 58	
25, 26	20 Feb 58	25, 26

4. After taking the necessary action, file this change sheet in the front of the manual.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

CURTIS E. LeMAY
Chief of Staff

R. J. PUGH

Colonel, USAF

Director of Administrative Services

Records Management

MAINTENANCE OF CURRENT RECORDS

AFM 181-4, 20 February 1958, is changed as follows:

1. Pen and Ink Changes:

Page	Paragraph	Line	Action To Take
✓iii	Chapter 3	1	Delete "RECORDS" and substitute "CORRESPONDENCE."
✓3	4c	4, 5	Change to read ". . . will preclude their combination with standard-size records."
✓7	12	9-19	Delete "However, project was completed."
✓7	13	7	Substitute "(AFDASB)" for "(AFCAS-8)."
✓10	15g(4) (a)	4-6	Insert a period after "reference" and delete "or to segregate . . . different retention periods."
✓11	15g(6)	✓1	Substitute "Original" for "A copy."
		✓2-3	Delete "including superseded plans."
		✓4	Delete " <i>general correspondence</i> ."
		✓9-13	Delete "(Note . . . system)."
✓14	16b	✓3	Delete "the offices served by."
✓14	16c	3	Delete "the offices served by."
✓20.1	19g		Delete this paragraph, including subparagraphs (1), (2), (3), and (4).
✓20.1	20	4-5	Delete "distinction and."
✓21	26	2-5	Change second sentence to read "See AFR 205-1 and the implementing security directives before labeling cabinets containing classified material."
✓25	32c	2	Substitute "11/8" for "1/8."
✓26	34b	3	Substitute "AF Form 80" for "records control schedule."

24 February 1964

Page	Paragraph	Line	Action To Take
✓ 35	INV		Add as primary subdivision: "7 Safety Programs."
✓ 38	MGT		Delete primary and further subdivisions of "3 Ground Safety."
✓ 39	OPS		Delete secondary and further subdivisions of "2-5 Flight Safety."
✓ 57	Flight		Delete "Safety OPS 2-5."
✓ 57	Ground		Delete "Safety MGT 3" and all subdivisions.
66	Safety		Delete present subdivisions and substitute "Safety Programs INV 7."

2. **Page Changes.** Remove pages 15 through 20, dated 30 August 1961, and insert the attached revised pages.

3. **New or Revised Material.** This is indicated by a ★.

4. **Filing.** After taking necessary action, file this cover sheet in back of the manual.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CURTIS E. LeMAY
Chief of Staff

R. J. PUGH
Colonel, USAF
Director of Administrative Services

IMMEDIATE ACTION

CHANGE

AFM 181-4D

**AIR FORCE MANUAL
NO. 181-4D**

**DEPARTMENT OF THE AIR FORCE
Washington, 14 May 1965**

Records Management

MAINTENANCE OF CURRENT RECORDS

AFM 181-4, 20 February 1958, is further changed as follows:

1. Remove pages 25 and 26, 30 August 1961, and insert the attached revised pages.
2. New or revised material is indicated by ★.
3. After making above changes, file this change sheet in back of the manual.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

J. P. McCONNELL
General, U.S. Air Force
Chief of Staff

R. J. PUGH
Colonel, USAF
Director of Administrative Services

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MR NORMAN
INFO

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.



21 NOV 1966

REPLY TO
ATTN OF: AFDASB

SUBJECT: Revised Procedures in AFM 181-4, Maintenance of Current Records, 3 Oct 1966

- TO: SAFAA AFDAS AFISI AFJAG AFNIA AFADF AFODC AFOWX AFSDC AFSPD AFXOP
- AFCCS AFFRA AFISP AFMSG AFAAC AFADS AFOAP AFPDC AFSLP AFSSS AFXPD
- AFESS AFGQA AFIDI AFNIN AFAAF AFADO AFODC AFPCP AFSMS AFSTP AFXSA
- AFCVS AFHCH AFNIC AFABF AFAMA AFOCE AFPMC AFSME AFXDC AFXDO AFBSA
- AFIGO AFNIE AFADA AFAUD AFOMO AFRDC AFSPP AFXJM AFTAC

(Records Representative)

1. We have received inquiries concerning the provisions of the new AFM 181-4. Following is a discussion of some of the general and specific changes and the reasons for them, and should be passed on to all offices of record.

2. General. The manual was written for the majority of recordkeepers of the Air Force. The provisions are based upon Government-wide standards prescribed by the General Services Administration. Some of the procedures and related terms that you have been familiar with have been changed or broadened to coincide with these standards. The procedures are mandatory unless the text of the specific procedure permits flexibility. Some procedures were purposely made flexible because of dissimilarities in record-keeping practices due to variances in mission requirements, complexity of documentation, volume of files, capability of records clerks, and similar factors. We expect our records people at all levels to adjust these permissive procedures to cope with local problems and exigencies. Therefore, more freedom of action and the exercise of ingenuity in record-keeping should be permitted at the local level than was permitted in the past. We urge that you carefully consider the need for directorate-wide standardization of these permissive procedures before imposing arbitrary, mandatory practices on all recordkeeping activities.

3. Specific Procedures.

a. Offices of Record (Para 4). The requirement to designate offices of record was deleted. The guidelines to follow in establishing offices of record assures that such offices are properly located. The preparation of an AF Form 80 and the transmittal of a copy of that form to AFDASB and the Directorate records representative per HOI 181-3 is sufficient notice of the designation and establishment of an office of record.

b. Subjective Arrangement (Para 8f and Item 6, Figure 3). Subjective arrangement is not restricted to the Air Force Subjective Classification System. The latter system is prescribed for the maintenance of correspondence and other related documents which cannot be filed in a more simple arrangement. The policy reference file, arranged by subject topic, is

one example of a locally devised "subjectively" arranged file of documents. Some of you prefer to identify this arrangement as "alphabetic by name" probably because (for demonstration of file coding purposes) the subjects are preceded by alphabetic symbols or because the subjects are arranged in alphabetical order. To achieve a more orderly arrangement, subjects are arranged in alphabetical order and then file codes are assigned-- in the Air Force Subjective Classification System these are numerical file codes; in other subjectively arranged records series they are alphabetical file codes. Therefore, regardless of the file coding, the primary arrangement (determined by how the records will most often be requested) is by subject. Thus, the numerical file coding in the Air Force Subjective Classification System does not mean the primary arrangement is numerical; similarly, the alphabetic file coding in other subjectively arranged files does not mean the primary arrangement is alphabetical. We believe the designation is appropriate and should cause no confusion as long as local subjective categories are not assigned numerical codes similar to the Air Force Subjective Classification System.

c. File Coding (Para 10a(1) and 14a). The item number from the AF Form 80 may be used to code papers for filing in other than general correspondence files. While this was prescribed in the previous edition, question has been raised as to the necessity for coding large quantities of similar documents (bills of lading, special orders, etc.). Again, we believe this provision should remain flexible and not be imposed upon all offices of record. Certainly, an office that accumulates only one basic series (e.g., orders) need not place a file code (item number) on all orders to be filed. The procedure should be used only when it is necessary to segregate and identify several groups of documents for filing and refiling.

d. Placement of AF Form 82s (Para 12a). The requirement that disposition guide cards be placed to indicate ultimate disposition of the related records was discarded because the system does not agree with Government-wide filing practices. Guide tabs should be placed on the left side (first position) of the file to introduce all records series. Center (second position) guide cards are used to introduce major subdivisions of each records series, when necessary. Right (third position) guides may be used to introduce further subdivisions. Since the guide card bearing the AF Form 82 also serves as the locator guide card introducing each records series, it is logical to place that guide only in the first (left) position. Furthermore, we found that records were not being destroyed or retired on the basis of the position of the disposition guide card but only after the AF Form 82 was referred to.

e. Describing Records in Column 5B of AF Form 80 (Para 10a(2)). The instructions for describing records on the AF Form 80 by using the paragraph title from AFM 181-5 has been changed to permit flexibility--the title of the applicable paragraph or subparagraph of AFM 181-5 will be

used when appropriate. The primary purposes of the change is to permit the AF Form 80 to describe more specifically the types of records in each office of record since many of the paragraph titles in AFM 181-5 are general descriptions of groups of documents. For example, Item 1 of Figure 3--the title of the subparagraph in AFM 181-5 (Files Maintenance and Disposition System Records) is not used because it does not specifically describe the records (AF Form 80) in the series.

f. Using Prong Fasteners (Para 13g and 17). The indiscriminate use of prong fasteners should continue to be discouraged. However, there are instances when their use is justified. When related papers cannot be stapled because of their thickness, the use of prong fasteners is preferred instead of rubber bands, paper and binder clips, pins, etc. Also, when entire folders are frequently used away from the files area, prong fasteners may be used to prevent the loss of loose papers within the folders.

F. M. Rendline

F. M. RENDLINE
Documentation Systems Division
Directorate of Administrative Services

AFM 181-4

A I R F O R C E M A N U A L

RECORDS MANAGEMENT

**MAINTENANCE
OF
CURRENT RECORDS**

AFM 181-4
MAINTENANCE



3 OCTOBER 1966

D E P A R T M E N T O F T H E A I R F O R C E

Records Management

MAINTENANCE OF CURRENT RECORDS

This manual prescribes policies, procedures, and techniques for maintaining current records. It explains how to establish basically uniform, economical, and efficient practices for maintaining all types of current records.

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This manual supersedes AFM 181-4, 20 February 1958, and AFL 181-4, 22 August 1966.		
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Chapter 1

OBJECTIVES AND RESPONSIBILITIES

1. Why Records and Efficient Records Maintenance Practices are Necessary. Records play a vital role in managing and operating Air Force activities. They serve as the memory of the organization, a record of past events, and the basis for future actions. Records maintained systematically will be complete, easily accessible, and properly arranged to serve current and future purposes. Eliminating duplicate and unnecessary records reduces the expense of handling and the cost and amount of supplies, equipment, and office space. Locating records properly within the organization allows full use and eliminates duplicating current records. Using the proper supplies and equipment further enhances the files operations. The following text contains procedures and criteria for attaining these goals.

2. Supplemental Publications. Command supplements to this manual or other publications that change the basic policies, procedures, or formats prescribed herein are prohibited. Forward a published copy of each major command supplement or other publication that implements this manual, with related forms, to HQ USAF (AFDASB).

3. Duties and Responsibilities.

a. *Records Management Officers*, appointed according to AFR 181-1, will:

(1) Exercise staff supervision over the program to insure that:

(a) The policies and procedures prescribed in this manual are complied with throughout the command, and

(b) Corrective action is taken when required.

(2) Coordinate and adjust command records maintenance practices to insure adequate documentation and to facilitate the disposition of records.

(3) Insure the full and economical use of equipment, supplies, and space for keeping records (see chapter 4).

b. *Records Officers*, appointed in accordance with AFR 181-1, are responsible for monitoring the program at their headquarters and its constituent elements. Reference to records officers in this manual includes those persons assigned the duties of a records officer on a part-time basis. Specifically, the records officer will serve as a consultant to records custodians and records clerks in carrying out the provisions of this manual. He will insure that all records are properly identified on AF Form 80, "Files Maintenance and Disposition Plan," so that correct disposition instructions are prescribed on AF Form 82, "Files Disposition Control Label." (See paragraphs 10 and 11). He will also review all requests for filing equipment to insure proper use in compliance with paragraph 26b.

c. *Records Custodians* are officials in charge of organizational elements which are "offices of record." (See paragraph 4.) They are also responsible for the adequate maintenance and appropriate disposition of the records and for the proper procurement and use of filing supplies and equipment in their custody (see paragraph 26a).

d. *Records Clerks* are individuals who have been assigned the duty of maintaining and servicing the files in an office of record. To do this job effectively, the records clerk must:

(1) Know the functions of the office for which the records are maintained.

(2) Know what purpose the records are to serve and adjust the filing practices accordingly, so that accurate and efficient reference service can be furnished the users of the file.

(3) Know and apply the records maintenance and disposition procedures applicable to the records he maintains.

(4) Consult with the records custodian and, when necessary, with the records officer regarding problems affecting the maintenance and disposition of records.

Chapter 2

PLANNING AND ARRANGING FILES

4. Where Records Are Located (Offices of Record). Records are located at organizational levels where effective documentation of assigned functions and responsibilities can be assured—offices that have primary interest in the subject matter documented by the records and the primary need to use the files. These locations are known as *offices of record*. Each office of record is responsible for the custody and maintenance of the permanent and temporary current records of the offices it serves. For example, an office responsible for a specific aspect of “administrative management” such as “records management” has custody of all documentation pertaining to that function. At that level, documentation and reference requirements can best be determined. Thus, the functions and responsibilities of the offices served by the office of record are segregated and completely documented—this makes the files more useful, improves documentation of functions, and facilitates disposition of the records. To insure conservation of personnel, equipment, and space; rapid and economical filing and reference; and protection of records, consider the following factors in physically locating records:

a. Access. Insure that records are sufficiently accessible to the using activities so that maintenance of duplicate files is unnecessary.

b. Security.

(1) Maintain classified files in approved security containers or in space approved as a secure room or alarmed area in accordance with AFR 205-1.

(2) Provide other supplemental safe-

guards required to adequately safeguard classified documents.

c. Space:

(1) *Adequacy.* Space should be adequate for present and anticipated records maintenance and service needs. To preclude filing and finding delays and low work output, consider the following in determining the proper amount of space required for files:

(a) The maximum quantity of records required to be maintained at one time; that is, the volume of records on hand at the end of the calendar (or fiscal) year plus the estimated accumulation of the next year.

(b) The minimum number of file containers required to house the records in (a) above. Floor space required for file containers is the space actually occupied by the file containers plus essential access and working (aisle) space. (An allowance of 6 square feet of space is normally adequate for a letter-size filing cabinet.)

(c) The minimum floor space required for necessary desks, chairs, tables, racks, storage cabinets, machines, etc., is based on the space actually occupied plus necessary access and working space.

(2) *Suitability.* Space should be suitable for requirements of the files operation. To insure efficiency of operation, files protection, and safety, health, and morale of records personnel, consider the following:

(a) Ventilation and heating should be comparable to that in other administrative-type working areas.

(b) Lighting should be comparable to that in normal office space—free from glare caused by sunlight, exposed bulbs, or distracting reflections.

(c) The floor should be strong enough to support the weight of the files, equipment, and personnel.

d. *Arrangement.* Arrange files equipment and supplies in collocation with files personnel to provide:

(1) Direct and smooth workflow with a minimum of travel, cross-movement, and backtracking.

(2) Placement of equipment as near as practicable to the most users.

(3) That the use of the records is appropriate to the work involved, e.g., classified records are located away from windows, doors, etc., to prevent unauthorized access.

5. Planning Files. The files of an office of record consist of one or more "records series." A "records series" is a group of documents with similar characteristics which is maintained apart from other groups of records in the office of record. The first planning step is to separate the records into series. This will reduce finding time by reducing the area of search.

a. When establishing records series, consider the following factors:

(1) Records have different retention requirements.

(2) A large group of records of the same kind serve the same purpose.

(3) Physical characteristics (nonstandard size and shape) preclude filing with standard size records—see paragraph 7g.

(4) Frequent, easy reference to a particular group of documents is necessary.

b. Following are examples of records more effectively maintained as separate records series:

(1) Record sets and reference collections of publications.

(2) Control type records, such as index cards, locator cards, mail control records, document receipts, etc.

(3) Records with short retention requirements such as locator files of messages and transitory and reading files.

(4) Case or project files, such as civilian and military individual personnel records and claims and contract case files.

(5) Specific series of records maintained as prescribed in a separate directive, i.e., numerical and functional forms, bills of lading, supply records, etc.

(6) General correspondence (subject) files.

(7) Nonstandard size records such as film, tape, disks, cards, and cartographic media.

6. Avoid Unnecessary Filing. In an efficient filing system, all unnecessary papers are *eliminated* before they are filed. Following are some of the means by which this is done:

a. Limit the creation of formal communications (i.e., use DD Form 95, "Memo Routing Slip," "short-note" replies, etc., whenever possible—see AFM 10-1).

b. Limit the number of copies of each document prepared to those which are specifically required or requested or which serve a valid purpose.

c. Eliminate file copies of routine communications which require no record—do not prepare file copies of:

(1) Each form and/or guide letter sent when a simple notation on the incoming communication will suffice—see AFM 10-1;

(2) Routine transmittals—see AFM 10-1; and

(3) Copies of letters furnished solely for information purposes unless it is *known* they will be subsequently referred to.

d. Limit "extra copy" files to those which prove efficient to those offices having sufficient justification for their maintenance.

e. Limit the technical reference material received and filed to that which will be of significant reference value.

7. Basic Types of Records Series.

a. *Related Documents Files.* Individual

documents or groups of documents performing the same function or reflecting similar or comparable transactions are filed together, e.g., bills of lading, requisitions, etc. They are usually filed by name or number and are terminated (cut off) either after a specified length of time or upon the occurrence of an event.

b. *Case Files.* These files are comparable to related documents files described above but reflect the "case history" of a transaction or document a series of related actions concerning a person, organization, location, product, or thing, e.g., contract case files, master personnel records, research and development project files, etc. Typically, a case file documents a transaction or relationship from beginning to end. Accordingly, they are terminated upon the occurrence of an event such as contact completion, retirement of an individual, or completion of a project.

c. *Case Working Papers.* These are short-lived correspondence and working papers accumulated in connection with specific case (project) files. They include background and working materials such as reference materials and data obtained for the case or project, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings. The most common type of working papers are routine requests for reports or data on the case or project, routine correspondence concerning the administration of case or project, extra copies of documents or reference materials in the case file, etc. Although these papers should be segregated from the important case documents, they may be filed in the same case file folder but segregated within the folder. They may also be filed in separate folders and the folders placed together within the file drawer.

d. *Routine Transitory Records.* These are short-lived records that do not contain procedural or policy matter applicable to the receiving office. Transitory records:

- (1) Involve routine transactions;
- (2) Do not contain information of continuing reference value; and

(3) May consist of transmittal letters or forms; requests for routine information, publications, or supplies; communications correcting reports or other minor corrections to records; and/or documents not requiring action by the receiving office.

The recognition and separate maintenance of transitory material is important. Immediately destroy transitory material which has served its purpose rather than file it. Elimination of this material simplifies filing and disposition—there are fewer papers to code, sort and file; reference to important papers is easier and faster; and the need to "screen" records at time of disposal is eliminated. Chronologically maintain as a separate records series that material to be of reference value for 90 days or less. If the volume warrants using more than one folder, four folders may be used as illustrated in figure 1 (item 3). Use one folder each month. At the beginning of each month, place the folder used the previous month behind the other three folders until all four folders have been used. At the beginning of the fifth month, destroy the contents of the folder in front and reuse the folder for that month, etc.

e. *General Correspondence (Subject) Files.* Each office of record will normally have a separate correspondence file. This file consists of originals and copies of communications, memoranda, and related attachments. This correspondence invariably involves a wide variety of subjects and as a consequence can best be identified and used if arranged by subject. The prescribed system for the subject arrangement of Air Force correspondence is the Air Force Subjective Classification System found in paragraph 9 and attachment 1.

f. *Technical Reference Materials.* These materials may include copies of publications, special reports and/or studies, periodicals, etc., required by the accumulating office as a "technical reference library." These materials should be evaluated and only those which are current and will be of significant reference value should be filed. They are usually maintained by offices such as those involved in

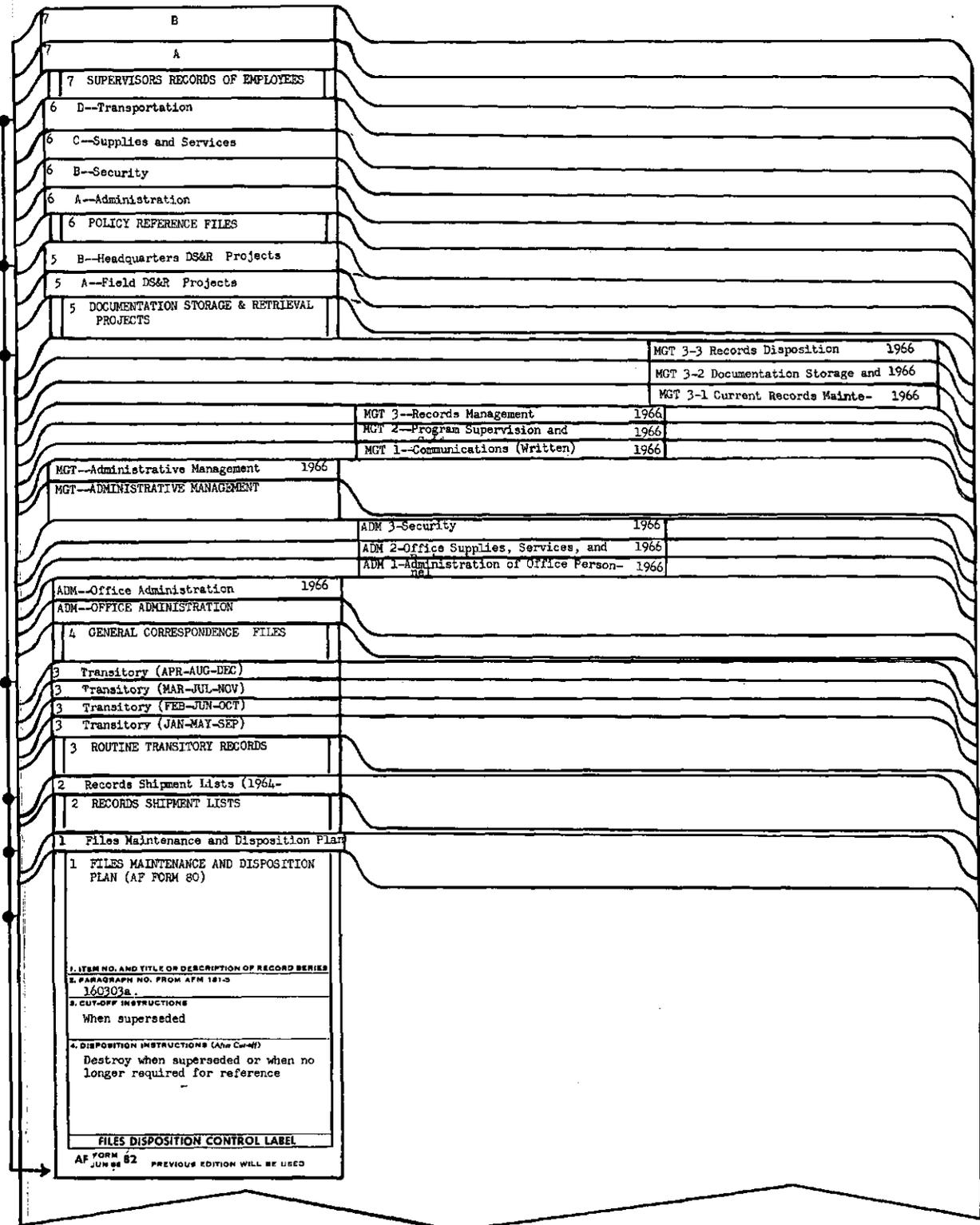


Figure 1. Sample File Drawer.

statistical reporting, research, development, and gathering and disseminating information.

g. Extra Copy (Convenience) Files. These are extra copy files of documents created or received by an office in addition to those filed in other established records series, i.e., copies maintained only for convenience of reference. They should not be maintained by offices unless there is sufficient justification for their use.

(1) *Reading Files.* These are copies of outgoing communications (letters, messages, etc.) or other documents maintained for ready reference, signature control, preparation of periodic activity reports, or similar routine administrative reasons. (See paragraph 4-5, AFR 205-1D, 5 May 1965.)

(2) *Policy Reference Files.* These are copies of selected documents reflecting policies, precedents, procedures, and instructions governing the performance of the mission and operation of the office. They are used as a ready reference in conducting daily business and as a means of indoctrinating new personnel. The file is kept current on a continuing basis by replacing superseded documents, removing obsolete documents, and adding new documents.

h. Nonstandard Size Records. Nonstandard size records such as card files, large maps and charts, roll of film, tape recordings, etc., are filed separately when their size and shape preclude filing with standard size records. They may include:

(1) *Still Pictures* — occasionally received prints may be filed with the regular files whereas the negatives require special housing and care for preservation.

(2) *Sound Recordings*—some disks can be filed with standard size records whereas even a small volume of tapes must be filed separately.

(3) *Magnetic and Paper Tapes, X-ray Films, and Microphotographs.*

(4) *Aerial Photographs.*

(5) *Engineering Drawings* — may be blueprints, diazo prints, pencil sketches, or

tracings on vellum which require special reproduction equipment. Some oversize maps and drawings can be folded and filed with related papers in the regular files. However, too many bulky folded papers seriously hampers filing and reference in standard size records. If more than 10 percent are oversize, file them separately.

(6) *Punched, Microprinted, and Microfilm Aperture Cards.*

8. Basic Filing Arrangements. After determining which records will be filed as separate records series, select a method of arranging each series. The selected arrangement should permit ease of filing and finding and preclude the use of separate indexing systems, whenever possible. Frequently, filing procedures for a specific series of records are provided in the directive which prescribes the records. However, when records are accumulated for which specific filing instructions are not prescribed, select one of the following arrangements for the records based upon the feature by which the records will most often be requested. Within the basic arrangement selected for the records series, one or more of these arrangements can be used for further breakdown or subdivision of the series. For example, records geographically arranged may be further arranged by organization; records filed by subject are further arranged chronologically. See paragraph 26a(3) for obtaining approval of patented filing and indexing systems.

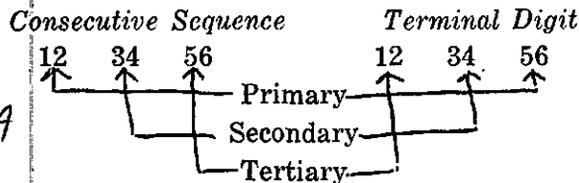
NOTE: The office requiring the creation of specific records may prescribe the filing system for the records providing they follow these basic arrangements. If the system is rather common, it will be included in this manual.

a. Numerical Arrangement. This system is used to arrange records normally identified and referred to by number, such as bills of lading, requisitions, purchase orders, etc. Other records, such as accounting documents are more useful when arranged by allotment number. (*NOTE:* As a general rule, with the exception of subject codes, do not assign numbers to documents for the sole purpose of arrangement for filing. This practice re-

quires the establishment of additional indexes to locate the documents.) The two most common methods of arranging files by number are discussed below.

(1) *Consecutive Numerical Sequence.* This is the conventional method of numerically arranging files—the numbers are arranged by their normal sequence, e.g., 1, 2, 3, 4, etc.

(2) *Terminal Digit Method.* Using this method, the digits (in groups of 2 or 3) are read from right to left. They are arranged first by the last two or three digits (primary group), then by secondary group, etc. The following example of "123456" illustrates the difference between the consecutive sequence and the terminal digit methods.



NOTE: Consider using the terminal digit method when documents to be numerically filed have gaps in their numerical sequence, have 5 or more digits, and consist of 25,000 cards or papers or 10,000 case folders. This system speeds sorting and filing, reduces errors caused by transposition of numbers, and permits better workload distribution.

b. *Chronological Arrangement.* This system is used to arrange files in date sequence when the date is the primary means of reference. It is the most useful method for keeping documents in small, manageable groups, usually by year, month, and day. Chronological arrangement is frequently used in conjunction with other arrangements. Transitory, reading, and suspense files are examples of records which are arranged by date.

c. *Geographical Arrangement.* In this arrangement, papers are filed by geographical location such as area, country, state, county, etc. It is used when the geographical location is the primary means of reference. Files are arranged in alphabetical sequence first by the name of the main geographical division, such as a state, then by the next most important subdivision required for reference such as counties, cities, or names of bases.

d. *Organizational Arrangement.* This arrangement is used when the grouping of documents by the name of the pertinent organization is the primary means of reference. Organizational arrangement is fundamentally an alphabetical arrangement of organizations as they relate to each other. They are arranged by particular levels of command and subdivided by subordinate elements arranged alphabetically and numerically by the organizational designations. If both name and number organizational designations are filed in the same group, file the names in front of the numbers.

e. *Alphabetical Arrangement.* This arrangement is used to file documents by name of persons, companies, agencies, etc., in alphabetical sequence. In arranging papers alphabetically, disregard articles, conjunctions, and prepositions but inclose them in parentheses. Apostrophe s ('s) does not affect filing arrangement; however, s apostrophe (s') does. Specific rules follow:

(1) *Surnames*—arrange by names of individuals in alphabetical sequence first by surname, then first name or initial, and then by middle name or initial. In filing, disregard titles such as Jr., Sr., Dr., etc., but inclose them in parentheses following the name.

Example: Allen, A.
Allen, A. B. (Capt.)
Allen, A. B. (Dr.)
Allen, Alice

(2) *Hyphenated and Prefixed Surnames*—arrange as one word.

Example: Dalton Page, A. D.
D'Arcy Page-Lewis, S. M.
Dawes Pagella, T. M.
MacGinty Van Burgund
M'Ginty Vancourtland

(3) *Abbreviations and Names containing Numerals*—arrange as though spelled out.

Example: Assn ----- Association
Mt ----- Mountain
19th ----- Nineteenth
St ----- Saint
10th ----- Tenth

(4) *Names Consisting of Initials (Trade or Coined Names of Firms)*—arrange as one word.

Example: OAR Chemical Company
OAX Radio Station
PDQ Messenger Service

(5) *Names Containing Words Denoting Direction*—arrange as one word.

Example: South East -----Southeast
West Side -----Westside

(6) *Names of Institutions, Schools, and Colleges Containing an Individual's Name*—arrange by first name. (This does not apply to companies and other business organizations.)

Example: Georgetown Hospital
George Washington University
John Hopkins University

(7) *Organizational Titles Containing Names of Individuals*—arrange first by surname of the first individual mentioned.

Example: Charles Brown and Henry Jones
Brown, Charles (and Henry Jones)
Charles Brown and Company
Brown, Charles (and) Company

(8) *Compound Geographical or Location Words*—arrange as written.

Example: Fort Monmouth Supply Company
Newark Provision Company
West Virginia Grocery Company
West Wellington Motors

(9) *Identical Firm Names*—arrange first by firm name and then by location.

Example: Brown & Company, Denver, Colo
Brown & Company, Los Angeles, Calif
Republic Aviation Corporation, Denver, Colo
Republic Aviation Corporation, San Francisco, Calif

(10) *Chambers of Commerce, Boards of Trade, Banks, Newspapers, etc.*, for which the city is the identifying word—arrange first by city with the state in parentheses and then by name of the chamber of commerce, etc.

Example: Chamber of Commerce, Wash DC
Washington (DC) Chamber
(of) Commerce

(11) *Federal Departments and Subdivisions*—arrange by name disregarding the parent organization.

Example: Department of the Air Force
Air Force, Dept (of the)
Executive Office of the
President—President, Executive
Office (of the)

(12) *State, County, Municipal, or Foreign Government Offices* (such as departments, boards, bureaus, etc.)—arrange first by name of state, county, etc., then by name of department.

Example: Police Department, Arlington
County, Va.
Arlington County (Va) Police
(Dept)

(13) *Nongovernment Firms With Names Beginning With "State, City, County, Board of, Bureau of," etc.*—arrange as written.

Example: City Office Supply Company
Committee (for) Hospitality

(14) *Firms Operating Under More Than One Name and Firms With a New Name*—arrange by most active or current name, as applicable, and cross-reference other appropriate names.

(15) *Fraternal and Similar Organizations When Part of a Larger Organization*—arrange first by name and then by parent organization.

Example: American Legion, Arlington Post, Va.
Arlington (Va.) Post, American Legion

(16) *Indexing the Alphabetical File.* Indexing an alphabetical file is accomplished by placing guides to indicate the various divisions and subdivisions of the alphabet under which each group of names falls. The number of alphabetical subdivisions used in a file depends upon the number of names

15 Div.		25 Div.		60 Division							
A	M	A	J	Q	A	Co	Gi	Ki	Mu	Ro	U
B	N	B	K	R	Am	Cr	Gr	L	N	S	V
C	P	C	L	S	B	D	H	Le	O	Se	W
D	R	D	M	T	Be	De	He	Li	P	Sch	We
F	S	E	Mc	U	Bi	Do	Ho	M	Pe	Si	Wi
H	T	F	N	V	Br	E	Hu	Mar	Pi	St	XYZ
I	W	G	O	W	Bu	F	I	Mc	Q	Su	
K		H	P	XYZ	C	Fi	J	Me	R	T	
		I			Ch	G	K	Mo	Ri	To	

100 Division										
A	Bo	Cor	Et	H	J	M	P	Se	Tr	
Al	Br	Cr	F	Ham	John	Man	Pe	Sh	U	
Am	Bro	Cu	Fi	Har	K	McA	Pi	Si	V	
Ander	Bu	D	Fo	Hat	Ke	Me	Pr	Smith	W	
Ar	C	De	Fr	He	Ki	Mi	Q-R	Sp	War	
B	Car	Di	G	Hi	Kn	Mo	Ri	St	We	
Bar	Ch	Do	Ge	Ho	K	Mu	Ro	Sto	Wh	
Be	Cl	Dow	Go	Hon	Le	N	Ros	T	Wi	
Ber	Co	E	Gr	Hu	Li	Ni	S	Tho	Wo	
Bi	Con	El	Gro	I	Lo	O	Sch	Ti	XYZ	

150 Division										
A	Br	Cu	Fl	Har	Jones	Man	P	Se	V	
Al	Bro	D	Fo	Harr	K	Mas	Pe	Sh	Ve	
Am	Bu	Davis	Fr	Hat	Ke	McA	Pet	Si	W	
Ander	Bur	De	Fri	He	Kel	McD	Pi	Smith	Wall	
Ar	C	Del	G	Hen	Ki	McK	Pr	Sn	War	
At	Car	Di	Gar	Her	Kn	Me	Pu	Sp	We	
B	Cas	Do	Ge	Hi	Kr	Mi	Q-R	St	Wei	
Baker	Ch	Dow	Gi	Ho	L	Miller	Re	Sto	Wh	
Bar	Che	Du	Go	Hol	Lar	Mo	Ri	Su	Wi	
Be	Cl	E	Gr	Hon	Le	Mor	Ro	T	Williams	
Ber	Co	El	Gre	Hu	Lei	Mu	Ros	Te	Wilson	
Bi	Con	Et	Gro	Hun	Li	N	Ru	Tho	Wo	
Bl	Coo	F	H	I	Lo	Ni	S	Ti	Wr	
Bo	Cor	Fe	Hal	J	Lu	O	Sch	Tr	XY	
Bon	Cr	Fi	Ham	John	M	Or	Schm	U	Z	

Figure 2. Alphabetical Divisions.

in the file and whether the materials to be filed by name are individual papers, cards, case files, etc. As a general rule, provide an alphabetical subdivision guide for each 10 to 20 name folders, or for each 25 to 50 name cards. Standard sets of alphabetical subdivision guides are available in a wide

variety of numbers of subdivisions. When such guides are procured, specify "non-terminal" alphabetical subdivisions, such as those illustrated in figure 2. Use the number of guides that makes searching the files easiest, but remember that too many guides defeat their purpose.

f. *Subjective Arrangement.* This arrangement is used when the grouping of documents by subject is the primary means of reference. The subjective arrangement of general correspondence files (see paragraph 7e) has been standardized Air Force-wide (see paragraph 9). This standardized arrangement is known as the Air Force Subjective Classification System.

9. Air Force Subjective Classification System.

This system has been designed to arrange and group correspondence and other related papers described in paragraph 7e by the function to which their subject pertains. *Exception:* Small groups (less than 10 papers) of documents with a retention period of 1 year or less may be filed in the "ADM—Office Administration" portion of correspondence files created at major subordinate command level and above and in all correspondence files at lower levels when such action facilitates reference and simplifies disposition.

a. *Major Subjective Categories.* All of the functions performed by Air Force activities have been grouped into 25 broad categories which are referred to as "major categories." A list and description of each major category follows:

(1) ADM—OFFICE ADMINISTRATION. This category is established for classifying and grouping all documents accumulated in carrying out the *internal* administration or "housekeeping" activities of the office, as distinguished from those documents that are incident to the primary mission. For example, this category will consist of:

(a) Correspondence pertaining to the administration of personnel assigned to the office.

(b) Records pertaining to charity campaigns.

(c) Local mail handling and control.

(d) Local security records.

Thus, this category serves as a convenient means for segregating all nonmission correspondence and related paper which should be

retained for one year at all levels of the organization—see Chapters 5 and 6, AFM 181-5.

(2) CIV—CIVILIAN PERSONNEL ADMINISTRATION. This category includes subjects relating to the functions affecting civilian personnel including classification; pay administration; recruitment, employment, placement, and separation of civilian employees; employee-management relations and necessary employee services; career development of civilian employees; participation in the programs of the Board of U.S. Civil Service Examiners; and promotion and administration of the Air Force employee incentive programs. All subjects pertaining to civilian pay operations are correlated under FINANCIAL ADMINISTRATION. All subjects pertaining to civilian training are correlated under TRAINING except those concerning the career development program.

(3) COM—COMMAND CONTROL AND COMMUNICATIONS. The subjects in this category relate to the management, concept of operations, system processing, and individual systems/progress for all Air Force command and control matters. It also includes subjects relating to the establishment, maintenance, and operation of facilities for the electrical transmission of communications, fixed radio, wire facilities, and frequency management.

(4) ENV—AEROSPACE ENVIRONMENT. This category includes subjects concerning the total aerospace environment, such as weather forecasting and observing, related meteorological activities and services, solar observing and forecasting, solar-terrestrial effects, and related aerospace environmental activities and services.

(5) FIN—FINANCIAL ADMINISTRATION. This category includes subjects relating to the disbursement, collection, and accounting for public funds; the operation of the appropriation, expenses, cost, monetary property, and international accounting system; auditing for Air Force and industrial accounts; budgeting; civilian payroll operations and subjects relating to nonappropri-

ated funds, surety bonds, and reports of survey.

(6) INF—INFORMATION ACTIVITIES. This category includes subjects involved in the internal and public information program. It also includes subjects relating to external relations such as international organizations and legislative activities.

(7) INS—INSTALLATIONS MANAGEMENT. This category relates to the construction, maintenance, and operation of facilities including land, buildings, other fixed structures and their appurtenances; family housing; and the related engineering planning programs.

(8) INT—INTELLIGENCE. The subjects in this category concern the collection, analysis, exploitation, and dissemination of intelligence information of military value.

(9) INV—INVESTIGATIONS, INSPECTIONS, AND SAFETY. The subjects in this category relate to the investigations, inspections, and safety systems. They reflect the adequacy and preparedness of the Air Force to accomplish its assigned mission; the state of training readiness, discipline, morale, health, and welfare of units and individuals; ground, flight, nuclear, missile, and explosive safety; and matters involving crime, other violations of public trust, and subversive and related activities within the Air Force.

(10) LEG—LEGAL ADMINISTRATION. This category includes subjects relating to administration of military justice, processing claims, legal assistance for military personnel and dependents; legal opinions and interpretations; patents; and taxation. The Index in the "Digest of Opinions—The Judge Advocates General of the Armed Forces" may be used as a guide for subdividing "legal opinions and interpretations," as required. Documents involving the rendering of an opinion, if accumulated by other than legal offices, should be classified according to the subject matter of the opinion.

(11) MAP—MAPPING AND CHARTING. This category relates to the development, collection, computation, production,

and distribution of cartographic photography, gravimetric, geodetic, intelligence, and other records. These records pertain to Air Force activities engaged in mapping, charting, cartographic aerial photography, aerial electronic surveying, and geodetic and gravimetric surveying.

(12) MED — MEDICAL SERVICES. This category includes subjects concerning the general medical and health status of Air Force personnel; hospital and dispensary administration; professional services and clinics; and veterinary services.

(13) MGT — ADMINISTRATIVE MANAGEMENT. This category is used to group functions, techniques, and activities relating to the general field of management as distinguished from specific management functions. (Specific management functions are covered by other major subjects categories.) Some of the subjects included in this category are documentation and records management; management planning and improvement; histories; postal operations; data and reports management; and organization of Air Force units.

(14) MIL—MILITARY PERSONNEL ADMINISTRATION. This category relates to the administration of military personnel and their pay, welfare, recreation, and morale. It also includes chaplain functions. Subjects dealing with the training of military personnel are found under the "TRAINING" major subjective category. Correspondence and other documents pertaining to the service career of an individual should be filed in the individual's Field Record Group or the Command Personnel Record Group, as appropriate, rather than in a subject file.

(15) MTN — MATERIEL MAINTENANCE ENGINEERING. This category involves preventive maintenance; servicing; repair; modification; and related subjects involving the maintenance of materiel.

(16) OPS—OPERATION. This category refers to military air operations which involve the preparation for and conduct of air warfare. Flight operations during peace

and war are included. Peacetime operations also include subjects relating to maneuvers, flights, exercises, war games, and related activities. Be sure to distinguish between the type of operations above and the subject matter of other unrelated activities which are designated "operations" in a general sense. Such subjects should be classified under the appropriate major subjective category.

(17) PHO—PHOTOGRAPHY. This category includes subjects relating to aerial photography, motion picture and still photography, sound recording, and related photographic activities.

(18) POL—POLICE OPERATIONS. This category relates to the enforcement of law and order; the confinement, retraining, and restoration of prisoners; and related activities of directors of security and law enforcement except "military security" which is established as a separate major subjective category.

(19) PRO—PROCUREMENT. This category relates to the procurement of materiel and services from sources outside the Air Force by contract, purchase, and other negotiations. It includes such related matters as industrial resources, production planning, and quality control.

(20) PUB—PUBLISHING AND PUBLICATIONS. This category covers subjects concerning the preparation, printing, and distribution of publications, forms, and orders. Record and reference sets of publications are not to be filed in this category—they are filed as separate series of records.

(21) R&D—RESEARCH AND DEVELOPMENT. This category includes subjects representing areas and objectives of research and development. The subdivisions of this category are grouped to meet research and development requirements and are based on technical groupings.

(22) SEC—SECURITY. This category is intended to cover the responsibilities and activities of maintaining the National security, and particularly the safeguarding of classified information.

(23) SUP—SUPPLY AND SERVICES. This category involves subjects dealing with the storage, distribution, handling, and cataloging of supplies; and furnishing laundry, commissary, and other services.

(24) TNG—TRAINING. This category concerns the training of military and civilian personnel and the education of dependents in the United States and foreign countries. Subjects concerning the training of civilians as part of the career development program may be subdivided under "CIV (Career Development)." It includes subjects involved in the various types of training that are conducted, as well as those concerning the Air Academy, reserve activities, foreign trainees, and colleges and universities.

(25) TRS—TRANSPORTATION. This category concerns the movement of cargo, personal property, and passengers by commercial and military land, air, and water transportation.

b. Subdivisions. Each of the major categories described above is subdivided by related subject matter. These subdivisions are referred to as primary, secondary, tertiary, and quaternary subjects or topics. The complete list of subjects is referred to as the master outline.

c. Master Outline. The master outline in attachment 1 is intended only as a reference guide in establishing a subjective file to meet the specific requirements of the user. Subjects not specifically provided in the master outline may be added. Secondary and further topics may be used as primary topics when they represent the primary functions of the office of record. Note that the subjects in the master outline refer to correspondence or other documents relating to the subject rather than to the record itself, i.e., reference to "military personnel records" in "MIL" relates to correspondence on that subject rather than to the personnel record itself. Following are specific rules for using the master outline:

(1) Use the master outline as the basis for establishing a file—*use only that part of*

the outline that meets your needs and add new subjects as needed. Select the major categories that represent your subject matter and use a minimum of subdivisions. (Generally, two major categories will be used by an office of record, i.e., "Office Administration—ADM" and the major category representing the mission and responsibilities of the office.) For example, if only a small volume of records is accumulated under a major category, use only the major category as a file title and, if necessary, selected primary subjects.

(2) Add new subjects (topics) only when experience indicates reference rate and volume of documents warrant a separate subdivision.

(3) When numbering primary, secondary, and other subjects, assign your own numbers in sequence under each major category, as illustrated below.

MIL 1 Assignment and Reassignment
 1-1 Permanent Change of Station
 1-2 Temporary Duty
 1-2-1 CONUS
 1-2-2 Overseas

(4) Avoid setting up folders that will contain only one or two papers. Subdivide major and primary subjects only when reference rate or volume warrants.

d. *File Outline.* After choosing the appropriate major categories and subordinate subjects, prepare a file outline as part of AF Form 80, described in paragraph 10 below. Also, see figure 3 for examples.

e. *File Coding.* See paragraph 14 for detailed instructions on file coding. In the Air Force Subjective Classification System, file codes consist of a combination of letters and numbers representing a particular subject. Subjects are assigned file codes to facilitate classifying, sorting, and filing. The coding system consists of a three letter symbol (short title) for each major category and numbers representing the subdivisions. Dashes are used to separate the numbers. An example of file codes under this system follows:

Major Category: CIV
 Primary Subject: CIV 1
 Secondary Subject: CIV 1-1
 Tertiary Subject: CIV 1-1-1

10. Files Maintenance and Disposition Plan (AF Form 80). Now that the files have been properly placed in offices of record, records series identified, and the appropriate filing arrangement selected for each series, each office of record must prepare AF Form 80. This plan identifies all records for which an office has responsibility—both general correspondence files and other records series. When used with AF Forms 82 described in paragraph 11 below, this form provides a comprehensive and efficient system for maintaining and disposing of records.

a. *Preparation.* Prepare AF Form 80, in duplicate, using both sides.

(NOTE: Items 1 through 4 are self-explanatory except that both the office symbol and unit designation may be entered in Item 1.)

(1) *Column 5A.* Start with number "1" and consecutively number each series of records on the "Plan."

(NOTE: When the volume justifies, this item number may be used to code papers for filing in series other than correspondence files—see paragraph 14.)

(2) *Column 5B.* Enter a brief, precise description of each series of records, using title of the applicable paragraph or subparagraph of AFM 181-5 when appropriate. If necessary for series identification, list various documents in the series. For records series other than ^{GENERAL CORRESPONDENCE} ~~subjectively arranged~~ files, the subdivisions may be assigned letters for ease of identification, coding, and filing (see Item No. 6 of figure 3). A

(NOTE: If a group of records is not identified in AFM 181-5, use a brief title that describes the file and its function.)

When records are maintained apart from the majority of files of an office of record, enter their location beneath the pertinent records group. When records are not maintained in filing equipment, also enter disposition instructions. When identifying general cor-

correspondence files accumulated at major subordinate commands and levels above, list the "mission" and "office administration" portions of the file as separate items. At all other levels, list general correspondence files as one item. Then, list specific subjects making up each portion of the file (see figure 3 and paragraph 9.) List records series in the sequence that best suits the needs of the using office. Use unclassified descriptions or if the subject/title/description is classified, use abbreviated or short titles by using the first letter of all words except articles, prepositions, or conjunctions which may be spelled out. For example, "Accountability Records for Classified Documents (S)" would be identified as "AR for CD (S)."

(3) *Column 5C.* Self-explanatory.

(4) *Column 5D.* Enter paragraph and subparagraph numbers of AFM 181-5 prescribing disposition of the records. If a paragraph covering disposition of the files cannot be found, enter "None" and advise the records officer.

b. *Distribution.* The office of record retains AF Form 80 (original). Forward the copy to the responsible records officer for review and use in monitoring the maintenance and disposition of the records concerned.

c. *Review.* Preparing AF Form 80 is a one-time job. However, periodically review and amend the form to insure that all files are accounted for and that cited disposition authorities are appropriate. Notify records officers of any corrections, deletions, or additions. Reaccomplish AF Form 80 only when further corrections or additions cannot be made.

d. *Standardization.* Some lower echelon activities (such as base exchange units) accumulate, maintain, and dispose of like records in the same way. In such cases, standardization of AF Form 80 will save time and money. The records management officer approves proposed standard AF Forms 80 before using activities prepare and distribute them.

11. Files Disposition Control Label (AF Form 82). After AF Form 80 is prepared, the next step is to prepare Files Disposition Control Labels (AF Forms 82)—see figure 1—for each records series listed on AF Form 80.

a. *Preparation:*

(1) *Item 1 (Item Number and Title or Description of Records Series).* Enter information from Columns 5A and 5B of AF Form 80.

(2) *Item 2 (Paragraph Number from AFM 181-5).* Enter applicable information from Column 5D of AF Form 80.

(3) *Item 3 (Cut-Off Instructions).* Indicate day and month (omit year to permit reuse of disposition guide card) or event when records will be cut off as prescribed in paragraph 21.

(4) *Item 4 (Disposition Instructions (After Cut-Off)).* Enter the following information, as appropriate:

(a) If the records series has a short retention period and can be held in available space and equipment in office of record until eligible for destruction, enter the word "Destroy" followed by the retention period, e.g., "Destroy after 6 months."

(b) If the series is "permanent" or subject to a long retention period, enter the words "Retire to Staging Area" or "Retire to Records Center," as appropriate, followed by the period of retention in the office of record, e.g., "Retire to Staging Area after 2 years." If the records are permanent, so indicate; if the records are temporary, give additional retention period, e.g., "Destroy after 3 additional years." If disposition instructions are too lengthy for inclusion in this block, enter "See AFM 181-5."

(c) If no disposition instructions have been published, enter "None." If instructions are published later, cross out "None" and enter applicable instructions.

NOTE: When AF Form 82, Aug 61, is used, enter "after cut-off" after appropriate disposition instructions.

b. *Use.* AF Form 82 is printed on special

FILES MAINTENANCE AND DISPOSITION PLAN		DATE PREPARED	
1. OFFICE SYMBOL OF OFFICE OF RECORD OR UNIT DESIGNATION		2. PREPARED BY (Name of records clerk)	
3. TYPED NAME AND POSITION TITLE OF RECORDS CUSTODIAN		4. SIGNATURE OF CUSTODIAN	
5. FILES PLAN			
ITEM NO.	TITLE OR DESCRIPTION OF RECORDS SERIES	FILING ARRANGEMENT OF EACH SERIES (Subjectively, numerically, alphabetically, etc.)	DISPOSITION (Insert number of paragraph and sub-paragraph in AFM 181-5. If paragraph cannot be found, enter "None.")
1	Files Maintenance and Disposition Plan, AF Form 80		160303a
2	Records Shipment Lists	Chronological	160303b
3	Routine Transitory Records	Chronological	050102
4	General Correspondence Files	Subjective	050101b
	ADM--Office Administration		
	1 Administration of Office Personnel		
	2 Office Supplies, Services, and Equipment		
	3 Security		
	MGT--Administrative Management		
	1 Communications (Written)		
	2 Program Supervision and Guidance		
	3 Records Management		
	3-1 Current Records Maintenance		
	3-2 Documentation Storage & Retrieval Systems (See Item No. 5 for DS&R Projects)		
	3-3 Records Disposition		
5	Documentation Storage and Retrieval Projects	Organizational	160303d
6	Policy Reference Files	Subjective	050202
	A--Administration		
	B--Security		
	C--Supplies and Services		
	D--Transportation		
7	Supervisor's Records of Employees	Alphabetical	070302
8	Position Description Files	Numerical	070303
9	Security Clearance Summary Records	Alphabetical	260110
10	Access Authorization Certificates	Alphabetical	260109b
11	Registered Dispatch Receipts	Chronological	060201c
12	Accountability Records for Classified Documents	Chronological	260104
13	Room and Safe Security Control Records (At each main exit and on each safe)(Destroy when superseding records are prepared)		260111a
14	Reading Files	Chronological	050103
15	Suspense Records	Chronological	060202c

AF FORM 80
Aug 61

Figure 3

paper stock which adheres to file guide cards when moistened with water. Affix this form to tabs of guide cards preceding each records series. When placed on guide cards, these labels identify records filed behind each disposition guide card and prescribe their ultimate disposition in accordance with authorities from AFM 181-5 cited on AF Form 80. It is important that all records following a disposition guide card have the same retention period except as indicated in paragraph 9. These guide cards and labels are "disposition" guide cards as distinguished from "locator" guide cards described in paragraph 12a. (Do not use both "locator" and "disposition" guide cards in front of a records series because the disposition guide card also serves as a locator.) These cards will remain with cutoff files as long as they are retained in the current files area.

(1) *Replacement or Reuse of Cards.* Make new sets of cards as needed for cur-

rent accumulations of each records series. When noncurrent records are retired or destroyed, reuse the disposition guide cards for current accumulations.

(2) *Exceptions.*

(a) When it is not feasible to affix AF Form 82 to a guide card for placing in front of a records series, affix the label to the container housing the records. When the records series is housed in more than one container, affix the label to the first container or to each container.

(b) Do not prepare AF Forms 82 for records maintained for a period of time but never placed in filing equipment (such as safe check and room security inspection records). Instead, enter the disposition instructions immediately below the description of the records on AF Form 80 (see paragraph 10a(2)).

boards, cards, table drawers, etc

will include the file symbol, subject title, and year; e.g., "MGT 1-3, Maintenance of Current Records, 1966." In other records series, the label will include the item number from the AF Form 80, the identifying name, number, and/or symbol of the file series, and the year or inclusive dates, as appropriate. Place folders behind related guides. (See paragraph 17 for instructions on subdividing folders.)

13. Preparing Documents for Filing.

a. Insure that documents have been authorized for filing by the word "File" and that the initials of the authorizing official have been written on them as illustrated in figure 4. (Certain documents upon which current action is obviously completed do not require file authority; examples are: Memo for Record, classified document receipts, large volumes of single-type documents such as requisitions and bills of lading. In addition, specific categories of records may be exempted from these requirements when justified and approved by the records management officer.)

b. Insure that the file is complete and that all attachments are retained or accounted for.

c. Insure that parts of another file are not accidentally attached.

d. Destroy identical duplicate copies of documents to be filed in the same records series except the "originals" and "coordination (file) copies" of correspondence. Remove all mail control forms and receipts, classified cover sheets, envelopes, and memo routing slips except those containing remarks of significant record value.

e. Assemble documents for filing in the same manner as the prescribing directive requires for their creation, dispatch, and use—with the latest action on top.

f. Remove rubber bands, paper clips, pins, and other temporary fasteners. Mend, or reinforce with transparent tape, all torn or frayed papers.

g. Staple related papers together in the upper left corner. When the material is too thick to use wire staples, use prong fasteners to fasten related file material together.

14. Classifying (Coding) Papers for Filing. After the papers have been prepared for filing, the next step is to code or classify them. Classification segregates the papers into logical categories for ease of filing and finding.

a. For other than subjectively arranged files, use the item number from the AF Form 80 together with the identifying name, number, and/or symbol. In most instances, this identification is already somewhere on the paper. If the number, name, or symbol is prominently displayed, there is no need to mark the file code on the paper; if they are not, underline or circle the identifying data or write the appropriate file code in the upper right-hand corner of the paper—see figure 4. To code a paper for filing in item 9 of figure 3, write the item number in the upper right-hand corner of the paper and underline or circle the name of the individual. Another example is a paper to be filed in a records series with two major divisions and several subdivisions, e.g., a file arranged by "CONUS" and "Overseas" and further arranged by name of the organization concerned. If the paper shows only the organizational name, write the item number from the AF Form 80, the location (CONUS or Overseas), and underline or circle the organizational name. For papers to be filed in the "Transitory" file, the item number from the AF Form 80 is adequate classification.

b. In subjectively arranged files, first determine the major subjective category that represents the subject matter and the specific subdivision if needed. For example, a paper concerning the file classification system of an organization would be coded "MGT 3-1" to describe the category "Administrative Management" and subdivision "Current Records Maintenance." See paragraph 9d for further explanation of file coding.

15. Cross-References:

a. *Use.* When a paper to be filed has more

DATE 1 July 1966

INDEX: File #6B

TO: AFDASB

FROM: AFXXX

SUMMARY: Appointment of Local Security Officer

FILED: ADM 3

INDEXER: abc

REMARKS:

DD FORM 1 MAR 50 334

CROSS-REFERENCE SHEET

Figure 5. Example of DD Form 334, Cross Reference Sheet.

than one subject, or other coding under which it should be filed, or when a document is brought forward to be consolidated with another file, use DD Form 334, "Cross Reference Sheet," (illustrated in figure 5) as a filing aid. *Exception:* If extra copies of the paper to be cross-referenced are available or if "fast" copies can be conveniently made, use them instead of the DD Form 334 (see subparagraph c below for preparation instructions).

b. Preparation of DD Form 334, Cross Reference Sheet.

(1) *Date.* Type the date of the document being cross-referenced—day, month, and year (e.g., "1 June 1966"). If no date is shown, insert "ND" and approximate date.

(2) *Index.* List all cross-references which are marked. If more than one reference is required, use additional DD Forms 334 as needed.

(3) *To.* Enter name of individual or organization to whom the document is addressed.

(4) *From.* Indicate document originator.

(5) *Summary.* Enter subject line of document being cross-referenced. If further identification is needed, include names, serial numbers, sums of money, or other supplementary information.

(6) *Filed.* Enter file designation of the document. For continuity cross-references, place the new date (under which the document will be filed) in parentheses after the file code, e.g., "MGT 1-1 (1 Jan 66)."

c. Using Copies for Cross-References. When extra copies are used for cross-references, mark them as illustrated in figure 4. Circle the file code to indicate where the extra copy is to be filed as a cross-reference. When "fast" copies are to be used, mark the record copy as illustrated in figure 4 before making the "fast" copies. Circle the cross-reference file designation on the copy to indicate where it will be filed as a cross-reference. For continuity cross-references, indi-

cate the date under which the document will be filed as prescribed in subparagraph b(6) above.

16. Sorting Records. Sorting is the procedure for arranging records in proper sequence to facilitate filing. It also provides ready reference to the records if they are needed before actual filing in the appropriate folders. The extent to which records need to be sorted depends upon the volume and filing arrangement. See paragraph 24g(3) for types of recommended sorting devices.

a. *Subjective Files* should be sorted and arranged first by major subjective category. Then, sort each major category into primary and secondary subdivisions as required.

b. *Alphabetical Files* may be sorted, if the volume is small, by arranging papers to the first letter of the surname only. For larger collections, it may be necessary to sort papers to the first several letters under which the papers are to be filed. When this is necessary, the alphabetical subdivisions contained in figure 2 can be used as a guide or basis for labeling the sorting equipment.

c. *Numerical Files* may be sorted, if the volume is small, by the basic numbers 0 through 9, e.g., in groups 1-999, 1000-1999, 2000-2999, etc. If the volume is large, sort each group into hundreds, then each hundred group into tens, etc. Numerical labels on sorting equipment from 0 through 9 can be used to represent tens, hundreds, thousands, etc. For example, 9 may also represent 90, 900, 9000, etc. Sort documents to be filed by terminal digit into groups from 00 to 99 to make 100 groups. If filing is to be by the primary group only, arrange the subsequent digits of the whole number in conventional numerical sequence within each primary group. However, if further sorting is required, sort each primary group by the first digit of the secondary group and each resulting group by the second digit of the secondary group. Subsequent digits are filed in conventional numerical order within each group.

17. Filing Procedures. Match the file codes of

the papers with the folder labels before placing papers in the folders. File the papers loosely in the proper folders with the latest date in front. Avoid fastening papers to folders with prong fasteners unless the folders are frequently used away from the files area. When filing papers in folders with prong fasteners, do not punch and fasten the papers until the folders are charged out. Keep folder labels visible by neatly arranging papers in the folders. When the contents of the folders increase to the point that papers begin to obscure folder labels, crease the bottom of the front folder leaves at the scored expansion lines to increase the capacity of the folder. When folder content reaches $\frac{3}{4}$ inches, either (1) add a new folder bearing the same file designation in front of the full folder and show inclusive dates on the folders or (2) subdivide the contents of the folder, if practical, by adding new file designations. Prevent "overcrowding" the files by allowing at least four inches of space in each active file drawer to permit sufficient working space. Avoid cluttering the files by filing bulky material in equipment suitable to its size and filing cross-references with the related file papers. Mark the bulky material to indicate location, file code, and any additional information which will readily identify it with the related papers in the regular files.

18. Labeling File Drawers. Identify the contents of each file drawer on the file drawer label. Normally, each drawer label will include titles of the records series or segment(s) of a records series and the years covered, e.g., "Special Orders (Series G), 1966." See *AFR 205-1 and local implementing security directives before labeling cabinets containing security classified material.*

19. Using Charge-Out Records (AF Forms 614 and 614a). Prepare AF Forms 614 or 614a to place in the files as a substitute for papers, folders, or 5" x 8" cards borrowed or permanently withdrawn from the files. Office identification (symbol, abbreviation, etc.) and telephone number of the individual

charging out the records may be included on the form if needed. File AF Forms 614 and 614a so that the "OUT" portion is visible. This facilitates identification of charged out files and expedites refiling them. For permanently withdrawn files, the identifying data may be rubber-stamped if the volume of withdrawals warrants. Consistent use of these forms eliminates much wasted effort in searching for documents while they are out of the files.

20. Filing Classified Records. Safeguard classified files according to *AFR 205-1*. File classified records separately, except when it is necessary to maintain the continuity of a particular transaction or event, or the volume of unclassified material is too small to justify establishing separate files. Indicate on the folder the highest classification of the records filed therein (see chapter 3, *AFR 205-1*). Otherwise, label and file designations should be the same in all other respects as the folders containing unclassified material. Folders containing classified material must be filed in equipment authorized for each classification (see chapter 5, *AFR 205-1*). If folders containing classified material are to be filed with folders containing unclassified material, place each classified folder directly behind the folder containing unclassified material of the same type. When classified and unclassified material are filed in the same filing cabinets and additional filing space is needed, segregate the classified and unclassified material and file in separate cabinets to avoid procuring additional approved security containers. When there are both classified and unclassified folders on the same subject maintained separately, place a cross-reference in both folders. When a classified document is to be added to a voluminous unclassified file, substitute a cross-reference sheet for the classified document and file the classified document separately in available approved security containers. *Do not include any classified information on the cross-reference sheets that are to be filed in an unclassified file.*

21. Files Cutoff Procedures. Files "cut off" is the segregation of active and inactive files. Established periodic cutoff of files is essential to effectively control records accumulations and their growth and to facilitate economical disposition in convenient blocks. At least annually, records clerks will cut off files and segregate inactive files from active files; dispose of files eligible for retirement, transfer, or destruction (see AF Forms 82); and destroy all noncurrent technical reference materials (see subparagraph f below).

a. For files maintained on a calendar year basis, cut off on 31 December of each year and establish new files the next day.

b. For files maintained on a fiscal year basis, cut off the files at the end of the applicable fiscal year and establish new files the following day (or on the first day of the new fiscal cycle). For example, when fiscal year 1966 is established to include 1 July 1965 to 30 June 1966, cutoff would be on 30 June 1966 and fiscal year 1967 files established the next day—1 July 1966, etc.

c. For files with a retention period of less than one year (or when the volume and reference value require that only a portion of the file be kept active) maintain them on a daily, weekly, or monthly basis, cut them off on that basis, and dispose of after their authorized retention period. For example, large accumulations of records which are disposable after six months, could be cut off at the end of each month, a new file started the

next day, and the cutoff files disposed of after six months.

d. Records subject to audit or inspection may be:

(1) Cut off as of the closing date of the period covered by the audit or inspection, *or*

(2) Maintained on a calendar or fiscal year basis and either:

(a) Flagged by using a file guide to facilitate disposition of that portion of the file which has been audited or inspected, *or*

(b) Retained for a sufficient period of time to insure that all audit and inspection requirements have been met before the records are disposed of.

e. Files maintained as "case" or "project" files are cut off upon the occurrence of a certain event, such as separation of personnel, final contract payment, or project completion. Upon cut off, place all completed or closed case files in an inactive file. (Unless otherwise specified in AFM 181-5, maintain inactive files on an annual basis.) Then, remove and dispose of the oldest inactive file and case working papers as authorized in AFM 181-5.

f. Since there is no established cut off for most technical reference materials, dispose of them in accordance with AFM 181-5 when they are superseded, obsolete, or no longer needed. At least annually, review these materials to determine that they are current, thus insuring their usefulness. (See AFR 5-31 for guidance on maintaining publications.)

*Legal size folders
in legal size cabinet*

Chapter 4

FILING SUPPLIES AND EQUIPMENT

22. Objectives. A continuing objective is to provide for the proper, complete, and economical use of filing supplies and equipment. Filing supplies and equipment used by Air Force activities will be the most economical possible to meet filing requirements. Do not request filing equipment solely to improve appearance, office decor, status elevation, or because of the desire for the latest design or more expensive types. Maintain only the material needed to conduct current business in filing supplies and equipment in office space. (See TA 006 for additional standard allowances and use criteria. See paragraph 26 before requesting the equipment described in paragraphs 24 and 25 below.)

23. Standard Filing Supplies. The following items are to be used by all Air Force activities as required. (See paragraph 25 for guidance when these supplies will not meet filing requirements.)

a. *Folders.* Exceptions to the use of the following standard folders may occur when supply activities furnish the user with non-standard items such as manila folders of comparable size and comparable or lighter weight.

(1) *Kraft* folders will meet the majority of filing requirements since most records are current for a relatively short time before they are retired or destroyed. The standard kraft folder will be 147-pound, 11 point, natural color, vertical, flat type, blank, bottom scored for $\frac{3}{4}$ " expansion, reinforced top, and square cut:

(a) *Letter Size:* FSN 7530-663-0031, $9\frac{1}{2}$ " x $11\frac{3}{4}$ " \$1.35 per 100 (Manila 5/18)

(b) *Legal Size:* FSN 7530-200-4308, $9\frac{1}{2}$ " x $14\frac{3}{4}$ " \$1.50 per 100

(2) *Pressboard* folders are authorized only for case and project files and then *only* when the kraft folder will not withstand the added volume and/or use. The standard pressboard folders are flat-type, gray, blank, vertical, one-inch expansion, with self tabs, and square cut:

(a) *Letter Size:* FSN 7530-~~286-1720~~⁹²⁶⁻⁸⁹⁸¹, $9\frac{1}{2}$ " x $11\frac{3}{4}$ " \$10.50 per 100

(b) *Legal Size:* FSN 7530-~~264-8646~~⁹²⁶⁻⁸⁹⁸², $9\frac{1}{2}$ " x $14\frac{3}{4}$ " \$11.50 per 100

b. *Guide Cards.* (See paragraph 24e for shelf-filing guide cards.) The standard guide cards are gray pressboard, one-third cut, self tab, without lower projections, all positions:

(1) *Letter Size:* FSN 7530-989-0683. \$2.35

(2) *Legal Size:* FSN 7530-082-2635. \$3.00

c. *Labels:*

(1) Gummed folder labels, blank, $3\frac{3}{4}$ " x $1\frac{1}{8}$ " in perforated fanfold strips, 500 to a box, available in several colors. FSN 7530-223-6606, -6607, -6609, -6611, and 7530-550-5926, depending on color. 15¢ per 500

(2) Pressure-sensitive (self adhering) labels, in sheets of 8 labels (248 labels to a box), $3\frac{1}{2}$ " x $\frac{1}{2}$ " available in plain white or white with $\frac{3}{32}$ " wide identification strip in various colors. FSN 7530-577-4368 through 7530-577-4376, depending on color. 25¢ per 248 labels

24. Standard Filing Equipment. The following items are to be used by all Air Force activities as required. (See paragraph 25 for guidance when standard equipment will not meet filing requirements.)

a. *Vertical Filing Cabinets.* Maintain only

material needed to conduct current business in these cabinets in office space. Filing cabinets are gray-finish steel, upright, 5-drawer, 1 drawer wide, 57 $\frac{1}{2}$ " high, and 28" deep.

(1) *Letter Size (15" Wide)*: FSN 7110-286-3799. \$57.00 (-3796 w/locks \$59.00)

(2) *Legal Size (18" Wide)*: FSN 7110-286-3797. Use only when at least one-fourth of the documents are legal size. Smaller quantities of legal size documents will be folded to fit letter size cabinets. \$60.00 (-3796 w/locks) \$62.00

b. Card Filing Equipment:

(1) *For 3" x 5" and 5" x 8" Cards.*

(a) Gray enameled steel cabinets with 16" deep drawers with compressor, label holder, and pull; four removable feet; stacking slots and interlocking lugs. One-drawer units: FSN 7110-273-8770 (3" x 5") and FSN 7110-273-8772 (5" x 8"). Two-drawer units: FSN 7110-273-8774 (3" x 5") and FSN 7110-273-8776 (5" x 8"). \$3.00 and 4.15 5.20 7.40

(b) Gray steel upright cabinets:

1. For 3" x 5" cards, 10 double drawers, FSN 7110-269-8451. —\$108.25
2. For 5" x 8" cards, seven double drawers, FSN 7110-273-9512. \$95.00

(2) *For 3 $\frac{1}{4}$ " x 7 $\frac{3}{8}$ " EAM Cards.*

(a) Ten double drawers, holds 66,000 cards, FSN 7110-273-9459. —163.00

(b) Eleven two-compartment drawers, holds 82,000 cards, FSN 7110-132-6496. \$194.00

(c) Two-drawer unit with compressors and stacking slots, 16" deep.

c. Cabinets for Maps, Plans, and Drawings.

Five-drawer cabinets, 15 $\frac{3}{8}$ " x 41 $\frac{1}{16}$ " x 53 $\frac{3}{4}$ " with waterproof fabric drawer covers. FSN 7110-205-0821. Separate base (FSN 7110-205-0822) and top (FSN 7110-205-0823) units are available. \$89.00 \$17.80 \$14.00

d. Cabinets for Machine Listings. These cabinets are "jumbo" file cabinets (18 $\frac{1}{4}$ " wide, 14 $\frac{5}{16}$ " high, and 25 $\frac{1}{32}$ " deep), three-drawers with "follow blocks" which hold listings in an orderly vertical position when filed in appropriate binders or separated by pressboard guide cards. This item

has not been included in the GSA Stores Stock Catalog; therefore, Air Force activities maintaining machine lists may locally procure these cabinets and guide cards. Among manufacturers of the "jumbo" file cabinets are All Steel Equipment Company, Art Metal Company, Art Steel Company, Atlas Stencil Files Corporation, Cole, General Fire-proofing, Shaw-Walker, etc. The following pressboard binders (with punched cloth hinges) listed in the GSA Stores Stock Catalog are most satisfactory for maintaining machine listings:

(1) 11" x 17," FSN 7510-281-4310 (3" capacity, with fasteners). \$5.50

(2) 11" x 14 $\frac{7}{8}$," FSN 7510-582-5488 (without fasteners). \$4.45

e. Shelf Filing. The standard shelf filing cabinet units described in (3) below may be more appropriate than filing cabinets for filing certain material.

(1) *Use.* Shelf filing is most adaptable to records that are alphabetically or numerically arranged such as case or project files. Consider shelf filing when these records total, or are expected to total, 200 linear feet or more, and when:

(a) The filing station is in a relatively permanent location.

(b) The purchase of new filing equipment is contemplated.

(c) Additional space for filing operations is required and only a limited amount of space is available.

(d) The area is relatively free from excessive dust and is not subject to infestation by rodents and vermin. When these conditions prevail, consider standard filing cabinets.

(2) *Factors to Consider.* Under the above conditions, shelf filing equipment costs less than standard filing cabinets, requires less office space, and permits ease of filing operations. Below are specific factors to consider when planning for shelf-filing:

(a) *Records*—must be easily maintained and referenced in shelf filing equipment.

ROYAL Metal Co.
 Jan-31st 67
 (USA) FSC GP 71-
 li 710
 3 October 1966
 \$29.87

(b) *Cost.* Open shelf filing units cost considerably less per linear filing foot than standard filing cabinets. For example, a seven-shelf unit costs approximately half that of a standard five-drawer filing cabinet. (Closed shelf filing is not recommended because the cost is considerably more than standard filing cabinets.)

(c) *Space.* Shelf filing is used primarily when space is a problem since it provides better use of space than standard filing cabinets. For example, floor space for 80 linear feet of files requires 14.3 square feet of shelf units versus 23.3 square feet for drawer type units—39% more space for drawer units. A 7-shelf unit has 21% more linear feet filing capacity per square foot of space than a 5-drawer filing cabinet. Aisle space for operating shelf type units is a minimum of 30" versus a minimum of 36" for drawer type units. However, floor load should be carefully checked for adequacy and file units placed in a safe load carrying location.

(d) *Filing Operations.* In shelf filing equipment, removing and replacing folders and removing and inserting papers fastened to folders is 20% to 30% faster than in drawer type equipment. However, inserting and removing loosely filed papers is slower in shelf filing than drawer type units since the folder must be removed from the shelf—papers can be dropped into folders remaining in drawer type units. Compactness of shelf filing also results in less walking distance to files.

(e) *Appearance.* Untidy recordkeeping is easily seen in shelf units whereas untidiness in drawer units is hidden when drawers are closed.

(f) *Security.* Shelf filing units are not authorized for storage of classified material unless the units are located within a secure room or alarmed area (see AFR 205-1).

(3) *Shelf Filing Cabinet Units.* These units have knockout holes to permit fastening the units together side by side, back to back, or "stacking."

(a) Letter Size.

1. Three-shelf opening (36 $\frac{3}{4}$ " x 14" x 38"), FSN 7110-817-0646; with built-in base (36 $\frac{3}{4}$ " x 14" x 42"), FSN 7110-817-0657.

2. Seven-shelf opening, with built-in base (36 $\frac{3}{4}$ " x 14" x 84"), FSN 7110-817-0665; or with posting shelf, FSN 7110-817-0641. → 50.32

(b) Legal Size.

1. Three-shelf opening (36 $\frac{3}{4}$ " x 17" x 38"), FSN 7110-817-0671; with built-in base, (36 $\frac{3}{4}$ " x 17" x 42") FSN 7110-817-0662. → 34.10

2. Seven-shelf opening, with built-in base (36 $\frac{3}{4}$ " x 17" x 84"), FSN 7110-817-0669; or with posting shelf, FSN 7110-817-0667. → 61.15

(4) *Shelf Filing Accessories.* In addition to the items listed below, it may be necessary to obtain a step stool for access to upper shelves, depending on the height of the units.

(a) *Guide Cards.* Gray pressboard, calendered, Type III, $\frac{1}{8}$ " cut, self tab, all positions, with metal shelf hook: Letter size, FSN 7530-988-9787 (approximately \$5.75 per hundred); legal size, FSN 7530-988-9788 (approximately \$6.50 per hundred).

(b) *Folders.* Use the standard kraft folders prescribed in paragraph 23a(1) in shelf filing equipment. For better visibility, label the folders on the extreme right tab to provide left to right order.

(c) *Dividers.* Metal dividers are supplied with the equipment to support folders and guide cards. However, if additional dividers are necessary, use the following:

1. Letter size, FSN 7125-819-4245.
2. Legal size, FSN 7125-819-4246.

f. *Containers for Safeguarding Classified Material.* Maintain classified material in containers or areas prescribed in chapter 5, AFR 205-1.

g. *Equipment for Easier and Faster Filing.* Use of the following items, as required, can save time and facilitate filing.

(1) *Filing Stools*—make filing in upper

and lower drawers easier: FSN 7110-634-9617 (14" high, with casters) and FSN 7110-634-9618 (26" high, without casters).

(2) *Filing Shelf*—holds papers for filing and attaches to file drawer handle, vinyl bumper protects drawer finish—FSN 7520-634-5922 (12 $\frac{3}{4}$ " x 11").

(3) *Sorting Devices*. When the volume of papers is small, desk trays, a table, or desk top can be used for sorting. However, a sorter is recommended for most small filing operations. It has a series of dividers, three to four inches wide, each hinged to a flat base. Tabs can be labeled and inserted as required. A 24-division sorter will generally meet the sorting requirements of a small office of record. Sorters with more divisions are available—some equipped with a sliding base mechanism. Other sorting equipment is available containing horizontal or vertical dividers. Also, rack sorters can be constructed to meet most sorting requirements.

25. Nonstandard Filing Equipment and Supplies.

As used in this manual, any filing equipment and supplies not listed in paragraphs 23 and 24 are "nonstandard." They will be procured only when the need for such equipment and supplies meets the criteria and requirements in paragraph 26 below.

26. Procedures for Requesting and Controlling Filing Equipment and Nonstandard Filing Supplies.

To insure adequate control and proper use of filing supplies and equipment, all Air Force activities will follow the procedures below. Commands may impose additional controls, as required, to meet these objectives.

a. *Records Custodians* will insure that the following actions are taken before requesting file equipment or nonstandard filing supplies.

(1) *General:*

(a) All records are identified on AF Forms 80 and 82 and are maintained according to this manual.

(b) All temporary records eligible for destruction have been destroyed.

(c) All noncurrent records not eligi-

ble for destruction have been retired to the records staging area or records center.

(d) Filing cabinets, including top and bottom drawers, are being fully used for material needed to conduct current business.

(e) All current records are maintained in the most economical equipment, such as shelf files.

(f) All security filing cabinets not being used for classified material have been exchanged for nonsecurity type filing cabinets.

(2) *Requests for Powered or Other Mechanized Filing Equipment:*

(a) *Factors*. Consider the following factors when planning the use of mechanized filing equipment:

1. The system for which the equipment is intended is well established and not likely to undergo changes which would eliminate the need for the equipment.

2. The site where the records are to be maintained is suitable. Because of the weight of the equipment, it may be necessary to reinforce floors or even preclude its use in some buildings. Also, insure that adequate electrical current is available to safely operate the equipment.

3. The proposed equipment will house a large concentration of records that need to be accessible to one individual at a time. If several persons need to reference the file at the same time, mechanized equipment is not practical and cannot be justified.

4. The filing station is in a relatively permanent filing location.

5. Since none of this equipment of this type is authorized to be used for storing security classified material, insure that adequate security precautions are taken—see AFR 205-1.

6. Adequate maintenance and repair facilities are available.

(b) *Justification*. If all of the above conditions are met, the equipment may be requested provided that the request includes specific evidence that the justification meets one or more of the following criteria and the total savings to be realized exceeds the differ-

ence between the cost of standard and mechanized filing equipment when prorated over a three-year period. (NOTE: Consult with various representatives (vendors) of commercial firms to obtain up-to-date information on the capabilities, limitations, and costs of the equipment that appears to be suitable for your requirements. Specific equipment, identified by manufacturer, make, model etc., may be requested but a commitment must not be made before approval by the records management officer.)

1. *Manpower Savings*—one or more positions (either existing or budgeted for) will be eliminated.

2. *Space Savings*—space saved through the use of the equipment will be used for other essential operating functions.

3. *Work Production*—any predicted increase in workload capability is based upon provable and current workload data.

(3) *Requests for Use of Patented Filing and Indexing Systems.* The use of filing and indexing systems which have been patented by the manufacturer or are protected by proprietary rights is prohibited before HQ USAF (AFDASB) approval. Requests for such systems should include a description of the system, name of manufacturer, and the records to be maintained thereby.

(4) *Requests for All Other Nonstandard Equipment and Supplies.* These requests will include specific evidence that standard equipment or supplies will not meet the needs of the requesting office in terms of reference or storage requirements, or will result in manpower savings or reductions in time and effort.

b. *Records Officers:*

(1) Review each request for all filing equipment and nonstandard filing supplies.

(2) Approve or disapprove each request based on a review of AF Form 80 and inspection of the records to insure compliance with paragraphs 24, 25, and 26a.

(3) Forward approved requests to the supply activity for necessary action—*except* those requests described in paragraphs a(2) and (3) above which he recommends for approval; forward such request, with appropriate comments, to the command records management officer.

(4) Periodically review the use of filing equipment to determine whether the equipment is being adequately used. If the equipment is not being properly used, recommend redistribution or return of the equipment.

c. *Records Management Officers:*

(1) Insure proper use and control of all command filing equipment and supplies.

(2) Review and approve or disapprove all request described in paragraph a(2) above proposed for use within their command.

(3) Submit these approved requests to the supply activity.

(4) Forward an information copy of each approved request for powered or mechanized filing equipment to HQ USAF (AFDASB).

(5) Forward all requests described in paragraph a(3) above which he recommends for approval, with appropriate comments, to HQ USAF (AFDASB) for final approval or disapproval.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

J. P. McCONNELL
General, U.S. Air Force
Chief of Staff

R. J. PUGH
Colonel, USAF
Director of Administrative Services

Air Force Subjective Classification System Master Outline

Major Subjective Categories and Symbols

ADM OFFICE ADMINISTRATION
 CIV CIVILIAN PERSONNEL
 ADMINISTRATION
 COM COMMAND CONTROL AND
 COMMUNICATIONS
 ENV AEROSPACE ENVIRONMENT
 FIN FINANCIAL ADMINISTRATION
 INF INFORMATION ACTIVITIES
 INS INSTALLATIONS MANAGEMENT
 INT INTELLIGENCE
 INV INVESTIGATIONS, INSPECTIONS,
 AND SAFETY
 LEG LEGAL ADMINISTRATION
 MAP MAPPING AND CHARTING
 MED MEDICAL SERVICES
 MGT ADMINISTRATIVE MANAGEMENT
 MIL MILITARY PERSONNEL
 ADMINISTRATION
 MTN MATERIEL MAINTENANCE
 ENGINEERING
 OPS OPERATIONS
 PHO PHOTOGRAPHY
 POL POLICE OPERATIONS
 PRO PROCUREMENT
 PUB PUBLISHING AND PUBLICATIONS
 R&D RESEARCH AND DEVELOPMENT
 SEC SECURITY
 SUP SUPPLY AND SERVICES
 TNG TRAINING
 TRS TRANSPORTATION

ADM—OFFICE ADMINISTRATION
 Administration of Office Personnel
 Building Services
 Charity and Public Interest Campaigns
 Mail and Messenger Services (Local)
 Office Supplies and Equipment
 Security Procedures for Local Office

**CIV—CIVILIAN PERSONNEL
 ADMINISTRATION**
 Accessions
 Career Development
 Compensation for Injury or Death
 Conduct
 Disciplinary Actions
 Gratuities and Favors
 Political Activity
 Death and Burial
 Detailing Employees
 Employee Relations
 Employee Groups

Equal Employment Opportunity
 Grievances
 Housing—Transportation—Food Services
 Insurance
 Government Life
 Hospitalization
 Recreation, Morale, Welfare
 Employment Records
 Official Personnel Folder
 Hours of Work
 Tours of Duty
 Leave
 Annual
 Sick
 Without Pay (LWOP)
 Pay Administration (Payroll Operations—
 see FIN)
 Employee Claims
 Indebtedness
 Overtime
 Pay Rate Determination
 Performance
 Awards—Commendations
 Incentive Programs (Suggestions)
 Ratings
 Appeals
 Standards
 Position Classification
 Position Series and Standards
 Surveys
 Promotion and Demotion
 Recruitment and Placement
 Applications
 Boards of Civil Examiners
 Overseas Employment
 Qualifications (Training, Experience, and
 Physical)
 Examinations (Mental and Physical)
 Selection
 Restoration after Military Service
 Separation
 Travel
 Passports—Visas
 Per Diem

**COM—COMMAND CONTROL AND
 COMMUNICATIONS**
 Command and Control
 Concept of Operations
 Definitions
 Doctrine, Plans, Policy, Objectives

Individual Systems—Programs
 C&C Support Systems
 Operational Combat C&C Systems
 Resources Management C&C Systems

Management
 Acquisition
 Operation
 R&D

System Processes—Functions
 Communications
 Control—Feedback
 Decision-Making
 Displays
 Information Collection
 Information Processing

Communications

Communications Center Operations
 Communications Accounts
 Message Transmission (Distribution
 and Control)
 Relay Centers

Communications Security
 Cryptosecurity Accounts
 Physical Security (Of Communications
 Facilities and Cryptomateriel) (Also
 see SEC)

TEMPEST Program
 Transmission Security

Communications Systems
 Airborne Communications
 Amateur Radio
 Fixed Ground Communications
 Ground Mobile Communications
 Military Affiliate Radio System
 (MARS)
 Tactical Communications

Frequency Management
 Compatibility Engineering
 Frequency Authorizations
 Frequency Engineering Above 30
 MCS
 Frequency Engineering Below 30
 MCS
 Records and Registration

Wire Facilities
 Commercial Facilities
 Control Stations
 Flight Checks
 Plant in Place Maintenance

ENV—AEROSPACE ENVIRONMENT

Geographical Requirements
 Techniques and Equipment

Space Environment
 Solar Observations
 Solar Forecasting
 Solar-Terrestrial Effects

Weather

Meteorological Analysis
 Climatology
 Forecasting
 Storm Tracking-Warning
 Meteorological Data Exchange
 Meteorological Observations

FIN—FINANCIAL ADMINISTRATION

Appropriation Accounting
 Advance Payments and Recoupments
 Allocation, Suballocation, and Allotment of
 Funds
 Administrative Control
 Advice of
 Records

Adjustments and Corrections
 Allocation, Suballocation Ledgers
 Allotment Ledgers
 Subsidiary Allotment Ledgers

Annual Budget Authorization

Claims

Collection

Appropriation Receipts
 Appropriation Refunds
 Appropriation Reimbursements
 Deposit Fund Accounts
 General Fund Miscellaneous Receipts
 Records

Control Ledgers
 Subsidiary Collection Ledgers

Reporting Instructions and
 Requirements

Commitments

Disbursements, Expenditures

Inter-Intradepartmental Transactions

Obligations

Special Activities and Tenants

Auditing

Administration and Control

Auditor's Records

Internal Audits

Banking—Currency

Budgeting

Budget Program Management
 Annual Financial Plan
 Apportionments
 Appropriation Law
 Funds Administration
 Special
 Transfers

Budget Structure

AF Budget Code (Fiscal Code)

- Estimates
 - Call for Estimates
 - Program Guides and Assumptions
 - Justification
 - Review
 - Special (Flash)
 - Supplemental
 - Federal Budget
 - Cost Accounting
 - Base Maintenance
 - Depot Maintenance
 - Field Maintenance
 - Motor Vehicles Maintenance
 - Expense Accounting
 - Accounting Procedures
 - Chart of Accounts
 - Contractual Services
 - Materiel
 - Medical Services
 - Personnel Services
 - Special Activities and Tenants
 - Travel and Transportation
 - Records
 - Expense Ledger—Accounts
 - Subsidiary Ledgers and Files
 - Reporting Instructions and Requirements
 - General Ledger Accounting
 - Accounting Procedures
 - Chart of Accounts
 - Special Activities and Tenants
 - Records
 - General Ledger Control Accounts
 - Subsidiary Ledgers and Files
 - Reporting Instructions and Requirements
 - International Accounting
 - Agreements, Bilateral
 - Canada
 - Korea
 - South Africa
 - United Kingdom
 - MAP (Grant Aid)
 - MAP (Military Assistance Sales)
 - NATO
 - Reporting Instructions and Requirements
 - SHAPE
 - Monetary Property Accounting
 - Equipment in Use
 - Financial Inventory Accounting
 - Medical Inventory Management System (MIMS)
 - Real Property
 - Nonappropriated Funds
 - Revenue Producing Activities and Funds
 - Book Department Funds
 - Exchange Service Funds
 - Motion Picture Service Funds
 - Post Restaurants Funds
 - Vocational Training Activities Funds
 - Sundry Association Activities and Funds
 - Central Mess Funds
 - Chaplains Funds
 - Installation and Organizational Religious Funds
 - Officers', Noncommissioned Officers', and Cadets' Open Messes
 - Welfare Activities and Funds
 - Base Trust Funds
 - Central Base Funds
 - Central Welfare Funds
 - Civilian Welfare Funds
 - Command Welfare Funds
 - Unit Funds
 - Payroll Operations (Civilian Pay) (Also see MIL)
 - Revolving and Working Capital Funds
 - Industrial Funds
 - Laundry and Dry Cleaning Services
 - Printing Services
 - Management Funds
 - Stock Funds
 - Air Force Academy Division
 - Aviation Fuels Division
 - Clothing Division
 - Monetary Allowance System
 - Commissary Division
 - Salvage and Surplus Materiel Accounting
 - Statement of Charges
 - Surety Bonds
 - Survey, Reports of
- INF—INFORMATION ACTIVITIES
- Information Activities
 - Community Relations
 - Civic Leader Liaison
 - Holiday and Special Event Observances
 - Off Base
 - On Base
 - Speakers Bureau
 - Internal Information
 - Air Force Radio and Television Service (AFRTS)
 - Base Newspaper
 - Bulletin Board Program
 - Commanders Call
 - Public Information
 - Media Inquiries
 - Media Visits
 - Releases
 - International Affairs
 - (Subdivisions as applicable to command and location, i.e., NATO, SEATO, MACV, NORAD, etc.)

Legislative Relations

Congressional Inquiries

(Subdivisions as applicable to command, i.e., legislative proposals, legislative programs, etc.)

INS—INSTALLATIONS MANAGEMENT

Facilities (Construction, Maintenance, and Operation)

Aerospace R&D Facilities (Excluding Buildings)
 Airfields, Pavements, Aprons, etc.
 Building Equipment
 Buildings and Structures (Subdivide by type as required)
 Custodial Services
 Fire Protection and Aircraft Crash Rescue Grounds
 Insects, Rodent, and Vermin Control
 Liquid Fuel Storage and Dispensing Systems
 Missile Launch and Launch Control Facilities
 Railroads
 Roads and Other Surfaced Areas (Excluding Airfields, Pavements, etc.)
 Training Aids
 Utilities
 Air Conditioning Systems
 Electric Plants and Systems
 Gas Plants and Systems
 Heating Plants and Systems
 Sewage Plants and Systems
 Water Plants and Systems

Family Housing

FHA Housing
 Title VIII Housing (Wherry Housing)

Planning Engineering

Construction Planning (Program and Projects)
 Design Criteria
 Master Planning (Programs)

Real Estate

Accounting and Inventory
 Acquisition
 Disposal
 Utilization

INT—INTELLIGENCE

Collection—Dissemination

Attaches, Defense
 Attaches, Air
 Briefing
 Captured Materiel
 Clandestine Source
 Documents
 Electronic Collection

Communications

Collection-Dissemination
 Interception

Electronics

Collection-Dissemination
 Interception
 Multi-Sensor

Foreign Nationals

Accreditation
 Tours
 Visits

Guidance Material

HUMINT

Biographical Data
 Debriefing
 Interrogation
 Resources

Intelligence Collection Plans

Intelligence Reports

Photo Intelligence

Reconnaissance

Requirements and Priorities

Estimates

Air Facilities

Airfield & Seaplane Stations of the World

Climatology

Communications

Terrain

Transportation

Air Order of Battle

Air Defenses

Civil Air

Strategic Establishments

Tactical Establishments

Area Studies

Geographical Regions

Battle Staff

Capabilities

Economic

Military

Political

Technical

Indications

Aerospace Threats

Briefings

Current Indications

Intentions

Economic

Military

Political

Technical

Watch Reports

Operational Plans

Intelligence Annexes

Scientific and Technical Intelligence

Aeromedical Intelligence

Aircraft & Aircraft Engines

Antiaircraft Artillery

Armament, Conventional

- Ballistic Missiles
 - ICBM
 - Rockets, Air to Air
 - Rockets, Ground to Air
- Electronics
 - ELINT
 - Radar
 - Radio
 - Sensors
 - SIGINT
- Reconnaissance
 - Unidentified Flying Objects
- Information Disclosure Policy
 - Delegated Disclosure Letters
 - Disclosures Made
 - Foreign
 - U. S. Requesters
 - Requests for Disclosure
 - Authority
- Intelligence Training
 - Evasion & Escape Briefings
- Target Intelligence (Analysis and Compilation)
 - Physical Vulnerability
 - Weapons Effects
 - Weapons Recommendations
 - Weapons Requirements
 - Target Analysis
 - Bombing Encyclopedia
 - Damage Predictions
 - Target Systems
- Target Intelligence Requirements and Priorities
- Target Materials
 - Air Objective Folder Program
 - Radar Target Intelligence
 - Target Dossiers (Tactical)

INV—INVESTIGATIONS, INSPECTIONS, AND SAFETY

- Investigations
 - Liaison
 - Technique
 - Types
 - Counterintelligence
 - Collections and Operations
 - Criminal
 - Personnel
 - Procurement
- Inspections and Staff Visits
 - Personal Conference Periods
 - Scheduling
 - Special Subjects for Inspection
 - Types
 - Compliance
 - Procedural
 - Special
 - Staff Visits

- Safety
 - Accident/Incident Reporting
 - Awards
 - Programs
 - Statistics
 - Studies, Surveys, and Visits

LEG—LEGAL ADMINISTRATION

- Administration of Military Justice
 - Appellate Review and Procedure
 - Clemency
 - Correctional Custody
 - General Courts-Martial
 - Nonjudicial Punishment
 - Special Courts-Martial
 - Summary Courts-Martial
- Alcoholic Beverage Control
- Claims
 - Claims Against the U. S.
 - Claims Data Management System
 - Claims in Favor of the U. S.
 - Copyright Infringement Claims
 - Invention Secrecy Claims
 - Patent Infringement Claims
 - UCMJ Article 139 Claims
- Copyrights
- Labor Relations
 - Air Force Employees
 - Contractor Employees
- Legal Assistance
 - Adoption
 - Civil Relief Act
 - Divorce—Separation
 - Leases
 - Marriage
 - Power of Attorney
 - Wills
- Legal Opinions and Interpretations
 - (Use the Index in the "Digest of Opinions—The Judge Advocates General of the Armed Forces" to subdivide subject files as required)
- Litigation
 - Litigation Against Air Force Personnel
 - Reports
 - Witnesses
- Public Utilities
 - Communications
 - Electricity
 - Gas
 - Sewage
 - Transportation
 - Water

Taxation

- Federal Excise
- Federal Income
- State Excise
- State Income
- State Sales and Use
- State Tax, Other

MAP—MAPPING AND CHARTING

Aeronautical Information Publications

- Aeronautical Overprints
- Foreign Clearance Guides
- Jet Flight Information Manuals
- Pilot's Handbooks
- Radio Facility Charts

Air Target Materials

- Geodetic Data Sheets
- Radar Return Codes
- Reliability Data Sheets
- Target Charts
- Target Mosaics

Chart Quantities and Stocks

Development

- Experimental Items
- Portrayal
- Test and Evaluation

Distribution

- Exchange Agreements
- Hydrographic Charts

Maps

Production

Requirements

Source Materials

- Evaluation of
- Dissemination
- Procurement
- Utilization

Special Charting Items

- Aeronautical Video Plate
- Special Charts
- Special Mosaics
- Terrain Models

Standard Series Aeronautical Charts

- Aeronautical Approach Charts
- Aeronautical Planning Charts
- Cloth Charts
- Crash Grid Charts
- Equidistant Charts
- Evasion Charts
- Navigation Charts
- Radar Tracking Charts
- Strategic Charts
- Weather Charts
- World Aeronautical Charts

MED—MEDICAL SERVICES

Aeromedical Evacuation

- Inter-Theater Evacuation
- Intra-Theater Evacuation

Aerospace Medicine

- Aerospace Crew Effectiveness
- Bioenvironmental Engineering
- Epidemiology
- Military Public Health
- Occupational Medicine

Dentistry

- Accreditation
- Authorized Dental Treatment Rooms
- Facilities and Construction—Dental
- Criteria
- Consultants
- Dental Clinic Administration
- Career Guidance
- Dental Operating Instructions
- Physical Standards
- Dental Health Records
- Dental Reports
- Laboratory Services
- Area Support
- Satellite Bases
- Professional Services
- Examination and Treatment Planning
- Policies
- Preventive Dentistry
- Clinical Phase
- Community Health
- Special Dental Materials
- Accountability
- Artificial Teeth
- Chrome Alloy
- Specialty Sections
- X-Ray Dental
- Film Control
- Radiation Monitoring

General Medical and Health Status

- Aerospace Crew Effectiveness
- Battle Casualties
- Diseases
- Eye and Adexa and Ear, Eye, Nose,
- and Throat
- Circulatory System
- Digestive System and Hernia
- Digestive Tract, Infection Arising in
- Gynecology and Obstetrics
- Infective and Parasitic, Other
- Mental Psychoneurotic and Personality
- Disorders
- Neoplasma
- Nervous System
- Respiratory System
- Acute Infection in
- Other Diseases of

- Skin and Cellular Tissue
- Tuberculosis
- Venerial
- Urinary and Male Genital System
- Injuries
- Hospital and Dispensary Administration
 - Capacity and Status
 - Clinical Records
 - Patient Management
 - Admissions
 - Bed Occupancy, Patient Days & Length of Stay
 - Deliveries
 - Dispositions
 - Outpatients
- Medical Intelligence
- Medical Nomenclature and Classification
- Physical Examinations
- Professional Services and Clinics
 - Flight Medicine
 - Laboratory
 - Medical
 - Cardiovascular
 - Dermatology
 - Gastroenterology
 - Internal Medicine
 - Pediatrics
 - Physical Medicine
 - Psychiatry and Neurology
- Nursing
- Pharmacy
- Roentgenology
- Surgical
 - General Surgery
 - Obstetrics and Gynecology
 - Orthopedic Surgery
 - Urology
- Strength Statistics
- Veterinary Services
 - Animal Service
 - Base Veterinary Service
 - Food Inspection
 - Food Source Establishment Inspections
 - Government Verification of Contractor Inspection
 - Quality Audit
 - Veterinary Public Health
 - Environmental Sanitation
 - Epidemiological Investigations of Food-borne Diseases
 - Food Service Sanitation
 - Zoonosis Control
 - Veterinary Research
 - Basic Research
 - Research Support

MGT—ADMINISTRATIVE MANAGEMENT

- Communications (Written)
 - Accountability
 - Format
 - Processing
 - Stationery Specifications
- Data Automation and Reports Management
 - Advanced Technology
 - Data Management
 - Reports
 - Elements and Codes Standardization
 - Requirements Control
 - Data Systems
 - Approval
 - Compatibility
 - Development
 - Projects
 - Equipment Review
 - Program Management
 - ADPE Evaluation
 - Contract Negotiation
 - Control
 - Data Systems Evaluation
 - Indoctrination and Education
 - PCAM Approval
- Forms Management
- Historical Documentation and Properties
 - Historical Properties
 - Monographs
 - Unit Histories
- Interservice Relations (Joint Activities)
- Management Planning and Improvement (Surveys and Studies)
 - Office Methods and Procedures
 - Organizational Analysis
 - Program Planning and Analysis
 - Work Measurement—Production
 - Layout and Materiel Flow
 - Production Control and Scheduling
 - Survey and Audit
 - Work Measurement
 - Work Simplification
- Manpower
 - Deferred Manpower Requirements
 - Manpower Authorization Document (MAD)
 - Manpower and Authorization Files (MAF)
 - Unit Manning Document (UMD)
- Organization and Functions (Including, generally, the organization of boards and committees. Classify documents pertaining to the organization and work of specific boards and committees by subject, using the name of the board or committee as the subdivision of subject, as required)
 - Activation

- Assignment of Organizational Units
 - Unit Movements
- Constitution
- Designation
 - Insignia—Flags
 - Nomenclature
- Disbandment
- Discontinuance
- Inactivation
- Reorganization
- Postal and Courier Service
 - Courier System
 - Courier Transfer Stations (CTS)
 - Distribution
 - Money Orders
 - Penalty Matters
 - Post Offices (APOs)
 - Postage
 - Postal and Courier Equipment
- Records Management
 - Current Records Maintenance
 - Documentation Storage and Retrieval Systems
 - Records Disposition

MIL—MILITARY PERSONNEL

ADMINISTRATION

- Absence
 - AWOL
 - Desertion
 - Leave
 - Emergency
- Assignment and Reassignment
 - Air Force with the Armed Services of U. S. and Other Countries
 - Armed Forces of the United States with the Air Force
 - Armed Forces of Other Countries Serving with the Air Force
 - Attached
 - Flying Status
 - Permanent Change of Assignment and/or Stations (PCS and/or PCA)
 - Base of Preference/Base of Terminal Service Assignments
 - Consecutive Tours
 - Deferments and Humanitarian Assignments
 - Overseas Assignments
 - Permissive and Project CHAP Reassignments
 - Secretarial Determination on Second PCS in Fiscal Year (DLA)
 - Special Duty Assignments
 - Release
 - Temporary Duty

- Career Development
 - Classification
 - Qualification Records (Such as AF Form 11, etc.)
- Chaplaincy
 - Cultural Activities
 - Ecclesiastical Indorsing Agencies
 - Humanitarian Services
 - Personal Counseling
 - Preaching Missions
 - Jewish
 - Protestant
 - Roman Catholic
 - Religion
 - Jewish
 - Protestant
 - Roman Catholic
 - Religious Education
 - Retreats
 - Jewish
 - Protestant
 - Roman Catholic
 - Worship
- Discipline and Conduct
 - Misconduct
 - Administrative Reprimand
- Military Personnel Data and Records
 - Personnel Data Systems
 - Airmen
 - Officers
 - Records
 - Command Personnel Records Group
 - Field Record Group
 - Master Personnel Records Group
- Pay and Allowances
 - Allotments
 - Dependents
 - Income Tax
 - Pension
 - Savings
 - Benefits—Gratuities—Compensation
 - Clothing Allowances
 - Enlistment Bonus
 - Flying Pay
 - Inactive Duty Training Pay
 - Pay Withheld or Delayed
 - Quarters
 - Student Officers
 - Subsistence
 - Travel
- Performance
 - Commendations
 - Decorations and Awards
 - Effectiveness Evaluation
- Personal Affairs
 - Air Force Aid Society
 - Casualty Assistance

Casualty Reporting and Notification
 Children Have a Potential (CHAP)
 Counseling
 Credit Unions
 Family Services
 Insurance
 Leave
 Marriage
 Retired Servicemen's Family Protection
 Plan (RSFPP)

Personnel Services
 Nonappropriated Fund Management
 Book Department
 Personnel Services Supply
 Theater
 Open Messes
 Airmen
 NCO
 Officer
 Recreation Services Management
 Aero Clubs
 Bowling
 Crafts and Hobbies
 Golf
 Libraries
 Marinas
 Miscellaneous Activities
 Recreation Areas
 Riding Stables
 Rod and Gun Clubs
 Service Clubs
 Sports
 Swimming
 Youth Activities

Personnel Statistics
 Average Strength Report
 Military Strength Balance Report
 Rosters
 Strength

Political Activities
 Voting

Prisoners of War
 Allied
 American
 Enemy

Procurement
 Appointment and Enlistment
 Examinations (Mental and Physical)
 Qualifications (Education and
 Physical)
 Waivers
 Induction and Recall
 Draft Deferment
 Recruiting
 Promotion and Demotion
 Rank and Precedence
 Retirement

Separation
 Death
 Discharge
 Inactive Duty
 Uniforms (Regulations of Apparel)

MTN—MATERIEL MAINTENANCE ENGINEERING

Conservation Practices
 Contractor Technical Assistance
 Equipment Histories
 Materiel Items (Subdivide as required in accordance with standard classes of supply (AFM 67-1) using class numbers in parentheses as secondary subject designations, viz: MTN 4 (01).)
 Modification
 Performance Data
 Preventive Maintenance
 Repairs
 Technical Order, Compliance
 Unsatisfactory Reports

OPS—OPERATIONS

Air Bases, Use of
 Domestic
 Foreign
 Site Surveys

Air Traffic Control
 Aircraft Dispatch and Clearance
 Identification
 Air Routes
 Control Tower
 Flight Rules and Regulations

Atomic Warfare
 Liaison (Atomic Energy Commission, Military Liaison Committee, Armed Forces Special Weapons Project) (Also see INF)
 Maneuvers
 Tests

Clandestine Operations

Electronics Systems
 Airborne Radar
 Aircraft Control and Warning
 Radar Calibration
 Combat Electronics

Flight Operations
 Airlifts
 Air Ground Rescue
 Air Sea Rescue
 Bombardment
 Evacuation
 Disaster
 Wounded (See Aeromedical Evacuation—MED)
 Fighter

- Ground Support
- Reconnaissance
- Special Missions
- Transport
 - Inflight Refueling
 - Troop Carrier
- Joint Operations
- Navigation
 - Navigations Aids
- Operations Analysis
- Studies
 - Airlift
 - General Purpose
 - Strategic
 - Tactical
- War Plans
 - Combined War Plans
 - Foreign Military Assistance
 - Defense
 - Civil Defense
 - Mobilization
 - Civil Aviation
 - Joint War Plans
 - Logistics
 - Offense
 - Biological and Chemical
 - Psychological
 - Strategic
 - Tactical
 - Ground Support

PHO—PHOTOGRAPHY

- Aerial Mapping and Charting
 - Cross Servicing Agreements (Interagency)
 - Identifications and Titling
 - Mapping and Charting Projects
 - Print Libraries
- Armament Recording Photography
 - Gun Cameras
 - Other
 - Scope Cameras
 - Strike Cameras
- Base Photograph Laboratories
 - Camera Operation
 - Distribution
 - Film Control
 - Finishing
 - Processing
- Documentation
 - Motion Picture
 - Processing and Printing
 - Still
- Instrumentation
 - Distribution
 - Motion Picture
 - Printing
 - Processing
 - Still Picture

- Motion Picture Photography
 - Animation
 - Archival
 - Exhibition Clearance and Classification
 - Processing
 - Production
 - Projection Prints
 - Public Sale and Release
 - Sound Recording
 - Stockfootage

Programming

- Annual Budget
- Annual Production Requirements
- Current File Production Status
- Policy Directives
- Rate of Production Status
- Standing Operating Procedures
- Technical Bulletins
- Utilization and Control

Television

- ACERPS by Command and Base
- Boards and Committees
- CEIPS by Command and Base
- Financial Administration
 - Budget
 - Contractual Services
 - Procurement
 - Project "Savings"
- Inquiries
 - Congressional
 - General Officers
- Manpower and Organization
- Policy
- Programming
 - Five Year CCTV Management Program
- Special Projects
 - Intrusion Resistant Cable
 - Secure TV (KG-24) TV Vans
- Studies

POL—POLICE OPERATIONS

- Police Administration
 - Authority and Jurisdiction
 - Civil Police Liaison
 - Complaints
 - Individual Case Files
 - Disposition of Offender Reports
 - Gate Guarding
 - Offenses or Incidents (Including Arrests and Routine Investigations of Delinquency and Complaints)
 - Patrolling
 - Permits (Hunting, Fishing, Firearms, etc.)
 - Property

- Records of Events (Desk Journal)
- Relief Schedules
- Security and Law Enforcement Activities
 - Reports
- State of Discipline
- Traffic Control
- Vehicle Registration

Corrections

- Casual Prisoners
- Confinement Administration
- Confinement Operations
- Prison Administration
- Prisoners Complaints
- Prisoners Individual Records
- Restoration and Clemency
- Retraining of Prisoners

PRO—PROCUREMENT

Contract Administration

- Contractor's Records
- Cost Reimbursement (Approval of Cost)
- Price Redetermination
- Subcontracting
- Tax Exemption

Contract Financing

- Advance Payment
- Guaranteed Loans
- Partial Payments

Contract Placement

- Bonds
- Coordinated Procurement
- Execution (Awards)
 - Approval
 - Distribution
 - Numbering
- Formal Advertising
- Interdepartmental Procurement
 - Federal Supply Service
- Negotiation
 - Findings and Determinations
- Sources
 - Bidders List
 - Small Business
- Specifications

Contractual Instruments

- Changes
- Types
 - Cost-Plus-Fixed-Fee
 - Fixed Price
 - Time and Materials

Foreign Procurement

Government Property

- Bailment
- Government-Furnished Aeronautical
 - Equipment
- Industrial Property Control

Industrial Resources

Facilities

- Industrial Equipment
- Modernization/Replacement
- Plant Expansion
- Special Tooling

Labor and Technicians

Materials

- Controlled Materials
- Customs Entry
- Priorities

Mobilization

- Production Planning

Initiation of Purchase and Procurement

Authority

- Assignment of Procurement Responsibility
- Delegation of Authority
- Procurement Directives
- Purchase Requests

Labor Relations

- Inquiries
- Labor Disputes
- Labor Laws

Procurement and Contract Management

- Reports
- Surveys

Production

- Delivery Schedules
- Engineering Changes
- Expediting

Programming

- Requirements Computation

Quality Control

- Inspection and Acceptance

Readjustment

- Claims
- Property Disposal
- Settlement
- Termination
 - Convenience
 - Default

Reliability

- Management Procedures
- Operational Reliability
- Specifications

Standardization

Domestic

- Aircraft, Rocket, & Missile Designation
- Documentation
- Engineering
- Qualified Products List
- Supply

International

Air Standardization Coordinating
Committee (ASCC)
CENTO
NATO
SEATO

Value Engineering

Change Proposals
Manning
Training

Zero Defects

Awards to Industry
Crossfeed Items
Publicity/Promotions

PUB—PUBLISHING AND PUBLICATIONS

Orders

Aeronautical
Court-Martial
Flight
Movement
Reserve
Special

Publishing Management

Budget and Fiscal
Printing, Binding, and Reproduction
Binding
Contract Printing
Departmental Printing
Duplicating
Field Printing

Publications

Distribution and Requirements
Format and Editorial Policy
Procurement

R&D—RESEARCH AND DEVELOPMENT

Aircraft

(Subdivide as required: amphibian; bomber; cargo and transport; convertiplane; fighter; glider; liaison; lighter-than-air; parasite; reconnaissance; rotary wing; and trainer).

Aerodynamics (Exclusive of propellers and rotors)

Airfoils
Boundary Layer Control
Design Criteria
External and Internal Flow
Fluid Mechanics
Turbulence
Wind Tunnel Studies

Alighting Gear

Antiskid Devices
Brakes, Tires, Wheels
Cross-wind Landing Devices
Floats, Skis
Steering

Components

Fuel Cells
Fuselages
Tail Assemblies
Wings

Design

Escape and Recovery
Load, Weight and Balance
Parameters
Passive Defense
Performance
Pressurization
Structural Testing

Electrical Accessories

Actuators
Auxiliary Power Plants and Generators
Circuit Breakers
Convertors, Regulators
Motors

Flight Instruments

Accelerometers
Airspeed
Altitude
Free Air Temperature
Pitch and Yaw

Flight Operation Techniques and Equipment

All Weather Operation
Cruise Control
Floating Wings
Range
Towing
Unconventional Landing and Takeoff

Maintenance and Test

Engine Test Cells, Stands
Repair Equipment

Mechanical Accessories

Aerial Delivery Equipment
Actuators
Aerial Dispensers
Cooling and Air Conditioning
Deicing and Anti-icing Devices
Fire Prevention Equipment
Heating Equipment
Hydraulics
Inflight Cargo Handling Equipment
Oxygen Equipment
Pneumatic

Propellers and Rotors

Aerodynamics of
Components
Control
Drive Mechanism

Servicing and Handling

Fueling and Fuel Storage
Gas Generators and Gas Servicing
Heating and Air Conditioning
Launchers and Arresters
Lubrication Equipment
Mobile Compressed Air Supply

- Stability and Control
 - Control Mechanisms
 - Control Surfaces
 - Criteria
 - Dynamic Load
 - Flutter, Vibration
- Armament
 - Aircraft Armor (Plates, Bullet Proof Glass, etc)
 - Ammunition and Guns (Exclusive of Fire Control System)
 - Accessory Equipment
 - Destructive Effects
 - Drives
 - Feed and Storage (Aboard Aircraft)
 - Mounts
 - Analysis and Evaluation
 - Ballistics
 - Computation
 - Control Theory
 - Dynamics of Systems
 - Performance Evaluation
 - Systems Synthesis
 - Bombs (Exclusive of Special Weapons) (Subdivide, as required, by type)
 - Bomb Accessories
 - Computers
 - Bombing
 - Ground Defense
 - Demolitions
 - Application
 - Techniques
 - Fire Control Systems
 - (Position reference — radar; optics; gyros; computers; servo-transmitters; all equipment applicable to an integrated fire control system)
 - Fuses
 - Mines and Torpedoes
 - Munitions Handling Equipment
 - Rockets and Launchers
 - Accessory Equipment
 - Destructive Effects
 - Feed and Storage (Aboard Aircraft)
 - Launching Equipment
 - Release Equipment
 - Rockets
 - Sights
 - Bombsights
 - Gunsights
 - Warheads
- Bioastronautics
- Chemistry
 - Analytical Physical
 - Inorganic, Organic
- Communication
 - Acoustics
 - Airborne Systems
 - Ground Systems
 - Linguistics
 - Receivers, Recordings
 - Telemetry
 - Theory of Information and Communication
 - Transmitters
- Electronics
 - Combat Electronic Application (Electronic Countermeasures)
 - Screening
 - Signal Search and Analysis
 - Simulation
 - Components, Techniques and Tests
 - Amplification
 - Antennas and Antenna Shelters
 - Meters, Generators
 - Modulation
 - Moving Target Identification
 - Signal Analysis
 - Electromagnetics
 - Analysis
 - Wave Propagation
 - Electronic and Electrical Parts (Subdivide as required)
- Engines
 - (Subdivide as required: gas turbines, turbo jets and turboprops; nuclear; ramjet; rocket)
 - Accessories
 - Instruments
- Equipment
 - Aerospace Ground Equipment (AGE)
 - Air Base Equipment
 - Auxiliary Power
 - Camouflage
 - Construction and Maintenance Equipment
 - Fire, Crash and Salvage Equipment
 - Lighting and Marking
 - Materials Handling
 - Personnel Carriers
 - Structures
 - Clothing and Protective Equipment
 - Machine Elements and Hardware
 - Medical and Dental Equipment
 - Rescue and Survival Equipment
 - Aerial Pickup and Tow
 - Airborne Sea Rescue Equipment
 - Detection Devices
 - Droppable Survival Gear
 - Flotation Gear
 - Personal Survival Clothing
 - Rescue Boats and Equipment

- Test Support
 - Aerospace
 - Range
- Trainers and Simulators
- Quartermaster Type Equipment
 - Cleaning and Sanitation Equipment
 - Food Preparation Equipment
 - Personal Care Equipment
 - Shelters
- Fuels, Lubricants and Propellants
 - Exotic Fuels
 - Hydraulic Fluids
 - Rocket Propellants
 - Fusion
 - Hybrid
 - Isotope
 - Liquid
 - Monopropellant
 - Nuclear
 - Solid
 - Toxic Fuels
- Industrial Processes (bonding; cutting; fixtures; forming; finishings; gauges; inspection instruments; joining methods; packaging; preserving; tools; treatment; welding)
- Instrumentation
 - Aircraft
 - Electronics
 - Manometers
 - Missiles
 - Laboratory
 - Optical
 - Potentiometers
 - Range
 - Transducers
- Materials
 - Ablatives
 - Chemicals
 - Metallurgy and Metallics
 - Non-metallics
- Mathematics and Computation
- Medicine and Biology
 - Air Evacuation
 - Allergy
 - Anatomy
 - Aviation Medicine
 - Bacteriology
 - Biochemistry
 - Biomedical Aspects of Special Weapons
 - Biophysics
 - Dentistry
 - Dermatology
 - Entomology
 - Epidemiology
 - Immunology
- Military and Field Medicine
 - Neurology
 - Neuropsychiatry
 - Ophthalmology
 - Orthopedics
 - Otorhinolaryngology
 - Parasitology
 - Pathology
 - Pharmacology
 - Physiology
 - Preventive Medicine
 - Radiobiology
 - Radiology
 - Surgery
 - Toxicology
 - Veterinary Medicine
 - Virology
- Meteorology
 - Atmospheric Hydrodynamics and Circulation Temperature
 - Balloon Probing and Transport System
 - Micrometeorology
 - Synoptic Techniques
 - Winds, Turbulence and Diffusion
- Military Psychology
 - Intelligence Operations Techniques
 - Psychological Warfare Methods
- Missiles
 - (Subdivide as required: air to air; air to surface; air to underwater; surface to air; surface to surface; surface to underwater; underwater to air; underwater to surface; underwater to underwater.)
 - Alighting Gear
 - Components, Accessories and Parts
 - Design
 - Electrical Equipment
 - Instruments
 - Launching and Recovery Equipment
 - Mechanical Equipment
 - Stability and Control
 - Test Vehicles
- Navigation and Navigation Instruments and Equipment
 - Ground Reference Navigation
 - Distance and Position Finding
 - Radar Beacons and Markers
 - Radar Search
 - Navigation Instruments
 - Astrograph Data Boards
 - Chart Projection Methods
 - Chronometers
 - Computers
 - Driftmeters
 - Octants

- Self-Contained Navigation
 - Celestial
 - Celestial-Inertial
 - Inertial
 - Position Indicators
- Terminal Control of Air Vehicles
 - Air Traffic Control
 - Ground-Controlled Approach
 - Homing
 - Instrument Landing Systems
- Vehicle Guidance and Control
 - Beam Riding
 - Command Systems
 - LORAN
 - Radio Compass Auto-pilots and Coupling to Beams
 - SHORAN
- Parachutes (Cargo; ballute decelerator; hyperflo chute; missile recover; personnel theory of)
- Personnel Utilization
 - Assignment, Evaluation, Promotion
 - Human Engineering
 - Manpower
 - Psychology of Training
 - Psychophysiology
 - Training and Education
- Photography (Including Aerial Reconnaissance Collection)
 - Interpretation and Compilation
 - Processes and Devices
 - Cameras
 - Emulsions
 - Optics
 - Processing
 - Schlieren
 - Shadowgraph
 - Techniques
 - Infra-red
 - Micro
 - Three Dimensional
 - Ultra-violet
- Physics
 - Acoustics
 - Electricity and Magnetics
 - Experimental Physics
 - Lasers
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 - Mathematical Physics
 - Mechanics
 - Nuclear, Atomic, Molecular Structure
 - Solid State Physics
 - Thermodynamics
- Physics (Atmospherics)
 - Acoustics
- Cloud Physics and Nucleation
- Cosmic and Solar Influences
- Electricity and Ionization
- Meteors
- Optics
- Radiation
- Structure and Composition
- Sociology
 - Demography
 - Inter-group and Inter-personnel Relations
 - Morale and Leadership
- Space Technology
 - Astronautics
 - Operations in Space
 - Orbital Rendevous
 - Space Exploration
 - Spacecraft
 - Aerospace Planes and Components
 - Design and Construction
 - Satellites
 - Space
 - Capsules
 - Damage Assessment and Vulnerability Studies
 - Probes
 - Stations
 - Vehicles
 - Spacecraft Launch Vehicles and Ground Support
 - Handling and Launching (including transportation and storage)
 - Preparation for Launch, Countdown
 - Spacecraft Trajectories and Re-entries
 - Analysis
 - Determination
 - Orbital Calculations
 - Re-entry
 - Space Mechanics
- Special Weapons, Effects and Defense
 - Atomic Weapons
 - Bacteriology and Biological Warfare Agents
 - Chemical Warfare Agents (CW)
 - Radiological Warfare Agents (RW)
 - Thermonuclear Weapons
- Terrestrial Sciences
 - Geodesy
 - Geology
 - Geomagnetisms
 - Geophysical Aspects of Atomic Weapons
 - Oceanography
 - Seismology
 - Soil Mechanics
- SEC—SECURITY
 - Censorship
 - Classification Management
 - Classifying, Regrading, and Declassifying
 - Marking
 - Security Classification Guides

Counterintelligence
 Subversive Activities (See INV)
 Individuals
 Organizations

Personnel Security (See INV)
 Civilian Personnel
 Military Personnel
 Training, Indoctrination, and Education

Physical Security
 Control of Entry and Exit
 Guarding and Patrolling (Guarding
 and Patrolling Operations—see POL)
 Identification and Passes
 Physical Safeguards
 Barriers, Devices, and Equipment
 Visitor Control
 Travel Control
 Security of Materiel Movements (Supply)
 Security of Troop Movements (Personnel)

Safeguarding Classified Information
 Destruction
 Dissemination/Disclosure and Access
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 Preparing, Reproducing, and Controlling
 Security Compromise and Administrative
 Deviations
 Storage and Safeguarding

SUP—SUPPLY AND SERVICES
 Budget/Buy/Requirements (Subdivide by appropriation, as required by activity)
 Commodities
 Airspace
 Communications
 Munitions

Facilities
 Construction
 Methods
 Storage
 Utilization

Services
 Clothing Sales
 Commissary Operations
 Food Services
 Menus
 Laundry and Dry Cleaning
 Mortuary and Grave Registration
 Escorts and Honors
 Headstones and Markers
 Interments and Disinterments
 Post Exchange Operations
 Supply Policy/Procedures AFM 67-1
 Volume I, Part One
 Chapter One

Volume I, Part Two
 (Further subdivided as required to indicate divisions of AFM 67-1 utilized by the activity)

Systems Management
 Data Automation Proposals
 Effectiveness Reports
 Equipment Management
 Projects

TNG—TRAINING

Administrative Training and Facilities (Schools)
 Administrative Procedures
 Management Training
 Secretarial Training

Air Academy
 Civilian Components
 Air Force Reserve
 Air National Guard
 Civil Air Patrol

Education Services
 Group Study
 Operation Bootstrap
 USAFI
 Veterans Administration In-Service Program

Flying Training and Facilities (Schools)
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 Bombardment
 Fighter
 Instrument
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 Instrument Landing (ILS)
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 Reconnaissance
 Rotary Wing
 Tactical

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 Code of Conduct
 Disaster Actions and First Aid
 Physical Conditioning
 Security
 Small Arms Marksmanship

Military Training (Non-Flying)
 Basic Training
 Officer Training

Professional and Academic Training and Facilities (Schools)
 Academic
 Chaplains
 Dental
 Legal
 Medical

Technical Training and Facilities (Schools)

- Field Training
- On-the-Job Training
- Skill Training
 - Support Training
 - Systems Training
- Special Training
- Training Programming

Training Aids

- Equipment
- Materials

Unit Training

TRS—TRANSPORTATION

Cargo

- Air
- Land
- Sea

Equipment and Facilities

- Facilities
- Materials Handling Equipment
- Railroad Equipment
- Utility Boats

Military Air Transport

- Ferrying of Aircraft
- Integration of Commercial Facilities
 - Charters
 - Contracts
 - Ground Detention
 - Regulations (Operating Rights, CAB Proceedings, etc.)

- Lost or Destroyed Aircraft (Cargo and/or Personnel in)

Monthly Reports

- Channel Requirements
- Movement Reports
- SAAM Requirements

Nonrevenue Traffic

- Cargo
- Mail
- Passengers
 - Civilian
 - Dependent
 - Military
 - Retired, Reserve, ROTC

Revenue Traffic

- Cargo
- Passenger

Special Projects

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- Capabilities and Allocations
- Clearances
- Documentation
- MAP Traffic
- NATO Traffic
- UN Traffic

Military Motor Vehicles

- Base Authorized Allowances
- Bus Movements
- Drivers Qualification and Training
- General Purposes
 - Administration
 - Tactical
- Operations
- Special Movement Authorizations
- Special Purpose
- Tolls.

Military Sea Transport

Billing Procedures (MSTS)

Cargo

- Outturn Reports
- Overseas Destination
 - England
 - Germany
 - Others
- Special Cargo
 - Aircraft
 - Privately Owned Automobiles
- Z. I. Ports
 - HRPE
 - NOPE
 - NYPE
 - SEPE
 - SFPE

Monthly Reports (MSTS)

- Monthly Requirements
- Movement Reports
- Special Requirements

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- Military
- Retired Personnel
- Space Available

Port Detachments

Stevedoring

Movement Control (Priorities)

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- Dangerous Materials
- Marking
- Packaging—Preservation
- Packing
- Unitization

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- Military
- TPA

Personal Property

- Household Goods and Unaccompanied Baggage
- House Trailers
- POVs

Petroleum, Oil, and Lubricants (POL)

IMMEDIATE ACTION

CHANGE

AFM 181-4A

AIR FORCE MANUAL
NO. 181-4A

DEPARTMENT OF THE AIR FORCE
Washington, 2 November 1966

Records Management

MAINTENANCE OF CURRENT RECORDS

AFM 181-4, 3 October 1966, is changed as follows:

1. Pen and Ink Changes:

Page	Paragraph	Line	Action To Take
✓5	✓7b	✓12	Change "contact" to "contract."
✓8	✓8a(2)	✓9-13	Change example as shown below: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p><u>Consecutive Sequence</u></p> <p><u>12</u> <u>34</u> <u>56</u></p> <p>↑ ↑ ↑</p> </div> <div style="text-align: center;"> <p><u>Terminal Digit</u></p> <p><u>12</u> <u>34</u> <u>56</u></p> <p>↑ ↑ ↑</p> </div> </div>
✓14	✓10a(2)	✓7	Change "subjectively arranged" to "general correspondence."
✓18	✓Figure 4	✓Upper right corner	Change the figure as shown below: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px;"> <p>ADM 3 X 6B</p> <p style="margin-top: 10px;"><i>File adm</i></p> </div>
✓27	✓24g(3)	✓2	Change "deck" to "desk."

2. Filing. After making the above changes, file this change sheet in back of the manual.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

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Federal Records Center, Cameron & Union Streets, Alexandria, Va. 22314 10

#21
1966

EXPLANATION OF

RECORDS MANAGEMENT TERMS

1. AIR FORCE ACTIVITY: An organized group of people or any establishment looked upon as carrying on a continuing mission or task. (AF Dictionary)
2. AIR FORCE SUBJECTIVE CLASSIFICATION FILING SYSTEM: The system prescribed for arranging and grouping general correspondence and related documents by the Air Force FUNCTION to which their SUBJECT pertains. For the purpose of this system, the mission of the Air Force has been grouped into 25 major subjective categories, representing generally recognized, but distinct, functions or spheres of activity. Each of these major categories of functional subject matter is subdivided by specific related functions or spheres of activity which are referred to in AFM 181-4 as "primary" divisions. Each of these "primary" divisions is subdivided, where appropriate, by functions or specific subjects which are directly related but subordinate to the "primary" division. These subdivisions of "primary" titles are referred to as "secondary subdivisions." The "secondary subdivisions" may be further subdivided for the purpose of showing the correlation of other related subjects and, where warranted, the basis of more specific subject arrangements. (Chap 3, AFM 181-4, 20 Feb 1958, as amended)
3. ALPHABETICAL FILING ARRANGEMENT: The method used to arrange documents by names of persons, companies, agencies, etc., in alphabetical order. It is used when the name is of primary importance in referring to records. (para. 11 and Appendix B, AFM 181-4)
4. BASIC FILING ARRANGEMENT: The primary method of arranging a group of documents in a manner which will best meet the purpose the records are to serve and the way they will be used. There are six basic filing arrangements: subjective, numerical, chronological, geographical, organizational, and alphabetical. Explanations of each filing arrangement may be found elsewhere in this glossary. (Chap 2, AFM 181-4)
5. CASE (or PROJECT) FILE: A group of papers reflecting or relating to a special set of circumstances, a particular person or organization, a particular action, or a particular thing. Such groups of documents may consist of a variety of types of documents, such as correspondence, reports, or form records. The "case" or "project" method is usually used for large quantities of papers pertaining, as a whole, to the same subject, that when properly grouped tell the story of the various aspects of a particular transaction of the same general kind; of the career of individuals; of a particular action or activity; or of a particular event. (para. 12, AFM 181-4)
6. CHRONOLOGICAL FILING ARRANGEMENT: The method of arranging documents in date order when the date is the usual means of referring to the documents. It is often used as a means of subdividing subject, numerical, or other filing arrangements. It is useful for keeping documents in small, manageable groups, usually by year, month, or day. "Transitory" and "Reading" files are examples of records usually arranged by date. (para. 8, AFM 181-4)

7. CLASSIFYING CORRESPONDENCE: The process of determining the proper place to file documents in a series of records (not to be confused with assigning a security classification under AFR 205-1). Classifying is the systematic arrangement of papers into groups or categories, based on some definite scheme of natural relationships. It includes determining the proper file designation or code to be entered on the documents and cross-reference needs. (para. 16, AFM 181-4, and Sec III, AFP 50-1-1)
8. CONVENIENCE FILES: Extra copies (duplicates of "office of record" copies) of communications or other documents maintained for "convenience" or reference by offices served by an "office of record." Convenience files ARE NOT authorized in the Air Force. Such files were authorized prior to 1 January 1954; but after that date, all files were required to be decentralized down to the lowest effective level having a need for a particular group of records, thereby eliminating the need for "convenience" files. (AFM 181-4, 1 Sep 1953, and para. 2c(1), AFM 181-4, 20 Feb 1958)
9. CUBIC FEET OF RECORDS: Records measuring one foot long, one foot wide, and one foot high; used as a yardstick to indicate the volume of records on hand as of 30 June each year, or volume of records retired to a records center or placed in a records staging area. Measurements of odd-sized records are obtained by taking the cubic measurement of the inside of the container housing the records. All measurements are computed to the nearest twelfth of a cubic foot, i.e., 1/12, 2/12, 3/12, etc. (para. 020202, AFM 181-5, and 310306a(10), AFM 181-5)
10. CURRENT RECORDS: Records which are referred to frequently in order to conduct "current" business, normally files of the "current" year. (para. 040106a and 040405, AFM 181-5)
11. CUTOFF: Means to discontinue filing papers in a file after a stated period of time, or on a stated date, or after a specified action or event. A new file (that is, new folders) may or may not be established the next day, depending on whether the file is of a continuing type or a one-time requirement. (para. 040402, AFM 181-5, and para. 29b, AFM 181-4)
12. CUTOFF TECHNIQUE: The fundamental principle designed to control records accumulations, to prevent their growth into cumbersome and unmanageable collections; and to facilitate economical destruction or retirement of records in convenient blocks. (para. 040401, AFM 181-5, and para. 29a, AFM 181-4)
13. DISPOSAL: Means the destruction of records, or any other means by which their existence as Government records is ended, whether they are sold as waste paper, donated to an eligible individual or institution, or actually burned, placed in waste-paper receptacles, or torn or mutilated beyond recognition. (para. 040304, AFM 181-5)
14. DISPOSITION: A general term which refers to any means of changing the custody or existence of records. It includes their "retirement," "transfer," and "disposal." (para. 040301, AFM 181-5)

15. DISPOSITION GUIDE CARDS: A "guide card" with an AF Form 82, "Files Disposition Control Label," affixed to the guide tab and filed in front of each series of records in filing equipment. (para. 19d(1), AFM 181-4)
16. FEDERAL RECORDS CENTER: A records storage facility operated by the National Archives and Records Service, General Services Administration (GSA), for housing and servicing noncurrent records of the Federal Government. GSA operates fifteen regional Federal Records Centers located at strategic points in the Continental United States, plus an annex in Hawaii. These Centers house and service general record material. GSA also operates two National Federal Records Centers in St. Louis, Missouri. These house and service noncurrent records of civilian and military personnel, including their payroll records. One is located at 1724 Locust Street which houses inactive records of civilian Federal Employees and nonappropriated fund employees; the other, the Federal Military Personnel Records Center, located at 9700 Page Boulevard (known as the Air Force Records Center prior to 1960) houses inactive military personnel records of the Armed Forces. (Sec 1, Chap 31, AFM 181-5)
17. FILE COPY: Any copy of a document, whether original, duplicate, or reproduced that is designated to be retained in the files of an office. This term should not be confused with "record copy."
18. FILE DOCUMENT: A single document, such as a piece of correspondence, a report, a completed form, a map or drawing, a bound volume, a photograph, or a sound recording, etc.
19. FILE FOLDER: A folded, unstitched, piece of material, commonly made of manila or kraft paper stock in various weights and thicknesses, used as a "receptacle" for keeping paper records in an unfolded, flat, and upright position. Although folders are made with both "die cut" label tabs and metal and plastic tab receptacles, the folder prescribed for standard use in the Air Force is the "full cut" or "square cut" folder. A "full cut" tab means that the tab extends across the entire width of the top of the folder, permitting "tab positioning" by merely affixing a label in the position desired. (para. 32a, AFM 181-4)
20. FILE GUIDE: The terms "file guide," "guide card," "index guide," and "file separators" are some of the title used to describe the devices used for showing the general arrangement or grouping of records, as well as acting as supports for folders and "signposts" to guide a searcher to a particular portion of a file. "File guides" are specially constructed cards, having both rigidity and strength, normally made of heavy paper stock, pressboard, light-weight metal, or plastics. A "tab" in the form of a projection is found at the top of the body of the guide to provide a place for an identification label for the records or folders following. The "tab" is cut at a height that will place it ABOVE the height of the records or folders, or other device in which the records are grouped. The tabs on file guides are made in various widths and are described in stock catalogues as 1/2 cut, 1/3 cut, 1/5 cut, etc.; which has reference to the width of the "tab" in relation to the width of the body of the guide. As a standard item in the Air Force, 1/3 cut guides, legal or letter size, are prescribed. Since guide cards are both rigid and strong, they perform two secondary physical functions, namely as "supports" for the records with which they are placed to keep them in a vertical position, and as a means for separating the records and to withdraw them from the file. (para. 32b, AFM 181-4)

21. FILE OUTLINE: That portion of the AF Form 80, "Files Maintenance and Disposition Plan," which describes and outlines the arrangement of the subjective correspondence file. (para. 15g, AFM 181-4)
22. FILE SEPARATORS: (See "FILE GUIDE")
23. FILES DISPOSITION CONTROL LABEL: A 3½ by 4 inch form label (AF Form 82) which is affixed to a guide card tab in front of each series of records housed in filing equipment, or to the outside of the container for odd-sized equipment when it would be impracticable to place a guide card in front of the records. A "guide card" with a "Files Disposition Control Label," AF Form 82, affixed to the tab is known as a "Disposition Guide Card," and is not to be confused with guide cards used for locator or other purposes. The "Disposition Guide Card" identifies the records following and outlines the ultimate disposition of the records according to the criteria set forth in AFM 181-5. (para. 19d, AFM 181-4)
24. FILES MAINTENANCE AND DISPOSITION PLAN: An 8 by 10½ inch form (AF Form 80) which is prepared by each office of records in the Air Force. The "Plan" lists each series of records maintained by an office, indicates how each series is arranged, and shows the proper paragraph in AFM 181-5 which prescribes the eventual disposition of each series. The AF Form 80 when used in conjunction with the AF Form 82 provides a comprehensive and efficient system for maintaining and disposing of Air Force records, and satisfies the requirements imposed upon the Secretary of the Air Force by the Federal Records Act of 1950. (para. 19c, AFM 181-4)
25. FILING EQUIPMENT: All types of equipment designed to house or hold records. (para. 33, AFM 181-4, and Table of Allowances 006)
26. FILING SUPPLIES, STANDARD: (See "STANDARD FILING SUPPLIES")
27. GEOGRAPHICAL FILING ARRANGEMENT: The method used to arrange documents by geographical location, such as area, country, state, county, city, etc. It is used when the geographical location is of primary importance in referring to records. Such a file is arranged in alphabetical order first, by the name of the main geographical division, such as "state," then by the next most important subdivision required for reference purposes, such as "counties," "cities," or "names of bases." (para. 9, AFM 181-4)
28. GENERAL CORRESPONDENCE: Originals, carbon copies, or other reproduced copies of letters, indorsements, memoranda, reports, messages, and related inclosures which cover a wide variety of subjects, received and/or created by any "Air Force Activity." (para. 050101, AFM 181-5)
29. GENERAL CORRESPONDENCE FILE: An organized collection of "general correspondence," arranged and grouped by the Air Force FUNCTION to which their SUBJECT pertains, and then by related subjects under each function, utilizing the Air Force Subjective Classification System. (para. 6, AFM 181-4)
30. GUIDE CARD: (See "FILE GUIDE")

31. INDEX GUIDE: (See "GUIDE CARD")
32. LOCATOR GUIDE CARDS: Properly labeled "file guides" dispersed throughout a file to serve as "signposts" to lead a searcher to specific folders or portion of the file, and to "support" folders in an upright position. (para. 25a, AFM 181-4)
33. NONCURRENT RECORDS: Records which are only referred to occasionally and which are no longer needed for the conduct of current business. "Noncurrent" is often used interchangeably with "inactive." However, whether a group of records has become "noncurrent" or "inactive" depends upon the way they are used, who uses them, how often they are used or referred to, and how rapidly they are accumulated. (para. 040106b, AFM 181-5)
34. NUMERICAL FILING ARRANGEMENT: The method of arranging documents in numerical sequence. This method is used to arrange records that are usually identified and referred to by number, such as bills of lading, requisitions, and purchase orders. Numbers are usually not assigned to documents for the sole purpose of arrangement for filing by number. (para. 7, AFM 181-4)
35. OFFICE: A room, building, or the like in which a particular kind of mission, business, or service is transacted. (See also "OFFICE OF RECORD.") (WEBSTER's New Collegiate Dictionary and The USAF Dictionary)
36. OFFICE ADMINISTRATION RECORDS: Correspondence, memoranda, messages, or reports, and related documents accumulated incident to the "housekeeping" activities involved in "running an office." They concern matters for which another office has primary responsibility for documenting the governing policy and procedures. They also may include documents which serve as a source of general information pertinent to the "primary mission" of the office but not essential for "record" purposes. They include documents concerning budget requirements for operating the office, military and civilian personnel assignments to the office, participation in charity campaigns, requisitioning office supplies and equipment, local security and similar reports, requests for office and parking spaces, and utilization of various office services. (para. 050101a(2) and 050101b(2), AFM 181-5; Chapter 6, AFM 181-5; and para. 19e(2) and Appendix A, AFM 181-4)
37. OFFICE OF PRIMARY INTEREST (OPI): An office having primary (first) interest in a particular subject matter area. The office may or may not maintain its own files and, therefore, should not be confused with "office of record." "OPI" is most commonly used in referring to the office originating or having the main interest in a publication. (AFR 5-5)
38. OFFICE OF RECORD: An "office" which has been assigned the responsibility for the actual custody, maintenance, and disposition of records received or created in the performance of a particular kind of business, mission, or service. (para. 2a, AFM 181-4)

39. OFFICER: A person who holds an office or position of authority or command. Unless the context indicates otherwise, the unqualified word "officer" includes commissioned officers, warrant officers, noncommissioned officers, and civilians holding comparable positions. (WEBSTER's New Collegiate Dictionary and The USAF Dictionary)
40. OFFICIAL: Of, pertaining to, holding, or derived from an office, position, or trust. Authorized, necessary, or done by competent military or other Government authority, especially Air Force authority; necessary in the conduct of authorized Government affairs, especially Air Force affairs. (WEBSTER's New Collegiate Dictionary and The USAF Dictionary)
41. OFFICIAL DOCUMENTS: All documents issued by authorized persons pursuant to Law or incident to the transaction of official business within the scope of their authority and responsibility. Official documents are normally characterized by the identity of the official who has the authority to issue them, the title of his position, and the organizational element to which he is assigned. The authority of an official to authenticate Air Force official documents may be vested in him by statute, by regulation, directive, by delegation of authority, by assignment of duties, or by being the incumbent of a specific position. Copies of documents bearing facsimile signatures will be regarded the equivalent of an original. (AFR 11-17)
42. OFFICIAL FILES: Organized collections of "official records." (para. 040104, AFM 181-5)
43. OFFICIAL RECORDS: All documents that constitute "records" as defined below, including copies made or received by any Air Force activity or its officials or employees, military or civilian, in the performance of Air Force or Government business. (para. 040104, AFM 181-5)
44. ORGANIZATIONAL FILING ARRANGEMENT: The method used to group documents by the name of the pertinent organization when the "organization" is of primary importance when referring to records. This method is fundamentally an alphabetical arrangement of organizations as they relate to each other. They are arranged by particular levels of command and subdivided by subordinate elements arranged alphabetically and numerically by the designations of the organizations. If both name and number organizational designations are filed in the same records series, the names are filed in front of the numbers. (para. 10, AFM 181-4)
45. PERMANENT RECORDS: Those records designated in AFM 181-5 as having an enduring or "permanent" value -- "permanent" meaning "forever" -- and which must eventually be retired to a records center for preservation. (para. 040206, AFM 181-5)
46. PERSONAL COLLECTIONS OF "OFFICIAL DOCUMENTS": Copies of "official" documents accumulated by key officials because such documents reflect significant decisions, events or transactions in which they are personally involved as a result of the position they hold. Such collections are usually formed on a highly selective basis and frequently document certain activities, experiences or events more effectively than the normal "office of record" collections in which the "official" record copies are maintained. These collections of documents are "official" records and are required to be maintained intact, as separate collections, identified with the official who accumulated them,

and retired, preserved, and ultimately offered to the National Archives with other permanent records of the Department of the Air Force. (para. 040104b, AFM 181-5)

47. POLICY OR PRECEDENT FILES: Extra copies of selected documents that reflect policies, precedents, procedures, and instructions that govern the performance of the "mission" and the operation of an office. They are used as a "ready" reference in conducting daily business and as a means of indoctrinating new personnel. They are maintained on a CURRENT basis as a "separate series of records" in a single folder or binder. The file is kept current on a continuing basis by replacing superseded documents, removing obsolete documents, and adding new documents. (para. 19.1, AFM 181-4, and 050203, AFM 181-5)
48. PRIMARY MISSION RECORDS: Correspondence and other documents accumulated by an "office" in performance of the functions or duties for which the office was established. (para. 050101a(1) and 050101b(1), AFM 181-5; and 19e(1), AFM 181-4)
49. PRIVATE DOCUMENTS: Communications or other documents received by an individual from any source which concerns his individual status or other private or personal affairs. (NOTE: The copy or copies made and retained by the Air Force activity or official from which they are received are "official" documents and become a part of the "official file.") (para. 040104a, AFM 181-5)
50. READING FILES: Extra copies of correspondence and other documents, usually arranged chronologically by day, week, or month, assembled for ready reference, routing through the office, or similar routine administrative reasons. Since the "record" or "file copy" is required to be filed in the "official files," reading files are required to be destroyed immediately after they have served their purpose or after 3 months, whichever is sooner. (para. 050103, AFM 181-5)
51. RECORD COPY: That copy of a document which is regarded by the activity as the most important or "key" official copy. This term (record copy) should not be confused with "file copy" which may or may not be regarded as the "record copy."
52. RECORD SET OF PUBLICATIONS: One copy of each publication issued under AFR 5-5 and AFM 10-3 which is regarded as the "key" official copy and maintained by the headquarters issuing the publication. The "record set" is the one designated for retention for a specific period of time and includes not only a copy of the printed publication, but all essential background material pertinent to the publication's issuance. (para. 230207, AFM 181-5)
53. RECORDS: The paper or papers or other materials upon which evidence is written, printed, inscribed, or recorded in support of an act or to perpetuate knowledge. Library and museum materials made or acquired and preserved solely for reference or exhibition purposes, and stocks of publications, printed documents, and blank forms are specifically excluded from the definition of "records." (The Records Disposal Act of 1943; paragraphs 040101 and 040103, AFM 181-5; and WEBSTER's New Collegiate Dictionary; and The USAF Dictionary)

54. RECORDS CLERK: The individual assigned the duty of actually maintaining and servicing the files in an office. (para. 3d, AFM 181-4)
55. RECORDS CUSTODIAN: An "official" administratively responsible for an office, and for insuring the proper maintenance and disposition of the records and use of filing equipment in his custody. (para. 3c, AFM 181-4)
56. RECORDS MANAGEMENT: The application of administrative management techniques to insure the adequacy, propriety, essentiality, and efficiency of documentation and records maintenance and disposition. (AFR 181-1)
57. RECORDS MANAGEMENT OFFICER: An "official" designated at each major air command headquarters, and in some major subordinate command headquarters, to see that the objectives of the Air Force Records Management Program are fulfilled and carried out throughout each major air command. (AFR 181-1)
58. RECORDS OFFICER: An "official" designated at various levels of command, below major subordinate command level, to monitor the Records Management Program in his headquarters and its constituent elements, and to serve as a consultant to records custodians and records clerks in carrying out the provisions of Records Management directives. (AFR 181-1 and para. 3b, AFM 181-4)
59. RECORDS STAGING AREA: A designated storage area at each Air Force installation in which noncurrent records are placed at times specified by the major air command, to be stored until they become eligible for destruction or retirement to a records center. The staging area could be a basement, the whole or part of a warehouse, or a barracks type building under the supervision and control of a designated records officer. (Section 2, Chap 31, AFM 181-5)
60. RETENTION PERIOD: The total period of time a series of records, classified and unclassified, must be retained before they may be destroyed. The total retention period includes the total time records must be kept in an office, in local staging areas, and in records centers. Retention periods are usually stated in terms of years or months, but sometimes are expressed as contingent upon the occurrence of an action or event, as in "Destroy when superseded or obsolete," or "Destroy 6 months after date shown on the form." (para. 040403, AFM 181-5)
61. RETIREMENT: The placement of records in a records staging area or the forwarding of records to a designated records center for storage, servicing, and ultimate disposition. (para. 040302, AFM 181-5)
62. ROUTINE CONTROL RECORDS: Papers or materials having no documentary or evidential value and which are normally not filed. These are accumulated in the process of producing "records," but never acquire a "record" character. They may include any kind of recording media performing a subsidiary or feeder-type function. They consist of, but not limited to, working papers, preliminary or intermediate drafts, preliminary worksheets or notes and similar materials that are summarized in final or other form and that have no evidential or informational value once action has been completed; reproduction materials such as stencils, hectograph masters, and offset plates; shorthand notes, stenographic notebooks, and stenotype tapes that have been transcribed; charts,

diagrams, and other graphic materials prepared from source materials and used for briefings, etc; project control cards, routing slips, and similar papers, including subsidiary documents of data recorded on microfilm, tape, machine punched cards, and so forth, used in mass data processing systems. These types of documents, if not covered by specific disposal instructions in AFM 181-5, are required to be destroyed after they have served their purpose; EXCEPT, if such materials are required for other administrative purposes for more than one year, they are required to be scheduled for disposition under a paragraph other than paragraph 050201, AFM 181-5.

63. ROUTINE TRANSITORY RECORDS: Documents, both original and informational copies, received by an office but which do not contain information of a procedural or policy nature applicable to the office; that do not require action by the office; that involve a routine transaction; or that do not contain information of continuing reference value beyond 90 days. They may include, but are not limited to, letters or other transmitting papers that add no significant information to the material submitted; published materials received from other activities or offices and which require no action and are not required for continuing reference; information copies of correspondence, memoranda, and other papers that require no administrative action or not required for continuing reference; routine requests for information, publications, or supplies; and duplicate copies of material maintained within the same organization when serving the same functional purpose. (para. 050102, AFM 181-5, and The Records Disposal Act of 1943)
64. SERIES OF RECORDS: Groups of documents or other materials which because of reference requirements, volume, physical nature, or ultimate disposition are maintained separately from other groups of documents or materials, and which may or may not be arranged under different filing arrangements. A "series of records" (or, sometimes called "records series") is arranged and maintained to serve a specific purpose and identified by a name or designation which indicates the function the group of documents performs as a file, such as suspense files, reading files, transitory files, correspondence files, reference publication files, locator card files, claims files, contract files, work order files, personnel files, etc. (para. 4, AFM 181-4)
65. STAGING AREA: (See "RECORDS STAGING AREA")
66. SUBJECTIVE CORRESPONDENCE FILE: (See "GENERAL CORRESPONDENCE FILE")
67. SUBJECTIVE FILING ARRANGEMENT: The method of arranging documents by topics and then by related subjects within each topic. This method is usually used for arranging general correspondence. All Air Force general correspondence files must be arranged according to the Air Force Subjective Classification System. (See also "GENERAL CORRESPONDENCE FILE") (para. 6, AFM 181-4, and para. 050101, AFM 181-5)

68. STANDARD FILING SUPPLIES: Specific types of filing folders, guides, and labels prescribed in AFM 181-4 for standard use throughout the Air Force. They are: KRAFT FOLDERS, square cut, reinforced top, scored for 3/4 inch expansion, legal or letter size, for general correspondence files. PRESSBOARD FOLDERS, square cut, self tab, 1 inch expansion, legal or letter size, for "case" or "project" files, and then only when the KRAFT folder will not withstand the added volume or use. GUIDES, pressboard gray, 1/3 cut, self tab, without lower projection, letter or legal size. LABELS, gummed one side, blank in fanfold strips, 3-3/4 in. by 1 1/8 inches. (para. 32, AFM 181-4)
69. SYSTEMATIC DISPOSITION: The disposition of series of records in complete blocks after specified cutoff periods rather than from individual dates of documents within a series. (para. 040401, AFM 181-5)
70. TEMPORARY RECORDS: Records which are disposable after a stated period of time, regardless of the length of time involved. "Permanent" means "forever" and should not be used when referring to records having a specified life span. (para. 040207, AFM 181-5)
71. TRANSFER: The change of custody of records from one activity or agency to another, as distinguished from "retirement" of records to a staging area or records center. (para. 040303, AFM 181-5)
72. WRITTEN COMMUNICATIONS: Any written means of passing on or receiving instructions, directives, information, etc., from one activity or person to another. The unqualified word "communications" include letters, indorsements, memoranda for record, messages, reports, staff studies, reports of board proceedings, publications, and orders. (AFMs 10-1 and 10-4, and para. 040101, AFM 181-5)

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AFDAB / Mitchell/Becker

15 Nov 1966

Revised Procedures in AFM 181-4, 3 Oct 1966

AAC (ALDAR)	AEC (AFCAS-C)	CINCPACAF (DABER)	USAFPO (SFDABAR)
ADC (ADCAS-AR)	AJ (AIDA-CR)	SAC (DABER)	ACIC (ACAP)
AFOS (GEBANR)	CAC (DAB-MR)	WAO (DABR-R)	USAFPS (CAS-4)
AFLC (MOSBAR)	HQ COMB USAF (ASR)	CINCSOUTH (DABR)	AFAPC (SAP)
AFPC (SCAR)	MAC (MADABR)	USAFS (DABR)	OAR (DABR)

1. We have received many inquiries concerning the provisions of the new AFM 181-4. Following is a discussion of some of the general and specific changes and the reasons for them.

2. General. The manual was written for the majority of recordkeepers of the Air Force. The provisions are based upon Government-wide standards prescribed by the General Services Administration. Some of the procedures and related terms that you have been familiar with have been changed or broadened to coincide with these standards. The procedures are mandatory unless the text of the specific procedure permits flexibility. Some procedures were originally made flexible because of dissimilarities in recordkeeping practices due to variances in mission requirements, complexity of documentation, volume of files, capability of records clerks, and similar factors. We expect our records people at all levels to adjust these permissive procedures to cope with local problems and exigencies. Therefore, command records management officers should permit more freedom of action and the exercise of ingenuity in recordkeeping at the local level than was permitted in the past. We urge that you carefully consider the need for command-wide standardization of these permissive procedures before imposing arbitrary, mandatory practices on all recordkeeping activities.

3. Specific Procedures.

a. Offices of Record (Para 4). The requirement for commanders to designate offices of record was deleted. The guidelines to follow in establishing offices of record assures that such offices are properly located. The preparation of an AF Form 80 and the transmittal of a copy of that form to the records officer is sufficient notice of the designation and establishment of an office of record.

b. Subjective Arrangement (Para 6C and Item 6, Figure 3). Subjective arrangement is not restricted to the Air Force Subjective Classification System. The latter system is prescribed for the maintenance of correspondence and other related documents which cannot be filed in a more simple arrangement. The policy reference file, arranged by subject topic, is

ous example of a locally devised "subjectively" arranged file of documents. Some of you prefer to identify this arrangement as "alphanumeric by name" probably because (for demonstration of file coding purposes) the subjects are preceded by alphabetic symbols or because the subjects are arranged in alphabetical order. To achieve a more orderly arrangement, subjects are arranged in alphabetical order and then file codes are assigned--in the Air Force Subjective Classification System these are numerical file codes; in other subjectively arranged records series they are alphabetical file codes. Therefore, regardless of the file coding, the primary arrangement (determined by how the records will most often be requested) is by subject. Thus, the numerical file coding in the Air Force Subjective Classification System does not mean the primary arrangement is numerical; similarly, the alphabetic file coding in other subjectively arranged files does not mean the primary arrangement is alphabetical. We believe the designation is appropriate and should cause no confusion as long as local subjective categories are not assigned numerical codes similar to the Air Force Subjective Classification System.

c. File Coding (Para 10a(1) and 11g). The item number from the AF Form 80 may be used to code reports for filing in other than general correspondence files. While this was prescribed in the previous edition, question has been raised as to the necessity for coding large quantities of similar documents (bills of lading, special orders, etc.) If a command decides to make the procedure mandatory. Again, we believe this provision should remain flexible and not be imposed upon all offices of record. Certainly, an office that accumulates only one basic series (e.g., orders) need not place a file code (item number) on all orders to be filed. The procedure should be used only when it is necessary to segregate and identify several groups of documents for filing and refiling.

4. Placement of AF Form 82 (Para 12a). The requirement that disposition guide cards be placed to indicate ultimate disposition of the related records was discarded because the system does not agree with Government-wide filing practices. Guide tabs should be placed on the left side (first position) of the file to introduce all records series. Center (second position) guide cards are used to introduce major subdivisions of each records series, when necessary. Right (third position) guides may be used to introduce further subdivisions. Since the guide card bearing the AF Form 82 also serves as the locator guide card introducing each records series, it is logical to place that guide only in the first (left) position. Furthermore, we found that records were not being destroyed or retired on the basis of the position of the disposition guide card but only after the AF Form 82 was referred to.

e. Describing Records in Column 5B of AF Form 80 (Para 10a(2)). The instructions for describing records on the AF Form 80 by using the paragraph title from AFM 161-5 has been changed to permit flexibility--the title of the applicable paragraph or subparagraph of AFM 161-5 will be

used when appropriate. The primary purpose of the change is to permit the AF Form 80 to describe more specifically the types of records in each office of record since many of the paragraph titles in AFM 181-5 are general descriptions of groups of documents. For example, Item 1 of Figure 3--the title of the subparagraph in AFM 181-5 (Files Maintenance and Disposition System Records) is not used because it does not specifically describe the records (AF Form 80) in the series.

7. Using Prong Fasteners (Pins 13 and 17). The indiscriminate use of prong fasteners should continue to be discouraged. However, there are instances when their use is justified. When related papers cannot be stapled because of their thickness, the use of prong fasteners is preferred instead of rubber bands, paper and binder clips, pins, etc. Also, when entire folders are frequently used away from the files area, prong fasteners may be used to prevent the loss of loose papers within the folders.

FOR THE CHIEF OF BSAF

signed
WILLIAM R. BOUCHER
Chief, Documentation Systems Division
Directorate of Administrative Services

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(1 cy circulated)

A I R F O R C E M A N U A L

RECORDS MANAGEMENT

**MAINTENANCE
OF
CURRENT RECORDS**

3 OCTOBER 1966

*Duplicate
Do Not
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Records Management

MAINTENANCE OF CURRENT RECORDS

This manual prescribes policies, procedures, and techniques for maintaining current records. It explains how to establish basically uniform, economical, and efficient practices for maintaining all types of current records.

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Chapter 1

OBJECTIVES AND RESPONSIBILITIES

1. Why Records and Efficient Records Maintenance Practices are Necessary. Records play a vital role in managing and operating Air Force activities. They serve as the memory of the organization, a record of past events, and the basis for future actions. Records maintained systematically will be complete, easily accessible, and properly arranged to serve current and future purposes. Eliminating duplicate and unnecessary records reduces the expense of handling and the cost and amount of supplies, equipment, and office space. Locating records properly within the organization allows full use and eliminates duplicating current records. Using the proper supplies and equipment further enhances the files operations. The following text contains procedures and criteria for attaining these goals.

2. Supplemental Publications. Command supplements to this manual or other publications that change the basic policies, procedures, or formats prescribed herein are prohibited. Forward a published copy of each major command supplement or other publication that implements this manual, with related forms, to HQ USAF (AFDASB).

3. Duties and Responsibilities.

a. *Records Management Officers*, appointed according to AFR 181-1, will:

(1) Exercise staff supervision over the program to insure that:

(a) The policies and procedures prescribed in this manual are complied with throughout the command, and

(b) Corrective action is taken when required.

(2) Coordinate and adjust command records maintenance practices to insure adequate documentation and to facilitate the disposition of records.

(3) Insure the full and economical use of equipment, supplies, and space for keeping records (see chapter 4).

b. *Records Officers*, appointed in accordance with AFR 181-1, are responsible for monitoring the program at their headquarters and its constituent elements. Reference to records officers in this manual includes those persons assigned the duties of a records officer on a part-time basis. Specifically, the records officer will serve as a consultant to records custodians and records clerks in carrying out the provisions of this manual. He will insure that all records are properly identified on AF Form 80, "Files Maintenance and Disposition Plan," so that correct disposition instructions are prescribed on AF Form 82, "Files Disposition Control Label." (See paragraphs 10 and 11). He will also review all requests for filing equipment to insure proper use in compliance with paragraph 26b.

c. *Records Custodians* are officials in charge of organizational elements which are "offices of record." (See paragraph 4.) They are also responsible for the adequate maintenance and appropriate disposition of the records and for the proper procurement and use of filing supplies and equipment in their custody (see paragraph 26a).

d. *Records Clerks* are individuals who have been assigned the duty of maintaining and servicing the files in an office of record. To do this job effectively, the records clerk must:

(1) Know the functions of the office for which the records are maintained.

(2) Know what purpose the records are to serve and adjust the filing practices accordingly, so that accurate and efficient reference service can be furnished the users of the file.

(3) Know and apply the records maintenance and disposition procedures applicable to the records he maintains.

(4) Consult with the records custodian and, when necessary, with the records officer regarding problems affecting the maintenance and disposition of records.

Chapter 2

PLANNING AND ARRANGING FILES

4. Where Records Are Located (Offices of Record). Records are located at organizational levels where effective documentation of assigned functions and responsibilities can be assured—offices that have primary interest in the subject matter documented by the records and the primary need to use the files. These locations are known as *offices of record*. Each office of record is responsible for the custody and maintenance of the permanent and temporary current records of the offices it serves. For example, an office responsible for a specific aspect of “administrative management” such as “records management” has custody of all documentation pertaining to that function. At that level, documentation and reference requirements can best be determined. Thus, the functions and responsibilities of the offices served by the office of record are segregated and completely documented—this makes the files more useful, improves documentation of functions, and facilitates disposition of the records. To insure conservation of personnel, equipment, and space; rapid and economical filing and reference; and protection of records, consider the following factors in physically locating records:

a. *Access.* Insure that records are sufficiently accessible to the using activities so that maintenance of duplicate files is unnecessary.

b. *Security.*

(1) Maintain classified files in approved security containers or in space approved as a secure room or alarmed area in accordance with AFR 205-1.

(2) Provide other supplemental safe-

guards required to adequately safeguard classified documents.

c. *Space:*

(1) *Adequacy.* Space should be adequate for present and anticipated records maintenance and service needs. To preclude filing and finding delays and low work output, consider the following in determining the proper amount of space required for files:

(a) The maximum quantity of records required to be maintained at one time; that is, the volume of records on hand at the end of the calendar (or fiscal) year plus the estimated accumulation of the next year.

(b) The minimum number of file containers required to house the records in (a) above. Floor space required for file containers is the space actually occupied by the file containers plus essential access and working (aisle) space. (An allowance of 6 square feet of space is normally adequate for a letter-size filing cabinet.)

(c) The minimum floor space required for necessary desks, chairs, tables, racks, storage cabinets, machines, etc., is based on the space actually occupied plus necessary access and working space.

(2) *Suitability.* Space should be suitable for requirements of the files operation. To insure efficiency of operation, files protection, and safety, health, and morale of records personnel, consider the following:

(a) Ventilation and heating should be comparable to that in other administrative-type working areas.

(b) Lighting should be comparable to that in normal office space—free from glare caused by sunlight, exposed bulbs, or distracting reflections.

(c) The floor should be strong enough to support the weight of the files, equipment, and personnel.

d. *Arrangement.* Arrange files equipment and supplies in collocation with files personnel to provide:

(1) Direct and smooth workflow with a minimum of travel, cross-movement, and backtracking.

(2) Placement of equipment as near as practicable to the most users.

(3) That the use of the records is appropriate to the work involved, e.g., classified records are located away from windows, doors, etc., to prevent unauthorized access.

5. Planning Files. The files of an office of record consist of one or more "records series." A "records series" is a group of documents with similar characteristics which is maintained apart from other groups of records in the office of record. The first planning step is to separate the records into series. This will reduce finding time by reducing the area of search.

a. When establishing records series, consider the following factors:

(1) Records have different retention requirements.

(2) A large group of records of the same kind serve the same purpose.

(3) Physical characteristics (nonstandard size and shape) preclude filing with standard size records—see paragraph 7g.

(4) Frequent, easy reference to a particular group of documents is necessary.

b. Following are examples of records more effectively maintained as separate records series:

(1) Record sets and reference collections of publications.

(2) Control type records, such as index cards, locator cards, mail control records, document receipts, etc.

(3) Records with short retention requirements such as locator files of messages and transitory and reading files.

(4) Case or project files, such as civilian and military individual personnel records and claims and contract case files.

(5) Specific series of records maintained as prescribed in a separate directive, i.e., numerical and functional forms, bills of lading, supply records, etc.

(6) General correspondence (subject) files.

(7) Nonstandard size records such as film, tape, disks, cards, and cartographic media.

6. Avoid Unnecessary Filing. In an efficient filing system, all unnecessary papers are *eliminated* before they are filed. Following are some of the means by which this is done:

a. Limit the creation of formal communications (i.e., use DD Form 95, "Memo Routing Slip," "short-note" replies, etc., whenever possible—see AFM 10-1).

b. Limit the number of copies of each document prepared to those which are specifically required or requested or which serve a valid purpose.

c. Eliminate file copies of routine communications which require no record—do not prepare file copies of:

(1) Each form and/or guide letter sent when a simple notation on the incoming communication will suffice—see AFM 10-1;

(2) Routine transmittals—see AFM 10-1; and

(3) Copies of letters furnished solely for information purposes unless it is *known* they will be subsequently referred to.

d. Limit "extra copy" files to those which prove efficient to those offices having sufficient justification for their maintenance.

e. Limit the technical reference material received and filed to that which will be of significant reference value.

7. Basic Types of Records Series.

a. *Related Documents Files.* Individual

documents or groups of documents performing the same function or reflecting similar or comparable transactions are filed together, e.g., bills of lading, requisitions, etc. They are usually filed by name or number and are terminated (cut off) either after a specified length of time or upon the occurrence of an event.

b. *Case Files.* These files are comparable to related documents files described above but reflect the "case history" of a transaction or document a series of related actions concerning a person, organization, location, product, or thing, e.g., contract case files, master personnel records, research and development project files, etc. Typically, a case file documents a transaction or relationship from beginning to end. Accordingly, they are terminated upon the occurrence of an event such as contact completion, retirement of an individual, or completion of a project.

c. *Case Working Papers.* These are short-lived correspondence and working papers accumulated in connection with specific case (project) files. They include background and working materials such as reference materials and data obtained for the case or project, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings. The most common type of working papers are routine requests for reports or data on the case or project, routine correspondence concerning the administration of case or project, extra copies of documents or reference materials in the case file, etc. Although these papers should be segregated from the important case documents, they may be filed in the same case file folder but segregated within the folder. They may also be filed in separate folders and the folders placed together within the file drawer.

d. *Routine Transitory Records.* These are short-lived records that do not contain procedural or policy matter applicable to the receiving office. Transitory records:

- (1) Involve routine transactions;
- (2) Do not contain information of continuing reference value; and

(3) May consist of transmittal letters or forms; requests for routine information, publications, or supplies; communications correcting reports or other minor corrections to records; and/or documents not requiring action by the receiving office.

The recognition and separate maintenance of transitory material is important. Immediately destroy transitory material which has served its purpose rather than file it. Elimination of this material simplifies filing and disposition—there are fewer papers to code, sort and file; reference to important papers is easier and faster; and the need to "screen" records at time of disposal is eliminated. Chronologically maintain as a separate records series that material to be of reference value for 90 days or less. If the volume warrants using more than one folder, four folders may be used as illustrated in figure 1 (item 3). Use one folder each month. At the beginning of each month, place the folder used the previous month behind the other three folders until all four folders have been used. At the beginning of the fifth month, destroy the contents of the folder in front and reuse the folder for that month, etc.

e. *General Correspondence (Subject) Files.* Each office of record will normally have a separate correspondence file. This file consists of originals and copies of communications, memoranda, and related attachments. This correspondence invariably involves a wide variety of subjects and as a consequence can best be identified and used if arranged by subject. The prescribed system for the subject arrangement of Air Force correspondence is the Air Force Subjective Classification System found in paragraph 9 and attachment 1.

f. *Technical Reference Materials.* These materials may include copies of publications, special reports and/or studies, periodicals, etc., required by the accumulating office as a "technical reference library." These materials should be evaluated and only those which are current and will be of significant reference value should be filed. They are usually maintained by offices such as those involved in

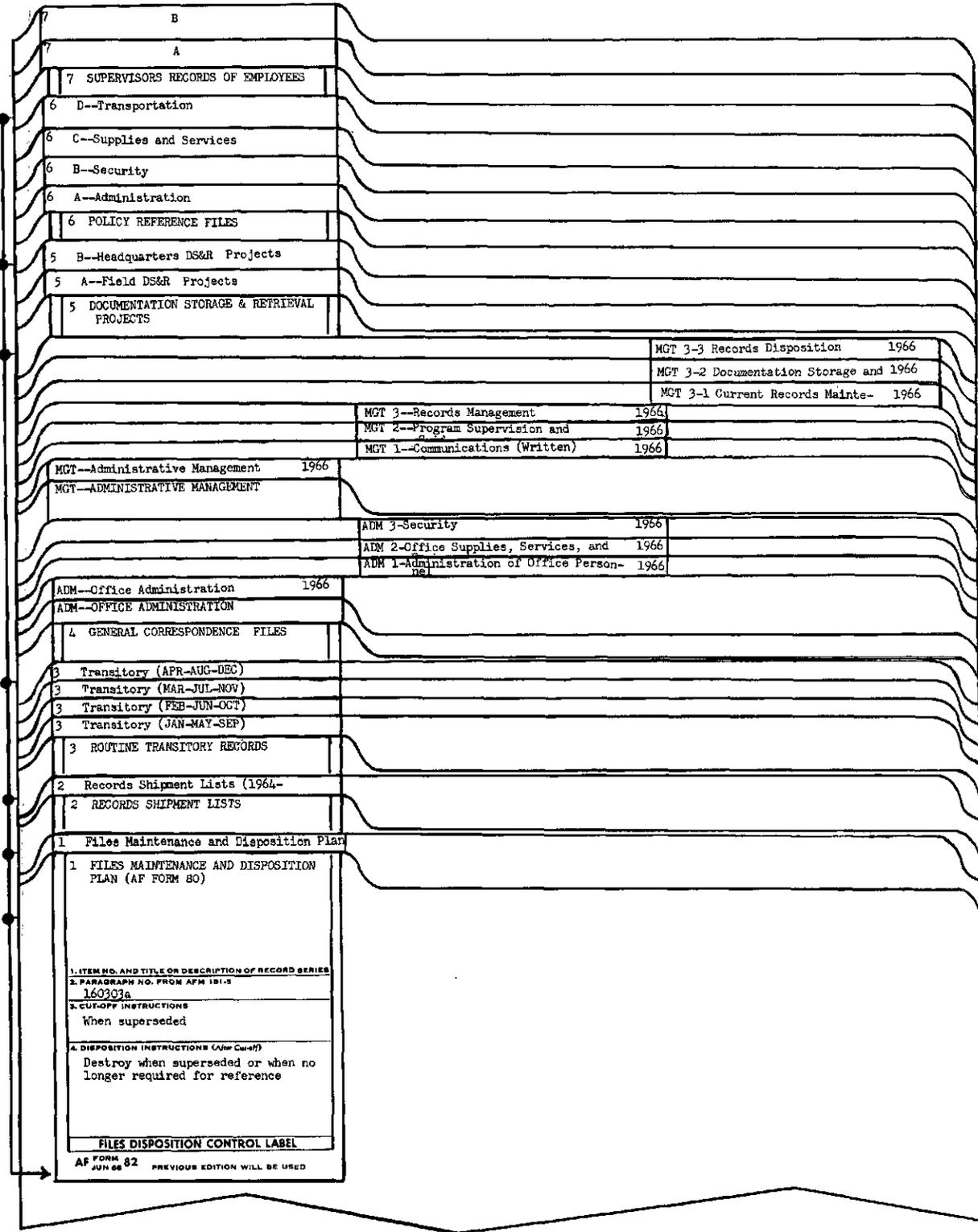


Figure 1. Sample File Drawer.

statistical reporting, research, development, and gathering and disseminating information.

g. *Extra Copy (Convenience) Files.* These are extra copy files of documents created or received by an office in addition to those filed in other established records series, i.e., copies maintained only for convenience of reference. They should not be maintained by offices unless there is sufficient justification for their use.

(1) *Reading Files.* These are copies of outgoing communications (letters, messages, etc.) or other documents maintained for ready reference, signature control, preparation of periodic activity reports, or similar routine administrative reasons. (See paragraph 4-5, AFR 205-1D, 5 May 1965.)

(2) *Policy Reference Files.* These are copies of selected documents reflecting policies, precedents, procedures, and instructions governing the performance of the mission and operation of the office. They are used as a ready reference in conducting daily business and as a means of indoctrinating new personnel. The file is kept current on a continuing basis by replacing superseded documents, removing obsolete documents, and adding new documents.

h. *Nonstandard Size Records.* Nonstandard size records such as card files, large maps and charts, roll of film, tape recordings, etc., are filed separately when their size and shape preclude filing with standard size records. They may include:

(1) *Still Pictures* — occasionally received prints may be filed with the regular files whereas the negatives require special housing and care for preservation.

(2) *Sound Recordings*—some disks can be filed with standard size records whereas even a small volume of tapes must be filed separately.

(3) *Magnetic and Paper Tapes, X-ray Films, and Microphotographs.*

(4) *Aerial Photographs.*

(5) *Engineering Drawings* — may be blueprints, diazo prints, pencil sketches, or

tracings on vellum which require special reproduction equipment. Some oversize maps and drawings can be folded and filed with related papers in the regular files. However, too many bulky folded papers seriously hampers filing and reference in standard size records. If more than 10 percent are oversize, file them separately.

(6) *Punched, Microprinted, and Microfilm Aperture Cards.*

8. Basic Filing Arrangements. After determining which records will be filed as separate records series, select a method of arranging each series. The selected arrangement should permit ease of filing and finding and preclude the use of separate indexing systems, whenever possible. Frequently, filing procedures for a specific series of records are provided in the directive which prescribes the records. However, when records are accumulated for which specific filing instructions are not prescribed, select one of the following arrangements for the records based upon the feature by which the records will most often be requested. Within the basic arrangement selected for the records series, one or more of these arrangements can be used for further breakdown or subdivision of the series. For example, records geographically arranged may be further arranged by organization; records filed by subject are further arranged chronologically. See paragraph 26a(3) for obtaining approval of patented filing and indexing systems.

NOTE: The office requiring the creation of specific records may prescribe the filing system for the records providing they follow these basic arrangements. If the system is rather common, it will be included in this manual.

a. *Numerical Arrangement.* This system is used to arrange records normally identified and referred to by number, such as bills of lading, requisitions, purchase orders, etc. Other records, such as accounting documents are more useful when arranged by allotment number. (*NOTE:* As a general rule, with the exception of subject codes, do not assign numbers to documents for the sole purpose of arrangement for filing. This practice re-

quires the establishment of additional indexes to locate the documents.) The two most common methods of arranging files by number are discussed below.

(1) *Consecutive Numerical Sequence.* This is the conventional method of numerically arranging files—the numbers are arranged by their normal sequence, e.g., 1, 2, 3, 4, etc.

(2) *Terminal Digit Method.* Using this method, the digits (in groups of 2 or 3) are read from right to left. They are arranged first by the last two or three digits (primary group), then by secondary group, etc. The following example of “123456” illustrates the difference between the consecutive sequence and the terminal digit methods.

<i>Consecutive Sequence</i>			<i>Terminal Digit</i>		
12	34	56	12	34	56
		Primary			
		Secondary			
		Tertiary			

NOTE: Consider using the terminal digit method when documents to be numerically filed have gaps in their numerical sequence, have 5 or more digits, and consist of 25,000 cards or papers or 10,000 case folders. This system speeds sorting and filing, reduces errors caused by transposition of numbers, and permits better workload distribution.

b. *Chronological Arrangement.* This system is used to arrange files in date sequence when the date is the primary means of reference. It is the most useful method for keeping documents in small, manageable groups, usually by year, month, and day. Chronological arrangement is frequently used in conjunction with other arrangements. Transitory, reading, and suspense files are examples of records which are arranged by date.

c. *Geographical Arrangement.* In this arrangement, papers are filed by geographical location such as area, country, state, county, etc. It is used when the geographical location is the primary means of reference. Files are arranged in alphabetical sequence first by the name of the main geographical division, such as a state, then by the next most important subdivision required for reference such as counties, cities, or names of bases.

d. *Organizational Arrangement.* This arrangement is used when the grouping of documents by the name of the pertinent organization is the primary means of reference. Organizational arrangement is fundamentally an alphabetical arrangement of organizations as they relate to each other. They are arranged by particular levels of command and subdivided by subordinate elements arranged alphabetically and numerically by the organizational designations. If both name and number organizational designations are filed in the same group, file the names in front of the numbers.

e. *Alphabetical Arrangement.* This arrangement is used to file documents by name of persons, companies, agencies, etc., in alphabetical sequence. In arranging papers alphabetically, disregard articles, conjunctions, and prepositions but inclose them in parentheses. Apostrophe s ('s) does not affect filing arrangement; however, s apostrophe (s') does. Specific rules follow:

(1) *Surnames*—arrange by names of individuals in alphabetical sequence first by surname, then first name or initial, and then by middle name or initial. In filing, disregard titles such as Jr., Sr., Dr., etc., but inclose them in parentheses following the name.

Example: Allen, A.
 Allen, A. B. (Capt.)
 Allen, A. B. (Dr.)
 Allen, Alice

(2) *Hyphenated and Prefixed Surnames*—arrange as one word.

Example: Dalton Page, A. D.
 D'Arcy Page-Lewis, S. M.
 Dawes Pagella, T. M.
 MacGinty Van Burgund
 M'Ginty Vancourtland

(3) *Abbreviations and Names containing Numerals*—arrange as though spelled out.

Example: Assn ----- Association
 Mt ----- Mountain
 19th ----- Nineteenth
 St ----- Saint
 10th ----- Tenth

(4) *Names Consisting of Initials (Trade or Coined Names of Firms)*—arrange as one word.

Example: OAR Chemical Company
OAX Radio Station
PDQ Messenger Service

(5) *Names Containing Words Denoting Direction*—arrange as one word.

Example: South East -----Southeast
West Side -----Westside

(6) *Names of Institutions, Schools, and Colleges Containing an Individual's Name*—arrange by first name. (This does not apply to companies and other business organizations.)

Example: Georgetown Hospital
George Washington University
John Hopkins University

(7) *Organizational Titles Containing Names of Individuals*—arrange first by surname of the first individual mentioned.

Example: Charles Brown and Henry Jones
Brown, Charles (and Henry Jones)
Charles Brown and Company
Brown, Charles (and) Company

(8) *Compound Geographical or Location Words*—arrange as written.

Example: Fort Monmouth Supply Company
Newark Provision Company
West Virginia Grocery Company
West Wellington Motors

(9) *Identical Firm Names*—arrange first by firm name and then by location.

Example: Brown & Company, Denver, Colo
Brown & Company, Los Angeles, Calif
Republic Aviation Corporation, Denver, Colo
Republic Aviation Corporation, San Francisco, Calif

(10) *Chambers of Commerce, Boards of Trade, Banks, Newspapers, etc.*, for which the city is the identifying word—arrange first by city with the state in parentheses and then by name of the chamber of commerce, etc.

Example: Chamber of Commerce, Wash DC
Washington (DC) Chamber
(of) Commerce

(11) *Federal Departments and Subdivisions*—arrange by name disregarding the parent organization.

Example: Department of the Air Force
Air Force, Dept (of the)
Executive Office of the
President—President, Executive
Office (of the)

(12) *State, County, Municipal, or Foreign Government Offices* (such as departments, boards, bureaus, etc.)—arrange first by name of state, county, etc., then by name of department.

Example: Police Department, Arlington
County, Va.
Arlington County (Va) Police
(Dept)

(13) *Nongovernment Firms With Names Beginning With "State, City, County, Board of, Bureau of," etc.*—arrange as written.

Example: City Office Supply Company
Committee (for) Hospitality

(14) *Firms Operating Under More Than One Name and Firms With a New Name*—arrange by most active or current name, as applicable, and cross-reference other appropriate names.

(15) *Fraternal and Similar Organizations When Part of a Larger Organization*—arrange first by name and then by parent organization.

Example: American Legion, Arlington Post,
Va.
Arlington (Va.) Post, American
Legion

(16) *Indexing the Alphabetical File.* Indexing an alphabetical file is accomplished by placing guides to indicate the various divisions and subdivisions of the alphabet under which each group of names falls. The number of alphabetical subdivisions used in a file depends upon the number of names

15 Div.		25 Div.			60 Division						
A	M	A	J	Q	A	Co	Gi	Ki	Mu	Ro	U
B	N	B	K	R	Am	Cr	Gr	L	N	S	V
C	P	C	L	S	B	D	H	Le	O	Se	W
D	R	D	M	T	Be	De	He	Li	P	Sch	We
F	S	E	Mc	U	Bi	Do	Ho	M	Pe	Si	Wi
H	T	F	N	V	Br	E	Hu	Mar	Pi	St	XYZ
I	W	G	O	W	Bu	F	I	Mc	Q	Su	
K		H	P	XYZ	C	Fi	J	Me	R	T	
		I			Ch	G	K	Mo	Ri	To	

100 Division									
A	Bo	Cor	Et	H	J	M	P	Se	Tr
Al	Br	Cr	F	Ham	John	Man	Pe	Sh	U
Am	Bro	Cu	Fi	Har	K	McA	Pi	Si	V
Ander	Bu	D	Fo	Hat	Ke	Me	Pr	Smith	W
Ar	C	De	Fr	He	Ki	Mi	Q-R	Sp	War
B	Car	Di	G	Hi	Kn	Mo	Ri	St	We
Bar	Ch	Do	Ge	Ho	K	Mu	Ro	Sto	Wh
Be	Cl	Dow	Go	Hon	Le	N	Ros	T	Wi
Ber	Co	E	Gr	Hu	Li	Ni	S	Tho	Wo
Bi	Con	El	Gro	I	Lo	O	Sch	Ti	XYZ

150 Division									
A	Br	Cu	Fl	Har	Jones	Man	P	Se	V
Al	Bro	D	Fo	Harr	K	Mas	Pe	Sh	Ve
Am	Bu	Davis	Fr	Hat	Ke	McA	Pet	Si	W
Ander	Bur	De	Fri	He	Kel	McD	Pi	Smith	Wall
Ar	C	Del	G	Hen	Ki	McK	Pr	Sn	War
At	Car	Di	Gar	Her	Kn	Me	Pu	Sp	We
B	Cas	Do	Ge	Hi	Kr	Mi	Q-R	St	Wei
Baker	Ch	Dow	Gi	Ho	L	Miller	Re	Sto	Wh
Bar	Che	Du	Go	Hol	Lar	Mo	Ri	Su	Wi
Be	Cl	E	Gr	Hon	Le	Mor	Ro	T	Williams
Ber	Co	El	Gre	Hu	Lei	Mu	Ros	Te	Wilson
Bi	Con	Et	Gro	Hun	Li	N	Ru	Tho	Wo
Bl	Coo	F	H	I	Lo	Ni	S	Ti	Wr
Bo	Cor	Fe	Hal	J	Lu	O'	Sch	Tr	XY
Bon	Cr	Fi	Ham	John	M	Or	Schm	U	Z

Figure 2. Alphabetical Divisions.

in the file and whether the materials to be filed by name are individual papers, cards, case files, etc. As a general rule, provide an alphabetical subdivision guide for each 10 to 20 name folders, or for each 25 to 50 name cards. Standard sets of alphabetical subdivision guides are available in a wide

variety of numbers of subdivisions. When such guides are procured, specify "non-terminal" alphabetical subdivisions, such as those illustrated in figure 2. Use the number of guides that makes searching the files easiest, but remember that too many guides defeat their purpose.

f. *Subjective Arrangement.* This arrangement is used when the grouping of documents by subject is the primary means of reference. The subjective arrangement of general correspondence files (see paragraph 7e) has been standardized Air Force-wide (see paragraph 9). This standardized arrangement is known as the Air Force Subjective Classification System.

9. Air Force Subjective Classification System.

This system has been designed to arrange and group correspondence and other related papers described in paragraph 7e by the function to which their subject pertains. *Exception:* Small groups (less than 10 papers) of documents with a retention period of 1 year or less may be filed in the "ADM—Office Administration" portion of correspondence files created at major subordinate command level and above and in all correspondence files at lower levels when such action facilitates reference and simplifies disposition.

a. *Major Subjective Categories.* All of the functions performed by Air Force activities have been grouped into 25 broad categories which are referred to as "major categories." A list and description of each major category follows:

(1) ADM—OFFICE ADMINISTRATION. This category is established for classifying and grouping all documents accumulated in carrying out the *internal* administration or "housekeeping" activities of the office, as distinguished from those documents that are incident to the primary mission. For example, this category will consist of:

(a) Correspondence pertaining to the administration of personnel assigned to the office.

(b) Records pertaining to charity campaigns.

(c) Local mail handling and control.

(d) Local security records.

Thus, this category serves as a convenient means for segregating all nonmission correspondence and related paper which should be

retained for one year at all levels of the organization—see Chapters 5 and 6, AFM 181-5.

(2) CIV—CIVILIAN PERSONNEL ADMINISTRATION. This category includes subjects relating to the functions affecting civilian personnel including classification; pay administration; recruitment, employment, placement, and separation of civilian employees; employee-management relations and necessary employee services; career development of civilian employees; participation in the programs of the Board of U.S. Civil Service Examiners; and promotion and administration of the Air Force employee incentive programs. All subjects pertaining to civilian pay operations are correlated under FINANCIAL ADMINISTRATION. All subjects pertaining to civilian training are correlated under TRAINING except those concerning the career development program.

(3) COM—COMMAND CONTROL AND COMMUNICATIONS. The subjects in this category relate to the management, concept of operations, system processing, and individual systems/progress for all Air Force command and control matters. It also includes subjects relating to the establishment, maintenance, and operation of facilities for the electrical transmission of communications, fixed radio, wire facilities, and frequency management.

(4) ENV—AEROSPACE ENVIRONMENT. This category includes subjects concerning the total aerospace environment, such as weather forecasting and observing, related meteorological activities and services, solar observing and forecasting, solar-terrestrial effects, and related aerospace environmental activities and services.

(5) FIN—FINANCIAL ADMINISTRATION. This category includes subjects relating to the disbursement, collection, and accounting for public funds; the operation of the appropriation, expenses, cost, monetary property, and international accounting system; auditing for Air Force and industrial accounts; budgeting; civilian payroll operations and subjects relating to nonappropri-

ated funds, surety bonds, and reports of survey.

(6) INF—INFORMATION ACTIVITIES. This category includes subjects involved in the internal and public information program. It also includes subjects relating to external relations such as international organizations and legislative activities.

(7) INS—INSTALLATIONS MANAGEMENT. This category relates to the construction, maintenance, and operation of facilities including land, buildings, other fixed structures and their appurtenances; family housing; and the related engineering planning programs.

(8) INT—INTELLIGENCE. The subjects in this category concern the collection, analysis, exploitation, and dissemination of intelligence information of military value.

(9) INV—INVESTIGATIONS, INSPECTIONS, AND SAFETY. The subjects in this category relate to the investigations, inspections, and safety systems. They reflect the adequacy and preparedness of the Air Force to accomplish its assigned mission; the state of training readiness, discipline, morale, health, and welfare of units and individuals; ground, flight, nuclear, missile, and explosive safety; and matters involving crime, other violations of public trust, and subversive and related activities within the Air Force.

(10) LEG—LEGAL ADMINISTRATION. This category includes subjects relating to administration of military justice, processing claims, legal assistance for military personnel and dependents; legal opinions and interpretations; patents; and taxation. The Index in the "Digest of Opinions—The Judge Advocates General of the Armed Forces" may be used as a guide for subdividing "legal opinions and interpretations," as required. Documents involving the rendering of an opinion, if accumulated by other than legal offices, should be classified according to the subject matter of the opinion.

(11) MAP—MAPPING AND CHARTING. This category relates to the development, collection, computation, production,

and distribution of cartographic photography, gravimetric, geodetic, intelligence, and other records. These records pertain to Air Force activities engaged in mapping, charting, cartographic aerial photography, aerial electronic surveying, and geodetic and gravimetric surveying.

(12) MED — MEDICAL SERVICES. This category includes subjects concerning the general medical and health status of Air Force personnel; hospital and dispensary administration; professional services and clinics; and veterinary services.

(13) MGT — ADMINISTRATIVE MANAGEMENT. This category is used to group functions, techniques, and activities relating to the general field of management as distinguished from specific management functions. (Specific management functions are covered by other major subjects categories.) Some of the subjects included in this category are documentation and records management; management planning and improvement; histories; postal operations; data and reports management; and organization of Air Force units.

(14) MIL—MILITARY PERSONNEL ADMINISTRATION. This category relates to the administration of military personnel and their pay, welfare, recreation, and morale. It also includes chaplain functions. Subjects dealing with the training of military personnel are found under the "TRAINING" major subjective category. Correspondence and other documents pertaining to the service career of an individual should be filed in the individual's Field Record Group or the Command Personnel Record Group, as appropriate, rather than in a subject file.

(15) MTN — MATERIEL MAINTENANCE ENGINEERING. This category involves preventive maintenance; servicing; repair; modification; and related subjects involving the maintenance of materiel.

(16) OPS—OPERATION. This category refers to military air operations which involve the preparation for and conduct of air warfare. Flight operations during peace

and war are included. Peacetime operations also include subjects relating to maneuvers, flights, exercises, war games, and related activities. Be sure to distinguish between the type of operations above and the subject matter of other unrelated activities which are designated "operations" in a general sense. Such subjects should be classified under the appropriate major subjective category.

(17) PHO—PHOTOGRAPHY. This category includes subjects relating to aerial photography, motion picture and still photography, sound recording, and related photographic activities.

(18) POL—POLICE OPERATIONS. This category relates to the enforcement of law and order; the confinement, retraining, and restoration of prisoners; and related activities of directors of security and law enforcement except "military security" which is established as a separate major subjective category.

(19) PRO—PROCUREMENT. This category relates to the procurement of materiel and services from sources outside the Air Force by contract, purchase, and other negotiations. It includes such related matters as industrial resources, production planning, and quality control.

(20) PUB—PUBLISHING AND PUBLICATIONS. This category covers subjects concerning the preparation, printing, and distribution of publications, forms, and orders. Record and reference sets of publications are not to be filed in this category—they are filed as separate series of records.

(21) R&D—RESEARCH AND DEVELOPMENT. This category includes subjects representing areas and objectives of research and development. The subdivisions of this category are grouped to meet research and development requirements and are based on technical groupings.

(22) SEC—SECURITY. This category is intended to cover the responsibilities and activities of maintaining the National security, and particularly the safeguarding of classified information.

(23) SUP—SUPPLY AND SERVICES. This category involves subjects dealing with the storage, distribution, handling, and cataloging of supplies; and furnishing laundry, commissary, and other services.

(24) TNG—TRAINING. This category concerns the training of military and civilian personnel and the education of dependents in the United States and foreign countries. Subjects concerning the training of civilians as part of the career development program may be subdivided under "CIV (Career Development)." It includes subjects involved in the various types of training that are conducted, as well as those concerning the Air Academy, reserve activities, foreign trainees, and colleges and universities.

(25) TRS—TRANSPORTATION. This category concerns the movement of cargo, personal property, and passengers by commercial and military land, air, and water transportation.

b. Subdivisions. Each of the major categories described above is subdivided by related subject matter. These subdivisions are referred to as primary, secondary, tertiary, and quaternary subjects or topics. The complete list of subjects is referred to as the master outline.

c. Master Outline. The master outline in attachment 1 is intended only as a reference guide in establishing a subjective file to meet the specific requirements of the user. Subjects not specifically provided in the master outline may be added. Secondary and further topics may be used as primary topics when they represent the primary functions of the office of record. Note that the subjects in the master outline refer to correspondence or other documents relating to the subject rather than to the record itself, i.e., reference to "military personnel records" in "MIL" relates to correspondence on that subject rather than to the personnel record itself. Following are specific rules for using the master outline:

(1) Use the master outline as the basis for establishing a file—*use only that part of*

the outline that meets your needs and add new subjects as needed. Select the major categories that represent your subject matter and use a minimum of subdivisions. (Generally, two major categories will be used by an office of record, i.e., "Office Administration—ADM" and the major category representing the mission and responsibilities of the office.) For example, if only a small volume of records is accumulated under a major category, use only the major category as a file title and, if necessary, selected primary subjects.

(2) Add new subjects (topics) only when experience indicates reference rate and volume of documents warrant a separate subdivision.

(3) When numbering primary, secondary, and other subjects, assign your own numbers in sequence under each major category, as illustrated below.

- MIL 1 Assignment and Reassignment
 1-1 Permanent Change of Station
 1-2 Temporary Duty
 1-2-1 CONUS
 1-2-2 Overseas

(4) Avoid setting up folders that will contain only one or two papers. Subdivide major and primary subjects only when reference rate or volume warrants.

d. *File Outline.* After choosing the appropriate major categories and subordinate subjects, prepare a file outline as part of AF Form 80, described in paragraph 10 below. Also, see figure 3 for examples.

e. *File Coding.* See paragraph 14 for detailed instructions on file coding. In the Air Force Subjective Classification System, file codes consist of a combination of letters and numbers representing a particular subject. Subjects are assigned file codes to facilitate classifying, sorting, and filing. The coding system consists of a three letter symbol (short title) for each major category and numbers representing the subdivisions. Dashes are used to separate the numbers. An example of file codes under this system follows:

Major Category: CIV
 Primary Subject: CIV 1
 Secondary Subject: CIV 1-1
 Tertiary Subject: CIV 1-1-1

10. Files Maintenance and Disposition Plan (AF Form 80). Now that the files have been properly placed in offices of record, records series identified, and the appropriate filing arrangement selected for each series, each office of record must prepare AF Form 80. This plan identifies all records for which an office has responsibility—both general correspondence files and other records series. When used with AF Forms 82 described in paragraph 11 below, this form provides a comprehensive and efficient system for maintaining and disposing of records.

a. *Preparation.* Prepare AF Form 80, in duplicate, using both sides.

(NOTE: Items 1 through 4 are self-explanatory except that both the office symbol and unit designation may be entered in Item 1.)

(1) *Column 5A.* Start with number "1" and consecutively number each series of records on the "Plan."

(NOTE: When the volume justifies, this item number may be used to code papers for filing in series other than correspondence files—see paragraph 14.)

(2) *Column 5B.* Enter a brief, precise description of each series of records, using title of the applicable paragraph or subparagraph of AFM 181-5 when appropriate. If necessary for series identification, list various documents in the series. For records series other than subjectively arranged files, the subdivisions may be assigned letters for ease of identification, coding, and filing (see Item No. 6 of figure 3).

(NOTE: If a group of records is not identified in AFM 181-5, use a brief title that describes the file and its function.)

When records are maintained apart from the majority of files of an office of record, enter their location beneath the pertinent records group. When records are not maintained in filing equipment, also enter disposition instructions. When identifying general cor-

respondence files accumulated at major subordinate commands and levels above, list the "mission" and "office administration" portions of the file as separate items. At all other levels, list general correspondence files as one item. Then, list specific subjects making up each portion of the file (see figure 3 and paragraph 9.) List records series in the sequence that best suits the needs of the using office. Use unclassified descriptions or if the subject/title/description is classified, use abbreviated or short titles by using the first letter of all words except articles, prepositions, or conjunctions which may be spelled out. For example, "Accountability Records for Classified Documents (S)" would be identified as "AR for CD (S)."

(3) *Column 5C.* Self-explanatory.

(4) *Column 5D.* Enter paragraph and subparagraph numbers of AFM 181-5 prescribing disposition of the records. If a paragraph covering disposition of the files cannot be found, enter "None" and advise the records officer.

b. *Distribution.* The office of record retains AF Form 80 (original). Forward the copy to the responsible records officer for review and use in monitoring the maintenance and disposition of the records concerned.

c. *Review.* Preparing AF Form 80 is a one-time job. However, periodically review and amend the form to insure that all files are accounted for and that cited disposition authorities are appropriate. Notify records officers of any corrections, deletions, or additions. Reaccomplish AF Form 80 only when further corrections or additions cannot be made.

d. *Standardization.* Some lower echelon activities (such as base exchange units) accumulate, maintain, and dispose of like records in the same way. In such cases, standardization of AF Form 80 will save time and money. The records management officer approves proposed standard AF Forms 80 before using activities prepare and distribute them.

11. Files Disposition Control Label (AF Form 82). After AF Form 80 is prepared, the next step is to prepare Files Disposition Control Labels (AF Forms 82)—see figure 1—for each records series listed on AF Form 80.

a. *Preparation:*

(1) *Item 1 (Item Number and Title or Description of Records Series).* Enter information from Columns 5A and 5B of AF Form 80.

(2) *Item 2 (Paragraph Number from AFM 181-5).* Enter applicable information from Column 5D of AF Form 80.

(3) *Item 3 (Cut-Off Instructions).* Indicate day and month (omit year to permit reuse of disposition guide card) or event when records will be cut off as prescribed in paragraph 21.

(4) *Item 4 (Disposition Instructions (After Cut-Off)).* Enter the following information, as appropriate:

(a) If the records series has a short retention period and can be held in available space and equipment in office of record until eligible for destruction, enter the word "Destroy" followed by the retention period, e.g., "Destroy after 6 months."

(b) If the series is "permanent" or subject to a long retention period, enter the words "Retire to Staging Area" or "Retire to Records Center," as appropriate, followed by the period of retention in the office of record, e.g., "Retire to Staging Area after 2 years." If the records are permanent, so indicate; if the records are temporary, give additional retention period, e.g., "Destroy after 3 additional years." If disposition instructions are too lengthy for inclusion in this block, enter "See AFM 181-5."

(c) If no disposition instructions have been published, enter "None." If instructions are published later, cross out "None" and enter applicable instructions.

NOTE: When AF Form 82, Aug 61, is used, enter "after cut-off" after appropriate disposition instructions.

b. *Use.* AF Form 82 is printed on special

FILES MAINTENANCE AND DISPOSITION PLAN		DATE PREPARED	
1. OFFICE SYMBOL OF OFFICE OF RECORD OR UNIT DESIGNATION		2. PREPARED BY (Name of records clerk)	
3. TYPED NAME AND POSITION TITLE OF RECORDS CUSTODIAN		4. SIGNATURE OF CUSTODIAN	
5. FILES PLAN			
ITEM NO.	TITLE OR DESCRIPTION OF RECORDS SERIES	FILING ARRANGEMENT OF EACH SERIES (Subjectively, numerically, alphabetically, etc.)	DISPOSITION (Insert number of paragraph and sub-paragraph in AFM 181-5. If paragraph cannot be found, enter "None.")
A	B	C	D
1	Files Maintenance and Disposition Plan, AF Form 80		160303a
2	Records Shipment Lists	Chronological	160303b
3	Routine Transitory Records	Chronological	050102
4	General Correspondence Files	Subjective	050101b
	ADM--Office Administration		
	1 Administration of Office Personnel		
	2 Office Supplies, Services, and Equipment		
	3 Security		
	MGT--Administrative Management		
	1 Communications (Written)		
	2 Program Supervision and Guidance		
	3 Records Management		
	3-1 Current Records Maintenance		
	3-2 Documentation Storage & Retrieval Systems (See Item No. 5 for DS&R Projects)		
	3-3 Records Disposition		
5	Documentation Storage and Retrieval Projects	Organizational	160303d
6	Policy Reference Files	Subjective	050202
	A--Administration		
	B--Security		
	C--Supplies and Services		
	D--Transportation		
7	Supervisor's Records of Employees	Alphabetical	070302
8	Position Description Files	Numerical	070303
9	Security Clearance Summary Records	Alphabetical	260110
10	Access Authorization Certificates	Alphabetical	260109b
11	Registered Dispatch Receipts	Chronological	060201c
12	Accountability Records for Classified Documents	Chronological	260104
13	Room and Safe Security Control Records (At each main exit and on each safe)(Destroy when superseding records are prepared)		260111a
14	Reading Files	Chronological	050103
15	Suspense Records	Chronological	060202c

AF FORM 80
Aug 61

Figure 3

paper stock which adheres to file guide cards when moistened with water. Affix this form to tabs of guide cards preceding each records series. When placed on guide cards, these labels identify records filed behind each disposition guide card and prescribe their ultimate disposition in accordance with authorities from AFM 181-5 cited on AF Form 80. It is important that all records following a disposition guide card have the same retention period except as indicated in paragraph 9. These guide cards and labels are "disposition" guide cards as distinguished from "locator" guide cards described in paragraph 12a. (Do not use both "locator" and "disposition" guide cards in front of a records series because the disposition guide card also serves as a locator.) These cards will remain with cutoff files as long as they are retained in the current files area.

(1) *Replacement or Reuse of Cards.* Make new sets of cards as needed for cur-

rent accumulations of each records series. When noncurrent records are retired or destroyed, reuse the disposition guide cards for current accumulations.

(2) *Exceptions.*

(a) When it is not feasible to affix AF Form 82 to a guide card for placing in front of a records series, affix the label to the container housing the records. When the records series is housed in more than one container, affix the label to the first container or to each container.

(b) Do not prepare AF Forms 82 for records maintained for a period of time but never placed in filing equipment (such as safe check and room security inspection records). Instead, enter the disposition instructions immediately below the description of the records on AF Form 80 (see paragraph 10a(2)).

Chapter 3 FILES PROCEDURES

12. Preparing and Using Guide Cards and File Folders. Obtain the standard guide cards, file folders, and labels prescribed in chapter 4. Use them as follows.

a. *Guide Cards.* As described in paragraph 11a, prepare and place a first (left) position guide card, with AF Form 82 affixed, in front of each records series. This guide card also serves to "locate" or identify the records series. Guide cards may also be used within separate series of records to identify and support portions of the file as required. Type or print standard labels and attach them to the guide card tab. Positions of the guide cards indicate levels of division and subdivision. For example, in a subjectively arranged file, a first position guide is used to introduce the major category, a second position guide card may be used to introduce the primary subdivision, and the third position for further subdivisions. (NOTE: To

achieve a better balance of guides to folders, in instances where the tertiary and further subdivisions are numerous, place both the major category and primary subdivision in the first position, the secondary subdivision in the second position, and further subdivisions in the third position.) Do not retire or discard guide cards when files are disposed of but reuse them.

b. *File Folders.* Use file folders to group related records together. Type or print identifying data on standard labels and position the label on the folder to correspond to the position of the related guide. Use only one type of label within a records series—use only one color unless an additional color serves a specific purpose, e.g., facilitates filing and reference by distinguishing between case working papers and case files when the folders are maintained together. In subjectively arranged files, the data on the label

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C. 20330



REPLY TO
ATTN OF: AFXXX

1 July 1966

SUBJECT: Appointment of Local Security Officer

TO: AFDASB

1. Xxxxxx xxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx
xxxxxxxxxxxxxxxx. Xxxxxxxxxx xxxxxxxxxxxx xxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx.
2. Xxxxxx xxxxxxxxxxx xxxxxx xxxxxxxxxxx xxxxxxxx xxxxxxxxxxx xxxxxxxxxxx.

Figure 4. Paper Authorized and Coded for File (Including Cross Reference Designation).

will include the file symbol, subject title, and year; e.g., "MGT 1-3, Maintenance of Current Records, 1966." In other records series, the label will include the item number from the AF Form 80, the identifying name, number, and/or symbol of the file series, and the year or inclusive dates, as appropriate. Place folders behind related guides. (See paragraph 17 for instructions on subdividing folders.)

13. Preparing Documents for Filing.

a. Insure that documents have been authorized for filing by the word "File" and that the initials of the authorizing official have been written on them as illustrated in figure 4. (Certain documents upon which current action is obviously completed do not require file authority; examples are: Memo for Record, classified document receipts, large volumes of single-type documents such as requisitions and bills of lading. In addition, specific categories of records may be exempted from these requirements when justified and approved by the records management officer.)

b. Insure that the file is complete and that all attachments are retained or accounted for.

c. Insure that parts of another file are not accidentally attached.

d. Destroy identical duplicate copies of documents to be filed in the same records series except the "originals" and "coordination (file) copies" of correspondence. Remove all mail control forms and receipts, classified cover sheets, envelopes, and memo routing slips except those containing remarks of significant record value.

e. Assemble documents for filing in the same manner as the prescribing directive requires for their creation, dispatch, and use—with the latest action on top.

f. Remove rubber bands, paper clips, pins, and other temporary fasteners. Mend, or reinforce with transparent tape, all torn or frayed papers.

g. Staple related papers together in the upper left corner. When the material is too thick to use wire staples, use prong fasteners to fasten related file material together.

14. Classifying (Coding) Papers for Filing. After the papers have been prepared for filing, the next step is to code or classify them. Classification segregates the papers into logical categories for ease of filing and finding.

a. For other than subjectively arranged files, use the item number from the AF Form 80 together with the identifying name, number, and/or symbol. In most instances, this identification is already somewhere on the paper. If the number, name, or symbol is prominently displayed, there is no need to mark the file code on the paper; if they are not, underline or circle the identifying data or write the appropriate file code in the upper right-hand corner of the paper—see figure 4. To code a paper for filing in item 9 of figure 3, write the item number in the upper right-hand corner of the paper and underline or circle the name of the individual. Another example is a paper to be filed in a records series with two major divisions and several subdivisions, e.g., a file arranged by "CONUS" and "Overseas" and further arranged by name of the organization concerned. If the paper shows only the organizational name, write the item number from the AF Form 80, the location (CONUS or Overseas), and underline or circle the organizational name. For papers to be filed in the "Transitory" file, the item number from the AF Form 80 is adequate classification.

b. In subjectively arranged files, first determine the major subjective category that represents the subject matter and the specific subdivision if needed. For example, a paper concerning the file classification system of an organization would be coded "MGT 3-1" to describe the category "Administrative Management" and subdivision "Current Records Maintenance." See paragraph 9d for further explanation of file coding.

15. Cross-References:

a. *Use.* When a paper to be filed has more

DATE 1 July 1966

INDEX: File #6B

TO: AFDASB

FROM: AFXXX

SUMMARY: Appointment of Local Security Officer

FILED: ADM 3

INDEXER: abc

REMARKS:

DD FORM 1 MAR 50 334

CROSS-REFERENCE SHEET

Figure 5. Example of DD Form 334, Cross Reference Sheet.

than one subject, or other coding under which it should be filed, or when a document is brought forward to be consolidated with another file, use DD Form 334, "Cross Reference Sheet," (illustrated in figure 5) as a filing aid. *Exception:* If extra copies of the paper to be cross-referenced are available or if "fast" copies can be conveniently made, use them instead of the DD Form 334 (see subparagraph c below for preparation instructions).

b. Preparation of DD Form 334, Cross Reference Sheet.

(1) *Date.* Type the date of the document being cross-referenced—day, month, and year (e.g., "1 June 1966"). If no date is shown, insert "ND" and approximate date.

(2) *Index.* List all cross-references which are marked. If more than one reference is required, use additional DD Forms 334 as needed.

(3) *To.* Enter name of individual or organization to whom the document is addressed.

(4) *From.* Indicate document originator.

(5) *Summary.* Enter subject line of document being cross-referenced. If further identification is needed, include names, serial numbers, sums of money, or other supplementary information.

(6) *Filed.* Enter file designation of the document. For continuity cross-references, place the new date (under which the document will be filed) in parentheses after the file code, e.g., "MGT 1-1 (1 Jan 66)."

c. Using Copies for Cross-References. When extra copies are used for cross-references, mark them as illustrated in figure 4. Circle the file code to indicate where the extra copy is to be filed as a cross-reference. When "fast" copies are to be used, mark the record copy as illustrated in figure 4 before making the "fast" copies. Circle the cross-reference file designation on the copy to indicate where it will be filed as a cross-reference. For continuity cross-references, indi-

cate the date under which the document will be filed as prescribed in subparagraph b(6) above.

16. Sorting Records. Sorting is the procedure for arranging records in proper sequence to facilitate filing. It also provides ready reference to the records if they are needed before actual filing in the appropriate folders. The extent to which records need to be sorted depends upon the volume and filing arrangement. See paragraph 24g(3) for types of recommended sorting devices.

a. Subjective Files should be sorted and arranged first by major subjective category. Then, sort each major category into primary and secondary subdivisions as required.

b. Alphabetical Files may be sorted, if the volume is small, by arranging papers to the first letter of the surname only. For larger collections, it may be necessary to sort papers to the first several letters under which the papers are to be filed. When this is necessary, the alphabetical subdivisions contained in figure 2 can be used as a guide or basis for labeling the sorting equipment.

c. Numerical Files may be sorted, if the volume is small, by the basic numbers 0 through 9, e.g., in groups 1-999, 1000-1999, 2000-2999, etc. If the volume is large, sort each group into hundreds, then each hundred group into tens, etc. Numerical labels on sorting equipment from 0 through 9 can be used to represent tens, hundreds, thousands, etc. For example, 9 may also represent 90, 900, 9000, etc. Sort documents to be filed by terminal digit into groups from 00 to 99 to make 100 groups. If filing is to be by the primary group only, arrange the subsequent digits of the whole number in conventional numerical sequence within each primary group. However, if further sorting is required, sort each primary group by the first digit of the secondary group and each resulting group by the second digit of the secondary group. Subsequent digits are filed in conventional numerical order within each group.

17. Filing Procedures. Match the file codes of

the papers with the folder labels before placing papers in the folders. File the papers loosely in the proper folders with the latest date in front. Avoid fastening papers to folders with prong fasteners unless the folders are frequently used away from the files area. When filing papers in folders with prong fasteners, do not punch and fasten the papers until the folders are charged out. Keep folder labels visible by neatly arranging papers in the folders. When the contents of the folders increase to the point that papers begin to obscure folder labels, crease the bottom of the front folder leaves at the scored expansion lines to increase the capacity of the folder. When folder content reaches $\frac{3}{4}$ inches, either (1) add a new folder bearing the same file designation in front of the full folder and show inclusive dates on the folders or (2) subdivide the contents of the folder, if practical, by adding new file designations. Prevent "overcrowding" the files by allowing at least four inches of space in each active file drawer to permit sufficient working space. Avoid cluttering the files by filing bulky material in equipment suitable to its size and filing cross-references with the related file papers. Mark the bulky material to indicate location, file code, and any additional information which will readily identify it with the related papers in the regular files.

18. Labeling File Drawers. Identify the contents of each file drawer on the file drawer label. Normally, each drawer label will include titles of the records series or segment(s) of a records series and the years covered, e.g., "Special Orders (Series G), 1966." See AFR 205-1 and local implementing security directives before labeling cabinets containing security classified material.

19. Using Charge-Out Records (AF Forms 614 and 614a). Prepare AF Forms 614 or 614a to place in the files as a substitute for papers, folders, or 5" x 8" cards borrowed or permanently withdrawn from the files. Office identification (symbol, abbreviation, etc.) and telephone number of the individual

charging out the records may be included on the form if needed. File AF Forms 614 and 614a so that the "OUT" portion is visible. This facilitates identification of charged out files and expedites refiling them. For permanently withdrawn files, the identifying data may be rubber-stamped if the volume of withdrawals warrants. Consistent use of these forms eliminates much wasted effort in searching for documents while they are out of the files.

20. Filing Classified Records. Safeguard classified files according to AFR 205-1. File classified records separately, except when it is necessary to maintain the continuity of a particular transaction or event, or the volume of unclassified material is too small to justify establishing separate files. Indicate on the folder the highest classification of the records filed therein (see chapter 3, AFR 205-1). Otherwise, label and file designations should be the same in all other respects as the folders containing unclassified material. Folders containing classified material must be filed in equipment authorized for each classification (see chapter 5, AFR 205-1). If folders containing classified material are to be filed with folders containing unclassified material, place each classified folder directly behind the folder containing unclassified material of the same type. When classified and unclassified material are filed in the same filing cabinets and additional filing space is needed, segregate the classified and unclassified material and file in separate cabinets to avoid procuring additional approved security containers. When there are both classified and unclassified folders on the same subject maintained separately, place a cross-reference in both folders. When a classified document is to be added to a voluminous unclassified file, substitute a cross-reference sheet for the classified document and file the classified document separately in available approved security containers. *Do not include any classified information on the cross-reference sheets that are to be filed in an unclassified file.*

21. Files Cutoff Procedures. Files "cut off" is the segregation of active and inactive files. Established periodic cutoff of files is essential to effectively control records accumulations and their growth and to facilitate economical disposition in convenient blocks. At least annually, records clerks will cut off files and segregate inactive files from active files; dispose of files eligible for retirement, transfer, or destruction (see AF Forms 82); and destroy all noncurrent technical reference materials (see subparagraph f below).

a. For files maintained on a calendar year basis, cut off on 31 December of each year and establish new files the next day.

b. For files maintained on a fiscal year basis, cut off the files at the end of the applicable fiscal year and establish new files the following day (or on the first day of the new fiscal cycle). For example, when fiscal year 1966 is established to include 1 July 1965 to 30 June 1966, cutoff would be on 30 June 1966 and fiscal year 1967 files established the next day—1 July 1966, etc.

c. For files with a retention period of less than one year (or when the volume and reference value require that only a portion of the file be kept active) maintain them on a daily, weekly, or monthly basis, cut them off on that basis, and dispose of after their authorized retention period. For example, large accumulations of records which are disposable after six months, could be cut off at the end of each month, a new file started the

next day, and the cutoff files disposed of after six months.

d. Records subject to audit or inspection may be:

(1) Cut off as of the closing date of the period covered by the audit or inspection, or

(2) Maintained on a calendar or fiscal year basis and either:

(a) Flagged by using a file guide to facilitate disposition of that portion of the file which has been audited or inspected, or

(b) Retained for a sufficient period of time to insure that all audit and inspection requirements have been met before the records are disposed of.

e. Files maintained as "case" or "project" files are cut off upon the occurrence of a certain event, such as separation of personnel, final contract payment, or project completion. Upon cut off, place all completed or closed case files in an inactive file. (Unless otherwise specified in AFM 181-5, maintain inactive files on an annual basis.) Then, remove and dispose of the oldest inactive file and case working papers as authorized in AFM 181-5.

f. Since there is no established cut off for most technical reference materials, dispose of them in accordance with AFM 181-5 when they are superseded, obsolete, or no longer needed. At least annually, review these materials to determine that they are current, thus insuring their usefulness. (See AFR 5-31 for guidance on maintaining publications.)

Chapter 4

FILING SUPPLIES AND EQUIPMENT

22. Objectives. A continuing objective is to provide for the proper, complete, and economical use of filing supplies and equipment. Filing supplies and equipment used by Air Force activities will be the most economical possible to meet filing requirements. Do not request filing equipment solely to improve appearance, office decor, status elevation, or because of the desire for the latest design or more expensive types. Maintain only the material needed to conduct current business in filing supplies and equipment in office space. (See TA 006 for additional standard allowances and use criteria. See paragraph 26 before requesting the equipment described in paragraphs 24 and 25 below.)

23. Standard Filing Supplies. The following items are to be used by all Air Force activities as required. (See paragraph 25 for guidance when these supplies will not meet filing requirements.)

a. *Folders.* Exceptions to the use of the following standard folders may occur when supply activities furnish the user with non-standard items such as manila folders of comparable size and comparable or lighter weight.

(1) *Kraft* folders will meet the majority of filing requirements since most records are current for a relatively short time before they are retired or destroyed. The standard kraft folder will be 147-pound, 11 point, natural color, vertical, flat type, blank, bottom scored for $\frac{3}{4}$ " expansion, reinforced top, and square cut:

(a) *Letter Size:* FSN 7530-663-0031, $9\frac{1}{2}$ " x $11\frac{3}{4}$."

(b) *Legal Size:* FSN 7530-200-4308, $9\frac{1}{2}$ " x $14\frac{3}{4}$."

(2) *Pressboard* folders are authorized only for case and project files and then *only* when the kraft folder will not withstand the added volume and/or use. The standard pressboard folders are flat-type, gray, blank, vertical, one-inch expansion, with self tabs, and square cut:

(a) *Letter Size:* FSN 7530-286-1720, $9\frac{1}{2}$ " x $11\frac{3}{4}$."

(b) *Legal Size:* FSN 7530-264-3645, $9\frac{1}{2}$ " x $14\frac{3}{4}$."

b. *Guide Cards.* (See paragraph 24e for shelf-filing guide cards.) The standard guide cards are gray pressboard, one-third cut, self tab, without lower projections, all positions:

(1) *Letter Size:* FSN 7530-989-0683.

(2) *Legal Size:* FSN 7530-082-2635.

c. *Labels:*

(1) Gummed folder labels, blank, $3\frac{3}{4}$ " x $1\frac{1}{8}$ " in perforated fanfold strips, 500 to a box, available in several colors. FSN 7530-223-6606, -6607, -6609, -6611, and 7530-550-5926, depending on color.

(2) Pressure-sensitive (self adhering) labels, in sheets of 8 labels (248 labels to a box), $3\frac{1}{2}$ " x $\frac{1}{2}$ ", available in plain white or white with $\frac{3}{32}$ " wide identification strip in various colors. FSN 7530-577-4368 through 7530-577-4376, depending on color.

24. Standard Filing Equipment. The following items are to be used by all Air Force activities as required. (See paragraph 25 for guidance when standard equipment will not meet filing requirements.)

a. *Vertical Filing Cabinets.* Maintain only

material needed to conduct current business in these cabinets in office space. Filing cabinets are gray-finish steel, upright, 5-drawer, 1 drawer wide, 57½" high, and 28" deep.

(1) *Letter Size (15" Wide)*: FSN 7110-286-3799.

(2) *Legal Size (18" Wide)*: FSN 7110-286-3797. Use only when at least one-fourth of the documents are legal size. Smaller quantities of legal size documents will be folded to fit letter size cabinets.

b. Card Filing Equipment:

(1) *For 3" x 5" and 5" x 8" Cards.*

(a) Gray enameled steel cabinets with 16" deep drawers with compressor, label holder, and pull; four removable feet; stacking slots and interlocking lugs. One-drawer units: FSN 7110-273-8770 (3" x 5") and FSN 7110-273-8772 (5" x 8"). Two-drawer units: FSN 7110-273-8774 (3" x 5") and FSN 7110-273-8776 (5" x 8").

(b) Gray steel upright cabinets:

1. For 3" x 5" cards, 10 double drawers, FSN 7110-269-8451.

2. For 5" x 8" cards, seven double drawers, FSN 7110-273-9512.

(2) *For 3¼" x 7¾" EAM Cards.*

(a) Ten double drawers, holds 66,000 cards, FSN 7110-273-9459.

(b) Eleven two-compartment drawers, holds 82,000 cards, FSN 7110-132-6496.

(c) Two-drawer unit with compressors and stacking slots, 16" deep.

c. Cabinets for Maps, Plans, and Drawings. Five-drawer cabinets, 15¾" x 41¼" x 58¾," with waterproof fabric drawer covers. FSN 7110-205-0821. Separate base (FSN 7110-205-0822) and top (FSN 7110-205-0823) units are available.

d. Cabinets for Machine Listings. These cabinets are "jumbo" file cabinets (18½" wide, 14¾" high, and 25½" deep), three-drawers with "follow blocks" which hold listings in an orderly vertical position when filed in appropriate binders or separated by pressboard guide cards. This item

has not been included in the GSA Stores Stock Catalog; therefore, Air Force activities maintaining machine lists may locally procure these cabinets and guide cards. Among manufacturers of the "jumbo" file cabinets are All Steel Equipment Company, Art Metal Company, Art Steel Company, Atlas Stencil Files Corporation, Cole, General Fire-proofing, Shaw-Walker, etc. The following pressboard binders (with punched cloth hinges) listed in the GSA Stores Stock Catalog are most satisfactory for maintaining machine listings:

(1) 11" x 17," FSN 7510-281-4310 (3" capacity, with fasteners).

(2) 11" x 14¾," FSN 7510-582-5488 (without fasteners).

e. Shelf Filing. The standard shelf filing cabinet units described in (3) below may be more appropriate than filing cabinets for filing certain material.

(1) *Use.* Shelf filing is most adaptable to records that are alphabetically or numerically arranged such as case or project files. Consider shelf filing when these records total, or are expected to total, 200 linear feet or more, and when:

(a) The filing station is in a relatively permanent location.

(b) The purchase of new filing equipment is contemplated.

(c) Additional space for filing operations is required and only a limited amount of space is available.

(d) The area is relatively free from excessive dust and is not subject to infestation by rodents and vermin. When these conditions prevail, consider standard filing cabinets.

(2) *Factors to Consider.* Under the above conditions, shelf filing equipment costs less than standard filing cabinets, requires less office space, and permits ease of filing operations. Below are specific factors to consider when planning for shelf-filing:

(a) *Records*—must be easily maintained and referenced in shelf filing equipment.

(b) *Cost.* Open shelf filing units cost considerably less per linear filing foot than standard filing cabinets. For example, a seven-shelf unit costs approximately half that of a standard five-drawer filing cabinet. (Closed shelf filing is not recommended because the cost is considerably more than standard filing cabinets.)

(c) *Space.* Shelf filing is used primarily when space is a problem since it provides better use of space than standard filing cabinets. For example, *floor space* for 80 linear feet of files requires 14.3 square feet of shelf units versus 23.3 square feet for drawer type units—39% more space for drawer units. A 7-shelf unit has 21% more linear feet filing capacity per square foot of space than a 5-drawer filing cabinet. *Aisle space* for operating shelf type units is a minimum of 30" versus a minimum of 36" for drawer type units. However, floor load should be carefully checked for adequacy and file units placed in a safe load carrying location.

(d) *Filing Operations.* In shelf filing equipment, removing and replacing folders and removing and inserting papers fastened to folders is 20% to 30% faster than in drawer type equipment. However, inserting and removing loosely filed papers is slower in shelf filing than drawer type units since the folder must be removed from the shelf—papers can be dropped into folders remaining in drawer type units. Compactness of shelf filing also results in less walking distance to files.

(e) *Appearance.* Untidy recordkeeping is easily seen in shelf units whereas untidiness in drawer units is hidden when drawers are closed.

(f) *Security.* Shelf filing units are not authorized for storage of classified material unless the units are located within a secure room or alarmed area (see AFR 205-1).

(3) *Shelf Filing Cabinet Units.* These units have knockout holes to permit fastening the units together side by side, back to back, or "stacking."

(a) *Letter Size.*

1. Three-shelf opening (36 $\frac{3}{4}$ " x 14" x 38"), FSN 7110-817-0646; with built-in base (36 $\frac{3}{4}$ " x 14" x 42"), FSN 7110-817-0657.

2. Seven-shelf opening, with built-in base (36 $\frac{3}{4}$ " x 14" x 84"), FSN 7110-817-0665; or with posting shelf, FSN 7110-817-0641.

(b) *Legal Size.*

1. Three-shelf opening (36 $\frac{3}{4}$ " x 17" x 38"), FSN 7110-817-0671; with built-in base, (36 $\frac{3}{4}$ " x 17" x 42") FSN 7110-817-0662.

2. Seven-shelf opening, with built-in base (36 $\frac{3}{4}$ " x 17" x 84"), FSN 7110-817-0669; or with posting shelf, FSN 7110-817-0667.

(4) *Shelf Filing Accessories.* In addition to the items listed below, it may be necessary to obtain a step stool for access to upper shelves, depending on the height of the units.

(a) *Guide Cards.* Gray pressboard, calendered, Type III, $\frac{1}{8}$ cut, self tab, all positions, with metal shelf hook: Letter size, FSN 7530-988-9787 (approximately \$5.75 per hundred); legal size, FSN 7530-988-9788 (approximately \$6.50 per hundred).

(b) *Folders.* Use the standard kraft folders prescribed in paragraph 23a(1) in shelf filing equipment. For better visibility, label the folders on the extreme right tab to provide left to right order.

(c) *Dividers.* Metal dividers are supplied with the equipment to support folders and guide cards. However, if additional dividers are necessary, use the following:

1. Letter size, FSN 7125-819-4245.

2. Legal size, FSN 7125-819-4246.

f. *Containers for Safeguarding Classified Material.* Maintain classified material in containers or areas prescribed in chapter 5, AFR 205-1.

g. *Equipment for Easier and Faster Filing.* Use of the following items, as required, can save time and facilitate filing.

(1) *Filing Stools*—make filing in upper

and lower drawers easier: FSN 7110-634-9617 (14" high, with casters) and FSN 7110-634-9618 (26" high, without casters).

(2) *Filing Shelf*—holds papers for filing and attaches to file drawer handle, vinyl bumper protects drawer finish—FSN 7520-634-5922 (12 $\frac{3}{4}$ " x 11").

(3) *Sorting Devices*. When the volume of papers is small, desk trays, a table, or deck top can be used for sorting. However, a sorter is recommended for most small filing operations. It has a series of dividers, three to four inches wide, each hinged to a flat base. Tabs can be labeled and inserted as required. A 24-division sorter will generally meet the sorting requirements of a small office of record. Sorters with more divisions are available—some equipped with a sliding base mechanism. Other sorting equipment is available containing horizontal or vertical dividers. Also, rack sorters can be constructed to meet most sorting requirements.

25. Nonstandard Filing Equipment and Supplies.

As used in this manual, any filing equipment and supplies not listed in paragraphs 23 and 24 are "nonstandard." They will be procured only when the need for such equipment and supplies meets the criteria and requirements in paragraph 26 below.

26. Procedures for Requesting and Controlling Filing Equipment and Nonstandard Filing Supplies. To insure adequate control and proper use of filing supplies and equipment, all Air Force activities will follow the procedures below. Commands may impose additional controls, as required, to meet these objectives.

a. *Records Custodians* will insure that the following actions are taken before requesting file equipment or nonstandard filing supplies.

(1) *General:*

(a) All records are identified on AF Forms 80 and 82 and are maintained according to this manual.

(b) All temporary records eligible for destruction have been destroyed.

(c) All noncurrent records not eligi-

ble for destruction have been retired to the records staging area or records center.

(d) Filing cabinets, including top and bottom drawers, are being fully used for material needed to conduct current business.

(e) All current records are maintained in the most economical equipment, such as shelf files.

(f) All security filing cabinets not being used for classified material have been exchanged for nonsecurity type filing cabinets.

(2) *Requests for Powered or Other Mechanized Filing Equipment:*

(a) *Factors*. Consider the following factors when planning the use of mechanized filing equipment:

1. The system for which the equipment is intended is well established and not likely to undergo changes which would eliminate the need for the equipment.

2. The site where the records are to be maintained is suitable. Because of the weight of the equipment, it may be necessary to reinforce floors or even preclude its use in some buildings. Also, insure that adequate electrical current is available to safely operate the equipment.

3. The proposed equipment will house a large concentration of records that need to be accessible to one individual at a time. If several persons need to reference the file at the same time, mechanized equipment is not practical and cannot be justified.

4. The filing station is in a relatively permanent filing location.

5. Since none of this equipment of this type is authorized to be used for storing security classified material, insure that adequate security precautions are taken—see AFR 205-1.

6. Adequate maintenance and repair facilities are available.

(b) *Justification*. If all of the above conditions are met, the equipment may be requested provided that the request includes specific evidence that the justification meets one or more of the following criteria and the total savings to be realized exceeds the differ-

ence between the cost of standard and mechanized filing equipment when prorated over a three-year period. (NOTE: Consult with various representatives (vendors) of commercial firms to obtain up-to-date information on the capabilities, limitations, and costs of the equipment that appears to be suitable for your requirements. Specific equipment, identified by manufacturer, make, model etc., may be requested but a commitment must not be made before approval by the records management officer.)

1. *Manpower Savings*—one or more positions (either existing or budgeted for) will be eliminated.

2. *Space Savings*—space saved through the use of the equipment will be used for other essential operating functions.

3. *Work Production*—any predicted increase in workload capability is based upon provable and current workload data.

(3) *Requests for Use of Patented Filing and Indexing Systems.* The use of filing and indexing systems which have been patented by the manufacturer or are protected by proprietary rights is prohibited before HQ USAF (AFDASB) approval. Requests for such systems should include a description of the system, name of manufacturer, and the records to be maintained thereby.

(4) *Requests for All Other Nonstandard Equipment and Supplies.* These requests will include specific evidence that standard equipment or supplies will not meet the needs of the requesting office in terms of reference or storage requirements, or will result in manpower savings or reductions in time and effort.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

R. J. PUGH
Colonel, USAF
Director of Administrative Services

b. *Records Officers:*

(1) Review each request for all filing equipment and nonstandard filing supplies.

(2) Approve or disapprove each request based on a review of AF Form 80 and inspection of the records to insure compliance with paragraphs 24, 25, and 26a.

(3) Forward approved requests to the supply activity for necessary action—*except* those requests described in paragraphs a(2) and (3) above which he recommends for approval; forward such request, with appropriate comments, to the command records management officer.

(4) Periodically review the use of filing equipment to determine whether the equipment is being adequately used. If the equipment is not being properly used, recommend redistribution or return of the equipment.

c. *Records Management Officers:*

(1) Insure proper use and control of all command filing equipment and supplies.

(2) Review and approve or disapprove all request described in paragraph a(2) above proposed for use within their command.

(3) Submit these approved requests to the supply activity.

(4) Forward an information copy of each approved request for powered or mechanized filing equipment to HQ USAF (AFDASB).

(5) Forward all requests described in paragraph a(3) above which he recommends for approval, with appropriate comments, to HQ USAF (AFDASB) for final approval or disapproval.

J. P. McCONNELL
General, U.S. Air Force
Chief of Staff

Air Force Subjective Classification System Master Outline

Major Subjective Categories and Symbols

ADM	OFFICE ADMINISTRATION	Equal Employment Opportunity
CIV	CIVILIAN PERSONNEL ADMINISTRATION	Grievances
COM	COMMAND CONTROL AND COMMUNICATIONS	Housing—Transportation—Food Services
ENV	AEROSPACE ENVIRONMENT	Insurance
FIN	FINANCIAL ADMINISTRATION	Government Life
INF	INFORMATION ACTIVITIES	Hospitalization
INS	INSTALLATIONS MANAGEMENT	Recreation, Morale, Welfare
INT	INTELLIGENCE	Employment Records
INV	INVESTIGATIONS, INSPECTIONS, AND SAFETY	Official Personnel Folder
LEG	LEGAL ADMINISTRATION	Hours of Work
MAP	MAPPING AND CHARTING	Tours of Duty
MED	MEDICAL SERVICES	Leave
MGT	ADMINISTRATIVE MANAGEMENT	Annual
MIL	MILITARY PERSONNEL ADMINISTRATION	Sick
MTN	MATERIEL MAINTENANCE ENGINEERING	Without Pay (LWOP)
OPS	OPERATIONS	Pay Administration (Payroll Operations— see FIN)
PHO	PHOTOGRAPHY	Employee Claims
POL	POLICE OPERATIONS	Indebtedness
PRO	PROCUREMENT	Overtime
PUB	PUBLISHING AND PUBLICATIONS	Pay Rate Determination
R&D	RESEARCH AND DEVELOPMENT	Performance
SEC	SECURITY	Awards—Commendations
SUP	SUPPLY AND SERVICES	Incentive Programs (Suggestions)
TNG	TRAINING	Ratings
TRS	TRANSPORTATION	Appeals
		Standards
		Position Classification
		Position Series and Standards
		Surveys
		Promotion and Demotion
ADM—OFFICE ADMINISTRATION		Recruitment and Placement
Administration of Office Personnel		Applications
Building Services		Boards of Civil Examiners
Charity and Public Interest Campaigns		Overseas Employment
Mail and Messenger Services (Local)		Qualifications (Training, Experience, and Physical)
Office Supplies and Equipment		Examinations (Mental and Physical)
Security Procedures for Local Office		Selection
CIV—CIVILIAN PERSONNEL		Restoration after Military Service
ADMINISTRATION		Separation
Accessions		Travel
Career Development		Passports—Visas
Compensation for Injury or Death		Per Diem
Conduct		COM—COMMAND CONTROL AND COMMUNICATIONS
Disciplinary Actions		Command and Control
Gratuities and Favors		Concept of Operations
Political Activity		Definitions
Death and Burial		Doctrine, Plans, Policy, Objectives
Detailing Employees		
Employee Relations		
Employee Groups		

Individual Systems--Programs
 C&C Support Systems
 Operational Combat C&C Systems
 Resources Management C&C Systems

Management
 Acquisition
 Operation
 R&D

System Processes--Functions
 Communications
 Control--Feedback
 Decision-Making
 Displays
 Information Collection
 Information Processing

Communications

Communications Center Operations
 Communications Accounts
 Message Transmission (Distribution
 and Control)
 Relay Centers

Communications Security
 Cryptosecurity Accounts
 Physical Security (Of Communications
 Facilities and Cryptomateriel) (Also
 see SEC)
 TEMPEST Program
 Transmission Security

Communications Systems
 Airborne Communications
 Amateur Radio
 Fixed Ground Communications
 Ground Mobile Communications
 Military Affiliate Radio System
 (MARS)

Tactical Communications

Frequency Management
 Compatibility Engineering
 Frequency Authorizations
 Frequency Engineering Above 30
 MCS
 Frequency Engineering Below 30
 MCS

Records and Registration

Wire Facilities
 Commercial Facilities
 Control Stations
 Flight Checks
 Plant in Place Maintenance

ENV--AEROSPACE ENVIRONMENT

Geographical Requirements
 Techniques and Equipment

Space Environment
 Solar Observations
 Solar Forecasting
 Solar-Terrestrial Effects

Weather

Meteorological Analysis
 Climatology
 Forecasting
 Storm Tracking-Warning
 Meteorological Data Exchange
 Meteorological Observations

FIN--FINANCIAL ADMINISTRATION

Appropriation Accounting
 Advance Payments and Recoupments
 Allocation, Suballocation, and Allotment of
 Funds
 Administrative Control
 Advice of
 Records
 Adjustments and Corrections
 Allocation, Suballocation Ledgers
 Allotment Ledgers
 Subsidiary Allotment Ledgers

Annual Budget Authorization

Claims

Collection

Appropriation Receipts
 Appropriation Refunds
 Appropriation Reimbursements
 Deposit Fund Accounts
 General Fund Miscellaneous Receipts
 Records

Control Ledgers

Subsidiary Collection Ledgers

Reporting Instructions and
 Requirements

Commitments

Disbursements, Expenditures

Inter-Intradepartmental Transactions

Obligations

Special Activities and Tenants

Auditing

Administration and Control

Auditor's Records

Internal Audits

Banking--Currency

Budgeting

Budget Program Management

Annual Financial Plan

Apportionments

Appropriation Law

Funds Administration

Special

Transfers

Budget Structure

AF Budget Code (Fiscal Code)

Estimates	Sundry Association Activities and Funds
Call for Estimates	Central Mess Funds
Program Guides and Assumptions	Chaplains Funds
Justification	Installation and Organizational
Review	Religious Funds
Special (Flash)	Officers', Noncommissioned Officers',
Supplemental	and Cadets' Open Messes
Federal Budget	Welfare Activities and Funds
Cost Accounting	Base Trust Funds
Base Maintenance	Central Base Funds
Depot Maintenance	Central Welfare Funds
Field Maintenance	Civilian Welfare Funds
Motor Vehicles Maintenance	Command Welfare Funds
Expense Accounting	Unit Funds
Accounting Procedures	Payroll Operations (Civilian Pay) (Also see
Chart of Accounts	MIL)
Contractual Services	Revolving and Working Capital Funds
Materiel	Industrial Funds
Medical Services	Laundry and Dry Cleaning Services
Personnel Services	Printing Services
Special Activities and Tenants	Management Funds
Travel and Transportation	Stock Funds
Records	Air Force Academy Division
Expense Ledger—Accounts	Aviation Fuels Division
Subsidiary Ledgers and Files	Clothing Division
Reporting Instructions and Requirements	Monetary Allowance System
General Ledger Accounting	Commissary Division
Accounting Procedures	Salvage and Surplus Materiel Accounting
Chart of Accounts	Statement of Charges
Special Activities and Tenants	Surety Bonds
Records	Survey, Reports of
General Ledger Control Accounts	
Subsidiary Ledgers and Files	
Reporting Instructions and Requirements	
International Accounting	
Agreements, Bilateral	INF—INFORMATION ACTIVITIES
Canada	Information Activities
Korea	Community Relations
South Africa	Civic Leader Liaison
United Kingdom	Holiday and Special Event Observances
MAP (Grant Aid)	Off Base
MAP (Military Assistance Sales)	On Base
NATO	Speakers Bureau
Reporting Instructions and Requirements	Internal Information
SHAPE	Air Force Radio and Television Service
Monetary Property Accounting	(AFRTS)
Equipment in Use	Base Newspaper
Financial Inventory Accounting	Bulletin Board Program
Medical Inventory Management System	Commanders Call
(MIMS)	Public Information
Real Property	Media Inquiries
Nonappropriated Funds	Media Visits
Revenue Producing Activities and Funds	Releases
Book Department Funds	International Affairs
Exchange Service Funds	(Subdivisions as applicable to command and
Motion Picture Service Funds	location, i.e., NATO, SEATO, MACV,
Post Restaurants Funds	NORAD, etc.)
Vocational Training Activities Funds	

Legislative Relations

- Congressional Inquiries
(Subdivisions as applicable to command, i.e., legislative proposals, legislative programs, etc.)

INS—INSTALLATIONS MANAGEMENT

Facilities (Construction, Maintenance, and Operation)

- Aerospace R&D Facilities (Excluding Buildings)
- Airfields, Pavements, Aprons, etc.
- Building Equipment
- Buildings and Structures (Subdivide by type as required)
- Custodial Services
- Fire Protection and Aircraft Crash Rescue Grounds
- Insects, Rodent, and Vermin Control
- Liquid Fuel Storage and Dispensing Systems
- Missile Launch and Launch Control Facilities
- Railroads
- Roads and Other Surfaced Areas
(Excluding Airfields, Pavements, etc.)
- Training Aids
- Utilities
 - Air Conditioning Systems
 - Electric Plants and Systems
 - Gas Plants and Systems
 - Heating Plants and Systems
 - Sewage Plants and Systems
 - Water Plants and Systems

Family Housing

- FHA Housing
- Title VIII Housing (Wherry Housing)

Planning Engineering

- Construction Planning (Program and Projects)
- Design Criteria
- Master Planning (Programs)

Real Estate

- Accounting and Inventory
- Acquisition
- Disposal
- Utilization

INT—INTELLIGENCE

- Collection—Dissemination
 - Attaches, Defense
 - Attaches, Air
 - Briefing
 - Captured Materiel
 - Clandestine Source
 - Documents
 - Electronic Collection

Communications

- Collection-Dissemination
- Interception
- Electronics
 - Collection-Dissemination
 - Interception
 - Multi-Sensor

Foreign Nationals

- Accreditation
- Tours
- Visits

Guidance Material

HUMINT

- Biographical Data
- Debriefing
- Interrogation
- Resources
- Intelligence Collection Plans
- Intelligence Reports
- Photo Intelligence
- Reconnaissance
- Requirements and Priorities
- Estimates
- Air Facilities
 - Airfield & Seaplane Stations of the World
 - Climatology
 - Communications
 - Terrain
 - Transportation
- Air Order of Battle
 - Air Defenses
 - Civil Air
 - Strategic Establishments
 - Tactical Establishments
- Area Studies
 - Geographical Regions
- Battle Staff
- Capabilities
 - Economic
 - Military
 - Political
 - Technical
- Indications
 - Aerospace Threats
 - Briefings
 - Current Indications
 - Intentions
 - Economic
 - Military
 - Political
 - Technical
 - Watch Reports
- Operational Plans
 - Intelligence Annexes
- Scientific and Technical Intelligence
 - Aeromedical Intelligence
 - Aircraft & Aircraft Engines
 - Antiaircraft Artillery
 - Armament, Conventional

- Ballistic Missiles
 - ICBM
 - Rockets, Air to Air
 - Rockets, Ground to Air
- Electronics
 - ELINT
 - Radar
 - Radio
 - Sensors
 - SIGINT
- Reconnaissance
- Unidentified Flying Objects
- Information Disclosure Policy
 - Delegated Disclosure Letters
- Disclosures Made
 - Foreign
 - U. S. Requesters
- Requests for Disclosure
 - Authority
- Intelligence Training
 - Evasion & Escape Briefings
- Target Intelligence (Analysis and Compilation)
 - Physical Vulnerability
 - Weapons Effects
 - Weapons Recommendations
 - Weapons Requirements
 - Target Analysis
 - Bombing Encyclopedia
 - Damage Predictions
 - Target Systems
- Target Intelligence Requirements and Priorities
- Target Materials
 - Air Objective Folder Program
 - Radar Target Intelligence
 - Target Dossiers (Tactical)

INV—INVESTIGATIONS, INSPECTIONS, AND SAFETY

- Investigations
 - Liaison
 - Technique
 - Types
 - Counterintelligence
 - Collections and Operations
 - Criminal
 - Personnel
 - Procurement
- Inspections and Staff Visits
 - Personal Conference Periods
 - Scheduling
 - Special Subjects for Inspection
 - Types
 - Compliance
 - Procedural
 - Special
 - Staff Visits

- Safety
 - Accident/Incident Reporting
 - Awards
 - Programs
 - Statistics
 - Studies, Surveys, and Visits

LEG—LEGAL ADMINISTRATION

- Administration of Military Justice
 - Appellate Review and Procedure
 - Clemency
 - Correctional Custody
 - General Courts-Martial
 - Nonjudicial Punishment
 - Special Courts-Martial
 - Summary Courts-Martial

Alcoholic Beverage Control

Claims

- Claims Against the U. S.
- Claims Data Management System
- Claims in Favor of the U. S.
- Copyright Infringement Claims
- Invention Secrecy Claims
- Patent Infringement Claims
- UCMJ Article 139 Claims

Copyrights

Labor Relations

- Air Force Employees
- Contractor Employees

Legal Assistance

- Adoption
- Civil Relief Act
- Divorce—Separation
- Leases
- Marriage
- Power of Attorney
- Wills

Legal Opinions and Interpretations

(Use the Index in the "Digest of Opinions—The Judge Advocates General of the Armed Forces" to subdivide subject files as required)

Litigation

- Litigation Against Air Force Personnel
- Reports
- Witnesses

Public Utilities

- Communications
- Electricity
- Gas
- Sewage
- Transportation
- Water

Taxation

- Federal Excise
- Federal Income
- State Excise
- State Income
- State Sales and Use
- State Tax, Other

MAP—MAPPING AND CHARTING

Aeronautical Information Publications

- Aeronautical Overprints
- Foreign Clearance Guides
- Jet Flight Information Manuals
- Pilot's Handbooks
- Radio Facility Charts

Air Target Materials

- Geodetic Data Sheets
- Radar Return Codes
- Reliability Data Sheets
- Target Charts
- Target Mosaics

Chart Quantities and Stocks

Development

- Experimental Items
- Portrayal
- Test and Evaluation

Distribution

Exchange Agreements

Hydrographic Charts

Maps

Production

Requirements

Source Materials

- Evaluation of
- Dissemination
- Procurement
- Utilization

Special Charting Items

- Aeronautical Video Plate
- Special Charts
- Special Mosaics
- Terrain Models

Standard Series Aeronautical Charts

- Aeronautical Approach Charts
- Aeronautical Planning Charts
- Cloth Charts
- Crash Grid Charts
- Equidistant Charts
- Evasion Charts
- Navigation Charts
- Radar Tracking Charts
- Strategic Charts
- Weather Charts
- World Aeronautical Charts

MED—MEDICAL SERVICES

Aeromedical Evacuation

- Inter-Theater Evacuation
- Intra-Theater Evacuation

Aerospace Medicine

- Aerospace Crew Effectiveness
- Bioenvironmental Engineering
- Epidemiology
- Military Public Health
- Occupational Medicine

Dentistry

- Accreditation
- Authorized Dental Treatment Rooms
 - Facilities and Construction—Dental
 - Criteria
- Consultants
- Dental Clinic Administration
 - Career Guidance
 - Dental Operating Instructions
 - Physical Standards
- Dental Health Records
- Dental Reports
- Laboratory Services
 - Area Support
 - Satellite Bases
- Professional Services
 - Examination and Treatment Planning
 - Policies
 - Preventive Dentistry
 - Clinical Phase
 - Community Health
- Special Dental Materials
 - Accountability
 - Artificial Teeth
 - Chrome Alloy
- Specialty Sections
- X-Ray Dental
 - Film Control
 - Radiation Monitoring

General Medical and Health Status

- Aerospace Crew Effectiveness
- Battle Casualties
- Diseases
 - Eye and Adexa and Ear, Eye, Nose, and Throat
 - Circulatory System
 - Digestive System and Hernia
 - Digestive Tract, Infection Arising in
 - Gynecology and Obstetrics
 - Infective and Parasitic, Other
 - Mental Psychoneurotic and Personality Disorders
 - Neoplasma
 - Nervous System
 - Respiratory System
 - Acute Infection in
 - Other Diseases of

- Skin and Cellular Tissue
- Tuberculosis
- Venerial
- Urinary and Male Genital System
- Injuries
- Hospital and Dispensary Administration
 - Capacity and Status
 - Clinical Records
 - Patient Management
 - Admissions
 - Bed Occupancy, Patient Days & Length of Stay
 - Deliveries
 - Dispositions
 - Outpatients
- Medical Intelligence
- Medical Nomenclature and Classification
- Physical Examinations
- Professional Services and Clinics
 - Flight Medicine
 - Laboratory
 - Medical
 - Cardiovascular
 - Dermatology
 - Gastroenterology
 - Internal Medicine
 - Pediatrics
 - Physical Medicine
 - Psychiatry and Neurology
- Nursing
- Pharmacy
- Roentgenology
- Surgical
 - General Surgery
 - Obstetrics and Gynecology
 - Orothopedic Surgery
 - Urology
- Strength Statistics
- Veterinary Services
 - Animal Service
 - Base Veterinary Service
 - Food Inspection
 - Food Source Establishment Inspections
 - Government Verification of Contractor Inspection
 - Quality Audit
 - Veterinary Public Health
 - Environmental Sanitation
 - Epidemiological Investigations of Food-borne Diseases
 - Food Service Sanitation
 - Zoonosis Control
 - Veterinary Research
 - Basic Research
 - Research Support

MGT—ADMINISTRATIVE MANAGEMENT

- Communications (Written)
 - Accountability
 - Format
 - Processing
 - Stationery Specifications
- Data Automation and Reports Management
 - Advanced Technology
 - Data Management
 - Reports
 - Elements and Codes Standardization
 - Requirements Control
 - Data Systems
 - Approval
 - Compatability
 - Development
 - Projects
 - Equipment Review
 - Program Management
 - ADPE Evaluation
 - Contract Negotiation
 - Control
 - Data Systems Evaluation
 - Indoctrination and Education
 - PCAM Approval
- Forms Management
- Historical Documentation and Properties
 - Historical Properties
 - Monographs
 - Unit Histories
- Interservice Relations (Joint Activities)
- Management Planning and Improvement (Surveys and Studies)
 - Office Methods and Procedures
 - Organizational Analysis
 - Program Planning and Analysis
 - Work Measurement—Production
 - Layout and Materiel Flow
 - Production Control and Scheduling
 - Survey and Audit
 - Work Measurement
 - Work Simplification
- Manpower
 - Deferred Manpower Requirements
 - Manpower Authorization Document (MAD)
 - Manpower and Authorization Files (MAF)
 - Unit Manning Document (UMD)
- Organization and Functions (Including, generally, the organization of boards and committees. Classify documents pertaining to the organization and work of specific boards and committees by subject, using the name of the board or committee as the subdivision of subject, as required)
 - Activation

- Assignment of Organizational Units
 - Unit Movements
- Constitution
- Designation
 - Insignia—Flags
 - Nomenclature
- Disbandment
- Discontinuance
- Inactivation
- Reorganization

Postal and Courier Service

- Courier System
 - Courier Transfer Stations (CTS)
- Distribution
- Money Orders
- Penalty Matters
- Post Offices (APOs)
- Postage
- Postal and Courier Equipment

Records Management

- Current Records Maintenance
- Documentation Storage and Retrieval Systems
- Records Disposition

MIL—MILITARY PERSONNEL

ADMINISTRATION

- Absence
 - AWOL
 - Desertion
 - Leave
 - Emergency
- Assignment and Reassignment
 - Air Force with the Armed Services of U. S. and Other Countries
 - Armed Forces of the United States with the Air Force
 - Armed Forces of Other Countries Serving with the Air Force
 - Attached
 - Flying Status
 - Permanent Change of Assignment and/or Stations (PCS and/or PCA)
 - Base of Preference/Base of Terminal Service Assignments
 - Consecutive Tours
 - Deferments and Humanitarian Assignments
 - Overseas Assignments
 - Permissive and Project CHAP Reassignments
 - Secretarial Determination on Second PCS in Fiscal Year (DLA)
 - Special Duty Assignments
 - Release
 - Temporary Duty

Career Development

- Classification
- Qualification Records (Such as AF Form 11, etc.)

Chaplaincy

- Cultural Activities
- Ecclesiastical Indorsing Agencies
- Humanitarian Services
- Personal Counseling
- Preaching Missions
 - Jewish
 - Protestant
 - Roman Catholic
- Religion
 - Jewish
 - Protestant
 - Roman Catholic
- Religious Education
- Retreats
 - Jewish
 - Protestant
 - Roman Catholic
- Worship

Discipline and Conduct

- Misconduct
 - Administrative Reprimand

Military Personnel Data and Records

- Personnel Data Systems
 - Airmen
 - Officers
- Records
 - Command Personnel Records Group
 - Field Record Group
 - Master Personnel Records Group

Pay and Allowances

- Allotments
 - Dependents
 - Income Tax
 - Pension
 - Savings
- Benefits—Gratuities—Compensation
- Clothing Allowances
- Enlistment Bonus
- Flying Pay
- Inactive Duty Training Pay
- Pay Withheld or Delayed
- Quarters
- Student Officers
- Subsistence
- Travel

Performance

- Commendations
- Decorations and Awards
- Effectiveness Evaluation

Personal Affairs

- Air Force Aid Society
- Casualty Assistance

- Casualty Reporting and Notification
- Children Have a Potential (CHAP)
- Counseling
- Credit Unions
- Family Services
- Insurance
- Leave
- Marriage
- Retired Servicemen's Family Protection Plan (RSFPP)
- Personnel Services
 - Nonappropriated Fund Management
 - Book Department
 - Personnel Services Supply
 - Theater
 - Open Messes
 - Airmen
 - NCO
 - Officer
 - Recreation Services Management
 - Aero Clubs
 - Bowling
 - Crafts and Hobbies
 - Golf
 - Libraries
 - Marinas
 - Miscellaneous Activities
 - Recreation Areas
 - Riding Stables
 - Rod and Gun Clubs
 - Service Clubs
 - Sports
 - Swimming
 - Youth Activities
 - Personnel Statistics
 - Average Strength Report
 - Military Strength Balance Report
 - Rosters
 - Strength
 - Political Activities
 - Voting
 - Prisoners of War
 - Allied
 - American
 - Enemy
 - Procurement
 - Appointment and Enlistment
 - Examinations (Mental and Physical)
 - Qualifications (Education and Physical)
 - Waivers
 - Induction and Recall
 - Draft Deferment
 - Recruiting
 - Promotion and Demotion
 - Rank and Precedence
 - Retirement
- Separation
 - Death
 - Discharge
 - Inactive Duty
- Uniforms (Regulations of Apparel)
- MTN—MATERIEL MAINTENANCE ENGINEERING
 - Conservation Practices
 - Contractor Technical Assistance
 - Equipment Histories
 - Materiel Items (Subdivide as required in accordance with standard classes of supply (AFM 67-1) using class numbers in parentheses as secondary subject designations, viz: MTN 4 (01).)
 - Modification
 - Performance Data
 - Preventive Maintenance
 - Repairs
 - Technical Order, Compliance
 - Unsatisfactory Reports
- OPS—OPERATIONS
 - Air Bases, Use of
 - Domestic
 - Foreign
 - Site Surveys
 - Air Traffic Control
 - Aircraft Dispatch and Clearance Identification
 - Air Routes
 - Control Tower
 - Flight Rules and Regulations
 - Atomic Warfare
 - Liaison (Atomic Energy Commission, Military Liaison Committee, Armed Forces Special Weapons Project) (Also see INF)
 - Maneuvers
 - Tests
 - Clandestine Operations
 - Electronics Systems
 - Airborne Radar
 - Aircraft Control and Warning
 - Radar Calibration
 - Combat Electronics
 - Flight Operations
 - Airlifts
 - Air Ground Rescue
 - Air Sea Rescue
 - Bombardment
 - Evacuation
 - Disaster
 - Wounded (See Aeromedical Evacuation —MED)
 - Fighter

Ground Support
 Reconnaissance
 Special Missions
 Transport
 Inflight Refueling
 Troop Carrier

Joint Operations

Navigation
 Navigations Aids

Operations Analysis

Studies

Airlift
 General Purpose
 Strategic
 Tactical

War Plans

Combined War Plans
 Foreign Military Assistance

Defense

Civil Defense
 Mobilization
 Civil Aviation

Joint War Plans

Logistics

Offense

Biological and Chemical
 Psychological
 Strategic
 Tactical

 Ground Support

Motion Picture Photography

Animation
 Archival
 Exhibition Clearance and Classification
 Processing
 Production
 Projection Prints
 Public Sale and Release
 Sound Recording
 Stockfootage

Programming

Annual Budget
 Annual Production Requirements
 Current File Production Status
 Policy Directives
 Rate of Production Status
 Standing Operating Procedures
 Technical Bulletins
 Utilization and Control

Television

ACERPS by Command and Base
 Boards and Committees
 CEIPS by Command and Base
 Financial Administration
 Budget
 Contractual Services
 Procurement
 Project "Savings"
 Inquiries
 Congressional
 General Officers
 Manpower and Organization
 Policy
 Programming
 Five Year CCTV Management
 Program
 Special Projects
 Intrusion Resistant Cable
 Secure TV (KG-24) TV Vans
 Studies

PHO—PHOTOGRAPHY

Aerial Mapping and Charting
 Cross Servicing Agreements (Interagency)
 Identifications and Titling
 Mapping and Charting Projects
 Print Libraries

Armament Recording Photography

Gun Cameras
 Other
 Scope Cameras
 Strike Cameras

Base Photograph Laboratories

Camera Operation
 Distribution
 Film Control
 Finishing
 Processing

Documentation

Motion Picture
 Processing and Printing
 Still

Instrumentation

Distribution
 Motion Picture
 Printing
 Processing
 Still Picture

POL—POLICE OPERATIONS

Police Administration

Authority and Jurisdiction
 Civil Police Liaison
 Complaints
 Individual Case Files
 Disposition of Offender Reports
 Gate Guarding
 Offenses or Incidents (Including Arrests
 and Routine Investigations of Delin-
 quency and Complaints)
 Patrolling
 Permits (Hunting, Fishing, Firearms, etc.)
 Property

- Records of Events (Desk Journal)
- Relief Schedules
- Security and Law Enforcement Activities
 - Reports
 - State of Discipline
 - Traffic Control
 - Vehicle Registration
- Corrections
 - Casual Prisoners
 - Confinement Administration
 - Confinement Operations
 - Prison Administration
 - Prisoners Complaints
 - Prisoners Individual Records
 - Restoration and Clemency
 - Retraining of Prisoners
- PRO—PROCUREMENT
 - Contract Administration
 - Contractor's Records
 - Cost Reimbursement (Approval of Cost)
 - Price Redetermination
 - Subcontracting
 - Tax Exemption
 - Contract Financing
 - Advance Payment
 - Guaranteed Loans
 - Partial Payments
 - Contract Placement
 - Bonds
 - Coordinated Procurement
 - Execution (Awards)
 - Approval
 - Distribution
 - Numbering
 - Formal Advertising
 - Interdepartmental Procurement
 - Federal Supply Service
 - Negotiation
 - Findings and Determinations
 - Sources
 - Bidders List
 - Small Business
 - Specifications
 - Contractual Instruments
 - Changes
 - Types
 - Cost-Plus-Fixed-Fee
 - Fixed Price
 - Time and Materials
 - Foreign Procurement
 - Government Property
 - Bailment
 - Government-Furnished Aeronautical Equipment
 - Industrial Property Control
 - Industrial Resources
 - Facilities
 - Industrial Equipment
 - Modernization/Replacement
 - Plant Expansion
 - Special Tooling
 - Labor and Technicians
 - Materials
 - Controlled Materials
 - Customs Entry
 - Priorities
 - Mobilization
 - Production Planning
 - Initiation of Purchase and Procurement
 - Authority
 - Assignment of Procurement Responsibility
 - Delegation of Authority
 - Procurement Directives
 - Purchase Requests
 - Labor Relations
 - Inquiries
 - Labor Disputes
 - Labor Laws
 - Procurement and Contract Management
 - Reports
 - Surveys
 - Production
 - Delivery Schedules
 - Engineering Changes
 - Expediting
 - Programming
 - Requirements Computation
 - Quality Control
 - Inspection and Acceptance
 - Readjustment
 - Claims
 - Property Disposal
 - Settlement
 - Termination
 - Convenience
 - Default
 - Reliability
 - Management Procedures
 - Operational Reliability
 - Specifications
 - Standardization
 - Domestic
 - Aircraft, Rocket, & Missile Designation
 - Documentation
 - Engineering
 - Qualified Products List
 - Supply

International
 Air Standardization Coordinating
 Committee (ASCC)
 CENTO
 NATO
 SEATO

Value Engineering
 Change Proposals
 Manning
 Training

Zero Defects
 Awards to Industry
 Crossfeed Items
 Publicity/Promotions

PUB—PUBLISHING AND PUBLICATIONS

Orders

Aeronautical
 Court-Martial
 Flight
 Movement
 Reserve
 Special

Publishing Management

Budget and Fiscal
 Printing, Binding, and Reproduction
 Binding
 Contract Printing
 Departmental Printing
 Duplicating
 Field Printing

Publications

Distribution and Requirements
 Format and Editorial Policy
 Procurement

R&D—RESEARCH AND DEVELOPMENT

Aircraft

(Subdivide as required: amphibian; bomber; cargo and transport; convertiplane; fighter; glider; liaison; lighter-than-air; parasite; reconnaissance; rotary wing; and trainer).

Aerodynamics (Exclusive of propellers and rotors)

Airfoils
 Boundary Layer Control
 Design Criteria
 External and Internal Flow
 Fluid Mechanics
 Turbulence
 Wind Tunnel Studies

Alighting Gear

Antiskid Devices
 Brakes, Tires, Wheels
 Cross-wind Landing Devices
 Floats, Skis
 Steering

Components

Fuel Cells
 Fuselages
 Tail Assemblies
 Wings

Design

Escape and Recovery
 Load, Weight and Balance
 Parameters
 Passive Defense
 Performance
 Pressurization
 Structural Testing

Electrical Accessories

Actuators
 Auxiliary Power Plants and Generators
 Circuit Breakers
 Convertors, Regulators
 Motors

Flight Instruments

Accelerometers
 Airspeed
 Altitude
 Free Air Temperature
 Pitch and Yaw

Flight Operation Techniques and Equipment

All Weather Operation
 Cruise Control
 Floating Wings
 Range
 Towing
 Unconventional Landing and Takeoff

Maintenance and Test

Engine Test Cells, Stands
 Repair Equipment

Mechanical Accessories

Aerial Delivery Equipment
 Actuators
 Aerial Dispensers
 Cooling and Air Conditioning
 Deicing and Anti-icing Devices
 Fire Prevention Equipment
 Heating Equipment
 Hydraulics
 Inflight Cargo Handling Equipment
 Oxygen Equipment
 Pneumatic

Propellers and Rotors

Aerodynamics of
 Components
 Control
 Drive Mechanism

Servicing and Handling

Fueling and Fuel Storage
 Gas Generators and Gas Servicing
 Heating and Air Conditioning
 Launchers and Arresters
 Lubrication Equipment
 Mobile Compressed Air Supply

- Stability and Control
 - Control Mechanisms
 - Control Surfaces
 - Criteria
 - Dynamic Load
 - Flutter, Vibration
- Armament
 - Aircraft Armor (Plates, Bullet Proof Glass, etc)
 - Ammunition and Guns (Exclusive of Fire Control System)
 - Accessory Equipment
 - Destructive Effects
 - Drives
 - Feed and Storage (Aboard Aircraft)
 - Mounts
 - Analysis and Evaluation
 - Ballistics
 - Computation
 - Control Theory
 - Dynamics of Systems
 - Performance Evaluation
 - Systems Synthesis
 - Bombs (Exclusive of Special Weapons) (Subdivide, as required, by type)
 - Bomb Accessories
 - Computers
 - Bombing
 - Ground Defense
 - Demolitions
 - Application
 - Techniques
 - Fire Control Systems
 - (Position reference — radar; optics; gyros; computers; servo-transmitters; all equipment applicable to an integrated fire control system)
 - Fuses
 - Mines and Torpedoes
 - Munitions Handling Equipment
 - Rockets and Launchers
 - Accessory Equipment
 - Destructive Effects
 - Feed and Storage (Aboard Aircraft)
 - Launching Equipment
 - Release Equipment
 - Rockets
 - Sights
 - Bombsights
 - Gunsights
 - Warheads
- Bioastronautics
- Chemistry
 - Analytical Physical
 - Inorganic, Organic
- Communication
 - Acoustics
 - Airborne Systems
 - Ground Systems
 - Linguistics
 - Receivers, Recordings
 - Telemetering
 - Theory of Information and Communication
 - Transmitters
- Electronics
 - Combat Electronic Application (Electronic Countermeasures)
 - Screening
 - Signal Search and Analysis
 - Simulation
 - Components, Techniques and Tests
 - Amplification
 - Antennas and Antenna Shelters
 - Meters, Generators
 - Modulation
 - Moving Target Identification
 - Signal Analysis
 - Electromagnetics
 - Analysis
 - Wave Propagation
 - Electronic and Electrical Parts (Subdivide as required)
- Engines
 - (Subdivide as required: gas turbines, turbo jets and turboprops; nuclear; ramjet; rocket)
 - Accessories
 - Instruments
- Equipment
 - Aerospace Ground Equipment (AGE)
 - Air Base Equipment
 - Auxiliary Power
 - Camouflage
 - Construction and Maintenance Equipment
 - Fire, Crash and Salvage Equipment
 - Lighting and Marking
 - Materials Handling
 - Personnel Carriers
 - Structures
 - Clothing and Protective Equipment
 - Machine Elements and Hardware
 - Medical and Dental Equipment
 - Rescue and Survival Equipment
 - Aerial Pickup and Tow
 - Airborne Sea Rescue Equipment
 - Detection Devices
 - Droppable Survival Gear
 - Flotation Gear
 - Personal Survival Clothing
 - Rescue Boats and Equipment

- Test Support
 - Aerospace
 - Range
- Trainers and Simulators
- Quartermaster Type Equipment
 - Cleaning and Sanitation Equipment
 - Food Preparation Equipment
 - Personal Care Equipment
 - Shelters
- Fuels, Lubricants and Propellants
 - Exotic Fuels
 - Hydraulic Fluids
 - Rocket Propellants
 - Fusion
 - Hybrid
 - Isotope
 - Liquid
 - Monopropellant
 - Nuclear
 - Solid
 - Toxic Fuels
- Industrial Processes (bonding; cutting; fixtures; forming; finishings; gauges; inspection instruments; joining methods; packaging; preserving; tools; treatment; welding)
- Instrumentation
 - Aircraft
 - Electronics
 - Manometers
 - Missiles
 - Laboratory
 - Optical
 - Potentiometers
 - Range
 - Transducers
- Materials
 - Ablatives
 - Chemicals
 - Metallurgy and Metallics
 - Non-metallics
- Mathematics and Computation
- Medicine and Biology
 - Air Evacuation
 - Allergy
 - Anatomy
 - Aviation Medicine
 - Bacteriology
 - Biochemistry
 - Biomedical Aspects of Special Weapons
 - Biophysics
 - Dentistry
 - Dermatology
 - Entomology
 - Epidemiology
 - Immunology
- Military and Field Medicine
 - Neurology
 - Neuropsychiatry
 - Ophthalmology
 - Orthopedics
 - Otorhinolaryngology
 - Parasitology
 - Pathology
 - Pharmacology
 - Physiology
 - Preventive Medicine
 - Radiobiology
 - Radiology
 - Surgery
 - Toxicology
 - Veterinary Medicine
 - Virology
- Meteorology
 - Atmospheric Hydrodynamics and Circulation Temperature
 - Balloon Probing and Transport System
 - Micrometeorology
 - Synoptic Techniques
 - Winds, Turbulence and Diffusion
- Military Psychology
 - Intelligence Operations Techniques
 - Psychological Warfare Methods
- Missiles
 - (Subdivide as required: air to air; air to surface; air to underwater; surface to air; surface to surface; surface to underwater; underwater to air; underwater to surface; underwater to underwater.)
 - Alighting Gear
 - Components, Accessories and Parts
 - Design
 - Electrical Equipment
 - Instruments
 - Launching and Recovery Equipment
 - Mechanical Equipment
 - Stability and Control
 - Test Vehicles
- Navigation and Navigation Instruments and Equipment
 - Ground Reference Navigation
 - Distance and Position Finding
 - Radar Beacons and Markers
 - Radar Search
 - Navigation Instruments
 - Astrograph Data Boards
 - Chart Projection Methods
 - Chronometers
 - Computers
 - Driftmeters
 - Octants

- Self-Contained Navigation
 - Celestial
 - Celestial-Inertial
 - Inertial
 - Position Indicators
- Terminal Control of Air Vehicles
 - Air Traffic Control
 - Ground-Controlled Approach
 - Homing
 - Instrument Landing Systems
- Vehicle Guidance and Control
 - Beam Riding
 - Command Systems
 - LORAN
 - Radio Compass Auto-pilots and Coupling to Beams
 - SHORAN
- Parachutes (Cargo; ballute decelerator; hyperflo chute; missile recover; personnel theory of)
- Personnel Utilization
 - Assignment, Evaluation, Promotion
 - Human Engineering
 - Manpower
 - Psychology of Training
 - Psychophysiology
 - Training and Education
- Photography (Including Aerial Reconnaissance Collection)
 - Interpretation and Compilation
 - Processes and Devices
 - Cameras
 - Emulsions
 - Optics
 - Processing
 - Schliren
 - Shadowgraph
 - Techniques
 - Infra-red
 - Micro
 - Three Dimensional
 - Ultra-violet
- Physics
 - Acoustics
 - Electricity and Magnetics
 - Experimental Physics
 - Lasers
 - Magnetohydrodynamics
 - Masers
 - Plasma Stream
 - Seeded Plasma
 - Mathematical Physics
 - Mechanics
 - Nuclear, Atomic, Molecular Structure
 - Solid State Physics
 - Thermodynamics
- Physics (Atmospherics)
 - Acoustics
- Cloud Physics and Nucleation
- Cosmic and Solar Influences
- Electricity and Ionization
- Meteors
- Optics
- Radiation
- Structure and Composition
- Sociology
 - Demography
 - Inter-group and Inter-personnel Relations
 - Morale and Leadership
- Space Technology
 - Astronautics
 - Operations in Space
 - Orbital Rendezvous
 - Space Exploration
 - Spacecraft
 - Aerospace Planes and Components
 - Design and Construction
 - Satellites
 - Space
 - Capsules
 - Damage Assessment and Vulnerability Studies
 - Probes
 - Stations
 - Vehicles
 - Spacecraft Launch Vehicles and Ground Support
 - Handling and Launching (including transportation and storage)
 - Preparation for Launch, Countdown
 - Spacecraft Trajectories and Re-entries
 - Analysis
 - Determination
 - Orbital Calculations
 - Re-entry
 - Space Mechanics
- Special Weapons, Effects and Defense
 - Atomic Weapons
 - Bacteriology and Biological Warfare Agents
 - Chemical Warfare Agents (CW)
 - Radiological Warfare Agents (RW)
 - Thermonuclear Weapons
- Terrestrial Sciences
 - Geodesy
 - Geology
 - Geomagnetisms
 - Geophysical Aspects of Atomic Weapons
 - Oceanography
 - Seismology
 - Soil Mechanics
- SEC—SECURITY
 - Censorship
 - Classification Management
 - Classifying, Regrading, and Declassifying
 - Marking
 - Security Classification Guides

Counterintelligence
 Subversive Activities (See INV)
 Individuals
 Organizations

Personnel Security (See INV)
 Civilian Personnel
 Military Personnel
 Training, Indoctrination, and Education

Physical Security
 Control of Entry and Exit
 Guarding and Patrolling (Guarding
 and Patrolling Operations—see POL)
 Identification and Passes
 Physical Safeguards
 Barriers, Devices, and Equipment
 Visitor Control
 Travel Control
 Security of Materiel Movements (Supply)
 Security of Troop Movements (Personnel)

Safeguarding Classified Information
 Destruction
 Dissemination/Disclosure and Access
 Handling, Transmission, and Transportation
 Preparing, Reproducing, and Controlling
 Security Compromise and Administrative
 Deviations
 Storage and Safeguarding

SUP—SUPPLY AND SERVICES

Budget/Buy/Requirements (Subdivide by appropriation, as required by activity)

Commodities
 Airspace
 Communications
 Munitions

Facilities
 Construction
 Methods
 Storage
 Utilization

Services
 Clothing Sales
 Commissary Operations
 Food Services
 Menus
 Laundry and Dry Cleaning
 Mortuary and Grave Registration
 Escorts and Honors
 Headstones and Markers
 Interments and Disinterments
 Post Exchange Operations

Supply Policy/Procedures AFM 67-1
 Volume I, Part One
 Chapter One

Volume I, Part Two
 (Further subdivided as required to indicate divisions of AFM 67-1 utilized by the activity)

Systems Management
 Data Automation Proposals
 Effectiveness Reports
 Equipment Management
 Projects

TNG—TRAINING

Administrative Training and Facilities (Schools)
 Administrative Procedures
 Management Training
 Secretarial Training

Air Academy
 Civilian Components
 Air Force Reserve
 Air National Guard
 Civil Air Patrol

Education Services
 Group Study
 Operation Bootstrap
 USAFI
 Veterans Administration In-Service Program

Flying Training and Facilities (Schools)
 Basic
 Bombardment
 Fighter
 Instrument
 Ground Control Approach (GCA)
 Instrument Landing (ILS)
 Navigation
 Reconnaissance
 Rotary Wing
 Tactical

Foreign Trainees

General Military Training
 Code of Conduct
 Disaster Actions and First Aid
 Physical Conditioning
 Security
 Small Arms Marksmanship

Military Training (Non-Flying)
 Basic Training
 Officer Training

Professional and Academic Training and Facilities (Schools)
 Academic
 Chaplains
 Dental
 Legal
 Medical

Technical Training and Facilities (Schools)
 Field Training
 On-the-Job Training
 Skill Training
 Support Training
 Systems Training
 Special Training
 Training Programming
 Training Aids
 Equipment
 Materials
 Unit Training
 TRS—TRANSPORTATION
 Cargo
 Air
 Land
 Sea
 Equipment and Facilities
 Facilities
 Materials Handling Equipment
 Railroad Equipment
 Utility Boats
 Military Air Transport
 Ferrying of Aircraft
 Integration of Commercial Facilities
 Charters
 Contracts
 Ground Detention
 Regulations (Operating Rights, CAB
 Proceedings, etc.)
 Lost or Destroyed Aircraft (Cargo and/or
 Personnel in)
 Monthly Reports
 Channel Requirements
 Movement Reports
 SAAM Requirements
 Nonrevenue Traffic
 Cargo
 Mail
 Passengers
 Civilian
 Dependent
 Military
 Retired, Reserve, ROTC
 Revenue Traffic
 Cargo
 Passenger
 Special Projects
 Traffic Regulations
 Capabilities and Allocations
 Clearances
 Documentation
 MAP Traffic
 NATO Traffic
 UN Traffic
 Military Motor Vehicles
 Base Authorized Allowances
 Bus Movements
 Drivers Qualification and Training
 General Purposes
 Administration
 Tactical
 Operations
 Special Movement Authorizations
 Special Purpose
 Tolls.
 Military Sea Transport
 Billing Procedures (MSTS)
 Cargo
 Outturn Reports
 Overseas Destination
 England
 Germany
 Others
 Special Cargo
 Aircraft
 Privately Owned Automobiles
 Z. I. Ports
 HRPE
 NOPE
 NYPE
 SEPE
 SFPE
 Monthly Reports (MSTS)
 Monthly Requirements
 Movement Reports
 Special Requirements
 Passengers
 Civilian
 Dependent
 Military
 Retired Personnel
 Space Available
 Port Detachments
 Stevedoring
 Movement Control (Priorities)
 Packaging—Marking
 Dangerous Materials
 Marking
 Packaging—Preservation
 Packing
 Unitization
 Passenger
 Commercial
 Military
 TPA
 Personal Property
 Household Goods and Unaccompanied Bag-
 gage
 House Trailers
 POVs
 Petroleum, Oil, and Lubricants (POL)

A I R F O R C E R E G U L A T I O N

SECURITY

**SAFEGUARDING
CLASSIFIED INFORMATION**

1 NOVEMBER 1963

*Do Not
copy not
applicable*

D E P A R T M E N T O F T H E A I R F O R C E

EXTRACT FROM CHAPTER 5

Chapter 5

GENERAL RULES FOR SAFEGUARDING

This chapter gives general instructions concerning physical measures and certain other specific safeguards required for assuring proper protection of classified material.

5-1. Basic Principles of Safeguarding. Absolute security for an item of information can be achieved only if the information is known only to one person, if it is never revealed to a second person, and if it is never physically recorded in any way. For Government operations, this is impractical because it would render the information unusable. Accordingly, the Air Force information security program cannot and does not seek to obtain *absolute* security. Rather, it must permit the accomplishment of essential functions while affording selected items of information various reasonable degrees of security with a minimum amount of calculated risk. In this context, safeguards must be devised against both inadvertent disclosures to unauthorized persons and attempts to acquire the information for illicit purposes. The procedures, physical measures, and precautions required by this chapter are prescribed to that end.

5-2. Storage of Classified Material. Classified material in the custody of the Air Force shall be stored only at locations under US Government control where the prescribed facilities are available for its secure storage or protection. Only security file cabinets listed on the GSA Federal Supply Schedule for the storage of classified material shall be purchased for use by an Air Force activity, or approved by a contracting officer for purchase from Air Force funds in connection with an Air Force contract. Classified material not in use by, or under the direct observation of, an authorized person in the same

room or enclosure shall be guarded, or it shall be stored in a locked container as authorized below.

Note: Security file cabinets conforming to Federal Specifications AA-F-357b and AA-F-358b bear a Test Certification Label on the locking drawer attesting to the security capabilities of the container and lock (on some early cabinets, the label was located on the wall inside the locking drawer compartment). Such cabinets manufactured after February 1962 will also be marked "General Services Administration Approved Security Container" on the outside of the top drawer. (See *figure 5-1* for an illustration of Test Certification Labels for an insulated Class 2 cabinet and for an uninsulated Class 3 or 4 cabinet.)

a. Top Secret. Top Secret material shall be stored in:

(1) A steel security file cabinet conforming to Federal Specification AA-F-357b for a Class 2 cabinet with Group 1 lock; a steel security file cabinet conforming to Federal Specification AA-F-358b (Interim Amendment 1, 29 June 1961) for a Class 4 cabinet with Group 1 lock; or a steel security map and plan filing cabinet conforming to Federal Specification AA-F-00363. Moreover, when additional protection is required because of special local conditions, a steel security file cabinet conforming to Federal Specification AA-F-358b (Interim Amendment 2, 18 February 1963) for a Class 5 cabinet may be used. (See T/A 006 for the specific security cabinets that meet these requirements.)

(2) A safe, an alarmed area, a vault, a vault-type room, or an area under continuous surveillance, which affords protection equal to or better than a Class 2 or 4 cabinet, and

which is approved for such use by the installation commander or higher authority. (See *e* below for details on the use of vaults and vault-type rooms.)

(3) As a minimum, a steel file cabinet or other safe-type steel file container having a built-in, three-position, dial-type, changeable combination lock, and being of such weight, size, construction, or installation as to minimize the possibility of unauthorized access to, or physical theft of, such information or material. (This authorization applies only to containers now on hand or in stock. Whenever new security storage equipment is procured for the storage of Top Secret material, it shall be of the types authorized in (1) above and designated as "security filing cabinets" on the GSA Federal Supply Schedule.)

b. Secret. Secret material shall be stored in:

(1) The manner authorized for Top Secret material in *a* above, except that the alternate facilities described in *a*(2) above need only afford protection equal to or better than a Class 3 cabinet.

(2) A Class 3 steel security file cabinet with Group 1 lock conforming to Federal Specification AA-F-357b or AA-F-358b. (See T/A 006 for the specific security cabinets which meet this requirement.)

(3) As a minimum, a steel file cabinet equipped with a steel lockbar installed according to T.O. 463A-1-502, *provided* it is secured by a changeable combination padlock (Stock Number 5340-663-3752). (Whenever new security storage equipment is procured, it shall be of the types authorized in *a*(1) or *b*(2) above and designated as "security filing cabinets" on the GSA Federal Supply Schedule. The lockbar-type cabinet shall not be procured for the storage of Secret or Confidential material, nor shall that type of cabinet be newly modified for the purpose. Such cabinets should gradually be diverted to use for storing Confidential-Modified Handling Authorized material and unclassified material.)

Note: When the use of a specialized container, such as a map and chart cabinet, is required because of

the size or shape of the classified material being stored, a suitable commercial steel container may be modified according to T.O. 46A3-1-502 for the purpose until the steel security map and plan filing cabinet conforming to Federal Specification AA-F-00363 is available on the GSA Federal Supply Schedule.

c. Confidential. Confidential material shall be stored in:

(1) The manner authorized for Top Secret and Secret material in *a* or *b* above.

(2) An insulated steel file cabinet (such as Stock Numbers 7110-823-7022 and 7110-823-7023) having an automatic unit locking mechanism and a built-in, three-position, dial-type combination lock. Cabinets of this type are not authorized for new procurement for the storage of classified material; however, they will become available from stock on hand as new "security file cabinets" are procured for the storage of Top Secret and Secret material.

d. Confidential-Modified Handling Authorized. Confidential material designated Modified Handling Authorized shall be stored as stated in *c* above, or in: (i) a key-lock steel file cabinet such as Stock Number 7110-551-5493; (ii) the cabinet described in *b*(3) above secured by a key or combination padlock; or (iii) any other container equipped with a reasonably secure locking device and approved for such use by the installation commander or higher authority.

* * *

COPY

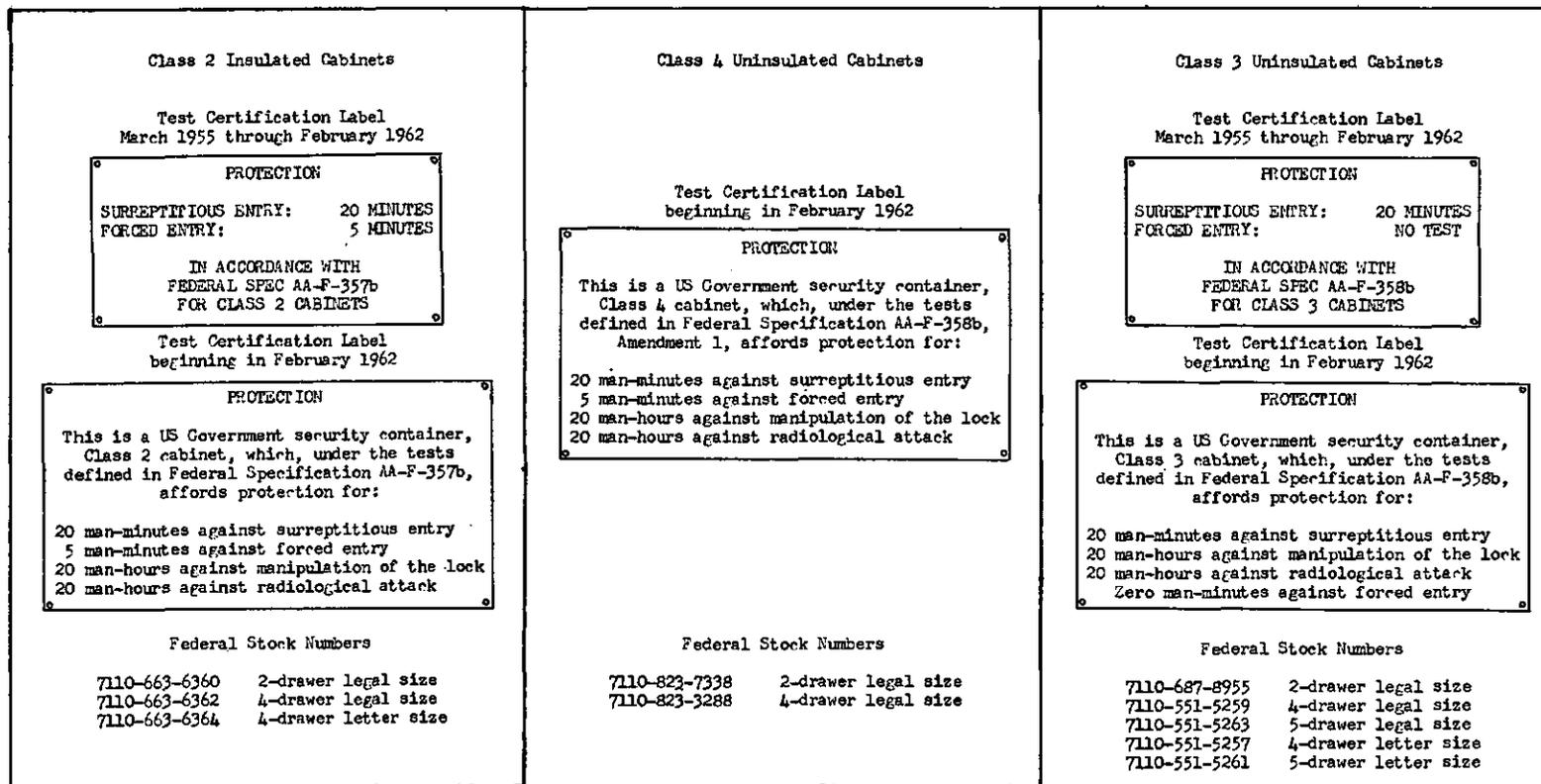


Figure 5-1. Test Certification Labels and Federal Stock Numbers for Class 2, 3, and 4 Security File Cabinets.

COPY

IMMEDIATE ACTION

AFL 181-4

DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330

AIR FORCE LETTER
NO. 181-4

11 March 1965

SUBJECT: Conservation of Equipment and Space Occupied by Records

TO: (Distribution: S)

Expires 31 August 1966 unless sooner rescinded or superseded.

1. **Purpose.** This letter implements a Presidential directive and General Services Administration (GSA) regulation, imposing on all Federal agencies, a moratorium on the purchase of filing cabinets. It applies to all activities Air Force-wide.

2. **Background.** The President's moratorium is intended to attain the more effective use of office space and equipment used for maintaining records through procedures which will insure the prompt retirement or destruction of records no longer required for conducting current business. To this end, prerequisite actions are required as justification for the procurement of filing cabinets.

3. **Security Filing Cabinets.** While the President's moratorium does not apply to GSA tested and approved security filing cabinets required for the safeguarding of classified information by AFR 205-1, the requirements of paragraphs 4 and 5 apply to requisitions for such equipment.

4. Action Required:

a. Commanders will require that all requisitions for letter- and legal-size filing cabinets be reviewed by a records officer (appointed in accordance with AFR 181-1) to insure that the office requesting the filing cabinets has taken the following actions:

(1) All records are identified on AF Forms 80, "Files Maintenance and Disposition Plan," and 82, "Files Disposition Control Label," and maintained in accordance with AFM 181-4.

(2) All temporary records eligible for destruction in accordance with disposal criteria in AFM 181-5 have been destroyed.

(3) All noncurrent records not eligible for destruction have been retired to the records staging area or records center in accordance with the instructions on AF Forms 80 and 82.

(4) Filing cabinets are being fully used for current records, including top and bottom drawers.

(5) The contents of filing cabinets have been re-housed in more economical equipment such as shelf files in accordance with guidelines prescribed by chapter 5, AFM 181-4.

This letter supersedes AFL 181-4, 5 February 1965.

OPR: AFDASB

(6) All security filing cabinets not being used for classified material have been exchanged for nonsecurity type of filing cabinets.

b. If the office requesting the filing cabinet has complied with all of the prerequisites prescribed in a above and the additional filing cabinet is needed, the records officer will so certify on the requisition. He will then forward the requisition to the supply activity for necessary action.

5. Collateral Policies and Actions:

a. Requests for filing cabinets normally will be limited to essential requirements arising from new or materially expanded offices.

b. Filing cabinets will not be requested solely for the purpose of improvement in appearance, office decor, status elevation, or desire for the latest design or more expensive types.

c. The requisition and use of power files or other unconventional filing equipment solely as a basis for circumventing this moratorium is prohibited.

d. All filing cabinets turned-in as a result of actions required by paragraph 4 and the office space released by such actions will be reported as cost reduction items according to AFM 400-12 if they meet the applicable criteria. See section 3, chapter 3, AFM 181-5, 1 July 1963, as amended, for calculation guidelines.

BY ORDER OF THE SECRETARY OF THE AIR FORCE



R. J. PUGH

Colonel, USAF

Director of Administrative Services

SECURITY FILE CABINETS

The President's moratorium on the purchase of office furniture and equipment was never intended to prohibit the purchase of filing cabinets required for the storage of classified records. This was pointed out in paragraph two of the item published on page four, TIG Brief Nr. 5, 26 February 1965.

Chapter 101, Federal Property Management Regulations, Title 41, Public Contracts and Property Management, provides in part: "... This restriction does not apply to fire resistant insulated file cabinets and those required for storage of classified records designated as security file cabinets by GSA." New security filing cabinets may be purchased as required to replace units which are no longer serviceable and to meet new requirements for the storage of classified records.

MAPS AND PLANS SECURITY FILING CABINETS

General Services Administration has presently expanded its contracts with suppliers to include the new Class 5 and Class 6 security filing cabinets. These containers are adaptable for a variety of uses—storage of maps and plans, IBM cards, computer tapes, etc. The Class 5 security filing cabinet meets the requirements of paragraph 5-2a(1), AFR 205-1, for the storage of Top Secret material, and the Class 6 cabinet meets the requirement of paragraph 5-2b(2), AFR 205-1, for the storage of Secret material.

The Federal Supply Schedule is presently being amended and the change should be available in the near future for the Base Equipment Management Office or the Base Purchasing and Contracting Office.

GUIDANCE FOR RECORDS CLERKS AND RECORDS CUSTODIANS

Change "B" to AFM 181-4, 30 August 1961, introduced a new method for maintaining and disposing of Air Force records. Its principal objectives were to eliminate the use of time-consuming Records Control Schedules (AF Forms 296 and 296a), and to identify and group records series in a manner that would facilitate block disposition, as authorized by AFM 181-5. A basic element of the new system is AF Form 82, "Files Disposition Control Label." Paragraph 19d, AFM 181-4, describes AF Form 82 and explains its use.

Although very little difficulty has been experienced by Air Force activities in establishing and operating the new system, some correspondence and suggestions received indicate that paragraph 19d and figure 10, AFM 181-4, have not been understood. For example, it has been suggested that the words "File Disposition Control Label" be typed on a guide card or on a file folder label. It should be understood that AF Form 82 is a label; it is intended to be affixed to the tab of a guide card. The words "Files Disposition Control Label" *are preprinted* on it. It has also been suggested that the name of the form be placed at the top instead of the bottom. In designing AF Form 82, its title was intentionally placed at the bottom in order to leave space at the top to identify the series of records to which the disposition instruction pertains. Thus, it also serves as the "locator" guide for separate series of records. In addition this format permits rapid identification of records series without raising or removing disposition guide cards. The use of colored labels to distinguish "locator" guide cards from "disposition" guide cards has also been recommended. Because locator guide cards are not required for separate series of records and since AF Form 82 differs in color, size, and format from "locator" labels, ability to distinguish between them presents no problem.

Figure 10, AFM 181-4, shows guide cards with the words "File Disposition Control" at the top. It is very probable that this illustration is responsible for much of the confusion discussed above. Figure 10 was intended only to illustrate the positioning of AF Form 82 to facilitate block disposition of the records to which they relate. The figure will be revised in the next change to AFM 181-4.

OPINION POLLS AND SURVEYS

Almost anyone these days is apt to be stopped on the street by a pollster or receive a questionnaire in his mail from some research or survey corporation. Air Force military and civilian personnel have the same privileges as anyone else to answer these nongovernmental inquiries, or not, as they choose.

However, they should not give answers which can be misused. Thoughtless compliance with requests from unapproved sources could result in embarrassment to the individual or even cause harm to the interests of the United States. As in all communications, personnel must be ever alert to the need to safeguard classified information. If in doubt, they should check with their commander or other responsible AF official. Each AF member should bear in mind the possibility that small bits of apparently harmless information could be amassed into an item which would be detrimental.

Using similar techniques, interpretations can be worked up to imply that the Air Force does or does not favor a commercial product or manufacturer or to impute other attitudes and opinions. This can be done even though the responses are purportedly anonymous (see message 606/62, 28 Feb 62).

MESSAGE PREPARATION

Message address for Hq USAF is CSAF, as shown in AFM 11-4. Recent change F 10-2 is in error. The downgrading declassification group abbreviation shown in Atef 3 10-2E, as Gp-4 is in accord with paragraph 32c, AFR 205-1, and with a forthcoming revision of AFR 205-2 which will substitute "Gp" for "SCP."