

11-May-16
16-016

Sir or Ma'am,

Effective immediately, all Air Force Reserve Airmen are to use "USAF" in their official signature block, per a 5 Apr 16 policy memo ([attached](#)) signed by Lt Gen James F. Jackson, Chief of Air Force Reserve.

This policy includes Individual and Traditional Reservists, Air Reserve Technicians (ARTs), and Active Guard Reserve (AGRs). Air Force Reserve members should continue to use the "USAFR" designation in biographical materials and for off-duty activities.

Sample signature block:

*John Doe, SSgt, USAF
Training Manager
111th Civil Engineering Squadron
DSN: 111-1111
Comm: 111-111-1111*

Questions regarding this policy should be directed to AF/REPP, Maj Christopher Torres, at 703-614-0712.

HQ Individual Reservist Readiness and Integration Organization

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