



## DEPARTMENT OF THE AIR FORCE ORGANIZATION

26 August 2025

MEMORANDUM FOR ORG/SYMBOL

FROM: ORG/SYMBOL

Organization

Street Address

City ST 80841-2024

SUBJECT: Format for the Official Memorandum

References: (a) AFH 33-337, 27 May 2015, The Tongue and Quill

(b) AFI 33-360, 18 May 2006, Publications and Forms Management

1. Welcome to the Typst USAF Memo template! This template provides automatic formatting for official Air Force memorandums according to AFH 33-337 “The Tongue and Quill” standards. This comprehensive template eliminates the tedious formatting work that typically consumes valuable time when preparing official correspondence.
2. The template has been meticulously designed to ensure full compliance with Air Force publishing standards while providing a streamlined user experience. Key features and capabilities include:
  - a. **Automatic paragraph numbering and formatting.** Paragraphs are automatically numbered using the proper Air Force hierarchy (1., a., (1), (a)) and spaced with precise line spacing. Writers can focus entirely on content while the template handles all formatting requirements including proper indentation, alignment, and spacing between elements.
  - b. **Hierarchical document structure.** The template supports multi-level paragraph organization essential for complex policy documents and detailed instructions. Each subparagraph level is automatically numbered and properly indented to maintain visual clarity and regulatory compliance.
    - (1) Implementation is straightforward: simply wrap content in the appropriate paragraph function such as `sub-par[...]` for first-level subparagraphs, `sub-sub-par[...]` for second-level, and so forth.
  - c. **Complete document formatting automation.** All letterhead elements, margins, fonts, date formatting, signature block positioning, and closing elements are automatically configured according to AFH 33-337 specifications. This includes proper placement of

the Department of Defense seal, organization letterhead, and precise positioning of all document elements.

- d. **Flexible content management.** The template accommodates various memorandum types including single addressee, multiple addressee, and distribution lists. Reference citations, attachments, courtesy copies, and distribution lists are all properly formatted and positioned.
- e. **Professional presentation standards.** Typography follows Air Force requirements with 12-point Times New Roman font, proper line spacing, justified text alignment, and consistent spacing between document elements. Page numbering, when required, is automatically positioned 0.5 inches from the top of the page and flush with the right margin.

3. Created by Nibs.

FIRST M. LAST, Rank, USAF  
AFIT Masters Student, Carnegie Mellon  
University  
Organization (if not on letterhead)

2 Attachments:

- 1. SAF/CIO A6 Memo, 12 Oct 2011, Air Force Guidance Memorandum
- 2. AFI 33-360, 18 May 2006, Publications and Forms Management

cc:

HQ AETC/A1

12 FS/DO (Capt Thomas Moore)

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