

**BY ORDER OF THE COMMANDER  
919TH SPECIAL OPERATIONS WING**

**AIR FORCE INSTRUCTION 33-360**



**919TH SPECIAL OPERATIONS WING  
Supplement  
8 OCTOBER 2015**

***Communications and Information***

***PUBLICATIONS AND FORMS  
MANAGEMENT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication.

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The Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, 25 September 2013 is supplemented as follows: The purpose of this supplement is to establish and update policy and procedures unique to the 919<sup>th</sup> Special Operations Wing (919 SOW). This supplement applies to all assigned 919 SOW members. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through the chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.4.3. Group/Unit Commanders will appoint in writing, a single Group or Unit Operating Instruction Point of Contact (POC) to manage and maintain their Group/Unit Operating

Instructions (OIs). Group and Unit (POCs) For Group/Unit OIs will ensure their OIs are posted on their respective Unit Portal Page or Share Point Page as appropriate.

2.8.11. The appointed 919 SOW Publication/Form Manager (PM) will maintain record sets for 919 SOW Instructions, Supplements, and Wing forms published through the Air Force Distribution Publication Office (AFDPO) using the Air Force Information Management Publishing Tool (AFIMPT). Unit Office Form sets will be maintained by the 919 SOW Pub/Forms Manager. Group/Unit OIs do not fall under this category. For clarity see AFI33-360 Table 4.1. #8.

2.9.1. Group/Unit Commanders who are certifiers for wing published Instructions, Supplements, and Forms must appoint in writing a single Point of Contact (POC) to work with 919 SOW Publications Manager (PM) to facilitate the process of publications under their area of responsibility (AOR). This POC must be a full time 919 SOW Employee to facilitate the process between the PM and Traditional Reservist (TR) OPRs. OPRs/POCs are responsible for understanding their roles and responsibilities to the coordination/certification and publishing process as explained in AFI 33-360.

2.9.7. The Group/Unit POCs for unit OIs will maintain the OI record set IAW paragraphs 2.7, 2.8. and Chapter 10

2.10. The certifier for all 919 SOW publications is the OPR's Group Commander/Rep. The Certifier for all OIs within a Group is the Squadron Commander,

2.11. The Approval Authority for all 919 SOW Publication is the Wing Commander/Rep. The Approval Authority for all Group OIs is the Group Commander.

3.3. The 919 SOW PM will conduct the mandatory coordination for Wing publications, supplements, and forms. NOTE: Appointed POCs for Group/Unit OIs will manage and conduct coordination of their OIs per AFI 33-360 Chapter 7.

3.6.1.2. The 919 SOW Instructions, Supplements, and Forms being forwarded to AFDPO, requires all Digital Signatures and coordination to be on the same AF Form 673, or AF Form 399, *Air Force Publication/Form Status Request*, per each item as appropriate.

3.6.2. Appointed Group/Unit OI POCs will establish a process to comply with AFI 33-360 paragraphs 3.6.2. and 3.6.3.

5.4.1. OPRs are responsible for notifying their unit's appointed POC or 919 SOW PM when action to revise or rescind the SOW publication is required. The Wing PM will complete the required forms and make them available in the appropriate Wing Coordination designated folder on the Public (P) Drive or Sharepoint. The Wing PM will generate an email from the 919 SOW Pubs/Forms Workflow box to the OPR. OPRs are responsible for ensuring the forms are completed correctly and forms are digitally signed. OPRs will notify PM upon completion of all action items.

5.4.2. The Wing PM will make available an editable word document of the 919 SOW Instructions/ Supplements editable document to be revised upon receipt of the digitally signed AF Form 399 or AF Form 673, as appropriate. The PM will generate an email from the 919 SOW Pubs/Forms Workflow box to the OPR/POC. OPR is responsible for updating the item and ensure the tracking feature is on. OPR will save and leave the document at its current location and notify PM when accomplished.

7.1. OPRs are responsible for ensuring additional required Technical/Functional coordinators sign the provided AF Form 673 during its mandatory review before being forwarded to AFDPO.

7.1.1. As a minimum, all 919 SOW Instructions and Supplements published through AFDPO will be reviewed and coordinated by an appropriate subject matter expert representing the following units/offices reps: Communications Squadron, Flight Support Squadron Commander, Operations and Maintenance Group Commanders, Wing Finance Office, Wing Legal Office and the Wing Safety Office. See Table A3.1 for coordination recommendations.

10.2.3.7. The use of AF Form 673 and AF Form 399 should be used for Group/Unit OIs managed within their respective organizations.

**JAMES M. PHILLIPS**  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Instruction 33-360, *Publications and Forms Management*, 25 Sep 2013

Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 Mar 2008

***Prescribed Forms***

AF Form 399, *Air Force Publication/Form Status Request*

AF Form 673, *Air Force Publication/Form Action Request*

***Abbreviations and Acronyms***

**919 SOW**—919th Special Operations Wing

**AFDPO**—Air Force Distribution Publication Office

**AFI**—Air Force Instruction

**AFIMPT**—Air Force Information Management Publishing Tool

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**DS**—Digitally Sign

**IAW**—in accordance with

**OPR**—Office of Primary Responsibility

**OI**—Operating Instructions

**PM**—Publication Manager

**RDS**—Records Disposition Schedule

**POC**—Point of Contact