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PUBLICATIONS AND FORMS MANAGEMENT

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This publication implements Air Force Policy Directive (AFPD) 33-3, *Information Management*. It provides guidance and procedures on creating, managing, and disseminating directive and nondirective publications and forms throughout the Air Force (AF). It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. This AFI may be supplemented at any level, but all supplements that directly implement this Instruction must be routed to SAF/AAX for coordination prior to certification and approval. 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 Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records

Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/. 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.

(ELLSWORTHAFB) AFI 33-360 dated 18 May 2006, is supplemented as follows: This supplement applies to all organizations assigned or attached to the 28th Bomb Wing. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records

(ELLSWORTHAFB) Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/. Send comments and suggested changes to this supplement through channels, using AF Form 847, *Recommendation for Change of Publication*, to 28 CS/SCOK RM, 1100 Ellsworth Street, Ellsworth AFB, SD 57706.

SUMMARY OF CHANGES

This publication is updated to reflect changes in guidance and procedures dealing with the AF Publications/Forms Program. The major changes include the addition of SAF/AAX as a mandatory coordinator for all AF Supplements to DoD issuances (Directives and Instructions); clarification of procedures for issuing AF Policy and Guidance Memorandums; update of responsibilities for publication managers; and updates to clarify general program processes. A margin bar (|) indicates newly revised material.

(ELLSWORTHAFB) This document is substantially revised and must be completely reviewed. This supplement has been changed to reflect the official source for Ellsworth Air Force Base (EAFB) publications.

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Chapter 1

AIR FORCE PUBLICATIONS AND FORMS MANAGEMENT

1.1. Overview. This instruction establishes guidance and procedures for Air Force-wide publications and forms management, to include the publishing process. Air Force units at all levels must ensure publications and forms are complete, accurate, current, and accessible to Air Force users.

1.1.1. Official Air Force publications (those listed in **Table 2.1** and processed in accordance with this Instruction) are the only approved vehicles for issuing official Air Force policy and/or guidance. Air Force publications are either directive or non-directive in nature. Official Air Force publications communicate policy, issue guidance and procedures, or simply serve to inform; those processed by AFDPO are accessible through the e-Publishing website (**www.e-publishing.af.mil**). The e-Publishing website is open to the public, so only the unclassified titles of classified and restricted access products will be provided along with instructions on how to obtain copies from the OPR.

1.1.2. Forms provide an expanded capability to manage the collection, storage, retrieval, and display of data. Official Air Force forms, with the exception of ANG forms and those generated below the wing/base level, are processed and disseminated in accordance with this publication; prescribed forms are available for downloading or ordering on the e-Publishing website. Official Air Force form types are defined in **Section 3B**.

1.1.3. The publishing process includes formatting, posting, and storing electronic products; printing procurement for multi-color and unique physical products; the design of Air Force approved forms; and processing, storing, and disseminating physical products. Ultimately, publishing operations are designed to provide customers Air Force-wide access to electronic and physical products via the e-Publishing website (via direct download or direct order). The website serves as the official repository for departmental and field publications and forms (at the wing/base level and above) and for ordering of physical products down to the wing/base level that are processed by AFDPO. The National Guard Publications Management Center (NGB-DMJ-P) (**http://www.ngbpdc.ngb.army.mil/publications.htm**) is the official repository for all ANG products; headquarters ANG publications will also be available on the e-Publishing website.

1.1.3. **(ELLSWORTHAFB)** The official source for EAFB publications is on the Air Force Portal under the e-Publishing website at **www.e-Publishing.af.mil**.

1.1.3.1. The publication date is the effective date; Air Force publications, to include AF Policy Memorandums and Guidance Memorandums, are not considered effective until they are released to users in accordance with this Instruction. The publishing activity (AFDPO, Publication Manager, or OPR in rare instances when local websites are used) adds the date to the publication to reflect the day the publication is actually released to users (placed on formal website). The date the approving official signs the AF Form 673, *Air Force Publication/Form Action Request*, may not be the effective date of the publication.

1.2. Roles and Responsibilities. ***Note:*** **Only civilian employees (including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) and/ or military members of the Air Force are authorized to serve as the POC for, provide coordination on, certify, and /or approve official Air Force publications and forms, including interservice publications where the Air Force serves as the lead service.**

1.2.1. **Secretary of the Air Force Chief for Warfighting Integration and Chief Information Officer (SAF/XC):** Serves as the Air Force focal point on all matters relating to information management policy in accordance with Department of Defense Directive (DODD) 8000.1, *Management of DOD Information Resources and Information Technology*. SAF/XC is responsible for generating policy governing Air Force information management and information technology, which includes publications, forms, and the publishing function.

1.2.1.1. **Air Force Communications Agency (AFCA),** a Field Operating Agency (FOA) reporting directly to SAF/XC, reviews all departmental publications for reports control purposes, ensuring that OPRs follow guidance on creating, maintaining, and disposing of reports according to AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*.

1.2.2. **The Administrative Assistant to the Secretary of the Air Force (SAF/AA):** Implement s the policy provided by the SAF/XC and establishes the publications and forms guidance and procedures, through the Air Force Policy, Plans and Resources Directorate (SAF/AAX). The Air Force Departmental Publishing Office (AFDPO) is responsible for executing the publishing function.

1.2.2.1. **SAF/AAX** is responsible for:

1.2.2.1.1. Establishing guidance and procedures for creating and processing publications and forms;

1.2.2.1.2. The contents and record set of AFI 33-360;

1.2.2.1.3. Serving as the approval authority for waiver requests for this instruction (waiver requests for supplements to this Instruction must be submitted to the OPR for the supplement);

1.2.2.1.4. Serving as a mandatory coordinator on all Air Force Policy Directives (AFPDs), Air Force Policy Memorandums (AFPMs), and any Supplements to DoD Directives or Instructions;

1.2.2.1.5. Co-chairing with AFDPO appropriate boards and meetings;

1.2.2.1.6. Conducting field visits to publishing programs as required; and,

1.2.2.1.7. Maintaining an updated listing of all publications/forms managers, disseminating as required to AFDPO and SAF/XC.

1.2.2.2. **Air Force Departmental Publishing Office (AFDPO):**

1.2.2.2.1. Is responsible for determining the necessary funding requirements for maintaining and updating the e-Publishing system.

1.2.2.2.1.1. Serves as the HAF publications/forms manager; responsibilities

detailed in **Table 1.1**.

1.2.2.2.1.1.1. Formally alerts SAF/AAX, Publications Manager, and OPR if a Policy or Guidance Memorandum on the e-Publishing website reaches its expiration date (180 days) and then removes the expired Policy or Guidance Memorandum from the e-Publishing website (see **paragraph 2.8.5**).

1.2.2.2.2. Serves as the Air Force-wide e-Publishing lead; the e-Publishing system manager; the e-Publishing service provider; and the physical products distribution service provider for the HAF, Major Commands (MAJCOMs), Field Operating Agencies (FOAs), Direct Reporting Units (DRUs).

1.2.2.2.2.1. Ensures the e-Publishing site meets Department of Defense (DOD), Joint Chiefs of Staff (JCS), and Air Force interoperability, integration, configuration, and standardization requirements.

1.2.2.2.2.2. Operates and maintains the e-Publishing website, electronic and physical repositories, and on-line ordering system in support of the HAF, MAJCOMs, FOAs, and DRUs, including base- and wing-level publications and forms except ANG wings or sub-units. AFDPO does not stock base- or wing-level physical products in the Publishing Distribution Center (PDC).

1.2.2.2.2.2.1. Provides customer support on publishing services for customers at all levels; processing and posting support is only available for HAF, MAJCOM, FOA, DRU, base/wing customers and ANG customers (excluding wings/sub-units).

1.2.2.2.2.2.2. Posts product announcements to the e-Publishing website and alerts OPRs and field publications/forms managers via email of the availability of new, revised, or rescinded publishing products.

1.2.2.2.2.2.3. Informs OPRs and publications/forms managers of any policy and/or guidance change in electronic publishing methods as it relates to form version updates.

1.2.2.2.2.2.4. Develops and maintains a contingency plan to ensure accessibility of publications and forms posted on the e-Publishing website when the site is down.

1.2.2.2.2.3. Manages and distributes licenses for Air Force forms software. Provides software updates, computer-based training (CBT) and troubleshooting assistance.

1.2.2.2.2.4. Creates, submits, and advocates for planning, programming, and budgeting for development, acquisition, installation, testing, training, and maintenance for e-Publishing system components.

1.2.2.2.2.5. In conjunction with SAF/XC and SAF/AAX, continually assesses the health of the e-Publishing system, resolving deficiencies and making changes, as appropriate.

1.2.2.2.3. Serves as the Air Force focal point for all matters relating to the AF Publishing Program in dealing with the Office of the Secretary of Defense (OSD),

other military departments, General Services Administration (GSA), or other government agencies.

1.2.2.2.4. Provides or arranges for publishing support for headquarters of Combatant Commands and the US Element, North American Air Defense Command as stated in DOD Directive 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*.

1.2.2.2.5. Ensures the e-Publishing website and products contained therein are in compliance with AFI 33-129, *Web Management and Internet Use*.

1.2.2.3. Headquarters Air Force— Information Management (HAF/IM).

1.2.2.3.1. Supports the portal-based Form Application Development Program, and is responsible for building applications to automate forms-based processes in partnership with functional communities. Manages the development, deployment, and maintenance of the Air Force Publishing Management Tool (PMT).

1.2.2.3.2. Serves as the publishing manager for Headquarters Operating Instructions (HOIs), HAF Pamphlets (HPAMs), and HAF Handbooks generated and applicable to the HAF (Secretariat or Air Staff) and establishes requirements for them in HOI 33-13, *Headquarters Air Force Operating Instructions, Pamphlets, and Handbooks Management Program*. HAF HOIs are available digitally on the Air Force Portal (**https://www.my.af.mil**) Org A-Z :: HAF :: HAF - Headquarters Air Force (under Front and Center/Popular Links) :: HOIs.

1.2.2.3.3. Coordinates with operating commands to identify systems support (user, operator, and maintenance), initial and sustained training requirements, and training programs (including costs) for planning purposes.

1.2.3. **MAJCOM/FOA/DRU/Wing/Base Senior Communications and Information Manager.** Designates an individual as the publications/forms manager to administer the organization's official publications and forms program in accordance with this publication. ***Note:*** Depending on the structure of the organization, the publications and forms managers may be separate positions. Smaller activities may not have the resources to support a full-time publications/forms manager (some FOAs, in particular). Such activities should be supported by higher headquarters publications/forms management (thus eliminating the need for a local publications/forms manager) if that activity/organization agrees. Additionally, if a tenant on a base, the activity should, whenever possible, enter into a support agreement with the local publications/forms manager (see AFI 25-201, *Support Agreements Procedures*).

1.2.3.1. MAJCOM, FOA, and DRU organizations send the designee's name, organizational designation, office symbol, e-mail address, and telephone number to the SAF/AAX workflow box (**safaax.workflow@pentagon.af.mil**), with a courtesy copy to AFDPO (**e-publishing@pentagon.af.mil**) and all subordinate publishing functions. Forward a copy of the support agreement or confirmation from a higher headquarters activity instead of a designee's name, if applicable. Other organizations submit this information to the appropriate MAJCOM publishing manager.

1.2.3.2. In conjunction with the publications/forms manager(s), determines who will maintain the official record sets for the organization's publishing products.

1.2.4. **Publications/Forms Manager.** Publications/forms managers at all levels are those designated as having overall responsibility for publications and forms within their Air Force organization. Listed in the table below are the functions they perform at each level.

1.2.4.1. If the publications/forms manager function is contracted out or filled by an indirect-hire foreign national, the terms of that contract or employment agreement must be reviewed for legal and operational security soundness. Publications/forms managers have access to publications generated within their activities and in other activities, so all legal and operational security concerns must be addressed before this function is performed by a contractor or an indirect-hire foreign national.

Table 1.1. Publications/Forms Managers' Responsibilities.

Functions		HAF	MAJCOM	FOA	DRU	Wing/ Base
1	Implement procedures and guidance in AFI 33-360 and, if applicable, additional field guidance implementing AFI 33-360.	X	X	X	X	X
2	Process publications and forms actions.	X	X	X	X	X
3	Review subordinate units' supplements to AFI 33-360 if requested by the publications/forms manager.	X	X	X	X	
4	Visit field offices as needed to monitor operating methods and procedures.		X	X	X	X
5	Track/conduct follow-up on publishing products after submitting for processing/posting.	X	X	X	X	X
6	Review applicable publications to ensure structure and format are correct before publishing. (ANG sends FOA-level publications to NGB-DMJ-P (ang.pubs@me.army.ngb.mil) who will forward to AFDPO.)	X	X	X	X	X
7	Assign control numbers.	X	X	X	X	X
8	Notify OPRs when a publication or form is officially published.	X	X	X	X	X
9	Initiate a product review every two years on the original publication date using an AF Form 673. ***Note*:** If the OPR has given publication status in a special review within the past year, postpone the review	X	X	X	X	X

Functions		HAF	MAJCOM	FOA	DRU	Wing/ Base
	until the next cycle.					
10	Respond to questions from subordinate units about publications and/or forms and the publishing process. (Managers at each level respond to questions generated within their organization.)	X	X	X	X	X
11	Manage computer-based training on forms for subordinate activities. ***Note:*** AFDPO is responsible for providing the actual training; publications/forms managers at all levels are responsible for overseeing the training and responding to questions.	X	X	X	X	X
12	In conjunction with the senior communications and information manager, establish who will maintain the official record sets for the organization's publishing products.		X	X	X	X
13	Collect, review, and forward applicable AF Form 847 to OPRs for higher headquarters publication- or form-related issues.		X	X	X	X
14	Manages all matters pertaining to forms management, including proper analysis; design; form software licensing; and numbering forms according to standards established by AFDPO or the appropriate MAJCOM or FOA.	X	X	X	X	X
15	Send AFDPO form- and publication-related information for inventory control and placement in the product announcement and the product index. (ANG will send to NGB-DMJ-P (**ang.pubs@me.army.ngb.mil**).)		X	X	X	X
16	Obtain feedback from users and evaluate the program to ensure objectives are	X	X	X	X	X

Functions		HAF	MAJCOM	FOA	DRU	Wing/ Base
	achieved. Initiates corrective actions as necessary.					
17	Establish mandatory coordination for activity and subordinate activities in supplementary guidance.		X	X	X	
18	Alert OPRs when aware of changes in higher headquarters publications, using the AF Form 399, *Request for Action on Implementation of Higher Headquarters Publications*, if desired.		X	X	X	X

1.2.5. **Office of Primary Responsibility (OPR):** OPRs are solely responsible for the accuracy, currency, and integrity of the contents and for compliance with their publications and forms:

1.2.5.1. The OPR designates an individual within the office to serve as the Point of Contact (POC) for each publication and form. That individual will meet all OPR responsibilities, although the organization retains ultimate responsibility. The POC must be an Air Force civilian employee or a military member (including direct-hire foreign nationals but not indirect-hire foreign nationals or contractors).

1.2.5.2. The POC consults with their publications and forms management office before developing a publication and/or form and at any point during the publishing process for guidance/advice. Adheres to publishing guidance and requirements contained in this Instruction.

1.2.5.3. The POC staffs publishing product with the appropriate coordinating organizations (see **Section 2D**).

1.2.5.3.1. The POC resolve all critical comments before the publication or form may be submitted for final processing and publishing.

1.2.5.3.2. If the AF Form 673 or the AF IMT 1768, *Staff Summary Sheet (SSS)*, contains coordination more than one year old and no significant changes to the draft contents have been made, POCs must state in block 32 of the AF Form 673 that no recoordination is necessary before the certifying and approval officials sign the form. If significant changes have been made the POC must reaccomplish coordination.

1.2.5.4. Based on the guidance in AFI 31-401, *Information Security Program Management*, the POC recommends a level of accessibility for the publication: post on the e-Publishing website (a public site), or restrict access. Departmental classified and FOUO publications will be automatically scheduled for printing; discuss production alternatives with the publications/forms manager if a printed product is not ideal. Unclassified titles for departmental and field-generated FOUO and classified publications must be included in the Product Index and in the publications listing on the e-Publishing website.

1.2.5.5. The POC keeps existing publications and prescribed forms current. Submits cancellation requests to the publications/forms manager on the AF Form 673 after obtaining certification and approval.

1.2.5.6. The POC informs designated publications/forms manager using AF Form 673, *Air Force Publication/Form Action Request*, when transferring responsibility for a publication or form to another organization (see **paragraph 2.22.4**).

1.2.5.7. HAF OPRs keep official record sets for publications and forms (see **paragraph 2.31.4.1**).

1.2.5.8. The POC ensures the proposed publication does not conflict with or unnecessarily duplicate higher headquarters policies or procedures.

1.2.5.9. The POC fields questions related to the publication or form, and evaluates proposed changes to the publication or form.

1.2.5.10. The POC receives, evaluates, and staffs waiver requests, elevating within the organization for review and approval as necessary.

1.2.6. **Certifying Officials.** The certifying official is a minimum of one organizational level above the OPR (as opposed to the POC) and certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content by signing the AF Form 673 at block 19. If the certifier one level above the OPR is the approval authority, the director/head of the POC's organization should serve as the certifying official. ***Note:*** Before signing the AF Form 673, it is the responsibility of the certifying official to make sure the publication is not less restrictive than the higher headquarters publication. If needed, it can be more restrictive.

1.2.6.1. Departmental publications authored by a field unit (e.g., a MAJCOM, FOA, or DRU) must be certified by an individual at the HAF and approved by the appropriate HAF two-letter. AF Policy Directives (AFPDs), AF Policy Memorandums (AFPMs), and AF Supplements to DOD Directives (DODDs) must be approved by the SECAF.

1.2.7. **Approving Officials.**

1.2.7.1. Approving officials are senior leaders responsible for policies and guidance/procedures pertaining to their functional area, specialty series, or command. At Headquarters Air Force (HAF) and MAJCOMs these are heads of functional two-letter/digit offices, acting heads of two-letter/digit offices, or deputy heads if the two-letter/digit is unable to provide approval. ***Exception:*** MAJCOM Commanders may move approval authority up to their level through a Supplement to this Instruction. Below the HAF and MAJCOM level, these are commanders/directors (acting commanders/directors, or deputy commanders/directors, if the commander/director is unable to provide approval) that are responsible for guidance/procedures pertaining to activities under their command/direction. ***Note:*** Establishing Air Force-wide policy is an authority that rests solely with the Secretary of the Air Force (SECAF), who will review, authenticate, approve, and rescind all AFPDs, AFPMs, and AF Supplements to DoDDs and DoDIs containing policy. Approval officials at all levels will:

1.2.7.1.1. Enforce procedures and guidance contained in publications within their functional area(s).

1.2.7.1.2. Approve publications within their functional area, specialty series, or command (those Air Force Specialty Codes (AFSC) associated with their organizations) by signing the AF Form 673 at block 22, which verifies information in the publication and identifies publication restrictions. In signing the AF Form 673, the approval authority is also confirming that the information therein is by order of the SECAF or Commander/Director, as appropriate. The functional principal's authentication (signature block (not signature): name, rank, and title) appears on the last page of the publication (including AFPMs and GMs) before the attachments. The SECAF will always be the approval authority on AFPDs, AFPMs, and AF supplements to DoDDs and DoDIs containing policy.

1.2.7.1.3. Approve, as the Air Force original classification authority (OCA), all security classification guidance contained in a publication. The OCA ensures the classification guidance complies with AFI 31-401. Departmental classified and FOUO publications will be automatically scheduled for printing; discuss production alternatives with the publications/forms manager if a printed product is not ideal.

1.2.7.1.4. Determine the need to delegate authority to sign as the approving authority on the AF Form 673 and provide functional coordination for revisions to existing publications. The approval authority shall not be delegated outside of the issuing organization/unit/activity (e.g., HAF, MAJCOM, Center, NAF, Wing, Group, Squadron). Approval authority for new publications may not be delegated. When approval authority is delegated for revised publications, the signature block/authentication will remain that of the approving official as defined in **paragraph 1.2.7.1** that delegated the authority (e.g., SECAF for Air Force policy publications, HAF two-letter/digit for departmental guidance publications, MAJCOM two-letter/digit for MAJCOM Publications, Wing Commander for Wing publications, etc.)."

1.2.7.1.4.1. Ensure the delegation of approval authority, whether for a single publication or a blanket request for several publications, is in writing, signed, and dated, and either accompanies the AF Form 673 and the revised draft or remains on file with the publications/forms manager.

1.2.8. **Mandatory and Technical/Functional Coordinators.**

1.2.8.1. Mandatory and technical/functional coordinators are responsible for reviewing and providing coordination on publications and forms from their particular functional perspective or area of expertise based on the rules established in the coordination tables (**Table 2.2**, **Table 2.3**, and **Table 3.2**).

1.2.8.2. Publications and forms will be submitted to two-letter organizations, unless otherwise directed in the coordination tables. **Two-letters are responsible for ensuring the correct offices within the organization review and coordinate on the publication and/or form and for providing a consolidated response. The consolidated response does not necessarily have to carry a two-letter level signature; the two-letter may designate a lower-level office within the organization to provide the response and sign off on the coordination form provided (i.e., the AF Form 673 or the AF IMT 1768, *Staff Summary Sheet*).**

1.2.8.3. If a mandatory or technical/functional organization is not able to meet the suspense date for coordination, a request for an extension must be submitted to the OPR.

1.2.8.4. Coordination may be provided on the AF Form 673, the AF IMT 1768 provided by the OPR, or via email. Use a continuation sheet, if necessary.

1.2.8.4.1. In providing concurrence, reviewers agree to the contents within a publication/form from a functional perspective. Additionally, reviewers are agreeing to the releasability of the publication, as stated by the OPR in the publication. If the contents or purpose of a publication/ form are in conflict with existing policy or guidance, or if the releasability as stated in the publication is not in keeping with guidance in AFI 31-401, reviewers must provide feedback to the OPR accordingly.

Chapter 2

PUBLICATIONS

Section 2A—Research and Applicability

2.1. Planning and Research. Inadequate research on new publications or revisions could result in issuing more than one publication on the same subject, conflicting instructions, or publishing a nonessential or incomplete publication. Check the e-Publishing website to find out if any other publication has a similar subject. If there is a related publication, consider consolidation. Obtain inputs from subordinate activities during the drafting process and add all suitable information to reduce the need for additional implementing publications. Regularly review publications for administrative changes (such as change in organization symbols, office realignment, OPR, etc.). Carefully review this Instruction for guidance on selecting the right publication/form type, formatting standards, coordination requirements, and maintaining the publication or form.

2.2. Validity of a Publication. Official Air Force publications (those listed in **Table 2.1** and processed in accordance with this instruction) are the only approved vehicles for issuing official Air Force policy and/or guidance. The e-Publishing website is the official repository for Air Force publications and forms at the wing/base level and above for activities supported by AFDPO; unless cited as an exception in this AFI those not listed on the e-Publishing website down to the wing/base level are not considered official policy or guidance. NGB-DMJ-P (**http://www.ngbpdc.ngb.army.mil/publications.htm**) is the official repository for ANG products. POCs, certifying officials, and approving officials for Air Force publications must be either military members or civilian employees (including direct-hire foreign nationals, but not including contractors or indirect-hire foreign nationals). When an approving official vacates his or her position, publications showing the individual's signature element remain in effect until rescinded or rewritten. When a unit reorganizes, current publications remain valid and in effect until superseded or rescinded.

2.3. Conflicting Publications. When guidance in a publication issued by a field unit conflicts with the guidance issued by a higher-level unit, the higher-level publication takes precedence.

2.3.1. When a unit issues a publication that conflicts with one of its own publications, the activity noting the discrepancy should submit an AF Form 847 to both OPRs highlighting the conflict and requesting a resolution. OPRs are responsible for working with each other to deconflict and issue the correct publication(s).

2.3.2. If a field activity notices a discrepancy between higher-headquarters publications, submit an AF IMT 847 to both OPRs, following the chain of command, as appropriate. AF IMT 847s submitted for HAF publications must be sent through the appropriate functional's chain of command.

2.4. Applicability of Publications to Air Force Reserve Command (AFRC) Units.

2.4.1. **Applicability of Departmental Publications to AFRC Units.** All departmental publications requiring mandatory coordination must be reviewed for applicability to AFRC Units. Electronic coordination may be obtained by submitting the draft publication to the AF/RE workflow inbox. The primary POC within AF/RE is responsible for obtaining coordination from other interested staff offices within AF/RE. The OPR of the publication

must include a statement of applicability in the opening paragraph of the draft. AF/RE will either concur with the OPR's chosen statement of applicability or supply a new statement. ***Note:*** As the Air Force moves closer to total force functioning, publications should be written to support the functioning of all types of Air Force employees/members, including Reserve forces. However, when AF/RE takes exception to specific portions of a publication due to dissimilarities with the way the Reserve community operates, the OPR will not publish it until all exceptions are resolved. OPRs will require justification from AF/RE when exception is taken. Send unresolved issues to the appropriate Secretariat or Air Staff office for resolution, in accordance with AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*. Statements of applicability are as follows:

2.4.1.1. When the entire publication applies, include the following statement: "This publication applies to Air Force Reserve Command (AFRC) Units."

2.4.1.2. When only specific portions apply, include a statement such as "Chapter [or paragraph— include specific number(s)] of this publication apply to Air Force Reserve Command (AFRC) Units."

2.4.1.3. When only specific portions do not apply include a statement such as "This publication applies to Air Force Reserve Command units, with the exception of [list the portions that do not apply]."

2.4.1.4. If the entire publication does not apply, include the following statement: "This publication does not apply to Air Force Reserve Command (AFRC) Units."

2.4.2. **Applicability of MAJCOM Publications to AFRC Units.** All new and rewritten MAJCOM publications must be reviewed for applicability to AFRC Units. Electronic coordination may be obtained by clicking on the "Gaining Command Publication Coordination" link located on the AFRC secure homepage at **https://wwwmil.afrc.af.mil**. Go to the "Headquarters" button, find the "Gaining Command and RE Coords" and request coordination from the appropriate functional. The primary POC within AFRC is responsible for obtaining coordination from other staff offices within AFRC as appropriate. The OPR of the publication must include a statement of applicability in the opening paragraph of the draft. AFRC will either concur with the OPR's chosen statement of applicability (selected from statements provided in **2.4.1.1**–**2.4.1.4**) or supply a new statement. ***Note:*** As the Air Force moves closer to total force functioning, publications should be written to support the functioning of all types of Air Force employees/members, including Reserve forces. However, when the AFRC takes exception to specific portions of a publication due to dissimilarities with the way AFRC operates, the OPR will not publish it until all exceptions are resolved. OPRs will require justification from AFRC when exception is taken. Send unresolved issues to the appropriate Secretariat or Air Staff office for resolution, in accordance with AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*.

2.4.3. If changes to the publication are made during coordination that may affect the applicability to reserve units, the OPR must re-coordinate with AF/RE for departmental publications, and AFRC for MAJCOM publications.

2.4.4. If changes to the applicability publication occur after release (from an interim change or a rewrite), AF/RE or AFRC must submit an AF IMT 847 to the OPR of the publication if

the changes affect the applicability status of the publication. OPRs receiving an AF/RE or an AFRC request to change the applicability statement within a publication must comply.

2.5. Applicability of Departmental and Field Publications to the Air National Guard (ANG):

2.5.1. All new and rewritten departmental and MAJCOM publications must be sent to the ANG for review. If a lower-level field publication affects the ANG, the publication must be routed to ANG for review as part of the technical/functional review. The National Guard Bureau (NGB) authorized the ANG to review and approve ANG publications without additional NGB review. ***Exception:*** The NGB will review and approve all Interservice Publications; however, the process for Air Force OPRs remains the same. All publications will be submitted to **ang.pubs@me.ngb.army.mil**; ANG will ensure Air Force and Interservice publications are disseminated to the appropriate reviewers within ANG/NGB.

2.5.1.1. The ANG determines whether a publication applies, not the authoring OPR. ***Note:*** As the Air Force moves closer to total force functioning, publications should be written to support the functioning of all types of Air Force employees/members, including ANG forces. However, when the ANG takes exception to specific portions of a publication due to dissimilarities with the way ANG operates, the ANG will provide applicability or exception statements to the OPR of the publication for inclusion in the opening paragraph. OPRs will require justification from the ANG when exception is taken. Examples of opening paragraph statements are: "This publication applies to the Air National Guard (ANG)," "This publication does not apply to the Air National Guard (ANG)," or "This publication applies to the Air National Guard (ANG) only upon mobilization."

2.5.1.2. When an existing ANG and an applicable departmental or MAJCOM publication conflict, the ANG publication governs until the OPR and appropriate ANG Chief resolve the conflict. Resolve conflicts at the MAJCOM-level by including either an ANG-specific chapter or publishing a replacement ANG publication.

2.5.1.3. If there are numerous exceptions, additions, or inclusions to a proposed publication, ANG will publish a separate publication. ANG will publish supplements identified as ANG supplements to both departmental and MAJCOM publications, using the same numerical designation as the parent publication.

2.5.1.4. Only the publications listed by series and date in the ANG Master Catalog apply to ANG (online at **https://airguard.ang.af.mil/angpubs**). The ANG OPR notifies the NGB publications manager, through the Director of the Air Guard (NGB/CF), of revisions to publications.

2.6. Applicability of Departmental and MAJCOM Publications to the Civil Air Patrol (CAP). The CAP is the volunteer civilian auxiliary of the United States Air Force. In this capacity, the CAP performs Air Force missions as approved in the AFPD 10-27, *Civil Air Patrol*, and AFI 10-2701, *Organization and Function of the Civil Air Patrol*. Coordination of publications relating to noncombat missions is highly encouraged. Approval of policies and procedures affecting the auxiliary must follow the normal chain of command.

2.7. Types of Publications. Official Air Force publications (those listed in **Table 2.1** and processed in accordance with this Instruction) are the only approved vehicles for issuing official

Air Force policy and/or guidance. Unless otherwise identified in **Table 2.1**, all publication types require an AF Form 673 and maintenance of a record set.

Table 2.1. Publications Types and Descriptions.

Directive publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel must comply with these publications. All publications in this category must carry the following statement in the publication header: "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY." Note: The e-Publishing website does not post products below wing/base level, although unless otherwise noted in this table all products must be listed in the e-Publishing website product index.				
Item	**Publication Name**	**Applicability**	**Issued By**	**Description**
1	Air Force Policy Directive (AFPD)	Departmental	HAF (Secretariat and Air Staff)	AFPDs are orders of the Secretary of the Air Force and contain directive policy statements to initiate, govern, and/or regulate actions within specified areas of responsibility by Air Force activities. AFPD 90-1, *Policy Formulation*, describes the policy development process. The SECAF is the only approval authority/ authenticator for AFPDs. An AFPD cannot be supplemented. AFDPO assigns AFPD control numbers; AFPDs are posted on the e-Publishing website.
2	Air Force Policy Memorandums (AFPM)	Departmental	HAF	AFPMs are issued by the SECAF as interim policy, to address critical issues such as national security, safety of flight, statute change, etc., when there is insufficient time to process and distribute a new or revised policy publication (AFPD or AF Supplement to a DoDD or Policy DoDI). AFPMs expire 180 days after the effective

				date or when superseded by a policy publication, whichever is earlier. OPRs must process and distribute a new or revised policy publication before the AFPM expires. AFDPO will remove expired AFPMs from the e-Publishing website and notify the OPR. The SECAF approves the release of all AFPMs. Only one AFPM shall be active at a time. OPRs will consolidate guidance into a single AFPM when additional direction must be provided and a AFPM is already active. AFPMs will be posted on the e-Publishing website. OPRs must contact AFDPO to obtain an AFPM control number; an AFPM not revising an existing policy publication will be numbered consecutively under the appropriate subject series (e.g., AFPM 33-01). An AFPM revising an existing publication will carry the existing publication's number followed by the appropriate acronym and number (e.g., the first AFPM revising AFPD 33-3 would be numbered AFPD 33-3_AFPM1, the second would be numbered AFPD 33-3_AFPM2, etc.) The date on the AFPM is an effective date and AFPMs are not considered effective until they are released to users IAW this Instruction.
3	Mission Directives	Departmental	MAJCOM, FOA,	AFMDs prescribe the mission, area of

	(MD)		and DRU	responsibility, organization, and relationships of MAJCOMs, FOAs, and DRUs with their respective units. Follow guidelines in AFI 10-101, *Format and Content of Mission Directives.* AF/A1 assigns AFMD numbers; AFMDs are posted on the e-Publishing website.
		HAF	HAF	HAF MDs prescribe the mission, organization, responsibilities, and relationships of HAF two-letter/digit offices. HAF MDs follow unique formatting, coordinating, and staffing processes, which are established in HOI 90-1, *Headquarters Air Force Mission Directives: Delegations of Statutory Authority and Assignments of Responsibilities*. HAF MD numbers are assigned by SAF/AAX. HAF MDs are posted on the e-Publishing website.
		Intra-organization	MAJCOM, FOA, DRU and below	Organizations may publish MDs that are subordinate to an AFMD, prescribing the mission, organization, responsibilities, and relationships within a specific command. For example: AFMC MD 401, AFRC MD 1101, AMC MD 701. The format of these MDs is the same as AFMDs. Organization-specific MD numbers are assigned by the

				publications/forms manager and are posted on the e-Publishing website, except for those internal MDs below wing/base level.
4	Instruction (I)	Departmental	HAF	AFIs are orders of the Secretary of the Air Force and are certified and approved at the HAF (Secretariat or Air Staff) level. AFIs direct action, ensure compliance, and/or give detailed procedures to standard actions Air Force-wide. AFIs may be supplemented at any level below the HAF, unless otherwise stated in the publication. AFDPO assigns AFI control numbers; AFIs are posted on the e-Publishing website.
		Field	MAJCOM, FOA, DRU and below	Field Instructions issue organization-specific information and are used when no departmental or higher headquarters guidance (AFI, AFMAN, AF Supplement to DoDIs, MAJCOM Supplement or Instruction, etc.) is available to supplement. Once departmental/higher headquarters guidance is published, field activities must revise or rescind applicable Instructions and issue Supplements to the higher headquarters guidance within 180 days. Publications/forms managers will assign control numbers; field Instructions, except those generated below

				wing/base level and at ANG wing/subunit level, will be posted on the e-Publishing website.
5	Instruction Checklists and Addenda	Departmental	HAF	Instruction checklists and addenda are separate supporting documents referenced in the basic Instruction. They provide detailed procedural guidance/steps necessary to accomplish a task/operation. These products are not intended for data collection; use a Form when data is required to be collected and retained. Approving officials must be at the 2-ltr level. Each checklist or addendum must be submitted for processing, publishing and/or posting via a fully coordinated and signed AF Form 673; with separate functional statements for each document. Examples are: AFI 11-2C141V3CL-1, *Combat Operations Checklist—Cockpit Crew*; AFI 11-2C141V3CL-2, *Combat Operations Checklist—Loadmaster*; and AF I11-2C141V3, Addenda A, *Aircraft Configuration*. AFDPO assigns control numbers; departmental checklists and addendum are posted on the e-Publishing website.
		Field	MAJCOM, FOA, DRU and below	Field Instruction Checklists and Addenda are separate supporting documents referenced in a basic field Instruction or supplement.

				Publications/forms managers will assign control numbers following the field numbering convention (e.g., AFSPCCL 33-17). With the exception of ANG wing/sub-unit checklists and addenda and those generated below wing/base level, checklists and addenda will be posted on the e-Publishing website.
6	Guidance Memorandums (GM)	Departmental	HAF	GMs are issued as interim guidance, to prescribe new procedures and guidance that affect many people or to address critical issues such as national security, safety of flight, etc., when there is insufficient time to process and distribute a new or revised guidance publication (AFI, AFMAN, or AF Supplement to a DoDI). GMs expire 180 days after their effective date or when superseded by a guidance publication, whichever is earlier. OPRs must process and distribute a new or revised guidance publication before the GM expires. AFDPO will remove expired GMs from the e-Publishing website and notify the OPR. Only one GM at each level shall be active at a time for a publication. OPRs will consolidate guidance into a single GM when additional direction must be provided and a GM is already active. GMs may prescribe forms; however, OPRs must also complete requirements in

				Chapter 3 of this Instruction if the action includes a form revision or issues a new form. GMs will be posted on the e-Publishing website. OPRs must contact AFDPO to obtain a GM control number; GMs not revising an existing guidance publication will be numbered consecutively under the appropriate subject series (e.g., AFGM 33-01). A GM revising an existing publication will carry the existing publication's number followed by the appropriate acronym and number (e.g., the first GM issuing guidance revising AFI 33-360 would be numbered AFI 33-360_AFGM1, the second be numbered AFI 33-360_AFGM2, etc.). The date on the GM is an effective date and GMs are not considered effective until they are released to users IAW this Instruction.
		Field	MAJCOM, FOA, DRU and below	Field GMs issue organization-specific information when there is not enough time to process a publication containing critical information, when implementing higher-headquarters GMs, or when implementing a newly revised higher headquarters publication (except AFPDs). Field activities may choose to follow the higher headquarters publication instead of issuing a GM until local guidance is issued. Field GMs must be converted to or

				incorporated into a field publication within 180 days after the date of the memorandum or the guidance is no longer in effect. AFDPO will remove expired GMs and notify the appropriate publications/forms manager, who will notify the OPR. Only one GM shall be active at a time. OPRs will consolidate guidance into a single GM when additional direction must be provided and a GM is already active. Field publications/forms managers will assign control numbers, and all GMs except those generated below wing/base level and by ANG wing/subunits will be posted on the e-Publishing website. GMs not revising an existing guidance publication will be numbered consecutively under the appropriate subject series (e.g., ACCGM 33-01). A GM that revises an existing publication will carry the existing publication's number followed by the appropriate acronym and number (e.g., the first GM that issues guidance revising AFI 33-360_ACCSUP would be numbered AFI 33-360_ACCSUP_ACCGM1, the second would be numbered AFI 33-360_ACCSUP_ACCGM2, etc.).
7	Operating Instructions (OI)	Headquarters	Headquarters	HOIs assign responsibilities, direct actions, and prescribe procedures within a headquarters (i.e., HAF,

				MAJCOM, etc.). Requirements on HOIs generated at the HAF are established in HOI 33-13. HAF/IM is responsible for assigning HOI control numbers at the HAF; publications/forms managers assign HOI numbers in the field. Approved HOIs generated at the HAF will be posted by HAF/IM on the Air Force Portal and will not be listed on the e-Publishing website. HOIs generated in the field will not be processed by AFDPO or posted to the e-Publishing website. HOIs will be made available on a local website; contact the publications/forms manager for accessibility information.
		Issuing Unit	Units below headquarters	OIs assign responsibilities, direct actions, and prescribe detailed procedures within a single subordinate function (i.e., a staff office/section, a flight/branch, a squadron/division). OIs will be formatted the same as AFIs and will be coordinated just like other directive publications as established in this Instruction. If necessary, additional formatting and coordination requirements will be established in unit-level guidance. OI control numbers are directed in unit-level guidance. OIs will not be processed by AFDPO or posted to the e-Publishing website. OIs will be made available on a local website;

				contact the publications/forms manager for accessibility information.
8	Manuals (MAN)	Departmental	HAF	AFMANs are usually extensions of Instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. An AFMAN does not necessarily have to fall under an AFI; an AFMAN may stand in place of an AFI, if appropriate. AFDPO assigns control numbers; control numbers do not duplicate a higher level publications control number. Manuals are posted on the e-Publishing website.
		Field	MAJCOM, FOA, DRU and below	Field Manuals are usually extensions of field Instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. Field Manuals do not implement higher-headquarters manuals; field activities must use supplements to implement higher-headquarters publications. Field Manuals do not necessarily have to fall under a field Instruction; a field Manual may stand in place of an Instruction, if appropriate. Publications/forms managers will assign control numbers, and, except ANG wings/subunits and manuals generated below wing/base level, publications will be posted on the e-Publishing

				website.
9	Interservice Publications (IP)	Departmental	HAF and MAJCOM	IPs contain mutually agreed-upon procedures the Air Force and one or more of the military departments or DoD agencies (such as the Defense Logistics Agency (DLA)) need to carry out a common mission or function. **When the AF is the lead agent:** The Air Force publication number, command approval, and accessibility and releasability statements precede those of the other Military Departments or agency. Place an Interservice Publication Distribution List, with Air Force information first, in the header of the document (see **Section 2C** for guidance on developing a draft). The Air Force OPR develops and processes the publication according to this Instruction. The OPR sends a draft to each Military Department or agency OPR for final approval. In the memorandum, specifically request verification of their publication number, approving authority, distribution list, printing requirements, and shipping instructions (if applicable). The OPR then completes HAF functional and mandatory coordination. The OPR shows all coordination, including those obtained from other Military Departments, on the AF Form 673, and

				sends one electronic copy of the draft along with a signed AF Form 673 to AFDPO for processing. **When the AF is *not* the lead agent:** The lead agent's OPR develops and formats the publication according to the lead agent's publishing procedures and sends the draft to the Air Force functional OPR for preliminary coordination. At this point, the Air Force OPR obtains the publication number from AFDPO. After the preliminary coordination has been returned to and reviewed by the lead agent, the updated draft is then returned to the Air Force OPR for final coordination. The Air Force OPR obtains and shows all coordination on the AF Form 673; has the approval authority sign it; and sends the approved draft, by memorandum, to the lead agent for processing. The Air Force OPR works with the lead agent to resolve any differences identified during coordination. The lead agent's publishing activity sends a memorandum with a 30-calendar-day suspense to the Air Force OPR requesting verification of publication number and approving authority, accessibility and releasability statements, printing requirements, and shipping instructions. The lead agent's publishing activity notifies the OPR

				when the publication is released and provides a link to the published version. The Air Force OPR must send the link, the completed AF Form 673, and the approved draft to AFDPO for release on the e-Publishing website. Air Force OPRs for interservice publications, whether the Air Force is the lead agent or not, must meet the responsibilities and requirements for OPRs established in this Instruction. AFDPO assigns control numbers for departmental IPs; the publishing manager assigns control numbers for MAJCOM IPs. Interservice Publications are posted on the e-Publishing website.
		Joint Installations/Bases	Joint Installations/Bases	Installation/base-level IPs contains procedures for supporting and supported components on Joint Bases only. The authority must be defined in the Memorandum of Agreement (MOA) between the Joint Based components. **When the AF is the Supporting Component:** The Air Force publication number, command approval, and accessibility and releasability statements precede those of the other component. Place an Interservice Publication Distribution List, with Air Force information first, in the header of the document (see **Section 2C** for guidance on developing a draft). The AF

				OPR develops and processes the publication according to this Instruction. The AF OPR sends a draft to the supported component for coordination. The supported component must provide a component specific publication number and printing and shipping instructions (if applicable). The AF OPR works with the supported component to resolve any differences identified during coordination. The AF OPR completes functional and mandatory coordination, then certification and approval. The AF OPR shows all coordination, including those obtained from the supported component, on the AF Form 673, and sends one electronic copy of the draft to AFDPO for processing and posting onto the e-Publishing website. The AF OPR provides the supported components OPR with a link to the publication on the e-Publishing website. **When the AF is the Supported Component:** The supporting component's OPR develops and formats the publication according to their publishing procedures and sends the draft to the Air Force functional OPR for preliminary coordination. At this point, the AF OPR obtains a publication number from their local publications manager and provides it along

				with any comments to the supporting components OPR. The AF OPR works with the supporting component to resolve any differences identified during coordination. The supporting component's publishing activity notifies the AF OPR when the publication is released and provides a link to the published version. The AF OPR must send the link to AFDPO for release on the e-Publishing website. AF OPRs for interservice publications, whether the Air Force is the supporting component or not, must meet the responsibilities and requirements for OPRs established in this Instruction.
10	Supplements (SUP)	Departmental	HAF	Supplements are publications that extend or add material to publications issued by higher headquarters or agencies. See AFI 90-101, *Implementing Department of Defense Issuances*, for additional guidance on Air Force implementation of DoD Issuances. ***Note:*** Supplements to DoDDs and DoDIs that establish policy carry the same weight as AFPDs, and are subject to the same requirements; direct supplements to DoDIs that implement policy established in a DoDD carry the same weight as AFIs; and direct supplements to DoDMs carry the same weight as AFMANs—all must be

				processed accordingly. AF Supplements to DoD Issuances will be identified by both the DoD Issuance number and an AF publication number, in that order. AF Supplements to DoDDs will be assigned an AFPD number, AF Supplements to DoDIs will be assigned an AFI number, AF Supplements to DoD Regulations or Manuals will be assigned an AFMAN number (e.g., DoDD8000.1_AFPD 33-1, DoDM4525.8_AFMAN 33-306). AFDPO assigns the control number; Supplements are posted on the e-Publishing website under the appropriate subject series. AF Supplements to DoD Issuances will be listed on the e-Publishing website under the AF series number (e.g., DoDD8000.1_AFPD 33-1 would be listed on the e-Publishing website under the 33 series).
		Field	All Field Levels	With the exception of AFPDs, AFPMs, AF supplements to DoDDs, and DoDIs (a direct supplement to a DoDI carries the same weight as an AFI; field activities may supplement the AF supplement to the DoDI), field activities may directly supplement any higher headquarters publication unless otherwise directed by the OPR. Field supplements extend or add material to higher headquarters

				publications. If there is no higher headquarters or departmental publication available to supplement, field activities may issue Instructions; see the "Instructions" entry in this table for additional guidance. ***Note*:** All publications must be at least as restrictive as the higher headquarters publication they implement and must not contradict the higher headquarters publication. Supplements must bear the higher headquarters designator and number, adding the field acronym to the end and "SUP" (e.g., AFI33-360_AMCSUP, AFI33-360_AMCSUP_89AWSUP, AFI33-360_89AWSUP (if no AMC supplement)). Publications/forms managers will approve numbers; except ANG wing/subunit supplements and those generated below wing/base level, supplements are posted on the e-Publishing website under the appropriate subject series.
11	Installation Publications	Field	Field Installations	Installation commanders have the authority to issue installation publications (e.g., Scott AFB Instructions, etc.). Unless limited by waivers granted under host-tenant agreements (see AFI 25-201), installation publications apply to all units assigned or attached to the installation. They also apply to off-base

				and remote site units if the subject matter covers the support and services given them by the issuing installation. With the exception of ANG wing/subunits, installation publications will be posted to the e-Publishing website.

Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Air Force personnel use these publications as reference aids or "how-to" guides.

Note: Publications in this category follow the standard AF format. The "Compliance is Mandatory" statement is not used in nondirective publications. Do not prescribe forms in nondirective publications.

Item	Publication Name	Applicability	Issued By	Description
12	Pamphlet (PAM)	Departmental and Field	All Levels	PAMs are informational, "how to" publications, which may include procedures for implementing Air Force guidance. PAMs may provide guidance regarding reports, but may *not* prescribe reports. They may reference forms and provide guidance on completing them, but may not prescribe them. Field commands and activities may issue pamphlets. If you have a special or unique pamphlet, see your publications/forms manager for guidance before developing. Publications/forms managers assign pamphlet numbers. If your pamphlet implements a higher-headquarters publication, your series and number must mirror the higher-headquarters series and control number. With the exception of ANG wing/sub-units and PAMs generated below wing/base level, PAMs are posted on the

				e-Publishing website.
13	Doctrine Documents (DD) and Tactics, Techniques and Procedures (TTP) Documents	Departmental	Air Force Doctrine Center for DDs, designated organizations for TTPs	DDs are statements of officially sanctioned beliefs and warfighting principles that describe and guide the proper use of air, space, and cyber forces in military action. DDs guide our personnel as they plan, employ, organize, train, equip, and sustain Air Force forces. DDs also provide the foundation for Air Force contributions to joint and combined doctrine development. DDs are authoritative, but require judgment in application. The Air Force develops doctrine at different levels and depths of detail in the forms of basic, operational, and tactical doctrine. Each level of doctrine plays an important role in describing and guiding the preparation (organizing, training, equipping, and sustaining) and employment of air and space forces. The Doctrine Center assigns numbers for DDs and TTPs other than 3-1 and 3-3 series TTPs; 3-1 and 3-3 series TTP numbers are assigned by the issuing organization. DDs and TTPs are posted on the e-Publishing website.
14	Directories	Departmental and Field	All Levels	Directories are informational publications. They are usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data. Subordinate commands may issue directories, which they will designate with the acronym of

				the command: e.g., ACCDIR (for Air Combat Command Directory). Air Force directory (AFDIR) control numbers are assigned by AFDPO. Field directory control numbers are assigned by the respective publications/forms manager. With the exception of ANG wing/sub-units and those generated below wing/base level, directories are posted on the e-Publishing website.
15	Handbooks	Departmental and Field	All Levels	Handbooks are reference books of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. Air Force handbook (AFH) control numbers are assigned by AFDPO; field handbook control numbers are assigned by the respective publications/forms manager. With the exception of ANG wing/sub-units and those generated below wing/base level, handbooks are posted on the e-Publishing website.
16	Catalogs	Departmental and Field	All Levels	Catalogs are informational publications that describe and/or list a particular collection of information. Air Force catalog control numbers are assigned by AFDPO; field catalog control numbers are assigned by the respective publications/forms manager. With the exception of ANG wing/sub-units and those generated below wing/base level, catalogs are posted on the e-Publishing website.
17	Visual Aids (VAs)	Departmental and Field	All Levels	VAs are posters or graphic illustrations. OPRs issue them for display on walls, bulletin

				boards, desks, base facilities, and other places. OPRs should combine and issue VAs at the highest levels, when possible. There are two kinds: **Permanent VAs.** These explain or instruct. An example is a chart portraying military insignia. Follow the same guidance as a publication when numbering, dating, and indexing, including completing an AF Form 673, and maintaining a record set. Permanent VAs must be attributable to guidance or information in a publication; there is no need to list VAs in the related publication, but OPRs must indicate the related publication number on the VA; e.g., "AFVA11-240 (Per AFI11-218)" or "AMCVA90-301 (Per AFI 90-301)." Publications/forms managers assign control numbers, which are under the same subject series and carry the same first digit of the control number as the associated publication. Permanent VAs at the wing-level and above are listed on the e-Publishing website Product Index. **Temporary VAs.** These inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 180-calendar days or less. Show an expiration date in small type at the bottom of the VA; e.g., "Expires 30 May 2009." If the VA shows the date of an event, you may eliminate the expiration date. AFDPO does not support the development or dissemination of temporary

				VAs; OPRs must develop temporary VAs independently, in conjunction with the local graphics office, the Document Automation Production Service (DAPS), etc. Temporary VAs do not require prescribing publications, numbers, indexing, coordination, or maintenance of a record set, and will not be listed on the e-Publishing website.
18	Product Announcement (PA)	Departmental	HAF	Product announcements publicize the availability of new, revised, or interim changes for Air Force publications and forms on the e-Publishing website and in the PDC, as well as announcing cancellations and disseminating items of general interest to the publications/forms community. AFDPO is responsible for product announcements.

[TEST]

NOTE:

1. Periodicals are no longer recognized as part of the publishing program. Periodicals are managed by the author's functional organization and published on local websites. Newspapers and commercial enterprise publications are authorized by and subject to the guidance in AFI 35-101, Public Affairs Policies and Procedures. Local webmasters are responsible for ensuring Section 508 compliance.

2. "Policy Letters", standard memoranda, guides, and bulletins are not recognized as part of the publishing program so are not considered official guidance; attempts to issue guidance in "policy letters", standard memoranda, guides, or bulletins only create conflicts with official guidance. Commanders/Directors must refrain from issuing these types of documents if their intent is to require implementation or compliance. Official guidance must be established in a publication type described in this Instruction and processed accordingly.

3. Some non-DoD publications issued by an external agency or entity direct action within the Air Force. Generally, non-DoD publications are directed to the Office of the Secretary of Defense and re-delegated within DoD publications, memorandums, etc. Air Force action maybe directed by the following: Executive Orders (EOs); Public Laws; Federal Management Regulations; Office of Management and Budget (OMB) bulletins, circulars, and notices; Federal Acquisition Regulations (FAR); Environmental Protection Agency (EPA) regulations; Department of Commerce (DOC) circulars, bulletins, and notices; Federal Aviation Administration (FAA)

publications; National Institute of Standards and Technology (NIST) publications; General Accounting Office (GAO) publications; and others.
4. Unless otherwise noted in this table, all publications and forms must be listed on the e-Publishing website. Classified and FOUO publications and forms must be listed under an unclassified title.

Section 2B—Developing a Publication

2.8. Content Limitations and Restrictions.

2.8.1. Only civilian employees (including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) and/or military members of the Air Force are authorized to serve as the POC for, provide coordination on, certify, and /or approve official Air Force publications and forms, including interservice publications where the Air Force serves as the lead service.

2.8.2. AFPDs and AF supplements to DODDs may only be directly implemented by AFIs and AFMANs. DOD Issuances may only be directly supplemented or implemented by a department-level publication. Unless otherwise noted in the opening paragraph, all other publications may be supplemented. ***Exception:*** If no departmental-level guidance is provided (e.g., AFIs, AFMANs, etc.), field activities may issue field instructions to directly implement AFPDs and AF supplements to DODDs. Once higher headquarters guidance is published, the field activity must rescind its instruction and issue a supplement to the higher headquarters guidance.

2.8.3. A publication applies only to the issuing headquarters' staff elements and its subordinate activities (i.e. an AFI issued at the HAF applies Air Force-wide; an AFMCI applies only to AFMC and units subordinate to AFMC; an AMC supplement applies only to AMC and units subordinate to AMC).

2.8.4. Implementing Technical Orders (T.O.). If authorized by T.O. managers, process MAJCOM and base-level T.O. supplements through your supporting publication function. AFPD 21-3, *Technical Orders*, and T.O. 00-5-1, *Air Force Technical Order System*, contain special instructions and limitations on issuing supplements.

2.8.5. When a higher headquarters publication is updated (either by an interim change or a rewrite), implementing publications (such as supplements) must be rewritten, updated, or, if applicable, certified as current within 180 days (see **paragraphs 2.22.3** and **2.24.1** on certifying a publication as current). Publications/forms managers may use the AF Form 399 to alert OPRs of changes to higher headquarters publications. Publishing managers will fill out the top half of the form, using the "special instructions" block to tell the OPR how to access the publication and to note the type of action taken on the higher headquarters publication (e.g., revised, rescinded, amended using a GM, etc.). OPRs will fill out the bottom half in response. An AF Form 673 must accompany any final requests for action by the OPR. Implementing publications not updated within 180 days will be removed from the e-Publishing website, and the publications manager will be notified. ***Note:*** If the implementing publication conflicts with the higher headquarters publication, the implementing publication must immediately be rescinded and removed from the website. OPRs may issue a GM to replace the conflicting publication, or add new guidance to non-

conflicting implementing publications while the publication is under revision. GMs used to replace or amend implementing publications will expire when the supplement is revised (must be within 180 days). Expired GMs—those exceeding 180 days—will be removed from the e-Publishing website and the publications manager will be notified. ***Note:*** "Policy letters," guides, and bulletins are not recognized as part of the publishing program; any guidance or information issued in a policy letter, guide, or bulletin requiring implementation/compliance must be established in a publication type described in this instruction and processed accordingly.

2.8.6. Do not put the following in your publication:

2.8.6.1. Articles intended only to encourage or obtain the support of persons outside the Government.

2.8.6.2. Editorials, book reviews, or articles that are political, representing clear attempts to lobby for or against legislation or increased appropriations.

2.8.6.3. Partisan political campaign articles or editorials.

2.9. Supplements. In order to minimize the release of conflicting guidance and duplicate information, Air Force activities add organization-specific guidance to higher headquarters publications by issuing supplements to implement higher headquarters publications, rather than issuing separate publications (see **Table 2.1**). Supplementary guidance cannot be less restrictive than the basic publication, but it can be more restrictive. Supplementary guidance must not contradict the basic publication.

2.9.1. **Supplementing Air Force Publications.** Field supplements may either be issued as an integrated publication or as a "standalone" publication. The integrated method, where local content is inserted into the higher headquarters publication, enables the user to see higher headquarters and new material in one integrated file—OPRs are strongly encouraged to utilize this format, as it is most convenient for readers. The standalone method only includes supplementary material; users will have to read standalone supplements alongside the higher headquarters publication. If an integrated supplement is produced, that version will be posted to the e-Publishing website; if no integrated version is produced, the standalone version will be posted to the e-Publishing website. The supplement will be submitted the same way, regardless of what format the OPR selects; AFDPO will integrate the supplementary material with the higher headquarters publication, or not, based on the OPR's request as stated on the AF Form 673 (block 32). ***Note:*** If the OPR fails to specify a particular format, an integrated version will be produced.

2.9.1.1. AFPDs, AF supplements to DODDs, and AFPMs may not be supplemented. DOD Issuances may not be directly supplemented in the field, because a direct supplement carries the same weight as a departmental publication. Unless otherwise stated in the opening paragraph, all other publications may be supplemented. ***Exception:*** If no departmental-level guidance is provided (e.g. AFIs, AFMANs, etc.), commands may issue command instructions to directly implement AFPDs and AF supplements to DODDs. Once higher headquarters guidance is published, the command must rescind its instruction and issue a supplement to the higher headquarters guidance.

2.9.1.2. Follow guidance starting at **paragraph 2.12** to format your supplement.

2.9.1.2.1. In addition to formatting requirements established in **2.12**, the following applies to supplements: insert the name of the activity followed by the word "supplement" below the short title of the publication (e.g., Air Force Supplement, Air Mobility Command Supplement, 21st Space Wing Supplement). Create the publication header, an opening statement, and a summary of changes (if applicable) as mandated in **paragraph 2.12** and place before the higher headquarters publication's header. Integrated supplements will also show the header for the higher headquarters publication; the header for the higher headquarters publication will remain unchanged, including the Seal and the publication date. Contact AFDPO-PPP for a sample formatted supplement.

2.9.1.2.2. OPRs of standalone supplements must identify the higher headquarters publication in the opening paragraph and direct users to read the standalone supplement in conjunction with the publication being supplemented. OPRs are responsible for ensuring they are supplementing the current version of the higher headquarters publication.

2.9.1.3. Supplements must bear the higher headquarters designator and number, adding the field acronym and "SUP" to the end (e.g., AFI33-360_AMCSUP, AFI33-360_AMCSUP_89AWSUP, AFI33-360_89AWSUP (if AMC does not issue a supplement)). Publications/forms managers will approve numbers before processing the final publication.

2.9.2. **Supplementing DoD Publications.** See AFI 90-101 for more guidance on Air Force implementation of DoD Issuances.

2.9.2.1. Obtain an electronic file of the DoD material from the OPR or the Washington Headquarters Services (WHS) website (**http://www.dtic.mil/whs/directives/**) and insert the Air Force supplementary material. Classified publications are located on the WHS SIPRNet website (**http://www.dtic.smil.mil/whs/directives/index.html**).

2.9.2.2. Copy the DoD material word for word, without editing and retaining the paragraph numbering and formatting. Do not integrate added text into the DoD text since this would be considered editing the DoD text. Added Air Force material must meet standards in this Instruction. DoD text should be in regular font, with Air Force text in bold font; state that DoD text appears in regular font and Air Force text appears in bold font in the opening paragraph.

2.9.2.3. AF supplements to DOD Issuances will be identified by both the DOD Issuance number and an AF publication number, in that order. AF supplements to DODDs will be assigned an AFPD number, AF supplements to DODIs will be assigned an AFI number, AF supplements to DOD Regulations or Manuals will be assigned an AFMAN number (e.g. DODD 8000.1_AFPD33-1). Show this on the cover, if used, and in the upper right corner of the title page.

2.9.2.4. Following guidance in **paragraph 2.12**, insert the Air Force publication header, including the opening paragraph and the summary of changes, if applicable, before the original DOD material. The DOD material must remain unchanged, including the DOD front matter (the Seal, title, publication date, etc.). Also identify the DOD publication you are supplementing in the opening paragraph.

2.9.2.4.1. OPRs for AF supplements to DOD issuances must format their own publication header (**paragraph 2.12**) and provide AFDPO, the publishing manager for departmental publications generated at the HAF, with a .pdf file of the integrated supplement for posting. Contact AFDPO (**AFDPO-PPP@pentagon.af.mil**) for sample front matter.

2.9.2.5. OPRs must place "(Added)(AF)" before supplementary material of any type (paragraphs, chapters, tables, attachments, etc.), with the exception of front matter material; e.g., "(Added)(AF) Within HAF . . ." OPRs must include added material (chapters, main paragraphs, figures, etc.) in the table of contents, if used.

2.10. Select a Subject Series. All Air Force publications are related to an Air Force specialty code (AFSC); see **Attachment 3** for descriptions. ***Note:*** All directive departmental publications that issue guidance must have an antecedent AFPD, AF supplement to a DODD, or AFPM.

2.10.1. If the publication is new, select the series that most closely describes the function.

2.10.2. If the publication is a rewrite, it bears the same series and control number as the superseded publication. If the publication implements an existing Air Force publication, it carries the same series number as the higher headquarters publication.

2.10.3. If you are consolidating two or more publications, either use one of the publication numbers and supersede both, or request a new control number and supersede both. ***Note:*** If you are consolidating publications, you must "own" them all or have written concurrence on the consolidation from the owning organization. Ensure the statement of concurrence clearly indicates the organization that will own the consolidated publication. Also ensure that any implementing/supplementary publications are updated (via IC or rewrite) to show the new publication number if the series or number of the parent publication changes.

2.10.4. **Departmental.** Once you have identified your series, AFDPO will create and assign a unique publication control number. If the publication will become a physical (printed) product and has a separate cover, place the series number and title on the cover as well as on the first page of the publication.

2.10.4.1. AFPMs and GMs not revising an existing policy or guidance publication will be numbered consecutively under the appropriate subject series (e.g., AFPM33-01). An AFPM or GM revising an existing publication will carry the existing publication's number followed by the appropriate acronym and number (e.g., the first AFPM revising AFPD33-3 would be numbered AFPD33-3_AFPM01, the second would be numbered AFPD33-3_AFPM02, etc.). Publication Managers remove expired or superseded AFPMs and GMs from circulation. AFPMs and GMs may be reissued if the policy/guidance has not been incorporated into an official publication within the timeframe allowed. OPRs shall re-coordinate using an AF Form 673, obtaining certifier and approvers signatures for the subsequent reissue. The new AFPM or GM number will be sequenced to reflect the subsequent reissue. See **Attachment 4** for AFPM and GM examples that issue new and existing policy/guidance.

2.10.4.2. Publications implementing a particular AFPD or AF supplement to a DoDD should fall in the same numbered series and have a three-digit control number (e.g. AFI 65-701 is the first publication that implements AFPD 65-7). Publications that

follow/support the implementing publication will have consecutive control numbers (e.g. AFI 33-360 will further be implemented by AFMAN 33-361).

2.10.4.3. Air Force supplements to DOD Issuances will bear the DOD number and an Air Force publication number (e.g. DODD 8000.1_AFPD 33-1; DODI 1000.15_AFI 34-223).

2.10.5. **Field (MAJCOM/FOA/DRU/Base/Wing).** Once the series has been identified, the publications/forms manager assigns the control number. Field publications will be numbered consecutively under the subject series using at least a 3-digit control number (some publications will have a 4-digit control number).

2.10.5.1. GMs issuing new guidance that will not be incorporated into an existing publication will be numbered consecutively under the appropriate subject series (e.g., ACCGM33-01, AFMCGM33-01, etc.). A GM that amends an existing publication will carry the amended publication's number followed by the appropriate acronym and number (e.g., the first GM that issues guidance amending AFI33-360_ACCSUP would be numbered AFI33-360_ACCSUP_ACCGM1, the second to amend AFI33- 360_ACCSUP would be numbered AFI33-360_ACCSUP_ACCGM2, etc.).

2.10.5.2. Supplements must bear the higher headquarters designator and number, adding the field acronym to the end and "SUP" (e.g., AFI33-360_AMCSUP, AFI33-360_AMCSUP_89AWSUP, AFI33-360_89AWSUP (if AMC does not issue a supplement)).

2.11. Select a Title. When developing a new publication, select a meaningful, concise title. Use only commonly known abbreviations, such as "US." Do not use terms such as "policy," "instruction," "guidance," "handbook," "pamphlet," "catalog," "guide," or "book," etc., in the title for that type of publication. If supplementing a higher headquarters publication at the HAF or in the field, maintain the title of the original publication.

2.12. Format the Draft. Drafts are for development and coordination only, not for implementation or compliance. Drafts may be circulated to inform users of forthcoming changes, but OPRs may never release draft content with instructions to comply. Users are not required to comply until content is certified, approved, and posted/released. Each draft must be marked "DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE" across the top of each page. Reference, the *GPO Style Manual* (**http://www.gpoaccess.gov/stylemanual/index.html**), and DoDI 5025.01, *DOD Directives Program*, for additional guidance on writing style, grammar, formatting, etc. See **paragraph 2.25.2.3** for guidance on formatting ICs and **paragraph 2.26** for guidance on formatting ACs.

2.12. (ELLSWORTHAFB) Format the Draft. Contact the Base Publishing Manager (28 CS/SCOK RM, 385-1564), for guidance before developing, revising or rescinding an EAFB publication.

2.12.1. Content in publications must be structured in this order: **publication header**, **opening paragraph**; **summary of changes** (if applicable); **table of contents** (if applicable—see **paragraph 2.12.1.1**); "**overview" or "background" information**; **detailed responsibilities**; **core content**; **attachments** (if the OPR intends to include a list of references, definitions for abbreviations and acronyms, a glossary, and/or a description of

terms, that information will be placed in **Attachment 1**, which will be titled "Glossary of References and Supporting Information").

2.12.1.1. **Table of Contents.** Tables of contents for electronic publications that are processed by AFDPO and posted on the e-Publishing website will be generated by AFDPO for publications that are 20 pages or more; do not submit a table of contents as part of the draft publication unless the publication will be a physical/printed product. OPRs for physical/printed publications should consider adding a table of contents for publications over 20 pages. Include chapter titles, section titles, sub-section titles as desired, titles for figures or tables that appear within chapters, and attachments titles, as well as page numbers for all.

2.12.2. Create your draft using Word® in 12-point Times New Roman font, with one-inch top, bottom, left, and right margins. Include page numbers on draft publications.

2.12.3. Embed figures, tables, and illustrations where they will appear in the final version. Also provide a separate source graphic file for each figure, table, or illustration not created in Word®. Place the number and title of each figure, table, illustration, etc., above the item in the publication. Limit the use of unnecessary color and graphics to help keep the size of transmitted and posted files down. Work with your publications/forms manager to ensure your graphics are submitted properly.

2.12.4. **Paragraph Numbering.** Numerically number all paragraphs and subparagraphs, using this publication as a visual sample for paragraph numbering. AF Supplements to DoD Issuances will follow the numbering format of the supplemented DoD issuance. OPRs must provide fully integrated camera ready copies of AF Supplements to DoD issuances to AFDPO for posting to the e-Publishing website. Do not use the automatic numbering feature in Word®—paragraphs must be manually numbered. The formatting software used by the Air Force cannot process documents that have been numbered automatically. ***Note:*** All paragraphs and subparagraphs should be flush left in the draft. The correct indentation will be applied when the publication is formatted.

2.12.4.1. **Field Supplements.** Submit only the material to be added to the higher headquarters publication including the paragraph numbers whether creating a standalone or integrated supplement. AFDPO will insert the new material into the higher headquarters publication for integrated supplements, and provide the OPR a copy of the final product.

2.12.4.1.1. When drafting supplementary guidance, field OPRs must insert "added" between each new paragraph, figure, table, attachment number, etc., and the content (e.g., "4.1.1. (Added)"). The formatting software adds the appropriate field acronym after "(Added)". HAF OPRs must insert "(Added)" and "(AF)" between each new number and the content (e.g., "4.1.1. (Added)(AF)") when supplementing a DOD publication.

2.12.4.1.2. Do not duplicate paragraph, figure, table, or attachment numbers already in the basic publication when adding information in a standalone or an integrated supplement. HAF OPRs writing an AF supplement to a DOD issuance will start with the next number, or a sub-number if inserting between existing content. Field OPRs writing a supplement to a higher Air Force publication will repeat the number of the

paragraph being supplemented and insert "(Added)," as specified in the previous paragraph. When the correct acronym is inserting during processing, the whole phrase "4.1.1. (Added)AMC)" is considered a unique identifier even though the numerical digits exactly match the paragraph number being supplemented. Numbering must agree with the format in the basic publication; e.g., publications with chapters: Figure 2.1, Table 3.1, etc.; without chapters: Figure 1, Table 1, etc.

2.12.4.2. **Bullets.** Bullets are not authorized in directive type Air Force publications (see **Table 2.1** for list of publications), including interim changes. When updating an old publication with bulleted information, those items must be substituted with paragraph numbers (e.g. 2.14.1.1., 2.14.1.2., etc.). ***Exception:*** When part of a numbered paragraph, bullets may be used for simple lists in non-directive type Air Force publications (AFPAM, DD, TTP, AFH, VA). Sub-bullets are not allowed.

2.12.5. **Publication Header.** The following information must be included as part of the publication header (see the first page of this document as an example for content, not format):

2.12.5.1. The Air Force Seal or corresponding Shield of the MAJCOM/FOA/DRU where the publication is approved will be inserted during tagging—OPRs do not need to include the Seal or Shield in the draft publication. All departmental publications will display the Air Force Seal in the upper left corner of the first page, with "BY ORDER OF THE SECRETARY OF THE AIR FORCE" written above the Seal. Field publications will not use the Air Force Seal, unless issuing an integrated supplement to a departmental publication. All field publications, except integrated supplements to departmental publications, will display the appropriate MAJCOM/FOA/DRU Shield in the upper left corner of the first page, with "BY ORDER OF THE [MAJCOM/FOA/DRU] COMMANDER or DIRECTOR" written above the Shield. ***Note:*** MAJCOMs may approve subordinate organizations to use their unique Shield on their site specific publications. However, MAJCOM Publication Managers must ensure an electronic copy of the approved Shield is provided to AFDPO for the publications they process.

2.12.5.2. Publications not processed by AFDPO must be formatted by the OPR to look like an AFDPO formatted publication (camera ready). OPRs are required to use the information detailed below to create publications (contact AFDPO to obtain standard templates of publications). Draft publications (both physical and electronic) that will be processed by AFDPO must contain the following information at the beginning of the document in this order, flush left and single spaced:

2.12.5.2.1. BY ORDER OF THE [SECAF/command/base/wing/etc.];

2.12.5.2.2. The publication type and number (e.g. Air Force Instruction 33-360, Air Force Instruction 33-360_AMC);

2.12.5.2.3. Place holder for date (e.g., "[Date]"). The final publishing activity (AFDPO, local publication manager, or OPR) will date the publication the same day it is posted to the website or made available for distribution. The publication date is the effective date; Air Force publications are not considered effective until they are released to users IAW this Instruction. Publication dates assigned by AFDPO cannot exceed seven (7) business days after the publications/forms manager receives

complete and correct materials from the OPR. With proper justification publications at any level may be assigned an "effective" date that falls in the future, but **under no circumstances may publications be backdated**;

2.12.5.2.4. The AFSC series title;

2.12.5.2.5. The publication title;

2.12.5.2.6. The compliance statement: "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY" if a directive publication;

2.12.5.2.7. An accessibility statement to identify where the publication is located for distribution. Examples of accessibility statements include "**ACCESSIBILITY**: Publications and forms are available for downloading or ordering on the e-Publishing website at **www.e-Publishing.af.mil**"; "**ACCESSIBILITY**: This publication is only available directly from the OPR"; "ACCESSIBILITY: This publication is available for downloading on the SIPRNet at **www.#######.af.smil.mil**";

2.12.5.2.8. A releasability statement, which should specify any limitations on distribution. Examples of releasability statements include "**RELEASABILITY:** There are no releasability restrictions on this publication"; "**RELEASABILITY:** Access to this publication [or form] is restricted: this publication may be released to NATO members only"; "**RELEASABILITY:** Access to this publication [or form] is restricted: this publication may not be released to foreign nationals"; "**RELEASABILITY:** Access to this publication [or form] is restricted: this publication is classified/FOUO; requests for accessibility must be approved by the OPR," etc. Unless there are no releasability restrictions on the publication, the statement must be prefaced with the phrase "**RELEASABILITY:** Access to this publication [or form] is restricted";

2.12.5.2.9. "**OPR:** [office symbol only]";

2.12.5.2.10. "**Certified By:** [insert office symbol and, in parenthesis, the certifier's name that will appear in blocks 18 and 19 of the AF Form 673]";

2.12.5.2.11. "**Supersedes:** [include the number and date of all publications being superseded, separated by a semicolon]"; and,

2.12.5.2.12. "**Pages:** [insert page count]".

2.12.5.2.13. **AFPMs and GMs.** OPRs writing an AFPM or GM will format their document using **Attachment 4** as a guide. AFPMs and GMs will indicate in the subject line whether it is an Air Force Policy Memorandum or Guidance Memorandum. OPRs request AFGM and GM control numbers from publication managers and place it above the date slot. The actual date on the AFPM or GM is inserted at the time of publishing by the publishing authority. If issuing new policy or guidance, include a releasability statement, applicability statement, the standard records set statement (see **paragraph 2.12.7.2**) and any other applicable standard statements described in **paragraph 2.12.7** ***Note:*** Do not have the principle sign the actual memorandum; insert an authentication/signature block just like any other publication. The completed AF Form 673 serves as the approval to publish.

2.12.5.2.13.1. If issuing an AFPM or a GM (HAF or field level) that amends an

existing publication, insert the following standard statement as the opening statement: "This is a [Guidance or Policy] Memorandum immediately implementing changes to [specify the publication and include a short description of the policy/guidance being changed]. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI33-360, *Publications and Forms Management*.

2.12.5.2.13.2. AFPMs and all GMs (HAF and field level) will end with the following statement: "The directions of this memorandum become void after 180 days have elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier." ***Note:*** AFPMs and GMs may be reissued if the policy/guidance has not been incorporated into an official publication within the timeframe allowed. OPRs shall re-coordinate using an AF Form 673, obtaining certifier and approvers signatures for the subsequent reissue. The new AFPM or GM number will be sequenced to reflect the subsequent reissue. The OPR will forward AFPM or GM and AF Form 673 to AFDPO for dating/posting.

2.12.5.2.14. There are a few exceptions and additions to the above formatting requirements for certain publication types:

2.12.5.2.14.1. OPRs writing supplements should refer to **paragraph 2.9** for additional guidance on formatting supplements.

2.12.5.2.14.2. List the publication type and number, a releasability statement (no need for an accessibility statement), and a supersession line on permanent VAs; this information should be placed at the bottom right of the VA if space allows. In some cases, placement of this information will be impossible due to small size of the VA; OPRs should try to design VAs to include this information unless doing so is impractical.

2.12.6. **Summary of Changes.** A summary of changes is mandatory for all ICs and rewritten publications. The summary of changes cites major changes: content changes; new, revised, or obsolete forms; new, revised, or rescinded recurring reports; etc. Place the summary of changes immediately after the opening paragraph. Include one of these statements as the last sentence when making an IC (not when issuing a rewrite): "A margin bar (|) indicates newly revised material.", or "An asterisk (*) indicates newly revised material" for Supplements to DoD Issuances. ***Note:*** Do not include a summary of changes for ACs or new publications.

2.12.6.1. Forewords. Only nondirective publications may have a foreword to provide a personal message from a proponent. Limit the foreword to one unnumbered page preceding the title (first) page. Publications containing forewords must include a cover. Signatures are not required on forewords.

2.12.7. **Opening Paragraph.** Write a concise purpose statement for all categories of publications: explain what the publication covers, who must comply, and cite the antecedent publication(s). Include additional statements referencing applicability to the ANG and the Reserves—see **paragraph 2.4** and **2.5** for guidance. Do not include policy/guidance

statements in the opening paragraph. If implementing a DoD publication, show the type implemented after "DoD"(e.g., DoD Directive or DoD Instruction) and include the number and title.

2.12.7.1. Legal Requirements. If applicable, note that failure to comply with the publication is punishable as a violation of Article 92, Uniform Code of Military Justice (UCMJ). Indicate if the publication is subject to the Privacy Act (PA) of 1974, subject to Freedom of Information Act (FOIA) requirements, contains copyrighted information, or is subject to other statutory requirements. See **Section 2C** for guidance on obtaining sample statements and addressing legal issues in the opening paragraph of the publication. Closely coordinate opening paragraphs with your servicing legal office.

2.12.7.2. Include the standard records management statement: "Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/**." Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324.

2.12.7.2.1. Per AFI 33-324, an internal report includes data or information collected by one or more organizational components and transmitted to other organizational components for management purposes. A public report includes collections of information that require responses from the public. See AFI 33-324 for more thorough definitions.

2.12.7.3. Include a statement for recommending changes, including any necessary routing instructions. For example, "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 Form 847s from the field through the appropriate functional's chain of command."

2.12.7.4. Include a statement in the opening paragraph as to whether or not field activities must send implementing or supplementing publications to the higher headquarters functional OPR for review and coordination before publishing. OPRs are highly encouraged to review lower-level supplements for conflicting material, less restrictive guidance, and for possible incorporation into the higher headquarters publication. Examples of statements include, "This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval." or "This publication may not be supplemented."

2.12.7.5. Include a statement in the opening paragraph if the OPR determines that no waivers may be granted for any part of the publication.

2.13. Citing References. ***Note:*** See **Attachment 2** for sample citation styles and formats.

2.13.1. Limit the use of references and ensure all references are directly applicable and listed in **Attachment 1**. Do not use indefinite references such as "in current directives," "contained in existing instructions," and "as prescribed in pertinent publications." Official Air Force

policy and/or guidance are issued in the publications described in **Table 2.1** Therefore, do not reference the following: a draft publication; unofficial policy and/or guidance found on websites; or classified information in an unclassified publication.

2.13.2. When Executive Orders (EOs), Public Laws, or other statutes have already been implemented by a DOD Issuance, use the DOD Issuance as the reference citation; e.g., use "DODD 5400.7" rather than "Title 5 United States Code Section 552." ***Note:*** "DOD Issuances" include Department of Defense Directives (DODD), DOD Instructions (DODI), other DOD publications, and their changes. However, when an Air Force publication directly implements a specific statute, you must cite it accordingly. Use codified citations (United States Code) when available, and if the provision is not codified, use the Public Law citation; e.g., use Public Law 98-191, or Title 41 United States Code Sections 401-420. Verify proper statutory authority with the servicing legal office during coordination of the publication.

2.13.2.1. Do not reference a DoD Issuance in an Air Force publication unless there is no Air Force implementing publication. Use the Issuances, Delegations of Authority, and Responsibilities (IDAR) Database (**www.idar.hq.af.mil**) to cross reference Air Force publications with DoD Issuances. If no Air Force publication, cite the DoD Issuance number and include the full reference (designator, number, title, and date) in **Attachment 1**.

2.13.3. To refer to another Air Force publication and/or form, cite the designator, number, and include the title in italics at first use (e.g., AFI 33-322, *Records Management* Program; AF Form 673, *Air Force Publication/Form Action Request*). Thereafter, refer only to the designator and number (e.g., AFI 33-322 or AF Form 673). Include the full publication reference (designator, number, title, and date) in **Attachment 1**.

2.13.4. OPRs may use "notes" within a paragraph to explain or highlight information. The word "Note," should be in bold followed by a colon (e.g., ***Note:*** [insert additional text]). Notes associated with tables, figures, or illustrations should be placed immediately below the graphic or, in the case of a table, in the last row.

2.13.5. Use footnotes or endnotes to credit a lengthy legal cite, a copyright owner, the source of quoted materials, or provide a lengthy explanation/expansion on text within a paragraph. Endnotes must be placed before any attachments to the publication.

2.14. Using Illustrations.

2.14.1. Requirements of *Government Printing and Binding Regulations* are as follows: Use illustrations only when they relate to Air Force business and are in the public interest, relate directly to the subject matter, are in good taste, and are the smallest size necessary. Limit the use of color, especially when developing a publication that will be printed, to control the cost. Use of color on printed materials must be justified on the AF Form 673.

2.14.2. Embed figures, tables not created in Word®, and illustrations where they will appear in the final version. Place the caption above the graphic. Provide a separate source graphic file for each figure, table, or illustration not created in Word® (e.g., .tif, .gif, .jpg, etc.). Work with your publications/ forms manager to ensure your graphics are submitted properly

2.15. Tables. Use tables to clarify procedures, present data, and/or to explain a choice of actions or set of conditions.

Figure 2.1. Elements of a Publication.

NOTE: The following elements are authorized for use in Air Force publications.

Division	*Identification*
Volumes	Number consecutively, using Arabic numerals; e.g., Volume 1, Volume 2, etc.
Parts	Number consecutively, using Arabic numerals; e.g., Part 1, Part 2, etc.
Chapters	Number consecutively throughout the publication, using Arabic numerals; e.g., Chapter 1, Chapter 2, etc.
Sections	Use capital letters in alphabetical order preceded by a numeral; e.g., Section 1A, Section 1B, Section 2A, Section 2B, etc., throughout the publication or within each chapter. If formatting publications in sections only, do not precede the section identification with a numeral. In this case, then simply format as Section A, Section B, Section C, etc.
Paragraphs	Number consecutively throughout the publication, using Arabic numerals; e.g., 1, 2, etc. For publications divided into chapters, use a two-part Arabic numeral. The first numeral represents the chapter, the second represents the numerical sequence of the paragraph within the chapter, e.g., 1.1, 1.2, for the first chapter, 2.1, 2.2, for the second chapter, etc. If only in sections, begin with 1 and number sequentially throughout the body. Do not re-sequence in the next section.
Subparagraphs	Use Arabic numerals in sequence, separated by periods, progressing from the main paragraph number. **Note:** These examples are for a publication in chapters. 1.1.1. for the first subparagraph. 1.1.1.1. for the first paragraph under the first subparagraph. 1.1.1.1.1. for the first paragraph under the first sub-subparagraph, etc.
Figures	Use: Arabic numerals-Figure 1, Figure 2, Figure 3, etc., consecutively in publications without chapters. Two-part Arabic numerals in publications with chapters, the first number identifies the chapter, and the second number identifies the figure sequence number within the chapter, e.g., Figure 1.1, Figure 2.1, etc.; and for figures within the attachment; e.g., Figure A1.1, Figure A1.2, etc., for figures in Attachment 1; and Figure A2.2, etc., for figures in Attachment 2.
Tables	Follow the procedures specified for figures.
Attachments	Use Arabic numerals in sequence: Attachment 1, Attachment 2, Attachment 3, etc. Paragraphs in attachments will take the first number from the number of the attachment; e.g., Attachment 3 would have paragraph A3.1, A3.2, A3.3, etc. **Note:** If attachments have sections, identify them as sections A1A, A1B, A1C, or A2B, A2C, etc.

2.15.1. A standard table is data arranged in columns. The listed items are organized by some criterion such as alphabetical or numerical order. The format requirements for standard tables are not rigid; many variations are possible, depending on the kind of material you wish to place in a table. Regardless of the variation used, columns and rows should be labeled (titles, numbers, letters, etc.) to facilitate referencing material in the table. Tables found in **Attachment 2** and **Attachment 3** of this publication are examples of standard tables.

2.15.2. A decision logic table (DLT) is most useful when you need to explain a set of actions that depend on a condition or set of conditions; or when a narrative description of possible actions would be complex or wordy. There are three elements in DLTs: conditions, actions, and rules. The *conditions* (the *ifs* in the if-then relationship) are the potential circumstances that influence decisions. The *actions* (the *thens* in the if-then relationship) are the specific operations or tasks that must be performed when the various conditions occur. The *rules* are the combined conditions and actions that make up decisions (if + then = rule). Each separate

condition and action must have its own rule. **Table 2.2** and **Table 2.3** in this instruction are examples of DLTs.

2.15.3. A specified action table (SAT) shows actions that are usually taken in a certain order but that do not depend on any condition. If you just want to show a series of related actions or procedures, use a SAT. **Table 1.1** in this instruction is an example of an SAT.

2.16. Doctrine Documents. Refer to AFI 10-1301, *Air and Space Doctrine*, for guidance on developing doctrine. Command activities may not issue command doctrine documents, nor may they supplement AFDDs. The OPR for doctrine is the Curtis E. LeMay Center for Doctrine Development and Education (formerly known as AFDC) at Maxwell AFB, Alabama. Contact LeMay Center regarding the format for 1- and 2-series doctrine documents. The format is similar to joint doctrine publications.

2.16.1. Basic doctrine (AFDD 1, *Air Force Basic Doctrine*) states the most fundamental and enduring beliefs that describe and guide the proper use of air and space power in military operations. Basic doctrine is the foundation of all air and space power doctrine. Because of its fundamental and enduring character, basic doctrine provides broad and continuing guidance on how forces are prepared and employed.

2.16.2. Operational doctrine (2 series doctrine documents) applies the principles of basic doctrine to operational actions by describing the proper use of air and space power in the context of distinct objectives, force capabilities, and operational environments. Operational doctrine describes how the Air Force executes its missions, and it anticipates changes and influences that may affect military operations, such as technological advances.

2.16.3. Tactical doctrine (3-series tactics, techniques, and procedures [TTP]) applies basic and operational doctrine to military actions by describing the proper use of specific weapon systems or detailed TTPs, to accomplish specific military operations. TTP publications that are approved for use by the Air Force and at least one other Service are formatted similar to joint doctrine publications.

2.16.3.1. **(DELETED)**

2.16.3.2. AFTTPs are Air Force-level publications subordinate to Air Force doctrine documents. They are certified by AFDC, require mandatory coordination as outlined in **Section 2D**, are listed in the Product Index, and posted on the e-Publishing website.

2.16.3.2.1. AFTTP 3-1 and 3-3 series publications are approved by the MAJCOM/A3 (e.g. ACC/A3). The numbering is coordinated and jointly assigned by HQ ACC/A3TW (Langley AFB, VA) and the USAFWC/DOTW (Nellis AFB, NV).

2.16.3.2.2. AFTTPs other than 3-1 and 3-3 series publications are approved by the issuing organization. Numbering is coordinated and jointly assigned with AFDC and the issuer. Once finalized, AFDC submits an electronic copy to AFDPO along with the fully coordinated and approved AF Form 673.

Section 2C—Legal Requirements

2.17. Specific Legal Requirements.

2.17.1. Enforceability of Publications. Opening paragraphs must include, as warranted, specific enforceability language directing compliance by military and civilian personnel, including a description of the consequences of noncompliance. A combined opening statement could read as follows:

"This Directive sets forth policies regarding protest or political activities of Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard. Failure to observe prohibitions and mandatory provisions of this directive in paragraphs 1, 17, and 32 by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws."

2.17.1.1. Nature and Purpose of Punitive Publications. A "punitive" publication is one that is enforceable under Article 92(1) or 92(2) of the UCMJ. Article 92 has three subsections. Article 92(1) addresses violation of, or failure to obey, any lawful general order or regulation. Article 92(2) addresses certain other lawful orders of which the individual accused has actual knowledge. Article 92(3) punishes "dereliction of duty." The three subsections carry different maximum punishments. Article 92(1) carries a maximum punishment of a dishonorable discharge, forfeiture of all pay and allowances, and confinement for 2 years. Article 92(2) carries a maximum punishment of a bad conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months. Article 92(3) carries a maximum punishment of a bad conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months, if the dereliction of duty was willful. If the dereliction was through neglect or culpable inefficiency, the maximum punishment is forfeiture of two-thirds pay per month for 3 months and confinement for 3 months. Reduction to E-1 is also possible for violations of any subsection of Article 92.

2.17.1.1.1. Punitive Versus Nonpunitive Publications. Not all publications, even though lawful, are "punitive;" i.e. punishable under Article 92(1) or (2). To be "punitive," a publication must clearly set forth the specific conduct of individual members to be regulated, using mandatory language. Specific portions of publications that provide only general guidance or advice, or that require further supplementation by others to give them effect, will not be considered punitive for the purpose of Article 92(1) prosecution. A nonpunitive publication, on the other hand, is one that provides general guidelines or advice in conducting military functions. Even though a nonpunitive publication may not be enforced under Article 92(1) or (2), its provisions may form the basis for a duty that can be enforced under Article 92(3) as dereliction of duty. ***Note:*** **The nonpunitive nature of a publication does not mean compliance is optional. Compliance with both punitive and nonpunitive is mandatory.**

2.17.1.1.2. General Order or Regulation. To be a "general order or regulation" for the purposes of Article 92(1), a publication must be (1) published by the President, Secretary of Defense, or Secretary of one of the Services, or (2) issued by an officer having general court-martial convening authority, a general or flag officer in command, or a commander superior to either of those officers. A punitive publication that is not a "general order or regulation" (i.e. it was issued by an authority other than one of the authorities listed earlier) can be enforced under Article 92(2) if the individual accused had actual knowledge of its existence.

2.17.1.1.3. Making a Publication Punitive. In some instances, the matter discussed in a publication is of such consequence that failure to adhere to its proscriptions or mandates should result in punitive sanctions under Article 92, or other articles of the UCMJ. To be lawful, a punitive publication must be reasonable in furtherance of, or connected to, military needs (promotes morale, discipline, and usefulness of command), specific as to time and place, and definite and certain in describing the act or thing to do or omit, and not otherwise contrary to established law. Mandatory provisions place an affirmative duty upon an individual to do a certain act (e.g. lock a safe, follow a checklist, wear certain items, attend certain formations, etc.). Prohibitory provisions require that an individual not do something (e.g. enter a classified area, wear prohibited uniform combinations, drive in excess of a stated speed, etc.). Send all proposed punitive publications to the servicing legal office for review before issuance.

2.17.1.2. Structure of a Punitive Publication. Generally, for a publication to be punitive, it must place obligations on individuals. The opening paragraph must specify which parts of the publication contain punitive provisions; a service member should be able to tell by looking in the introduction of the publication that it contains punitive provisions. Publications containing punitive provisions often provide nonpunitive information. Authors must, therefore, identify clearly those portions that are punitive in nature, or place punitive provisions in a separate publication.

2.17.1.3. Specifying Punitive Portions in the Opening Paragraph. The opening paragraph must clearly specify which parts of a publication contain mandatory provisions and prohibitions enforceable against the individual. While such language standing alone in the opening paragraph does not make a publication punitive, it becomes punitive when combined with punitive language in the body of the publication. The opening paragraph must state clearly to what categories of people the punitive provisions apply; for instance, to all service members or to all crewmembers, or to all persons driving automobiles on bases. The opening paragraph must say that failure to observe the prohibitions and mandatory provisions in the publication is a violation of Article 92 of the UCMJ, or that noncompliance may result in punishment under Article 92 of the UCMJ.

2.17.1.4. Punitive Language. Most of the recommended language used in publications does not readily put the reader on notice that the publication is punitive in nature. Use language that expresses the mandatory nature of the provisions, such as “will,” “will not,” “shall,” “shall not,” “must,” “must not,” etc. Paragraphs containing mandatory provisions or prohibitions must state that a failure to obey is a violation of Article 92 of the UCMJ. This statement should accompany each mandatory provision or prohibition, or may, if clear, refer to a series of mandatory provisions or prohibitions listed within a specific paragraph.

2.17.2. Paperwork Reduction Act of 1995 (DODD 8910.1, *Management and Control of Information Requirements*, and DOD 8910.1-M, *DOD Procedures for Management of Information Requirements*). Each Air Force publication that authorizes collecting information internal or external to the Air Force is subject to the Paperwork Reduction Act of 1995. ***Note:*** Follow guidance provided in AFI 33-324. The Air Force must license collections with the proper reports control symbol (RCS). This includes information collection requirements in

support of management functions, unless excluded in AFI33-324; information collected to satisfy statutory, congressional, and other interagency-imposed

2.17.3. Freedom of Information Act (FOIA) (DOD 5400.7-R, *DOD Freedom of Information Act Program*). Federal statute, DOD and Air Force policy requires prompt and accurate disclosure of information to the public. Air Force publications must be reviewed by a FOIA specialist prior to publication to ensure compliance with FOIA requirements. Refer to DODR 5400.7_AFSUP1, *DOD Freedom of Information Act Program*, for additional guidance and procedures.

2.17.4. Privacy Act (PA) of 1974 (DODD 5400.11, *DOD Privacy Program*). Each Air Force publication will contain a PA warning statement if it provides for or requires the Air Force to collect or maintain personal information in a PA system of records that is retrieved by personal identifier. Follow AFI33-332, *Privacy Act Program*, for further privacy act guidance and sample privacy act statements. Privacy Act System Notices are available online at: **http://www.defenselink.mil/privacy/notices/usaf**.

2.17.5. Federal Register (DOD 5025.1-M). The Air Force must notify the public of publications that affect the public, or will require public compliance. Make notification in the Federal Register as prescribed by AFI 33-320, *Federal Register*.

2.17.6. Copyrighted material (AFI 51-303, *Intellectual Property: Patents, Patent Related Matters, Trademarks and Copyrights*). Do not use copyrighted information in Air Force publications without obtaining permission from the copyright holder. The only exception is use of very short passages of copyrighted works; check with your servicing legal office to determine if your intended use falls within this exception. ***Note:*** Permission for use must cite any restrictions on releasability. See **paragraph 2.12** for instructions on formatting and **Section 2E** for instructions on processing publications with and without restricted releasability.

2.17.6.1. To show the presence of copyrighted material in a draft, indicate on the AF Form 673 ("Additional Information" block) that the draft contains copyrighted material.

2.17.6.2. At the bottom of the title page, centered below all other information, place the following statement in bold capital letters: **THIS PUBLICATION CONTAINS COPYRIGHTED MATERIAL.**

2.17.6.3. Footnote copyrighted information in the text and cite the author of the work, the title, the publisher, and the year of publication. This applies regardless of whether permission from the copyright holder is required.

2.17.7. Trade Names and Trademarks. When using a trade name or mark of a non-Federal/government entity, include the following disclaimer as the last sentence in the publication's opening paragraph: "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." A trade name is simply the name of the commercial enterprise, such as the Microsoft® Company. Check the company's website to determine if the name requires a "Registered" symbol (®). Distinguish each use of a trademark by inserting a trademark symbol (™) after the mark. See AFI 51-303, *Intellectual Property: Patents, Patent Related Matters, Trademarks and Copyrights*, for further guidance.

2.17.8. Compliance with Section 508 of the Rehabilitation Act. Because official unclassified AF publications are available on the e-Publishing website, publications at any level must be Section 508 compliant, in accordance with AFI 33-129, *Web Management and Internet Use*. AFDPO is responsible for ensuring all publications posted on the e-Publishing website are Section 508 compliant.

Section 2D—Coordination

2.18. Coordination. Coordination is a process through which an OPR obtains endorsements to publish from offices with functional interest/technical expertise, statutory oversight responsibilities, mandatory (statutory/regulatory) review requirements, and is completed prior to obtaining certifying and approving officials signatures on the AF Form 673. A completed AF Form 673 must accompany the draft submitted for publication, although OPRs may obtain coordination using email, an AF IMT 1768 (SSS), or the AF Form 673 (electronic or pen-and-ink signatures are acceptable) on draft publications. If signatures are obtained simultaneously (i.e., "shotgunned"), transcribe the information onto the AF Form 673 and maintain original correspondence with signatures in the record set (see **Section 2I** for additional information on record sets). Functional coordination should be completed and accepted, recommended changes incorporated into the draft before the "final" version is submitted for mandatory coordination. The OPR cannot release any final drafts for publication with unresolved nonconcurrences or insufficient coordination. ***Note:*** Only civilian employees (includes direct-hire foreign national employees, but not contractors or indirect-hire foreign national employees) and military members may provide coordination on publications and forms at any level.

2.18.1. Coordination Requirements.

2.18.1.1. **Technical/Functional-Level Coordination.** Obtain technical/functional comments from those offices with relevant expertise or statutory oversight responsibilities. All publishing actions except administrative changes (ACs) and responses to two-year or special reviews require technical/functional coordination. See **Table 2.3** for technical/functional coordination rules. See **paragraph 1.2.8** for technical/functional coordinator responsibilities.

2.18.1.1.1. If the OPR neglects to obtain technical/functional coordination from an affected office the OPR may be required to do an immediate update if language in the publication is contested by an office that was not given the opportunity to coordinate. If resolution cannot be reached at the OPR level, the OPR must grant a waiver to the affected office absolving them from complying with the contested language until the issue is resolved. The OPR will involve the servicing legal office and elevate within the chain of command as necessary to resolve contested guidance. If the contested language is dictated in a DoD issuance, the Air Force OPR cannot waiver the DoD requirement. The office contesting the DoD guidance will need to work with the Air Force OPR for the DoD issuance, see IDAR database for OPR listing, to obtain a waiver or change the DoD guidance; send a courtesy copy of all email correspondences between the Air Force OPR and the DoD OPR to the SAF/AAX workflow box (**safaax.workflow@pentagon.af.mil**).

2.18.1.1.2. AFPMs and GMs that require immediate release because they address critical issues only require a legal review, SAF/AAX review (AFPMs only), and the

approval authority's signature (the SECAF for AFPMs) on the AF Form 673. OPRs submitting an AFPM or GM under these circumstances must provide full justification on the AF Form 673.

2.18.1.2. **Mandatory Coordination.** Only new publications and publication rewrites require mandatory coordination in addition to technical/functional coordination. ***Exception:*** Mandatory coordination is required for all actions taken on AFPDs, AFPMs, and AF supplements to DoDDs (except the approval of ACs). See **Table 2.2** for mandatory coordination rules and **paragraph 1.2.8** for mandatory coordinator responsibilities.

2.18.1.3. Supplements to DODDs carry the same weight as AFPDs, and are subject to the same requirements; the SECAF will always be the authenticator on AFPDs and AF supplements to DODDs. Direct supplements to DODIs carry the same weight as AFIs and direct supplements to DODRs and DODMs carry the same weight as AFMANs—all must be coordinated accordingly.

2.18.1.4. **Certification and Approval.** Once technical/functional and mandatory coordination is complete, the OPR obtains certification and then approval, in that order. Use appropriate staffing vehicle to obtain certifying and approving official manual or digital signatures on the AF Form 673. See **Chapter 1** for detailed information on certifying and approving officials. ***Note:*** AFPMs require, in addition to certification and approval, technical/functional coordination, coordination with SAF/AAX, and a legal review by SAF/GCA; GMs require technical/functional and legal coordination, in order to expedite processing. Certifying and approval authorities at the HAF for AFPMs and AFGMs are the same as for AFPDs and AFIs, respectively.

2.18.1.5. Unless otherwise specified in unit-level guidance, HOIs and OIs follow coordination requirements for directive publications. Requirements for HOIs generated by the HAF (Air Staff or Secretariat) are established in HOI 33-13, *Headquarters Air Force Operating Instructions, Pamphlets, and Handbooks Management Program*, which is maintained by HAF/IM.

2.18.1.6. Resolving Non-Concurrences.

2.18.1.6.1. Critical comments that result in a non-concurrence shall be resolved between the concerned parties before a publication is approved and published. Approving officials make final decisions on resolution during impasses. (***Note:*** When impasses involve a supplement and the HHQ guidance being supplemented, the approving official for the HHQ publication is the resolving authority) The resolution process is the responsibility of the OPR, including the manner in which conducted. The process may consist of informal or formal exchanges by phone, e-mail, and/or memo; meetings and working groups. If the OPR is unable to resolve the comments, they shall elevate the issues to the certifying official for resolution. ***Note:*** The OPR must stay involved in the process even if elevated to a higher authority.

2.18.1.6.2. Resolution of a non-concurrence shall be documented by the coordinating offices written withdrawal of the non-concurrence, signed at the same or a higher level as the original coordination, EXCEPT that when the comments leading to the

non-concurrence are accepted in full and incorporated into the publication, no withdrawal of the non-concurrence is required.

2.18.1.6.3. If the OPR is unable to resolve a non-concurrence after involving the certifying official, the impasse shall be addressed in a memorandum, or other written documentation, to the Approving Official requesting the AF Form 673 be signed. Both sides of the comments shall be clearly and succinctly addressed in the document along with a recommendation for the approving authority. ***Note:*** The documentation becomes part of the permanent record-set of the publication.

2.18.2. Preparing the AF Form 673. ***Note:*** when an OPR submits an AF Form 673 to accomplish a publishing action (new, change, cancellation), block 1 should contain the publishing manager's office (e.g., AFDPO for HAF OPRs); when the publishing office is initiating a two-year or a special review on publications and forms, block 1 should contain the OPR's contact name and office symbol. OPRs only complete section 3 during a two-year or special review.

2.18.2.1. A "fillable" electronic version of this form is available on the e-Publishing website. Complete the AF Form 673 in its entirety, including special information in block 32, if necessary.

2.18.2.1.1. Indicate in block 32 if the draft contains copyrighted material. Indicate in block 9 if the draft contains For Official Use Only (FOUO) material.

2.18.2.1.2. To avoid the issuance of unfunded mandates, indicate in block 32 if the publication drives the need for additional or different manpower, funding, contract terms, etc. Include dollar amounts or man-hours when possible; if no dollar amounts or man-hours have been specified be sure to include summary statements alerting coordinators of the areas in the draft that may have resource implications.

2.18.2.2. Block 10 ("Purpose"): Note that no more than five (5) ICs may be made to a publication, and no single IC may alter more than 20 percent of the content (see **paragraph 2.25**).

2.18.2.3. Blocks 11, 12a, and 12b are designed to capture form-related information; completion of these blocks is necessary if you have created a form and prescribed its use in a publication, or if you adopt the use of an existing form in a publication. Block 15 is designed to capture information about temporary and permanent visual aids. While it is not necessary to explicitly prescribe a permanent visual aid in a publication, it is necessary to associate a permanent visual aid with the publication that provides justification/reason for its creation. Block 13 ("Special Printing") gives OPRs who have created a publication or form that requires printing (such as a bound manual, pamphlets for display, etc.) a standard place to alert publication/form managers and provide their unique specifications.

2.18.2.4. If your publication and/or form has releasability restrictions, copy the releasability statement from the front matter of the publication (or the footer of the form) and paste into block 14. Doing so will alert the publications/forms manager that your publication/form may not be posted to a publicly-accessible website and ensure proper distribution of your publication/form.

2.18.2.5. All coordinations must be obtained before the certifying and approval authorities manually or digitally sign the AF Form 673. Coordinators may also sign the AF Form 673 manually or digitally. ***Note:*** Applying digital signatures in the certifier and approval authority blocks "lock" all preceding information; once the certifying or approval authority has digitally signed the AF Form673, no changes can be made to any preceding information without removing one (or both) of the signatures.

2.18.2.6. Obtain the certifying official's signature. The certifying official is a minimum of one organizational level above the OPR and certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content. The certifier referenced in the publication must sign block 19.

2.18.2.6.1. Departmental publications authored by a MAJCOM, FOA, DRU, or other field unit must be certified and approved at the HAF.

2.18.2.7. Obtain the approving official's signature. See **paragraph 1.2.7.1** for description of approving officials. The authority to sign for a new publication may not be delegated, however the authority to sign block 22 of the AF Form 673 for revisions or cancellations may be delegated (see **paragraph 1.2.7**, **1.2.7.4.1**). ***Note:*** The signature block/authentication at the end of the publication remains that of the approving official even if the authority to sign the AF Form 673 has been delegated.

2.18.2.7.1. The SECAF is the only authenticator and approving official for AFPDs, PMs, and AF supplements to DODDs.

2.18.2.8. Represent all functional and mandatory coordination in Section II. If you use other means to collect coordination, type in the required information on the master AF Form 673, and keep the individually signed email, AF Form 673, or AF IMT 1768 (SSS) for your record set. HAF OPRs must send a fully coordinated and signed AF Form 673 along with each publication for processing to **AFDPO-PPP@pentagon.af.mil**. ***Note:*** Field OPRs must send a fully coordinated and signed AF Form 673 along with each publication for processing to the publications/ forms management office. Field publishing managers are not required to submit the accompanying AF Form 673 to AFDPO, unless the publication is departmental.

2.18.2.9. OPRs should allow at least two weeks for offices to provide coordination. If the publication is particularly large or complicated, allow additional time.

2.18.2.9.1. If coordinating offices are unable to meet a suspense date, requests for extensions must be submitted to the OPR.

2.18.2.10. In providing concurrence, coordinators agree to the contents within a publication or form from a functional perspective. Additionally, coordinators are agreeing to the releasability of the publication, as stated by the OPR in the publication. If the contents or purpose of a publication or a form are in conflict with existing policy or guidance, or if the releasability as stated in the publication is not in keeping with guidance in AFI 31-401, coordinators must provide feedback to the OPR accordingly.

2.18.2.11. **Comment Matrix.** OPRs will provide coordinators with a standard comment matrix for providing feedback. The standard comment matrix will include columns for the following elements: organization, item number, type of comment (Administrative,

Substantive, or Critical—include a legend at the bottom of the matrix), page number, paragraph number, line number, comment, and rationale. Regardless of the type of coordination comment, coordinators must designate a POC to work with the OPR towards resolution. The POC designated by the reviewer may not be a contractor or an indirect-hire foreign national. Coordinators must specify one of the following types of comments for each comment provided in a standard comment matrix.

2.18.2.11.1. *Administrative comments* address typographical, grammatical, and formatting errors.

2.18.2.11.2. *Substantive comments* address those portions of a document that appear to be unnecessary, incorrect, misleading, confusing, or inconsistent.

2.18.2.11.3. *Critical comments* are major deficiencies that will preclude final approval and publication (i.e., result in a nonconcur). Rationale for critical comments must be provided.

2.18.2.12. OPRs must resolve all critical comments before submitting the publication or form for final processing and publishing. Ensure that any critical comments submitted to the OPR are clear and that a POC within the coordinating office is designated so the OPR may follow-up. OPRs will work directly with the POC to resolve any issues. Resolution of comments must be included in the record set for the publication/form.

2.18.2.13. If the AF Form 673 or the AF IMT 1768 (SSS) contains coordination more than one year old and no significant changes to the draft contents have been made, OPRs must state in block 32 of the AF Form 673 that no recoordination is necessary before the certifying and approval officials sign the form. If significant changes have been made the OPR is responsible for re accomplishing necessary coordination.

Table 2.2. Mandatory Coordination.

All new and rewritten publications must be reviewed/coordinated to address the subject areas identified in column A of this table. Mandatory coordination is also required for all actions taken on AFPDs and AF supplements to DoDDs, except ACs. Mandatory coordinator responsibilities are outlined in paragraph **1.2.8.** Column B provides mandatory coordinator contact information for processing departmental publications. Field publication managers may supplement this table to provide specific addresses of local offices for mandatory coordination; otherwise the field publication OPR must locate local offices to provide the mandatory coordination listed in column A. FOAs and DRUs that do not have staff dedicated to publications/forms management will use offices identified at column B to fulfill their coordination requirements.

	A	B	C
ITE M	**Mandatory Agency to be**	**Coordinate**	

		Departmental publications with:	**Field Publications with:**
1	Legal implications	AF/JAA: **afjaa.workflow@pentagon.af.mil** ***NOTE:*** AF/JAA will forward publications to AF/JA and SAF/GCA for coordination as appropriate on a case-by-case basis.	Legal office
2	Manpower, personnel, and labor implications	AF/A1: **afa1.workflow@pentagon.af.mil**	Manpower, personnel, and labor relations office(s)
3	Future resource implications	AF/A8: **afa8.workflow@pentagon.af.mil**	Programs office
4	Communications and information management, including FOIA, Privacy Act, Federal Register, postal service, and records management	SAF/XC: mailto:safxc.workflow@pentagon.af.mil mailto:af.foia@pentagon.af.mil mailto:af.records@pentagon.af.mil	Communication and Information office
5	Applicability to the AF Reserve	AF/RE: **afre.workflow@pentagon.af.mil**	AF/RE: **afre.workflow@pentagon.af.mil**
6	Budget implications	SAF/FM: **saffm.workflow@pentagon.af.mil**	Financial Management office
7	Applicability to ANG and/or NGB	ANG: **ang.pubs@me.ngb.army.mil**	ANG: **ang.pubs@me.ngb.army.mil**

8	Formatting and compliance with AFI33-360.	AFDPO: **AFDPO-PPP@pentagon.af.mil**	Publication Manager Form Manager
9	Reports control requirements	AFCA: **afca-icb@scott.af.mil**	Local Information Collections and Reports (ICR) Manager
10	Terminology review	LeMay Center: mailto:afddec.cc.workflow@maxwell.af.mil	LeMay Center: mailto:afddec.cc.workflow@maxwell.af.mil
11	Policy Review. Only if the publication is a Policy Directive, AF supplement to any DoD Issuance, AFPM, or any other publication requiring SECAF signature.	SAF/AA: **safaax.workflow@pentagon.af.mil**	SAF/AA: **safaax.workflow@pentagon.af.mil** (Supplements to DoD Issuances only)

[TEST]

NOTE:

1. Contact coordinating offices for instructions on routing sensitive and classified publications.
2. All publications going to the SECAF for signature must be routed through the Command section at the HAF. Refer to HOI 33-3, *Information Workflow Management and Correspondence Preparation*, for guidance on submitting packages for SECAF signature.
3. See for coordination requirements for HOIs and OIs. OPRs for HAF HOIs and OIs must refer to HOI 33-13 for guidance and procedures.
4. Publications and forms will be submitted to two-letter/digit organizations, unless otherwise directed in the coordination tables. Two-letters are responsible for ensuring the correct offices within the organization review and coordinate on the publication and/or form and for providing a consolidated response. The consolidated response does not necessarily have to carry a two-

letter/digit level signature; the two-letter/digit may designate a lower-level office within the organization to provide the response and sign off on the coordination form provided.

2.19. Technical/Functional Coordination. Technical/functional coordination is required for all actions on publications unless explicitly exempted in this AFI and is based on the type of content covered in the publication. The following table is not all-inclusive; coordinate with all offices having technical or functional expertise even if they do not appear in the following table. Technical/functional coordinators' responsibilities are outlined in **paragraph 1.2.8**. ***Note:*** If a publication is routed for technical/functional coordination it is not necessary to resubmit the publication to the same office for mandatory coordination.

Table 2.3. Technical/Functional Coordinators.

	A	B	C
	If a publication	**Then Coordinate**	
		Departmental publication with:	**Field publication with:**
1	SAF/MR coordination is required on all **departmental-level** publications for which is provides policy oversight: military and civilian personnel, United States Air Force Academy, medical readiness and health care programs and benefits, family readiness and support, quality of life, services and MWR, manpower management programs and techniques, equal opportunity and diversity integration, sexual assault prevention and response, reserve component affairs, and mobilization planning contingency and crisis management. Air Staff agencies that have a functional relationship with MR bear primary responsibility for developing proposed policy and executing the approved policy. They will ensure that SAF/MR coordination is obtained by coordinating the content of their publications. All mandatory (except SAF/AA on AFPDs) and functional coordination must be completed before obtaining SAF/MR coordination. This ensures that all others have had an opportunity to review and comment.	**safmr.workflow@pentagon.af.mil**	N/A
2	Plans, designs, develops, tests, acquires, maintains, and disposes of weapon systems, automated information systems, software equipment, facilities, or services	**safaq.workflow@pentagon.af.mil** **safie.workflow@pentagon.af.mil** **afa47.workflow@pentagon.af.mil** **safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Acquisitions, Installations

	A	B	C
	If a publication	Then Coordinate	
		Departmental publication with:	Field publication with:
3	Develops audit objectives, policies, plans, or standards	safag.workflow@pentagon.af.mil	Auditors
4	Manages real estate, facilities, and civil engineering or public works programs; provides facility services	safie.workflow@pentagon.af.mil afa47.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Civil Engineer, Facilities
5	Impacts the management of budgets, accounting and finance, internal review, and related financial management programs; develops and directs accounting and finance systems and services; develops, presents and/or implements budgets	saffm.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Financial Management
6	Provides historical affairs services, including historical writing, research, studies, and analysis, and heraldry	afho.workflow@pentagon.af.mil	Historian
7	Affects procedures or policies for the development or dissemination of information for external or internal audiences.	safpa.workflow@pentagon.af.mil safcm.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Public Affairs
8	Affects manpower and organization programs; allocates or controls manpower resources; or evaluates manpower use	safmr.workflow@pentagon.af.mil afa1.workflow@pentagon.af.mil	Manpower
9	Manages, provides, or otherwise affects medical services for military and civilians	safmr.workflow@pentagon.af.mil afsg.workflow@pentagon.af.mil afa1.workflow@pentagon.af.mil	Field Surgeon General/Chief Medical Officer, Manpower, and Personnel
10	Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness, planning, standardization, system development, evaluation, training, or command and control	afa35.workflow@pentagon.af.mil afa8.workflow@pentagon.af.mil safxc.workflow@pentagon.af.mil	Operations, Plans and Programs, Communications and Information
11	Manages civilian or military personnel programs or manages social action programs (such as equal opportunity)	safmr.workflow@pentagon.af.mil afa1.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Manpower and Personnel
12	Manages or affects religious	afhc.workflow@pentagon.af.mil	Chaplain

	A	B	C
	If a publication	**Then Coordinate**	
		Departmental publication with:	**Field publication with:**
	services, to include related morale and welfare programs		
13	Manage safety programs, to include flight, weapons, systems safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration standards (OSHA)	**afse.workflow@pentagon.af.mil** **safie.workflow@pentagon.af.mil** **safmr.workflow@pentagon.af.mil** **afa47.workflow@pentagon.af.mil** **safaq.workflow@pentagon.af.mil** **safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Safety, Civil Engineer
14	Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, industrial security, installation security, weapons system security, or security forces matters	**afa35.workflow@pentagon.af.mil** **safxc.workflow@pentagon.af.mil** **safaa.workflow@pentagon.af.mil** **safie.workflow@pentagon.af.mil** **safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Security Forces and Local Security Manager
15	Affects or involves international affairs, including disclosure of information to foreign governments	**safia.workflow@pentagon.af.mil** **safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Communications and Information
16	Manages or otherwise affects training and education programs, to include educational research, evaluation, curriculum development and review	**safmr.workflow@pentagon.af.mil** **afa1.workflow@pentagon.af.mil**	Training and Education
17	Applies to CAP units or members (see AFPD 10-27 and AFI 10-2701)	**cap-usaf.cc@maxwell.af.mil** **safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	**cap-usaf.cc@maxwell.af.mil**
18	Impacts or otherwise applies to morale, welfare, recreation, and services	**safmr.workflow@pentagon.af.mil** **afa47.workflow@pentagon.af.mil**	Manpower and Installations Services (A7)
19	Establishes a committee, council, board, advisory group, or similar body (as defined in DODD 5105.4, *Department of Defense Federal Advisory Committee Management Program*, and DODD 5105.18, *DOD Committee Management Program*)	**safaa.workflow@pentagon.af.mil** **safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Committee Management Officer

	A	B	C
	If a publication	**Then Coordinate**	
		Departmental publication with:	**Field publication with:**
20	Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials	**afja.workflow@pentagon.af.mil** **safie.workflow@pentagon.af.mil** **afa47.workflow@pentagon.af.mil** **afse.workflow@pentagon.af.mil** **safaq.workflow@pentagon.af.mil** **safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Civil Engineer and SJA
21	Involves visual information (VI) matters: combat cameras, video teleconferencing, base level support (photography and graphics presentations); or authorizes VI hardware or acquiring and using VI products	**safxc.workflow@pentagon.af.mil**	Communications and Information
22	Creates documentation requirements on organizations that use core automated maintenance system	**afa47.workflow@pentagon.af.mil**	Director of Maintenance
23	Involves scientific research, or requires scientific input and/or evaluation	**afst.workflow@pentagon.af.mil** **safaq.workflow@pentagon.af.mil**	Chief Scientist
24	Affects relations with Congress or creates a requirement for legislative analysis	**safll.workflow@pentagon.af.mil** **safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Legislative Liaison
25	Involves legal policies or procedures	**safgc.workflow@pentagon.af.mil** (only for AFPDs, AFPMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Staff Judge Advocate (SJA)
26	Involves or affects ANG units	**ang.pubs@me.ngb.army.mil**	**ang.pubs@me.ngb.army.mil**
27	Involves or affects relations with the general public	**safpa.workflow@pentagon.af.mil**	Public Affairs
28	Affects inspection policies, plans, or standards	**safig.workflow@pentagon.af.mil**	Inspector General
29	Directly implements a DOD Directive (DODD) or DOD Instruction (DODI)	**safaa.workflow@pentagon.af.mil**	**safaa.workflow@pentagon.af.mil**

NOTES:

1. Contact coordinating offices for instructions on routing sensitive and classified publications.
2. Publications and forms will be submitted to two-letter organizations, unless otherwise directed in the coordination tables. **Two-letters are responsible for ensuring the correct offices within the organization review and coordinate on the publication and/or form and for providing a consolidated response. The consolidated response does not**

	A	B	C
	If a publication	Then Coordinate	
		Departmental publication with:	Field publication with:
	necessarily have to carry a two-letter level signature; the two-letter may designate a lower-level office within the organization to provide the response and sign off on the coordination form provided.		

Section 2E—Publishing Finalized Publications

2.20. Posting on the e-Publishing Website.

2.20.1. With the exception of ANG wings/subunits, OPRs submit all publications for release on the e-Publishing website to the local publications/forms manager. The publishing manager for departmental publications is AFDPO (**AFDPO-PPP@pentagon.af.mil**); the publishing manager for HOIs, HPAMs, and HAF Handbooks generated at the HAF (Secretariat or Air Staff) is HAF/IM (**hafim.workflow@pentagon.af.mil**).

2.20.1.1. Field publications/forms managers submitting directly to AFDPO will submit files for processing via AFDPOs AF Portal Community of Practice (CoP) website. Field files should not be sent via e-mail, although field publications/forms managers should send notification of the submission to the AFDPO-CTO organizational e-mail address. If you lack access to the CoP site, please contact AFDPO for a login and password at **AFDPO-CTO@pentagon.af.mil**. ANG field publications will be submitted to the local wing publications/forms managers, and are not sent to AFDPO for formatting.

2.20.2. After the publication is processed it will be posted to the website. AFDPO will notify the publications/forms manager via e-mail or fax when publications are posted to the e-Publishing website. AFDPO posts products to the e-Publishing website 5-7 business days after receiving the complete submission from the OPR. If AFDPO requires additional time the OPR will be notified. ***Note:*** OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

2.20.2.1. AFPMs and GMs (HAF and field level) will be posted to the e-Publishing website under the appropriate subject series. If an AFPM or a GM (HAF or field level) amends an existing publication, AFDPO will post the AFPM or GM "on top" of the publication, so that publication users will view the AFPM or GM at the beginning of the document.

2.20.3. A subscription-based electronic notification system is available on the e-Publishing website. This service will notify subscribers of all new, revised, changed, or rescinded products posted to the e-Publishing website.

2.20.4. Because a restricted/classified departmental publishing site is not yet available, field publishing activities may post electronic classified and FOUO publications on the local headquarters SIPRNET site. All classified and FOUO publications posted on a headquarters SIPRNET site must be listed under an unclassified title in the Product Index on the e-Publishing website.

2.20.5. If a departmental publication or form is classified, FOUO, or the publication is a visual aid designed for display, it will be scheduled for printing rather than posted to the e-

Publishing website. Discuss production alternatives with the publications/forms manager (AFDPO) if a printed product is not ideal.

2.21. Processing Physical Products for Printing.

2.21.1. The OPR will submit a completed Government Printing Office (GPO) Form 952, *Desktop Publishing Disk Information*; AF Form 673; a clean printout; disk; and any additional artwork to the local publications manager. Ask your publications/forms manager for help with filling out forms and/ or identifying graphics requirements, if necessary.

2.21.2. Printing in two or more colors generally increases costs. All publications/forms managers must ensure that multicolor printing projects are necessary, that minimum color printing is used, and that the extra cost is justified. ***Note:*** Avoid using excessive printing requirements (e.g. coated paper, embossing, die-cutting, foil stamping, etc.). The OPR must justify use of multicolor printing and/or additional printing requirements in block 38 of the AF Form 673.

2.21.3. If the OPR deems it is necessary, unrestricted physical products may be sold publicly. The OPR must complete GPO Form 3868, *Notification of Intent to Publish*, and provide to the local publications manager, who will process it through AFDPO/PPL. Sales to the public will be handled by the Department of Commerce, National Technical Information Services (NTIS), 5285 Port Royal Road, Springfield, VA 22161-0001.

2.21.4. Physical products may be ordered from the e-Publishing website, or directly from the local Defense Automated Printing Service (DAPS) office. Contact your publications manager for bulk printing of electronic products. ***Note:*** Funding for printing publishing products may be centralized within your local publishing function.

2.21.5. OPRs will receive a copy of the printed publication or form, which will serve as notice that the publishing process is complete. The OPR may request additional copies for OPR-driven dissemination on the AF Form 673 in block 38. The OPR may also furnish a list of intended recipients on the AF Form 673 for AFDPO-driven dissemination. Any additional distribution restrictions should be included in block 38 of the AF Form 673.

Section 2F—Updating Publications

2.22. Suggesting Updates to Publications. Any Air Force member or employee may report errors, suggest revisions, and recommend corrective action by submitting an AF Form 847 to the OPR, or through the appropriate functional's chain of command for higher headquarters publications. AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program (FMP)*. Refer to that publication for guidance on filling out the form.

2.22.1. When a unit issues a publication that conflicts with one of its own publications, the activity noting the discrepancy should submit an AF Form 847 to both OPRs highlighting the conflict and requesting a resolution. OPRs are responsible for working with each other to deconflict and issue the correct publication(s).

2.22.2. If a field activity notices a discrepancy between higher-headquarters publications, submit an AF Form 847 to both OPRs, following the chain of command as appropriate. AF Form 847s submitted for HAF publications must be sent through the appropriate functional's chain of command.

2.22.3. **Certifying the Currency of Publications.** Publications/forms managers Air Force-wide will initiate a review every two years of publications and any forms prescribed therein in the anniversary month of the publication date, using an AF Form 673. AFDPO will initiate the review of all departmental publications, even those departmental publications that are authored in the field (record sets for departmental publications authored in the field will be kept in accordance with the Air Force Records Disposition Schedule (RDS) and the field publications/forms manager's instruction). If the OPR has given publication status on an AF Form 673 within the past year, postpone the review until the next cycle. ***Note:*** Both the OPR and the certifying official identified in the publication must sign the AF Form 673 during the two-year or a special review; when certifying a publication as current or providing status outside a review cycle, the OPR and the certifying official must sign the 673. No additional coordination is required if only providing status; additional coordination may be required if providing status and also requesting action on a publication/form.

2.22.3.1. If the OPR determines there are no changes to the publication the OPR must indicate this on the AF Form 673 and submit it to the publications/forms manager (see also **paragraph 2.8.5** and **2.24.1** to ensure no changes are necessary). OPRs for departmental publications submit the completed AF Form 673 directly to **AFDPO-PPP@pentagon.af.mil**; field publications managers may send relevant information to AFDPO via email at **AFDPO-CTO@pentagon.af.mil** (it is not necessary to include the field OPR's AF Form 673). AFDPO will add "Certified current [add date the AF Form 673 is received]" under the publication date and post on the e-Publishing website. For ANG publications, NGB-DMJ-P will add "Certified Current [add date the AF Form 673 is received] under the publication date for ANG FOA-level publications and post to the NGB publishing site (**http://www.ngbpdc.ngb.army.mil/publications.htm**).

2.22.3.2. If changes must be made, the OPR must submit an AC, IC, or a rewrite within 180 days of the date listed on the AF Form 673. See **paragraph 2.25** - **2.27** for guidance on submitting changes or rewriting a publication.

2.22.3.3. If a publication is obsolete, required coordination, certification, and approval must be completed before the OPR returns the AF Form 673 to the publications/forms management office. ***Note:*** the SECAF must approve the cancellation of any AFPD or AF supplement to a DODD; this authority may not be delegated.

2.22.3.4. If a departmental publication or form is classified, FOUO, or the publication is a permanent visual aid designed for display, it will be scheduled for printing rather than posted to the e-Publishing website. Discuss production alternatives with the publications/forms manager if a printed product is not ideal. OPRs may request limited reprints of printed products during the two-year review. Request a limited reprint if inventory is low for an essential publication or form that requires revision. Note on the AF Form 673 how many months you will need to complete the revision so the appropriate amount of inventory may be ordered.

2.22.4. **Transfer of Responsibility for a Publication.** When a functional OPR transfers responsibility for a publication to a different organization, the transferring official must notify the publications/ forms manager (send a copy to SAF/AAX for transfers of departmental publications that implement a DOD Issuance) using an AF Form 673. The two-letter functional principal of the losing activity is the certifying authority. The functional

principal of the gaining authority is the approval official. The OPR for the losing activity must obtain technical/functional coordination on the AF Form 673; contact information for the new OPR goes in block 32 of the AF Form 673. ***Note:*** If transferring responsibility for an AFPD or AF supplement to a DODD, the SECAF must serve as the approving authority.

2.22.4.1. If transferring numerous publications and/or forms at one time, an indorsement memo or SSS listing all the publications marked for transfer (number, title, and date) signed by the functional principal of the losing activity and indorsed by the functional principle of the gaining activity indicating acceptance will suffice. Send a courtesy copy to publications/forms manager (AFDPO for departmental publications and, if the publications directly implement DoD Issuances, a copy to SAF/AAX). A copy of the memo must be included in the record set for each affected publication.

2.22.4.2. Gaining OPRs of transferred publications must alert OPRs of supplements of the transfer. Transferred publications are often assigned new numbers and otherwise updated, and OPRs for subordinate publications will need to update their publications accordingly.

2.22.4.3. In addition to carrying out all reorganization/realignment responsibilities described in AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*, gaining OPRs for transferred publications will need to accomplish an IC to change the control number (if transferring to a different subject series), certifying and approving official information, and any other affected content. The record set for the publication being transferred must also be moved to the gaining OPR; accommodations for this action must be written into transfer agreements (PAD, PGL, etc.).

2.23. Requesting a Waiver. When complying with a higher headquarters publication adversely affects your mission due to a unique situation, you may request a waiver from the OPR; send a request via e-mail or memorandum, explaining the need for the waiver. If deemed necessary by the OPR, the waiver request may be elevated within the organization for review and approval. If the waiver is granted, the OPR of the publication must file it with the record set and provide a copy of the waiver to the publications/forms manager (AFDPO is the manager for HAF OPRs) when submitting the draft for publication. Field publications/forms managers must include a copy of each related waiver when submitting products to AFDPO. A waiver remains in effect until the OPR cancels it in writing, the publication is completely rewritten, or the waiver expires (the expiration date must be specified in the documentation granting the waiver). Include a statement in the opening paragraph if no waivers are authorized for that particular publication or if no waivers are authorized for certain portions of the publication.

2.23.1. In some cases, the waiver may last the life of the basic publication. If so, the organization requesting a waiver may need to create a supplement to implement the waiver. The OPR of the basic publication will work with the organization requesting a waiver to design appropriate guidance if a supplement is necessary. State in the opening paragraph if the supplement has been created to implement a waiver.

2.24. Revising a Publication. Issuing an IC, administrative change (AC), AFPM/GM, or a rewrite are the only authorized methods of revising/changing an official Air Force publication. A publication requires a rewrite when major content is affected by a change in Air Force mission, organization, DoD mandate, or five interim changes (ICs) have been issued. All authorized changes will be attached to, in the case of AFPM/GMs and ACs, or incorporated into the

publication when doing an IC, and posted on the e-Publishing website. ***Note:*** OPRs of physical publications (non-electronic) that have been printed usually must issue rewrites, because making page changes is often cost-prohibitive. Check with your publications/forms manager to discuss possible alternatives if a change is necessary.

2.24.1. When a higher headquarters publication is updated (either by an interim change or a rewrite), implementing publications (such as supplements) must be rewritten, updated using an IC, or, if applicable, certified as current within 180 days. Publications/forms managers may use the AF Form 399 to alert OPRs of changes to higher headquarters publications. Publications/forms managers will fill out the top half of the form, using the "special instructions" block to tell the OPR how to access the publication and to note the type of action taken on the higher headquarters publication (e.g., revised, rescinded, amended using a GM, etc.). OPRs will fill out the bottom half in response. An AF Form673 must accompany any final requests for action by the OPR.

2.24.1.1. Only those implementing publications that do not require any content changes after the higher headquarters publication is changed may be certified as current. OPRs will follow the same procedures for certifying supplementary guidance as current whether the supplement is in standalone or integrated format on the e-Publishing website (standalone versions only include supplementary material whereas integrated versions insert supplementary material into the higher headquarters publication). Procedures for certifying a publication as current may be found in **paragraph 2.22.3**. ***Note:*** If the implementing publication conflicts with the higher headquarters publication, the implementing publication must immediately be rescinded and removed from the website. OPRs may issue a GM to replace the conflicting publication, or add new guidance to non-conflicting implementing publications while the publication is under revision.

2.24.1.2. GMs used to replace or amend implementing publications will expire when the supplement is revised (must be within 180 days). Expired GMs (those exceeding 180 days) and implementing publications that have not been updated within 180 days will be removed from the e-Publishing website and the publications manager will be notified. See paragraphs under **2.10.4** and **2.12.5** for guidance on formatting a GM. ***Note:*** "Policy letters," guides, and bulletins are not recognized as part of the publishing program; any guidance or information issued in a policy letter, guide, or bulletin requiring implementation/compliance must be established in a publication type described in this instruction and processed accordingly.

2.24.2. Summary of Changes. A summary of changes is mandatory for all ICs and rewritten publications. The summary of changes cites major changes: content changes; new, revised, or obsolete forms; new, revised, or rescinded recurring reports; etc. Place the summary of changes immediately after the opening paragraph. Include this statement as the last sentence when making an IC (not when issuing a rewrite): "A margin bar indicates newly revised material." ***Note:*** Do not include a summary of changes for new publications.

2.24.2.1. ACs do not require a summary of changes.

2.25. Interim Changes (IC).

2.25.1. Changes to mission-essential information (e.g., law, DoD mandate, Air Force policy or guidance, etc.) and/or a major reorganization are examples of events that may necessitate

substantive changes to an existing publication, although OPRs may use ICs to change any type of information in the publication. OPRs may issue only five (5) ICs to Air Force publications, none of which will change more than 20 percent of the paragraphs in the publication (attachments, tables, figures, and illustrations count as paragraphs). After the fifth IC, the publication must be rewritten, which requires mandatory and technical/functional coordination (reference **paragraph 2.27**). ICs cannot be made to AFPMs or GMs.

2.25.1.1. ICs will not change the basic date of the publication, will not supersede the basic publication, and will not automatically certify the publication as current (see **paragraph 2.22.3** for certifying a publication current). Publication Managers, or OPRs for Supplements to DoD Issuances, will insert a line in the publication header under the basic date stating, for example, "Incorporating Change 1, [AFDPO inserts date IC is posted on e-Pubs]" or "Incorporating Through Change 3, [insert date third IC posted]."

2.25.1.2. After the fifth IC, OPRs should begin preparing a full rewrite to allow for expeditious coordination when the next change comes in.

2.25.1.3. Protect FOUO or classified ICs as directed in AFI 31-401.

2.25.2. **Interim Change Processing.**

2.25.2.1. The publications/forms manager assigns a number to each change. ICs are numbered cumulatively, and may not exceed 5 (IC-1, IC-2, IC-3, IC-4, IC-5). ICs may be spread out over a number of years; the assigned number should be cumulative, regardless of the year in which the IC is being accomplished.

2.25.2.2. Submit the IC in Microsoft Word®, 12-point Times New Roman font. The publications/ forms manager assigns the date of the IC. The date of the IC is the effective date; ICs are not considered effective until they are released to users IAW this Instruction. The publications/forms manager for HAF OPRs is AFDPO (**AFDPO-PPP@pentagon.af.mil**). IC dates assigned by AFDPO cannot exceed seven (7) business days after they receive complete and correct materials from the OPR. With proper justification interim changes at any level may be assigned an "effective" date that falls in the future, but under no circumstances may interim changes be backdated.

2.25.2.3. Changes will be made in complete paragraphs, (i.e., submit the entire paragraph 3 to replace the existing paragraph 3, even if only one word or one sentence changed). Each changed paragraph, table, figure, etc., must be preceded by an asterisk (*), which will trigger placement of the margin bar when the publication is formatted. A change must not renumber existing content; add new paragraphs or sub-paragraphs (or figures, chapters, etc.) as needed to insert additional material without renumbering the existing content. Changed material will be identified with a margin bar in the basic publication.

2.25.2.3.1. A deleted paragraph should cite the paragraph number and the word DELETED, (e.g., "3.77. DELETED"). ***Note:*** references to deleted content must be removed and the document re-numbered during a rewrite.

2.25.2.3.2. Figures, Tables, and Attachments. Completely delete or provide a completely new figure, table, or attachment to replace the current figure, table, or attachment. Figures, tables, and attachments can be added as long as there is a reference to them in a paragraph.

2.25.2.4. OPRs must obtain technical/functional coordination on the proposed changes, using the AF Form 673, before obtaining the certifying and approving officials' signatures (if issuing an IC to an AFPD or an AF supplement to a DODD, only the SECAF may approve). Mandatory coordination is only required for ICs to AFPDs and AF supplements to DODDs. Send the IC along with the properly signed and dated AF Form 673 to the publications/forms manager for processing (AFDPO-PPP for HAF publications). If the signatures are correct, the IC will be processed and posted to the e-Publishing website within seven business days of submission. OPRs may request faster processing of the IC on the AF Form 673; AFDPO will review and respond directly to requests for faster processing.

2.25.2.5. After the IC is posted to the e-Publishing website, AFDPO will notify the OPR or the publications/forms manager. OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

2.25.2.6. ICs for AF Supplements to DoD Issuances are formatted and integrated by the OPRs; AFDPO does not integrate the IC material into these types of Supplements. OPRs make changes directly to the published version and provide a camera ready copy to AFDPO for publishing along with the AF Form 673. Each changed paragraph, table, figure, etc., must be preceded by an asterisk (*).

Figure 2.2. Sample Interim Change.

IC-1 TO AFI 10-248, *Fitness Program*

24 July 2007

**SUMMARY OF CHANGES*

This interim change implements new guidelines that clarify requirements for the unit-based fitness program, corrects the time period for testing following deployment, identifies the fitness software application by name, places a timeline on data entry, specifies requirement for Health and Wellness staff to conduct body fat measurements on accessions, provides minimum period for retest requirements, defines exemption parameters and processes, eliminates required sequence for push-ups and crunches, provides guidance for the assessment of shift workers and intervention for members at Geographically Separated Units, and clarifies timelines and requirements for education/intervention. A margin bar indicates newly revised material.

*1.12.7. Appoints a Unit Fitness Program Manager (UFPM).

*3.4.2. **Marginal.** Test within 90 days, but not during the first 45 days of achieving a marginal score.

*3.5.4.1. DELETED.

*3.5.4.2. DELETED.

*3.5.4.3. DELETED.

*3.6. **Exemptions.** Exemptions are designed to categorize members as unable or unavailable to train or test for reasons beyond the control of the member or commander.

2.26. Administrative Changes (AC). Purely administrative changes that do not affect the subject matter content, authority, purpose, application, and/or implementation of the publication may be made by submitting an AF Form 673 signed by the certifying official to the publications/forms manager. Because these types of changes are non-substantive, no coordination is required. There is no limit on the number of administrative changes to a publication. Administrative Changes include:

2.26.1. Office symbol changes (OPR, Certifying Official's office symbol, and office symbols mentioned in the text) due to a transfer of responsibility for a function or a publication, or as a result of a reorganization. Other changes may be made on a waiver basis (submit waiver requests to the SAF/ AAX Workflow).

2.26.1.1. Only OPRs may make administrative changes to their publications. The certifying official must sign the AF Form 673; SAF/AA will approve administrative changes to AFPDs and AF supplements to DODDs.

2.26.1.2. ACs will not be integrated into the basic publication, but will appear when the publication is opened from the e-Publishing site (readers will click on the publication link, the AC will pop up, and readers will have to click on a link to that publication from the AC screen). The AC notification will be removed when the publication is updated. OPRs must include ACs in an IC or a rewrite to incorporate changes into the actual publication.

2.26.1.3. Submit a statement with the AC in Microsoft Word®, 12-point Times New Roman font (e.g., References to AF/DP should be changed to AF/A1 throughout the publication; references to SAF/AAX should be changed to SAF/AA in paragraphs 1.5 and 3.6). A date will be assigned to that AC when it is posted with the publication and placed at the end of the description of changes (see **Figure 2.3**).

2.26.1.4. ACs will be listed chronologically. It is the OPR's responsibility to keep an updated list of ACs; OPRs will submit a complete list of all ACs each time a new AC is added. The date assigned to each previous AC must be incorporated into the document submitted by the OPR (e.g. References to AF/DP should be changed to AF/A1 throughout the publication; references to SAF/ AAX should be changed to SAF/AA in paragraph 1.5 and 3.6 15 March 2005.).

2.26.1.5. Unless explicitly stated, the addition of an AC will not cancel existing ACs. If explicitly stated (e.g. References to AF/XOI should be changed to AF/A2; this supersedes the AC dated 31 March 2006), "Canceled" will be inserted by the OPR next to the date of the superseded AC. Once an IC is made to a publication, or the publication is rewritten, all ACs posted for that publication will be removed from the e-Publishing website.

Figure 2.3. Sample Administrative Change.

Administrative Changes to AFI 33-360, *Publications and Forms Management*

OPR: SAF/AAX

References to AF/DP should be changed to AF/A1 throughout the publication; references to SAF/AAX should be changed to SAF/AA in paragraph 1.5 and 3.6. 15 March 2005.

References to AF/XOI should be changed to AF/A3/5. 1 November 2006--Canceled.

References to AF/XOI should be changed to AF/A2; this supersedes the AC dated 1 November 2006. 31 March 2006

2.27. Publication Rewrites. If you have made five ICs to your publication, or if more than 20% of your publication requires revision, you must rewrite the entire publication and obtain mandatory and technical/functional coordination. Both the certifying and approving officials must sign the AF Form 673. In addition to making the necessary content changes:

2.27.1. State in the Summary of Changes paragraph "This document has been substantially revised and must be completely reviewed. Major changes include [insert summary of major changes]."

2.27.2. Remove references to "DELETED" text made during an IC and re-number the publication accordingly.

2.27.3. Ensure all references (including cross-references within the text, references to additional publications, references to forms, and references to specific offices and individuals) are verified and updated as required.

2.27.4. Submit the rewritten publication with a fully coordinated and signed AF Form 673 to your publications/forms manager for processing. After the rewrite is posted to the e-Publishing website, AFDPO will notify the OPR, with a courtesy copy to the publications/forms manager. OPRs are encouraged to notify affected staff offices when a

publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

2.27.5. Initiate a review and update, if necessary, of any forms prescribed by the publication. See **Chapter 3** for more information on reviewing and updating forms.

2.28. Unauthorized Changes to Publications. Rewrites or changes that are not processed IAW guidance in this publication are unauthorized and unofficial. When an activity receives a revised publication or notice of a change issued by methods other than those prescribed in this publication, immediately notify the publications/forms manager by e-mail or memorandum (contact SAF/AAX for departmental publications with a courtesy copy to AFDPO-PPP). The publications/forms manager (or SAF/AAX, for departmental publications) will immediately contact the OPR to establish a corrective course of action. From the date the OPR is contacted the unauthorized change must be reprocessed IAW guidance in this publication.

2.28.1. Draft publications are not for implementation or compliance. Publications are considered drafts until they have been certified, approved, and processed in accordance with this instruction. Release of any draft material for informational or review purposes must clearly indicate that the attached policy/guidance is still a draft and is not for implementation or compliance.

Section 2G—Rescinding Publications

2.29. Obsolete Publications. A publication becomes obsolete when another publication supersedes it, when the OPR rescinds it, or when AFDPO removes it from the website, as will be case for expired AFPMs, GMs, and outdated supplements.

2.29.1. OPRs planning to rescind a publication must complete technical/functional coordination in addition to obtaining certification and approval using the AF Form 673. See **Table 2.3** for technical/ functional coordination rules.

2.29.2. The OPR must submit the properly completed and signed AF Form 673 to the publications/ forms manager; OPRs for departmental pub lications will submit directly to AFDPO (**AFDPO-PPP@pentagon.af.mil**). Provide disposition instructions on the AF Form 673, following guidance in AFI 31-401 for classified publications.

2.29.2.1. If the rescinded publication prescribes an Air Force form or a report, the OPR must include this information on the AF Form 673 and send a copy of the request for rescission to the information reports management and control office. ***Note:*** When a publication is rescinded, any prescribed forms or reports are rendered obsolete.

2.29.2.2. If the publication is an AFPD or an AF supplement to a DODD, only the SECAF may rescind.

2.29.2.3. If the publication implements a DOD Issuance, the OPR must clarify on the AF Form 673 that the requirements are no longer valid or are met in a separate, active publication (list publications, if applicable) and obtain SAF/AAX coordination in addition to other technical/functional coordination.

2.29.2.4. Obsolete publications/forms are listed in the Product Index. Links to obsolete publications are removed from the e-Publishing website and AFDPO releases a product

announcement to notify subscribers of the cancellation. OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

2.29.2.5. ANG releases the NGB Publications Bulletin for notifying subscribers of cancellations on the NGB Publication site (**http://www.ngbpdc.ngb.army.mil/publications.htm**). A copy of the NGB Publications Bulletin is sent to all Publications Distribution Office accounts.

2.29.2.6. If an expired GM, AFPM, or an outdated supplement is removed from the e-Publishing website it is, in effect, cancelled. Any forms prescribed therein and any associated visual aids are also rendered obsolete. Since no AF Form 673 will exist for this action, the record set will include references to the appropriate sections in this AFI to justify the cancellation and "close out" the record set.

Section 2H—Special Publication Systems

2.30. Basis for Setting up a Special Publications System. Special publications exist to fulfill unique publishing requirements for a narrowly defined audience (i.e. CFETPs, ATs, etc.). These publications must identify in the opening paragraph their linkage with a parent publication listed in an AFSC series. This system will not change or supersede any directive publication, form, or report that a directive publication prescribes. Special publications do not bypass the normal publishing process.

2.30.1. **Establishing a Special Publications System.** Obtain approval to create a departmental-level system from SAF/AAX; obtain approval to create a field-level system from your local publications/ forms manager. Describe the proposed system, including the type of publications you will issue, publication specifications, coordination, certification, approval requirements, approximate cost, and proposed distribution. Explain why regular publications are not suitable. Reference the directive publication driving the need for the special publications system. Any form that the special publications system requires must be prescribed in the publication establishing the special system. Once approval has been received, work with AFDPO or local publications/forms manager to establish the publishing process.

Section 2I—Records Management

2.31. Managing Records. The execution of processes and procedures prescribed in publications result in the creation of records that document the business of the Air Force. Your local records professional will help you identify appropriate records for preservation. Maintaining an accurate record set for each publication and form issued by the Air Force is a responsibility mandated by law. The record set for a publication must be maintained in a separate file from the record set for the prescribed form(s). Record sets for publications and the prescribed form(s) may be stored in the same location, but the record sets must be kept separate. Additionally, if preferable, OPRs may retire record sets for previous versions of a publication. If discrepancies exist in the Records Disposition Schedule (RDS), follow instructions in AFI 33-364, *Records Disposition-Procedures and Responsibilities*, and AFMAN 33-363 to update the RDS.

2.31.1. OPRs must ensure all records created and collected as a result of compliance with this publication are correctly identified in the RDS located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/.

2.31.2. Add the following to the opening paragraph of all publications: "Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/."

2.31.3. As part of mandatory coordination, the local records manager will check the processes prescribed in the publication against the RDS. If the RDS requires modification, coordination may be delayed.

2.31.4. The following provides an overview for those developing record sets for publications. Those responsible for maintaining records sets *must* follow guidance in AFI 33-364; AFMAN 33-363; and AFI 33-322, *Records Management Program*, for making, maintaining, and disposing of records.

2.31.4.1. OPRs at the HAF who develop publications are responsible for maintaining the official record sets. Field publications/forms managers, in conjunction with the senior communications and information manager, will determine who will maintain record sets locally. OPRs for departmental publications that are authored in the field must maintain the record set for that publication in accordance with local guidance from the publications/forms manager. Maintain a file arranged numerically by subject series for each publication that includes the following:

2.31.4.1.1. Records for AFPMs and GMs that are converted into "permanent" publications must become part of the record set for the permanent publication. AFPMs and GMs that are not converted into permanent publications should be disposed of in the same way as other memoranda.

2.31.4.2. The original AF Form 673. AFDPO will maintain a copy of the AF Form 673 for publications developed at the HAF (includes both the Air Staff and the Secretariat) for their own records; OPRs for departmental publications and forms generated at the HAF are responsible for maintaining their own record sets. Field OPRs developing departmental publications must maintain and/or retire the original AF Form 673 in the record set in accordance with local guidance from the publications/forms manager. When a publication and form(s) are circulated for coordination/action on the same AF Form 673 or AF IMT 1768 (SSS), keep the original in the publication record set and a copy of that record in the form record set.

2.31.4.3. A copy of the published version of the publication with all revisions (ICs, ACs, AFPM/GMs) (***Note:*** Rescinded , superseded, or obsolete versions will be place in inactive files and disposed of IAW the RDS and AFI 33-364);

2.31.4.4. All documents that show coordination, comments, and other actions, such as changes(ICs, ACs, and rewrites), exemptions, waivers, suggestions, etc., for the publication;

2.31.4.5. A copy of each AF Form 673 used during biennial reviews for the publication;

2.31.4.6. Any additional forms required to process the publication (such as forms required when developing a printed product; the AF IMT 130, *Application for a Report Control System (RCS)*, if used; or the DD 67, *Form Processing Action Request*, if making changes to a DOD form); and,

2.31.4.7. If the publication directly implements a DOD Issuance, a copy of the signed and dated SD106, *[DOD] Directives System Coordination Record*, the Air Force memorandum with comments, the draft Issuance, and the final (signed) Issuance.

2.31.5. Refer to the RDS (**https://www.my.af.mil/gcss-af61a/afrims/afrims**/), AFI 33-364, AFMAN 33-363, and AFI 33-322 for guidance on creating, maintaining, retiring, and disposing of record sets, including electronic record sets and record sets for publications falling under the federal vital records program.

Section 2J—Establishing a Functional Publications Library (FPL)

2.32. Definition.

2.32.1. Commanders of organizations involved in flight operations are specifically authorized to establish and maintain FPLs, containing departmentaland field-level publications. The library will contain a copy of this instruction, the Product Index listing of included publications, and the product announcements.

2.32.1.1. FPLs must link to electronic publications and forms available on the e-Publishing website. Classified/FOUO publications and forms may be posted directly to an FPL or printed.

2.32.2. Flight operations commanders may establish FPLs by providing written notification to the servicing publishing manager. Identify the activity responsible for the library, its location, and appoint a primary and alternate library custodian. Officials establishing FPLs will ensure custodians are properly trained on publications management. Custodians are responsible for ensuring FPL contents are both current and essential.

2.33. Availability of FPL Publications. Publications kept in an FPL may be loaned to authorized persons for official use. Loaning publications is optional and depends on local needs. Do not allow the general public to view, copy, or borrow any publication from an FPL (DOD 5400.7-R_AFSUP1). Since FPLs are not open to the public, FOUO publications may be filed with other publications.

2.34. Obtaining Publications. Request paper-based publications from the Document Automation Production Service (DAPS) at unit expense. The e-Publishing website provides a link to the DAPS website for easy access to this bulk printing service.

2.35. Maintaining an FPL. FPL custodians will review product announcements and the Product Index on the e-Publishing website to ensure publications contained in the library are current and essential. Custodians will regularly review and inventory the contents of the FPL to ensure publications are current and essential. Document the inventory, discrepancies noted, corrective action taken, and individual conducting inventory. Dispose of custodial records according to guidance in AFI 33-322.

Chapter 3

FORMS MANAGEMENT

Section 3A—Overview

3.1. General. This section establishes Air Force guidance, assigns responsibilities, and provides specific procedures for the management of Air Force forms. It applies to all media of forms, whether paper or electronic. It covers the complete lifecycle management of forms from creation, distribution, use, review, and revision to cancellation. The use of social security numbers within AF forms shall be reduced or eliminated wherever possible in accordance with AFI 33-332.

3.1.1. **Definition of a Form.** Per DOD Instruction 7750.07, *DOD Forms Management Program*, a form is a fixed arrangement of captioned spaces designed for entering and extracting prescribed information. Air Force forms are tools used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective. Official Air Force form types are defined in **Section 3B**. Prescribed forms require an AF Form 673, a control number, and a record set; non-prescribed forms do not require an AF Form 673, a control number, or a record set, although maintenance of a record set may be helpful to owners and users of non-prescribed forms.

3.1.1.1. Previously, IMTs and forms were used synonymously. The IMT designator is being phased out; it will continue to appear until all publications and forms bearing that reference are updated.

3.1.2. Only civilian employees (including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) and/or military members of the Air Force are authorized to serve as the POC for, provide coordination on, certify, and /or approve official Air Force publications and forms, including interservice publications where the Air Force serves as the lead service.

3.1.3. Waiver requests regarding form use or processing must be submitted to the form OPR; send requests via e-mail or memorandum, explaining the need for the waiver. If deemed necessary by the OPR, the waiver request may be elevated within the organization for review and approval. If the waiver is granted, the waiver must be filed with the record set. A waiver remains in effect until the OPR cancels it in writing, the form is updated or canceled, or the waiver expires (the expiration date must be specified in the documentation granting the waiver). Include a statement in the opening paragraph of the prescribing publication if no waivers are authorized for forms prescribed therein.

Section 3B—Types of Forms

3.2. Types of Forms. The type of form is determined by the scope of its intended use and is indicated by the form designation (e.g. AF Form 673, AFMC Form 226). If the scope of users expands or contracts, the form should be redesignated and reprocessed as necessary.

Table 3.1. Types and Descriptions of Forms.

Prescribed Forms		
Type	**Description**	**Issued by**
Departmental	A form used Air Force-wide or by more than one MAJCOM, FOA, DRU, Base, or Wing. Prescribed by a departmental publication (e.g., AFIs, AFMANs, etc.).	HAF (Secretariat and Air Staff)
Field	Forms issued by a MAJCOM, FOA, DRU, base, or unit, for use within the organization and subordinate organizations. Prescribed by a field-generated publication. ***Note:*** Use a form generated at higher-headquarters whenever possible.	Field
Headquarters/unit (HAF, MAJCOM, base, unit, etc.)	Forms issued for use within the organization. Prescribed by an operating instruction.	HAF and field
Non-Prescribed Forms (OPRs must supply instruction on non-prescribed forms as necessary; an accompanying memo is acceptable. Any form collecting information covered by the Privacy Act must be managed as a prescribed form.)		
Type	**Description**	**Issued by**
Office	Forms for use only within the originating directorate, division, branch, section or office. OPRs disseminate office forms.	All levels
One-time	Forms that satisfy a one-time requirement, are not reused or reprinted, and are obsolete when the expiration date is met. The OPR distributes the forms directly to activities required to complete the project. Place "One-time" in parentheses following the form number and show the expiration date next to it (e.g., (One-time, Expires 20 January 2006)). The expiration date must not exceed 1 year. OPRs disseminate one-time forms.	All levels
Test	Test forms are established to be used for a limited period of time so they may be evaluated before becoming permanent. Life of a test form may not exceed 1 year. The OPR is responsible for converting these forms to a permanent form by no later than the expiration date. If not converted to a permanent form, they automatically become obsolete on the expiration date. State "Test" in parentheses following the form number and show the expiration date next to it (e.g., Test, Expires 20 January 2006). OPRs disseminate test forms.	All levels
Morale, Welfare, Recreation and	Forms used in the operation of the	MWRS offices

Services (MWRS)	MWRS for internally imposed requirements. Give forms management support to MWRS activities on a case-by-case basis. The MWRS activity pays any printing costs.	
NOTE: Some actions may require use of non-Air Force forms, such as DOD forms (DD forms), standard government forms (SFs), optional forms (OFs), General Services Administration forms (GSA forms), General Accounting Office forms (GAO forms), etc. Users will be instructed when use of non-Air Force forms is necessary. AFDPO may assist OPRs with other types of forms, but does not monitor forms posted on non-Air Force websites.		

3.3. Items Not Managed as Forms (per guidance in DODI 7750. 07):

3.3.1. Forms used exclusively for cryptological activities.

3.3.2. Forms used only once as part of a survey.

3.3.3. Formatted documents that are largely narrative in nature where the space needed by respondents to furnish the desired information varies substantially, such as a comment matrix, worksheet, classroom evaluations, or permission slip. ***Exception:*** Manage these types of documents as prescribed forms if they solicit information covered by the Privacy Act of 1974, collect information from the public, or require Office of Management and Budget (OMB) approval (see AFI 33-332).

3.3.4. Formatted documents without spaces for entering information, such as instruction sheets and bulletins, pamphlets, notices, contract clause sheets, placards, certain tags and labels, pattern letters, guide letters, and form letters.

3.3.5. Tools used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive AF purpose or objective that are *not* prescribed in an official publication or otherwise defined in this instruction, such as login screens or meeting sign-in sheets.

Section 3C—Form Development

3.4. Official Form Repository. The e-Publishing website is the official source for obtaining prescribed/ adopted forms generated by Air Force OPRs, both electronic and physical, with the exception of ANG wing/subunit prescribed forms and those generated below the wing/base level. Because a restricted/classified departmental publishing site is not yet available, field publishing activities may post electronic classified and FOUO forms on the local headquarters SIPRNET site. All classified and FOUO forms posted on a headquarters SIPRNET site must be listed under an unclassified title in the Product Index on the e-Publishing website.

3.4.1. “Stocked and Issued” forms are distributed directly by the OPR. The office symbol and mailing address of the OPR are listed after the form title in the Product Index; users must submit requests directly to the OPR. The OPR is responsible for informing AFDPO when a reprint is necessary.

3.4.2. “Stocked and Used” forms are distributed by the OPR only within the primary organization, and used only by that activity. The OPR is responsible for informing AFDPO when a reprint is necessary.

3.4.3. ANG field publications will be submitted to the local wing forms managers, and are not sent to AFDPO for processing or posting. The official repository for ANG forms is the NGB-DMJ-P (**http://www.ngbpdc.ngb.army.mil/publications.htm**).

3.5. Prescribing a Form. A new form and the prescribing publication must be published and distributed simultaneously. This is not the case for revised forms. The prescribing publication:

3.5.1. Directs organizations and individuals to use the form.

3.5.2. Cites the form designation, number, and title, (e.g., AF Form 673, *Air Force Publication/Form Action Request*) the first time the form is mentioned. Thereafter, only cite the designation and number (i.e., AF Form 673), unless the title would clarify the text.

3.5.3. States the purpose of the form, how to complete it (if necessary), and how to submit it.

3.5.4. Explains where to submit supply requests if the form is printed.

3.5.5. Lists prescribed forms by form designation, number and title in the "Prescribed Forms" paragraph of the publication and on the AF Form 673 (Section I). ("Prescribed Forms" and "Adopted Forms" will be the last two paragraphs of the publication.)

3.5.6. Do not include a copy of the prescribed form(s) within the publication unless absolutely necessary. This will help ensure version control, and may eliminate a need to update the publication each time a form is revised. If it is necessary to include a copy of the form, show sample entries.

3.5.7. The prescribing publication does not need to be revised when a form is revised unless instructions related to the revised form need to be updated.

3.5.8. If a form at any level collects Privacy Act information it must be prescribed in an official publication and managed in accordance with Privacy Act guidance (see AFI 33-332).

3.6. Creating a Form. Forms Air Force-wide are designed using standard software acquired by AFDPO and disseminated to all MAJCOM/FOA/DRU publications/forms managers. MAJCOM/FOA/DRU publications/forms managers may further distribute the forms software, if desired, to individuals designated by the publications/forms managers. All form control numbers are assigned by local publications/forms managers and the records should be filed numerically by the form number. Form numbers are assigned sequentially. To ensure forms are developed correctly:

3.6.1. Identify all necessary data fields and create a sample form. OPRs will need to justify the need for the form, the data fields collected, and specify any printing and/or distribution requirements during coordination.

3.6.1.1. Insert a releasability statement on the bottom of the form only if releasability is restricted (either when blank or when filled out). Examples of releasability statements include "**RELEASABILITY:** Access to this form is restricted: this publication may be released to NATO members only"; "**RELEASABILITY:** Access to this form is restricted: this publication may not be released to foreign nationals"; "**RELEASABILITY:** Access to this form is restricted: this form is classified/FOUO; requests for accessibility must be approved by the OPR," etc. The statement must be prefaced with the phrase "**RELEASABILITY:** Access to this form is restricted."

3.6.1.2. Formats, definitions, data types, etc. already exist for many information fields commonly used in government forms. OPRs and forms designers should consult the DOD Metadata Registry to determine what form fields have been standardized and use standardized fields whenever possible. The DOD Metadata Registry is accessible at **https://metadata.dod.mil/mdrPortal**; click on the "Data Element" tab to access standardized fields.

3.6.2. The prototype used during coordination and the final version will be designed in conjunction with the local publications/forms manager.

3.6.3. Utilize desktop software, such as Microsoft® applications, whenever possible to develop office forms. Office forms may also be created with the use of standard AF form software.

3.6.4. The form manager will assign the date. AFDPO is the forms manager for HAF OPRs; dates assigned by AFDPO which will not exceed seven (7) business days after the publications/forms manager has received complete and correct materials from the OPR. Development work on the form may be completed while the form is routed for coordination or prior to coordination. Form OPRs at the HAF will complete development work during coordination; when form OPRs at the HAF submit the prototype to AFDPO for coordination, AFDPO will complete the development work at that time. The form date is the effective date; Air Force forms are not considered effective until they are released to users IAW this Instruction. AFDPO will alert the local publications/forms manager and the OPR when a new or revised form is posted on the e-Publishing website. OPRs are encouraged to notify affected staff offices when a form is rescinded or when a new or revised form is posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/ or processes may be affected.

3.7. Adopting a Form. You may adopt an existing form prescribed in one publication (Air Force or other government publication) for use in another publication. Adopted forms already exist and are available from the e-Publishing website, the Publishing Distribution Center (PDC), or, if adopting a form created by a different government agency, the appropriate agency's website. You may refer users to the prescribing publication for instructions on completing and processing the form, adding additional instructions, if necessary. To determine the prescribing publication of an Air Force form, click on the "information" icon in the form entry on the e-Publishing website.

3.7.1. Cite the form designator and number within the publication, including the long title in italics at first use; include the full citation in the "Adopted Forms" paragraph (e.g. AF Form 673, *Air Force Publication/Form Action Request*). List adopted forms in the "Adopted Forms" paragraph of the publication ("Prescribed Forms" and "Adopted Forms" will be the last two paragraphs of the publication) and on the AF Form 673.

3.7.2. If you adopt a form created by another government agency, you may be subject to that agency's guidance. Work with the forms manager of the agency responsible for the form to ensure that the Air Force guidance/process aligns with that agency's guidance/process. DOD forms created in IBM software must include the DOD disclaimer.

3.7.3. If you intend to use an adopted form for a purpose not intended by the OPR, or you intend to alter the appearance of an adopted form, you must gain written permission from the form's OPR to alter the use of the form.

3.7.4. Overprint (pre-fill blocks with standard information) an electronic or physical form when the number of man-hours saved in filling in the form justifies the extra cost of overprinting the fill-in data. Do not alter lines or captions, or add blocks and captions to an existing form as this action is a revision of the original form design. This guidance applies to both physical and electronic forms. Insert a statement at the bottom of overprinted forms indicating the activity responsible for the overprinted material (e.g., "919 MDS Modified Overprint.").

3.7.5. Functional areas implementing information systems that incorporate existing forms must obtain written approval from the OPR. The system maintainer ensures the accuracy of forms used in the system.

3.8. Licensing a Report Control Symbol (RCS). Internal Air Force information requirements are licensed with a RCS number IAW AFI 33-324. Insert the RCS field, if applicable, in the upper right corner of the form inside the margin. The local publications/forms manager will consult with the local reports control manager who will determine if an RCS is applicable to the form during the design phase. See AFI 33-324 for more information, including interagency reporting, public use, forms, internal reporting, and use of the AF Form 130, *Application for a Reports Control Symbol (RCS)*.

3.9. Form Software Licenses. All forms must have a software license before being placed on the e-Publishing website. ***Note:*** DD or other agency forms do not have software licenses unless they are designed using the standard Air Force software.

3.9.1. **(DELETED)**

3.9.2. The Form Viewer is openly available to any party with a valid requirement to access Air Force forms. It is available for download directly from the e-Publishing website.

3.9.2.1. Form Designers will require a licensed version of the viewer.

3.9.2.2. Applications Process Interface (API) licensing will be issued as required.

Section 3D—Legal and Security Requirements

3.10. Requirements and Considerations.

3.10.1. Privacy Act of 1974 . Forms that collect personal data from individuals for inclusion in a Privacy Act (PA) system of records (a collection of records retrieved by an individual's name or personal identifier), and forms that request the individual to enter or verify the social security number, must contain a Privacy Act Statement (PAS). The PAS allows the individual completing the form to make an informed decision about whether to furnish the information. The use of social security numbers within AF forms shall be reduced or eliminated wherever possible in accordance with AFI 33-332. Coordinate all proposed new or revised forms that collect personal data with the Privacy Act Officer (PAO) and/or servicing legal office on the AF Form 673. The PAO will assist with developing the PAS.

3.10.1.1. Display PAS on the first page of the form, under the title if possible.

3.10.1.2. Computer Matching Program. Computer matching is the electronic comparison of records from two or more automated systems between Federal agencies, state, and local governments for verifying benefits, eligibility, and for debt collection purposes. Records involved include those from personnel and payroll systems and Federal benefit programs. If the information on the form is subject to computer matching, incorporate an appropriate warning into the PAS.

3.10.2. United States Postal Service (USPS) Requirements. Forms used as mailers must meet USPS requirements. Refer to DODI 4525.8_AFSUP1, *DOD Official Mail Manual*, for requirements.

3.10.3. Complying with Section 508 of the Rehabilitation Act. All forms must be Section 508 compliant, as established in AFI 33-129. AFDPO is responsible for ensuring all products posted on the e-Publishing website are Section 508 compliant. Local publications/forms managers are responsible for ensuring products not posted to the e-Publishing website are Section 508 compliant. See AFI33-129 for guidance on making forms Section 508 compliant.

3.10.4. Guidelines for Classified, Accountable, Storage Safeguarded, and FOUO forms. Anyone requesting the creation of these forms must ensure the forms have the required markings (see AFI 31-401 and DoD 5200.1-R). AFDPO will identify these forms in the numerical listing on the e-Publishing website. (No longer exists)

3.10.4.1. Classified Forms. Avoid creating forms that disclose classified information and classified titles. When a form title is classified, create an unclassified title for reference purposes. When designing a classified blank form, show the overall classification of the information at the top and bottom of the form design. If the form will become classified when filled in, leave sufficient space for the overall classification marking by adding the notation " When Filled In" outside the margins at the top and bottom of each page of the form. Allow space for entering associated markings, classification authority, and downgrading or declassification instructions if deemed necessary by the requester.

3.10.4.2. Accountable Forms. Some blank forms can jeopardize installation/national security or could be used to defraud or allow false claims against the Government; therefore, you must control, safeguard, and account for these forms. Contact AFDPO for further guidance on handling accountable forms (**AFDPO-PPP@pentagon.af.mil**).

3.10.4.3. Storing Safeguarded Forms. Safeguarded forms are not releasable outside DOD because they could be put to unauthorized or fraudulent use (e.g. general officer stationary). You need not account for each individual form, but you must store blank forms in a secure area. Contact AFDPO for further guidance on storing safeguarded forms (**AFDPO-PPP@pentagon.af.mil**).

3.10.4.4. FOR OFFICIAL USE ONLY Forms. Mark and protect these forms as directed in DoD 5200.1-R.

Section 3E—Coordination Requirements

3.11. Coordination. New and obsolete forms marked for cancellation require mandatory and functional coordination. Revised forms require mandatory coordination.

3.11.1. Drafts of new forms should circulate with the prescribing publication for coordination. Follow guidance and procedures described in **Section 2D** to properly coordinate your form with the publication. If only the form requires revision or is marked for cancellation, you may circulate your form independently of the prescribing publication; see **Table 3.2** for mandatory coordination on independently coordinated forms, see **Table 2.3** for technical/functional coordination.

3.11.1.1. List all adopted and prescribed forms in block 11 of the AF Form 673, and fill out blocks 12 through 13 accordingly. If prescribing multiple forms, make use of block 32 to indicate classification (block 12a), control status (block 12b), and printing requirements (block 13) for each

3.11.1.2. OPRs must fill out form-specific information during regular two-year reviews or special out-of-cycle reviews. Make use of block 32 to include any information on the status of adopted and/or prescribed forms that does not fit in the regular blocks.

3.11.2. The DoD forms manager granted the Air Force an exception/waiver on May 27, 2008, allowing sole use of the AF Form 673 for all actions on Air Force forms. Use of the DD 67 form is only required when action is taken on a non-Air Force form for which the Air Force serves as the OPR. Submit an AF Form 673 for new, revised, or obsolete (marked for cancellation) forms. The completed AF Form 673 and the form must be submitted to the local publications/forms manager for processing. The HAF publishing manager for departmental forms is AFDPO (**AFDPO-PPP@pentagon.af.mil**). See **paragraph 2.18.2** for guidance on filling out the AF Form 673.

3.11.2.1. If requesting an action on a DOD form for which the Air Force serves as the OPR submit a completed DD Form 67. DD Form 67 is prescribed by DOD 7750.7-M, *DOD Forms Management Program Procedures Manual*; refer to that publication and consult your publications/forms manager for instructions on completing DD Form 67.

3.11.2.2. The certification and approval authorities for forms are the same as those for the prescribing publication.

Table 3.2. Mandatory Coordination for Forms.

	A	B	C
RULE	**Coordinate**		
	Departmental forms with:	**Field forms with:**	**To address:**
1	SAF/XC: **af.records@pentagon.af.mil** **af.foia@pentagon.af.mil**	Communications and Information Management office, to include FOIA, Privacy Act, and records management review	Communications and information management, including FOIA, Privacy Act, Federal Register, and/or records management
2	AFDPO: **AFDPO-PPP@pentagon.af.mil**	Publications/forms managers	Formatting and compliance
3	AFCA: **afca-icb@scott.af.mil**	Reports Control Manager, or the Publications/forms manager if there is no separate reports control official	If the form requires reports control

4	Any office making approved use of the form in an information system (see paragraph **3.7.5.**)	Any office making approved use of the form in an information system (see paragraph **3.7.5.**)	Currency of the form in system applications
Contact the office for instructions on routing sensitive and classified forms.			

Section 3F—Keeping Forms Current

3.12. Form Revision. An AF Form 673 showing coordination and certification is required to alter the contents of the form. Submit the 673 and the draft form to the forms manager for processing and posting (AFDPO is the forms manager for HAF OPRs (**AFDPO-PPP@pentagon.af.mil**)). The revised form will be redated. If applicable, indicate at the bottom of the form any supersession or disposition instructions, and indicate on the form that superseded forms are not authorized for use (include the date of the superseded form). ***Exception:*** OPRs may work directly with forms designers to make any purely technical "fixes" to electronic forms (e.g., alignment of fields, order of tabs, enabling for digital signatures, etc.). Technical fixes must not alter the layout or the purpose of the form; forms updated in this manner will not be redated and do not require a supersession line. Submit technical fixes to forms designers in writing (via email or memorandum). Changes to the layout or the purpose of the form do require coordination. ***Note:*** The OPR must ensure that guidance related to altered forms in the prescribing publication is correct. OPRs are encouraged to notify affected staff offices when a form is revised and posted to the e-Publishing website.

3.12.1. Forms will be reviewed every two years along with the prescribing publication. OPRs will be asked to provide the form status on an AF Form 673 generated by the publications/forms manger. Both the OPR and the certifying official must sign the AF Form 673 during two-year and special reviews.

3.13. Rescinding a Form. A form becomes obsolete when another form supersedes it, when the OPR rescinds it, or when the prescribing publication is rescinded. If the OPR wishes to continue use of the form, it must be prescribed in an active publication. Obsolete publications/forms are listed in the Product Index. Links to obsolete forms are removed from the e-Publishing website and AFDPO releases a product announcement to notify subscribers of the cancellation. ANG releases the NGB Publications Bulletin for notifying subscribers of cancellations on the NGB Publication site (**http://www.ngbpdc.ngb.army.mil/_publications.htm**). A copy of the NGB Publications Bulletin is sent to all Publications Distribution Office accounts. OPRs are encouraged to notify affected staff offices when a form is rescinded. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

3.13.1. If you are canceling the prescribing publication the prescribed form will be canceled at the same time—it is not necessary to submit more than one AF Form 673; simply clarify in the "Additional Information" block that the cancellation applies to both the publication and the form. If you are rescinding a form or a report but maintaining the prescribing publication, the OPR must complete mandatory coordination (**Table 3.2**), obtain certification and approval, submit a completed AF Form 673 to the publications/forms manager, and send a copy of the request for rescission to the information reports management and control office. If the form is classified, reference AFI 31-401 for actions required to rescind.

3.13.2. OPRs are responsible for ensuring that any references made to obsolete forms, either prescribed or adopted, are removed from active publications. See **Section 2F** on making changes to publications.

Section 3G—Records Management

3.14. Records Management. The execution of processes and procedures prescribed in publications results in the creation of records that document the business of the Air Force. Maintaining an accurate record set for each form issued by the Air Force is a responsibility mandated by law. The record set for a form must be maintained in a separate file from the record set for the prescribing publication. Record sets for publications and the prescribed form(s) may be stored in the same location, but the record sets must be kept separate. Adopted forms do not require a record set. If discrepancies exist in the Records Disposition Schedule (RDS), follow instructions in AFI 33-364, *Records Disposition-Procedures and Responsibilities*, and AFMAN 33-363 to update the RDS.

3.14.1. OPRs must ensure all records created and collected as a result of compliance with this publication are correctly identified in the RDS located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/.

3.14.2. As part of mandatory coordination, the local records manager will review the form.

3.14.3. The following provides an overview for those developing record sets for publications/forms. Those responsible for maintaining records sets *must* follow guidance in AFI 33-364; AFMAN 33-363; and AFI 33-322, *Records Management Program*, for making, maintaining, and disposing of records.

3.14.3.1. OPRs at the HAF who develop forms are responsible for maintaining the official record sets. Field publications/forms managers, in conjunction with the senior communications and information manager, will determine who will maintain record sets locally. Maintain a file arranged numerically for each form that includes the following:

3.14.3.2. A copy of each published version of the form. If the form is circulated for coordination without the prescribing publication, include the original AF Form 673 in the record set. AFDPO will maintain a copy of the AF Form 673 for publications or forms developed at the HAF (includes both the Air Staff and the Secretariat) for their own records; OPRs for departmental forms generated at the HAF are responsible for maintaining their own record sets. Field OPRs developing departmental forms will have their publications/forms managers maintain and/or retire the original AF Form 673 in the record set. When a publication and form(s) are circulated for coordination/ action on the same AF Form 673 or SSS, keep the original in the publication record set and a copy of that record in the form record set.

3.14.3.3. A copy of the published version of the prescribing publication and form.

3.14.3.4. All documents that show coordination, comments, and other actions, such as changes, exemptions, waivers, suggestions, etc., for the form.

3.14.3.5. A copy of the AF Form 673 used during each two-year review (the original should reside in the record set for the publication).

3.14.3.6. Any additional forms required to process the form (such as forms required when developing a printed product; the AF IMT, *Application for a Report Control System (RCS)*, if used; or the DD 67, *Form Processing Action Request*, if making changes to a DOD form).

3.14.3.7. Copies of form-related waivers granted and system form approvals (see **paragraph 3.7.5**).

3.14.4. Refer to AFI 33-364; AFMAN 33-363; and AFI 33-322 for guidance on creating, maintaining, retiring, and disposing of electronic record sets.

Section 3H—Prescribed and Adopted Forms

3.15. Prescribed Forms:

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

AF Form 399, *Request for Action on Implementation of Higher Headquarters Publications*

3.16. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF IMT 1768, *Staff Summary Sheet*

DD Form 67, *Form Processing Action Request*

GPO Form 952, *Desktop Publishing Disk Information*

GPO Form 3868, *Notification of Intent to Publish*

WILLIAM L. SHELTON, Lt Gen
Chief of Warfighting Integration
and Chief Information Officer

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-ELLSWORTHAFB) AF MAN33-363, *Management of Records*

(Added-ELLSWORTHAFB) AF Form 847, *Recommendation of Change of Publication*

(Added-ELLSWORTHAFB) AFI 33-360, *Publications and Forms Management*

AFPD 10-27, *Civil Air Patrol,* 29 July 2005

AFPD 21-3, *Technical Orders,* 10 July 2006

AFPD 33-3, *Information Management,* 28 March 2006

AFPD 90-1, *Policy Formulation,* 8 August 2003

AFI 10-101, *Format and Content of Mission Directives,* 12 February 2003

AFI 10-2701, *Organization and Function of the Civil Air Patrol,* 29 July 2005

AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces,* 16 August 2006

AFI 10-1301, *Air and Space Doctrine,* 25 July 2005

AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN),* 5 January 1994

AFI 11-215, *USAF Flight Manuals Program (FMP),* 22 December 2008

AFI 14-205, *Geospatial Information and Services (GI&S),* 4 May 2004

AFI 25-201, *Support Agreements Procedures,* 1 May 2005

AFI 31-401, *Information Security Program Management,* 1 November 2005

AFI 33-129, *Web Management and Internet Use,* 3 February 2005

AFI 33-320, *Federal Register,* 15 May 2002

AFI 33-322, *Records Management Program,* 7 October 2003

AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections,* 1 June 2000

AFI 33-332, *Privacy Act Program,* 29 January 2004

AFI 33-364, *Records Disposition—Procedures and Responsibilities,* 22 December 2006

AFI 35-101, *Public Affairs Policies and Procedures,* 29 November 2005

AFI 51-303, *Intellectual Property: Patents, Patent Related Matters, Trademarks and Copyrights,* 1 September 1998

AFI 61-204, *Disseminating Scientific and Technical Information,* 30 August 2002

AFI 90-101, *Implementing Department of Defense Issuances,* 6 January 2006

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*, 18 April 1994

AFMAN 33-326, *Preparing Official Communications,* 15 October 2007

AFMAN 33-361, *Publishing Processes and Procedures*, 10 December 2007

AFMAN 33-363, *Management of Records,* 1 March 2008

AFMAN 37-123, *Management of Records,* 31 August 1994

DoDR5400.7_AFSUP1, *Department of Defense Freedom of Information Act Program,* 24 June 2002

HOI 33-3, *Correspondence Preparation Control, and Tracking,* 29 August 2007

HOI 33-13, *Headquarters Air Force Operating Instructions, Pamphlets, and Handbooks Management Program*, 13 February 2009

HOI 90-1, *Delegating Statutory Authority or Assigning Responsibilities,* 12 January 2007

T.O. 00-5-1, *Air Force Technical Order System,* 15 October 2006

DOD5025.1-M, *DOD Directives System Procedures*, 5 March 2003

DOD Directive 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands,* 15 November 1999

DoD 5200.1-R, *Information Security Program,* 14 January 1997

DoD 5400.7-R, *Department of Defense Freedom of Information Act Program,* 4 September 1998

DOD Regulation 5400.7_AFSUP1, *Department of Defense Freedom of Information Act Program,* 24 June 2002

DoD Directive 5400.11, *DoD Privacy Program*, 8 May 2007

DoD Directive 8000.01, *Management of DoD Information Resources and Information Technology*, 27 February 2002

DOD Instruction 7750.07, *DOD Forms Management Program,* 20 April 2007

DoD 7750.7-M, *DoD Forms Management Program Procedures Manual,* 14 May 2008

DoD 8910.1-M, *DoD Procedures for Management of Information Requirements*, 30 June 1998

Abbreviations and Acronyms

AC—Administrative Change

ACC—Air Combat Command

AFDC—Air Force Doctrine Center

AFDPO—Air Force Departmental Publishing Office

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMD—Air Force Mission Directive

AFOSH—Air Force Occupational Safety and Health

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

(Added-ELLSWORTHAFB) AFRIMS— AF Records Information Management System

AFSC—Air Force Specialty Code

ANG—Air National Guard

API—Applications Process Interface

CAP—Civil Air Patrol

CTO—Central Tagging Operation

DD—Department of Defense (as used on forms); Doctrine Documents (as used in short title)

DDDS—Defense Data Dictionary System

DAPS—Document Automation and Production Service

DLT—Decision Logic Table

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DTM—Department of Defense Directive-Type Memorandum

DRU—Direct Reporting Unit

(Added-ELLSWORTHAFB) EAFB— Ellsworth Air Force Base

EO—Executive Order

e- Publishing—the e-Publishing website (**www.e-publishing.af.mil**)

FAS—Functional Address Symbol

FOA—Field Operating Agency

FOIA—Freedom of Information Act

FOUO—For Official Use Only

FPL—Functional Publications Library

FTP—File Transfer Protocol

GM—Guidance Memorandum

GPO—Government Printing Office

HQ USAF or HAF—Headquarters Air Force, includes the Secretariat and the Air Staff

HAF MD—Headquarters Air Force Mission Directive

HOI—Headquarters Operating Instruction

IA—Information Assurance

(Added-ELLSWORTHAFB) IAW— In Accordance With

IC—Interim Change

IMT—Information Management Tool

IP—Interservice Publication

MAJCOM—Major Command

MD—Mission Directive

NGB—National Guard Bureau

NGB DMJ-P—National Guard Publications Management Center

NTIS—National Technical Information Services

OI—Operating Instruction

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OSHA—Occupational Safety and Health Act

PA—Product Announcement; Privacy Act of 1974

PAS—Privacy Act Statement

PD—Policy Directive

PDC—Publishing Distribution Center

PEM—Program Element Monitor

PI—Product Index

PL—Public Law

AFPM—Policy Memorandum

RCS—Reports Control Symbol

RDS—Records Disposition Schedule

(ELLSWORTHAFB) RDS— Records Disposition Schedule

SAF—Secretariat Offices within the HAF (Headquarters Air Force)

SAT—Specified Action Table

SECAF—Secretary of the Air Force

SGML—Standard Generalized Markup Language

SJA—Staff Judge Advocate

SSG—Standard Systems Group

SSS—Staff Summary Sheet (AF IMT 1768)

TO—Technical Order

UCMJ—Uniform Code of Military Justice

USC—United States Code

USPS—United States Postal Service

USAF—United States Air Force

VA—Visual Aids

VI—Visual Information

WHS—Washington Headquarters Services

XML—Extensible Markup Language

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DoD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Administrative Comments—Comments made during the coordination process to address typographical, grammatical, and formatting errors.

Adopted Form—A form used (required) in a publication other than the prescribing publication.

Air Force wide—Includes Headquarters Air Force (HAF: Secretariat and Air Staff), MAJCOMs, FOAs, DRUs, centers, wings, bases, and below.

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter/digit offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Central Tagging Operation—The e-Publishing component that transforms electronic publications to Standard Generalized Markup Language (SGML), Extensible Markup Language (XML), and other distribution formats. The central tagging operation also performs electronic supplement integration.

Certifying Official—A minimum of one organizational level above the OPR, this individual certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

Critical Comment—A comment made during the coordination process that addresses area(s) of such major deficiency as to preclude final approval. Critical comments result in a "nonconcurrence" and must be resolved by the OPR prior to publication.

Directive Publication—Publication that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel *must* comply with these publications. All publications in this category carry the following statement: "**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**."

Distribution—Defines the type of accessibility for each publication; to whom the publication may be released.

Document Automation Production Service (DAPS)—A "Fee-for-Service" organization that provides document automation products, bulk printing, and distribution services.

DoD issuance—One of the following 5 types of issuances published by the Department of Defense: DoDD, DoDI, DTM, AI, and DoD Publication. The term "DoD Publication" shall be discontinued upon reissuance of all DoD Publications as DoDMs.

e- Publishing—Central website for accessing, viewing, downloading or ordering physical and electronic products processed by AFDPO. Information on product development and links to other agency publications are also provided on the e-Publishing website (**www.e-publishing.af.mil**).

Form—A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective. Official Air Force form types are defined in **Section 3B**.

Functional Principal—senior leader, generally at the two-letter/digit level, who serves as the approving official for publications.

Functional Publications Library—A unit or staff office library that contains only publications needed for the mission in a specific functional area.

Guidance and Procedures—Specifics instructions that implement policy; establish a process to complete a task, project, or execute a program.

Headquarters Air Force (HAF)—The HAF is comprised of both Secretariat and Air Staff offices.

Implementing Publication—A publication that creates processes and sets standards to accomplish a goal, often by adding organization-specific material to a publication issued by a higher headquarters.

Information Management Tool (IMT)—See *Form*. Previously, IMTs and forms were used synonymously; the IMT designator is being phased out in order to simplify publishing terms. The IMT designator will continue to appear until all publications and forms bearing that reference are updated.

Lead Agent—The organization that controls or directs the course of a task, event, or process.

Mandatory Coordination—Required review by selected offices prior to publication. Mandatory coordinators review draft publications for specific functional and/or legal purposes.

Nondirective Publication—Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Air Force personnel use these publications as reference aids, "how-to" guides, or as sources of official information.

Office of Primary Responsibility (OPR)—The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

Point of Contact (POC)—The individual designated by the OPR to meet all OPR responsibilities. POC and OPR are often used interchangeably, but the organization of primary responsibility retains ultimate responsibility.

Policy—A statement of important, high-level direction that guides decisions and actions throughout the Air Force. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plan into actionable directives

Prescribed Form—A form designed to support the implementation of requirements in a directive Air Force publication. Use and purpose of a prescribed form must be contained in the publication it supports (also known as the prescribing publication).

Product Announcement—An electronically-generated message from AFDPO used to inform customers of product changes in the Air Force e-Publishing Program.

Product Index (formerly Master Catalog)—A comprehensive central database index of all Air Force publishing products.

Publication—An officially produced, published, and distributed document issued for compliance, implementation, and or information. Includes Policy and Guidance Memorandums.

Publications/forms Manager—One who supervises and manages the local publications and/or forms programs. Is the primary focal point for publication and distribution issues.

Punitive Publication—A publication enforceable under Article 92(1) or 92(2) of the UCMJ. Article 92 has three subsections. Article 92(1) addresses a violation of, or failure to obey, any lawful general order or regulation. Article 92(2) addresses certain other lawful orders of which the individual accused has actual knowledge. Article 92(3) punishes "dereliction of duty." The publication must clarify those sections that are punitive, and clearly identify all requirements for compliance. Civilian personnel who violate punitive publications may also be subject to disciplinary action.

Records Disposition Schedule (RDS)—The official schedule that authorizes/governs the disposition of Air Force records, which contains National Archives and Records Administration (NARA) approval authority.

Records Management—The planning, controlling, directing, organizing, training, promoting, and any other managerial activity related to records creation, records maintenance and use, and records disposition for the sake of achieving adequate and proper documentation of the policies and transactions of the Federal Government and effective economical management of agency operations.

Records Maintenance and Use—Any activity involving the location, storage, retrieval, or handling of records kept at office file locations by or for the Air Force.

Records Professional—An individual trained and proficient in performing record management responsibilities. This category includes personnel designated as Records Custodian (RC), Functional Area Record Manager (FARM), Chief of Office of Record (COR), Base Record Manager (BRM), and MAJCOM Record Manager.

Repository—The AFDPO repository is the central server on which the aggregation of e-Publishing product files are filed and maintained. The files are maintained in a directory structure that is arranged by publishing organization.

Revised Publication—A publication that supersedes or changes a previous edition, related publications, or portions of related publications in a given category.

Service Provider—The organization that furnishes, supplies, or equips an activity or commodity required by a consumer.

Standards—Established norms.

Safeguarded Forms—These forms are not releasable outside DoD because they could be put to unauthorized or fraudulent use. Safeguarded forms are maintained in a locked storage facility and issued only to authorized requestors.

Substantive Comments—Comments made during the coordination process that address possibly unnecessary, incorrect, misleading, confusing, or inconsistent portions of the publication or form.

Technical/functional Coordination—Review of draft publications by technical/functional experts prior to publication. The list of technical/functional coordinators changes with each publication, based on the contents and applicability of the publication.

Unit—A military organization constituted by directives issued by HQ USAF. A unit is either named or numbered.

Attachment 2

SAMPLE FORMATS AND CITATIONS USED IN PUBLICATIONS

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Code of Federal Regulations (*Note:* Unless the publication affects the general public, use the Service or agency publication which as been codified in the CFR, e.g. instead of Title 32 CFR 40, use DOD 5500.7-R or AFI 36-703).	Title 32, Code of Federal Regulations, Part 40, *Standards of Conduct*, current edition	32 CFR Part 40
Decisions of the Comptroller General	*Decisions of the Comptroller General*, Volume 9, page 23, 1989 *Decisions of the Comptroller General*, DCG File B-211373 File B-211373, March 20, 1985	9 C.G. 23 (1989)
DOD Directive	DOD Directive 1990.2, *Injury Compensation for DOD Employees*, March 10, 1980	DODD 1990.2
DOD FAR Supplement (Defense FAR Supplement)	*Defense FAR Supplement (DFARS)*, current edition	DFARS
DOD Instruction	DOD Instruction 1995.1, *Labor Unions and Management Agreements*, December 2, 1988	DODI 1995.1
DOD Regulation	DOD 1990.2-R, *Regulations on Injury Compensation for DOD Employees*, August 1981, authorized by DOD Directive 1990.2, June 16, 1980	DOD 1990.2-R
Executive Order	Executive Order 12564, *Drug-Free Workplace*, September 15, 1986	EO 12564
Federal Acquisition Circular	Federal Acquisition Circular 85-49, *Free Enterprising With Incentive*, July 1,1987	FAC 85-49
Federal Acquisition Regulation	*Federal Acquisition Regulation*, current edition	FAR
	Federal Acquisition Regulation, Part 10, *Supply and Demand*, current edition	FAR, Part 10
Federal Personnel Manual	Federal Personnel Manual, Chapter 930, *Programs for Specific Positions*	FPM, Chapter 930

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Joint Travel Regulation	Joint Federal Travel Regulations, Volume 1, *Uniformed Service Members,* current edition	JFTR, Volume 1
Joint Military Publications	AFJI 16-103/AR 621-201/MCO 1550.24A/ OPNAVINST 1550.1, *Managing the Defense English Language Program,* August 31, 1994	AFJI 16-103/AR 621-201/ MCO 1550.24A/OPNAVINST 1550.1
Manual for Courts-Martial	*Manual for Courts-Martial, United States,* 1984	MCM, 1984
	Manual for Courts-Martial, United States, Paragraph 44, 1989	44 MCM, 1989
Memoranda	Secretary of Defense Memorandum, *Regulatory Relief Task Force,* October 15, 1989	Secretary of Defense Memorandum *(should include information on locating the memo)*
	Assistant Secretary of Defense (Health Affairs) Memorandum, *Health Care for Employees,* May 13, 1990	ASD(HA) Memorandum
Memoranda of Understanding	*Memorandum of Understanding Between the Department of Defense and the Department of Education,* August 16, 1982	MOU – DOD/DOE *(should include information on locating the memo)*
Military Handbook	MIL-HNBK-453, *Emergency Traffic Control,* December 20, 1982	MIL-HNBK-453
Military Specification	MIL-E-876, *Repair Levels for Electronic Modules,* February 11, 1989	MIL-E-876
Military Standard	MIL-STD-672A, *Aviation Calibrations,* June 9, 1986	MIL-STD-672A
National Decision Paper	National Decision Paper 1, *Disclosure of Nothing,* September 8, 1981	NDP 1
National Security Decision Directive	National Security Decision Directive 18, *International Trade and Transfer,* July 2, 1990	NSDD 18
Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, *Debt Collection,* April 27, 1981	OMB Bulletin 81-17
Office of Management and Budget Circular	Office of Management and Budget Circular No. A-73, *Audit of Federal Operations and Programs,* March 15, 1978	OMB Circular A-73
Public Law	Public Law 92-463, *Federal Advisory Committee Act,* October 6, 1972	PL 92-463 *(include paragraph or section if possible)*
United States Code	*Title 10 United States Code* Section 8013	10 USC § 8013

Attachment 3

AIR FORCE SPECIALTY CODE-RELATED SERIES NUMBER, TITLE, AND DESCRIPTION

10--Operations	Publications in this series provide policy and procedures on operations, and include these subjects: Operational readiness and security; operations and mobilization planning; basing actions; capability requirements; space; support to civil authorities; civilian and foreign use of AF airfields; information operations (IO); emergency and/or contingency planning actions and programs; electronic warfare; mission directives; operational reporting; and Air Reserve Component (ARC) forces.
11--Flying Operations	This series provides policy guidance for flying hour programs, aircraft rules and procedures, life support, and aviation service. It contains lead and MDS-Specific publications for training, standardization/ evaluation, and general flight rules; and includes weather for aircrews, participation in aerial events and demonstrations, instrument procedures, aeronautical ratings and badges, and parachute operations.
13--Space, Missile, Command, and Control	These publications provide policies and procedures for theater air control systems, and include these subjects: Deployable radar and nonradar equipped Theater Air Control Systems (TACS) elements, both airborne and ground-based. Management of air traffic control facilities, airfield management, special use airspace, and weapons training ranges. Responsibilities for tactical air control parties and forward air controllers, air operations centers, air support operations centers, air control squadrons, antihijacking procedures, overdue aircraft, and base-level aviation support services.

14--Intelligence	This series provides policies and procedures on a great range of intelligence activities. It includes these types of publications: Policies on doctrine development and planning in Service and joint-planning systems. Management policies addressing foreign materiel exploitation, oversight of intelligence activities, and resources employed in functions governed by intelligence. Collection, production, and application policies to: Identify, validate, and document intelligence requirements. Identify responsibilities for collection, production, targeting, and mapping, charting, and geodesy. Monitor information sharing and customer satisfaction. Highlight changes and update, as necessary. Support system acquisition. Security policies on information sharing, training to prevent unauthorized disclosures of information, and reporting of security violations.
15--Weather	This series provides policies and procedures on atmospheric and space environmental support provided to United States Air Force (USAF), United States Army (USA), National programs, the Reserve and Guard activities of the USAF and USA, unified and specified commands, and other military and Government agencies. Includes policies and procedures on: Ground and upper air weather observations, analyses, and forecasts. Weather radar observations, meteorological techniques, and climatology. Weather modification. Solar, ionospheric, and geomagnetic observations, analyses, and forecasts. ***Note*:** Place publications on weather for aircrews in the 11 series.

16--Operations Support	This series provides policy and procedural guidance on various operations support issues. Includes these subjects: International Affairs--Politico-Military and Security Assistance. Addresses the following: Politico-military affairs. Security assistance management. Joint security assistance training. Technology and information transfer. Disclosure policy and related activities. Attaché affairs. Officer exchange programs. Professional military education and United States Air Force Academy (USAFA)positions offered to foreign countries. Programming. Addresses such subjects as: Priority assignments for material resources. Program management and movement of Air Force units. Aerospace vehicles. Worldwide programming, assignment, transfer, distribution, accounting, and termination. Special Access Programs. Addresses security administration of special access programs. Arms Control. Explains how to implement and comply with arms control agreements.
20--Logistics	This series provides policies and procedures on supply, transportation, maintenance, and logistics plans organizations. Includes policy that: Provides the baseline for logisticians at all subordinate echelons. Identifies crucial logistics goals and develops roadmaps to achieve them. Links the planning and programming efforts necessary to address these logistics support issues and advocates for them through the biennial Planning, Programming, and Budgeting System (PPBS). Outlines a vision for improving support. ***Note*:** Publications on logistical policies and planning criteria, for specific subjects such as transportation, supply, and maintenance should go in the series covering that subject.

21--Maintenance	This series provides policies and procedures on aircraft maintenance, avionics, and munitions activities, and communications electronics maintenance. It addresses: Quality control. Inspection. Supervisory and technical responsibilities regarding aircraft, avionics, munitions equipment, and components. Supervisory and technical responsibilities for nuclear, explosive, toxic, chemical-biological, and incendiary devices. Munitions, including bombs, warheads, mines, guided missiles and rockets, reentry vehicles, solid propellants, and ammunition. Training in aerial bombing, gunnery, rocketry, and missilery. Advising on installations defense, disaster preparedness, and tactical employment of aerospace munitions.
23—Materiel Management	Publications in this series provide policy and procedures on supply operations, and include the following topics: Requisitioning, receiving, and issuing supplies and fuels. Managing the inventory, to include fuels. Accounting for property. Controlling stock. Redistributing or disposing of personal property the Air Force no longer needs. This includes excess local equipment and excess Security Assistance Program equipment and supplies returned to the Air Force for sale.
24--Transportation	Transportation publications provide policy and procedures on all aspects of Air Force transportation. Includes the following subjects: Transportation facilities. Motor vehicle management activities. Packing, crating, and marking of freight to meet shipping requirements. Movement of materiel, personnel, and personal property. Spending transportation funds. Use of transportation equipment. Evaluation and analysis of transportation systems. Use of modern documentation and data automation techniques. Movements by air and surface military and commercial carriers. In-transit losses. Shortages and damage to materiel and personal property. Transportation accidents. Logistic phasing. Contractual transportation. Responsibilities for motor vehicles.

31--Security	These publications provide policy and procedures on the force protection of USAF warfighting resources, and include these subjects: Force protection. Weapon systems (aircraft and missiles), nuclear weapons, designated support systems, warning systems, and command and control systems. Security police, security forces activities. Law enforcement mission. Protection of resources. Traffic administration. Confinement, corrections, rehabilitation, and correctional custody. Use of military working dogs. Antiterrorism. Security police, security forces equipment management. Cooperation with civilian law enforcement. Off-installation enforcement. Air base defense operations (including organizing, training, and equipping organic ground defense forces). Organic USAF Point Air Defense (PAD) and Short Range Air Defense (SHORAD) operations. Prisoners of war. Classifying and declassifying classified information. Safeguarding classified information Training on classified information. Investigations, clearances, and program requirements. Industrial security. Acquisition security.
32--Civil Engineering	These publications provide policy and procedures on all aspects of Air Force Civil Engineering, including management of real property assets. They treat: Contracting, design, construction, repair, and renovation. Acquisition and transfer. Management and maintenance. Fire protection management. Planning and management of contingency and wartime activities (including all RED HORSE, Prime BEEF, Air Base Operability, and Disaster Preparedness). Government-owned or controlled housing used by the Air Force. Implementation of National policy goals for environmental restoration, compliance, pollution prevention, planning, and cultural and natural resource protection.

33--Communications and Information	These publications provide policy and procedures on all aspects of communications and information management, including command, control, communications, and computer (C^4) systems that the Joint Chiefs of Staff and the Air Force use to support Department of Defense goals, managing information as a Department of Defense asset from its creation through its disposition.
34--Services	This series provides policy and procedures on Services programs and activities that govern: Child development and youth programs. Appropriated fund food service activities. Sports, fitness, and recreation. Library and entertainment programs. Lodging operations: Clubs, bowling centers, and golf courses. Control of alcoholic beverages. Outdoor recreation programs. Skills development programs. Aero club operations. Slot machine and other revenue generating activities. Mortuary affairs programs (including military honors). The Services civilian personnel program for nonappropriated fund personnel: Use of nonappropriated funds (NAF) to support morale, welfare, and recreation programs under the purview of the Air Force Morale, Welfare, and Recreation (MWR) Advisory Board. General Air Force Services programs such as patron eligibility, safety, customer affairs, and commercial sponsorship, NAF facility programming, marketing, and publicity, private organization management, and vending programs for the blind on Air Force property.
35--Public Affairs	This series provides policy and procedures on public affairs programs by the United States Air Force (USAF) at all levels, and includes: Public affairs management; communication programs to enhance internal and public understanding and support of the USAF mission.

36--Personnel	This series provides policy and procedures on all aspects of civilian and military staffing (including procuring, promoting, training, and funding). It also covers policy on the Civil Air Patrol and the following topics: Staffing and internal placement. Labor relations. Equal employment opportunity. Discrimination complaints. Merit promotion. Leave, health benefits, and retirements. Accessions. Use and classification. Training and education. Promotion and evaluation. Retirements and separations.
38--Manpower and Organization	This series provides policy and procedures on all aspects of staffing, and includes subjects such as: Planning, organizing, and using staff. Improving management. Increasing productivity. Handling commercial activities.
40--Medical Command	This series provides policy and procedures on all aspects of health and well-being among Air Force personnel. Include the following topics: Fitness standards, nutritional allowances, and education. Family advocacy program. Health promotions. Smoking and alcohol rehabilitation programs. Use of animals and human subjects in research and development. Clinical investigations. Control of radioactive materials.

41--Health Services	Publications in this series provide policy and procedures on aeromedical evacuation systems. Include these subjects: Moving patients by air. Handling patients at casualty staging, patient in-transit, and medical treatment facilities (MTF). Caring of patients aboard aircraft. Operating MTFs, including medical centers, hospitals, and clinics. Caring for eligible personnel. Identifying beneficiaries. Working with other Services or agencies. Furthering medical training and education. Managing and operating the Nutritional Medicine Service. Managing supplies and logistics systems that are specific to medical operations and for which medical service personnel are responsible. Publications treating logistics functions that are not exclusively medical should go in the series covering the specific subject (i.e., supply logistics goes in series 23; civil engineering logistics goes in series 32).
44--Medical	This series provides policy and procedures on medical professional services. Include these subjects: Providing patient care in specialized fields (such as psychiatry and neurology, cardiology, gastroenterology, pediatrics, dermatology, and physical medicine). Performing, developing, and interpreting X-ray, fluoroscopic, and related examinations or treatments. Operating a medical laboratory service. Managing clinical dietetics (including setting standards of nutritional care and educating patients on dietary restrictions). Managing the education and research functions of the Nutritional Medicine Service. Reviewing care of beneficiaries. Conducting research.

46--Nursing	This series provides policy and procedures on all aspects of nursing services and programs: Administrating nursing services. Using nursing staff. Setting standards for nursing practice. Providing and evaluating nursing care in all patient care settings. Establishing criteria for training and education programs for nursing service personnel and for selecting applicants. Educating patients. Managing research activities associated with nursing care and nursing personnel.
47--Dental	This series provides policy and procedures on dental services and programs. Include the following subjects: Administration of dental clinics and dental prosthetic laboratories. Dental investigation service. Prevention of dental diseases.
48--Aerospace Medicine	This series provides policy and procedures on all aspects of aerospace medicine. Subjects include: Medical investigations of aircraft accidents. Aircrew and aerospace effectiveness programs (including aeromedical testing, training, and indoctrinating rated and flying personnel). Activities of the School of Aerospace Medicine. Hygiene and sanitation. Occupational health and hazards. Control of communicable diseases. Sanitary control of food and water.
51--Law	Publications in this series provide policy and procedures on military law: The Judge Advocate General's Department. The Judge Advocate General's Department Reserve. Military justice. Civil litigation. Compliance with the Law of Armed Conflict. Military legal affairs. Civil law for organizations and individuals. International law. Delivery of personnel to US civilian authorities for trial.

52--Chaplain	This series provides policy and procedures on the Chaplain Service, and includes these subjects: Authority, mission, organization, and readiness capability. Religious programs (including religious services, rites, and education). Facilities, funds, and materiel. Professional records and reports of chaplain service activities.
60--Standardization	This series provides policy and procedures for achieving capabilities, efficiencies, and economics in Air Force and defense operations through materiel standardization. It includes: Use of standardization documents in acquisition and sustainment. Development, adoption, and maintenance of standardization documents. Government and non-government, international commercial, and international military materiel standardization documents and organizations.
61-Scientific, Research, and Development	Publications in this series provide policy and procedures on all programs collectively termed the Science and Technology (S&T) program. Includes these subjects: Management of research, development, and advanced technology. Management of Air Force laboratories.
62--Developmental Engineering	This series provides policy and procedures on all aspects of developmental engineering, and includes systems, equipment, and supplies; and on engineering programs to improve end items.
63--Acquisition	This series provides policy and procedures on all aspects of the Air Force Acquisition System, including these subjects: Starting new acquisition programs. Modifying existing systems. Managing acquisition systems to serve operational needs.
64--Contracting	This series provides policy and procedures governing the contracting for supplies and services the Air Force needs to accomplish its mission. Include policies to ensure that the Air Force contracting system meets customer needs, obtains reasonable prices, and meets all statutory and outside regulatory requirements. Exclude policies that must be published in a supplement to the Federal Acquisition Regulation (FAR). For guidance on contracting regulations, see FAR Subpart 1.3 and *Defense Federal Acquisition Regulation Supplement 201.3.*

65--Financial Management	This series provides policy and procedures on all aspects of financial management, including these subjects: Accounting and finance. Budget, cost, and economic analysis. Internal controls. Auditing, and audit follow-up.
71--Special Investigations	This series provides policy and procedures on all aspects of the Air Force Office of Special Investigations, including criminal, counterintelligence, and special investigative service.
84--History	This series provides policy and procedures on the handling of historical information. Includes these subjects: Collecting, preserving, organizing, retrieving, interpreting, and using historical information. Providing research and reference services for commanders, staff, and others. Collecting and preserving historical data during peacetime, wartime, contingency operations, and readiness exercises. Researching and writing of special studies, monographs, books, and periodic histories with supporting documentation. Conducting oral history interviews. Managing micrographic and computerized data retrieval systems. Managing permanent historical repositories and archives.
90—Special Management	This series provides policy and procedure on subjects that do not more appropriately fall under one of the other AFSC-based functional series. Includes: Organizational strategic planning. Policy formulation. Performance measurement. The Inspector General. Liaison with the Congress.

91--Safety	This series provides policy and procedures on administering the Air Force Nuclear Systems Surety and Safety Programs, and includes these subjects: Monitoring, analyzing, and evaluating all phases of nuclear weapon design, operations, maintenance, modifications, and logistical movements. Preventing nuclear accidents or incidents. Overseeing ground-based nuclear reactor systems. Reviewing procedures for nuclear power systems and the space or missile use of radioactive sources. Setting safety rules for all operations with nuclear weapons and nuclear weapon systems. Identifying and eliminating hazardous practices and conditions. Investigating and reporting mishaps. Creating reporting forms and procedures. Analyzing and evaluating mishap reports. Recommending measures to prevent mishaps. Providing safety education. Maintaining records of statistical mishap prevention data. Ensuring flight, missile, ground, space, and explosive safety.
99--Test and Evaluation	This series provides policy and procedures on test and evaluation (T&E) in the Air Force. Includes: Planning, conducting, and reporting all types of T&E. Managing T&E (including handling resources and investment in the T&E infrastructure). Coordinating T&E with research and development. Supporting the acquisition process. Testing major command (MAJCOM) requirements definition.

Attachment 4

AIR FORCE POLICY MEMORANDUM AND GUIDANCE MEMORANDUM TEMPLATES

A4.1. This Attachment contains examples of AFPM and GMs for issuing new or revising existing policy and guidance in official publications.

Figure A4.1. AFPM or GM issuing new policy or guidance when there is no existing publication.

AFPM/AFGM/Field GM: No Publication Exists

DEPARTMENT OF THE AIR FORCE
[Appropriate letterhead for issuing authority]

[*Control Number: Obtain from Pubs Manager*]

[*Date is inserted by the publishing entity*]

MEMORANDUM FOR *DISTRIBUTION C*
MAJCOMs/FOAs/DRUs
(*For AFPMs and AFGMs – for Field GMs, appropriate field organizations*)

FROM: [*Issuing Office*] (Must be SAF/OS if an AFPM)
[*Address*]
[*Address*]

SUBJECT: [*Air Force Policy or Air Force Guidance Memorandum or appropriate MAJCOM, FOA, DRU, etc. Guidance Memorandum*]

Releasability: [*Insert appropriate statement. See AFI 33-360, para 2.12.5.2.8 for examples*]

(*Required Opening statement*) This is an[a] [*AF Policy, AF Guidance, or field (state level) Guidance*] Memorandum immediately implementing [*specify higher headquarters policy or guidance being implemented*]. Compliance with this Memorandum is mandatory. To the extent its direction is inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

[*Insert new policy or guidance here or reference an attachment in which it is contained.*]

(*Required Records Management statement*) Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil/**.

(*Required closing statement*) The policy [*or guidance*] in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon release of an AF publication incorporating the policy [*or guidance*], whichever is earlier.

[*Approving Authorities authentication (signature block) – no wet signatures; SECAF for all AFPMs*]

1. ***Coordination by technical/functional offices and certification and approval of the AFPMs, AFGMs, and field GMs must be on an AF Form 673.***
2. ***Send Word version of AFPM/AFGM and completed AF Form 673 to AFDPO-PPP (field GMs/673s to local Pubs Manager) for publishing (posting).***
3. ***Original documentation must be maintained in the publication record-set IAW AFI 33-360.***

Figure A4.2. AFPM or GM revising policy or guidance in an existing publication.

AFPM/AFGM/Field GM: Existing Publication

DEPARTMENT OF THE AIR FORCE
[Appropriate letterhead for issuing authority]

[*Control Number: Obtain from Pubs Manager*]

[*Date is inserted by the publishing entity*]

MEMORANDUM FOR *DISTRIBUTION C*
MAJCOMs/FOAs/DRUs
(For AFPMs and AFGMs – for Field GMs, appropriate field organizations)

FROM: [*Issuing Office*] (Must be SAF/OS if an AFPM)
[*Address*]
[*Address*]

SUBJECT: [*Air Force Policy or Air Force Guidance Memorandum or appropriate MAJCOM, FOA, DRU, etc. Guidance Memorandum*] to [*insert publication being amended*]

(Required opening statement) This is an[a] [*AF Policy, AF Guidance, or field (state level) Guidance*] Memorandum immediately changing [*specify the publication referenced above that is being amended*]. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

[*Insert changed policy or guidance or reference an attachment in which it is contained.*]

(Required closing statement) The policy [*for AFPMs; or* guidance *for AFGMs and field GMs*] in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon incorporation by interim change to, or a rewrite of [*insert the affected publication*], whichever is earlier.

[*Approving Authorities authentication (signature block) – no wet signatures; SECAF for all AFPMs*]

1. ***Coordination by technical/functional offices, and certification and approval of the AFPMs, AFGMs, field GMs must be on an AF Form 673.***
2. ***Send Word version of AFPM/AFGM and completed AF Form 673 to AFDPO-PPP (field GMs/673s to local Pubs Manager) for publishing (posting).***
3. ***Original documentation must be maintained in the publication record-set IAW AFI 33-360.***