

**BY ORDER OF THE COMMANDER
OSAN AIR BASE**



AIR FORCE INSTRUCTION 33-360

1 DECEMBER 2015

**OSAN AIR BASE
Supplement**

2 AUGUST 2016

Communications and Information

**PUBLICATIONS AND FORMS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 51 CS/SCXKP

Certified by: 51 MSG/CC
(Col Carl C. Misner)

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20 August 2010

Pages: 3

Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, 1 December 2015 is supplemented as follows: This supplement provides guidance and procedures on creating, and managing Osan Air Base (AB) publications and forms. It applies to all units assigned to Osan AB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authority to waive requirements in this publication supplement is the 51 FW Commander. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. This revision rearranges guidance to match basic AFI guidance. Major changes include: The AFI 33-360_7AFSUP, 20 Aug 2010 has superseded by the new AFI 33-360_OSANABSUP; adds OSAN AB publications and Forms.

1.2.1.1. **(Added)** 7 AF publications apply to 7 AF and subordinates, Osan AB publications may apply to all or limited units on Osan AB (the applicability will be identified appropriately in the opening paragraph) and 51 FW publications apply to the 51 FW and subordinates. The publications and forms will be designated as 7 AF, Osan AB and 51 FW.

2.5.3. **(Added)** Group/Unit Commanders will appoint in writing a single Group/Unit Operating Instruction (OI) Point of Contact (POC) to manage and maintain their Group/Unit OIs. Group/Unit (POCs) for Group/Unit OIs will ensure their OIs are posted on their respective Group/Unit Portal Page or Share Point Page as appropriate. See AFI33-360, Table 4.1., Item 8, for a description of OIs.

2.5.3.1. **(Added)** Group/Unit POCs must submit an appointment letter to the Osan AB Publications and Forms management office; 51cs.51cs.10@us.af.mil. Unit Pubs and Forms managers will appoint a replacement NLT 90 days from departure.

5.6.6.1. All 51 FW policies will be incorporated into 51 FWI 36-2901, *Commander's Policies*.

5.8.4. Coordination for publication and form rescission will be determined by the Certifying Official who will be one level above the OPR. The Approving Official may be the group commander/staff agency chief or squadron commander.

7.1. OPR will submit a draft copy of the publication to the Osan AB publications and forms management office prior to beginning any coordination action for new and revised publications and forms.

8.2.4.3. The approving authority is the 7 AF/CC for 7 AF publications and forms, 51 FW/CC for Osan AB and 51 FW publications and forms, Group/Unit Commanders for units below the Wing. They will sign in block 21b of the AF Form 673.

10.2.3. The Osan AB Publications and Forms management office will maintain the records set for 7 AF, Osan AB and 51 FW publications and forms. Organizations below the wing level will maintain their own publications/forms record sets. The OPRs for any 7 AF, Osan AB and 51 FW classified publications will ensure that the ORIGINAL AF Form 673 is sent to the Osan AB Publications and Forms management office and will be maintained as part of the record set. The complete handling, packaging and distribution of classified publications are the responsibility of the OPR.

12.11.1.3. Certifying Official is one level above the OPR.

12.11.1.4. Approving Official may be the group commander/staff agency chief or squadron commander.

ANDREW P. HANSEN, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

51 FWI 36-2901, *Commander's Policies*, 19 April 2012

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

IAW—in accordance with

OI—Operating Instruction

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule