DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/AA
1720 Air Force Pentagon
Washington, DC 20330-1665

SUBJECT: Air Force Guidance Memorandum to AFI 33-360, *Publications and Forms Management*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately implements changes concerning digital signatures on Air Force Forms. 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*.

Paragraph 8.1.3. added: The digital signature on the AF Form 673 may not be customized or otherwise altered, in any way.

Paragraph 8.2.3. added: The digital signature on the AF Form 673 may not be customized or otherwise altered, in any way.

Paragraph 12.6.3.1. added: Signatures, in any form, on AF Forms shall not contain any personalized logos, slogans, images, etc. (reference Air Force Guidance Memorandum (AFGM) 2016-03, for Air Force Manual (AFMAN) 33-152, User Responsibilities And Guidance For Information Systems.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of AFI 33-360, whichever is earlier.

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Administrative Assistant

AIR FORCE INSTRUCTION 33-360

BY ORDER OF THE SECRETARY OF THE AIR FORCE

1 DECEMBER 2015

Communications and Information

PUBLICATIONS AND FORMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/AAII Policy Branch

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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. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to SAF/AAII Policy Branch 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 Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See **Table 1.1** for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained 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). 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.

SUMMARY OF CHANGES

This rewrite of AFI 33-360 is in response to customer feedback, process improvements, reorganizations, and SAF/AA Compliance Statement Review effort. It updates and clarifies tier waiver authority application/designation; Lead Command guidance; inherently governmental functions; publication series descriptions based on recent reorganization actions; coordination tables; additional considerations for use of digital signatures on forms; removes duplicative material; and incorporates approved recommendations from the SAF/AA Compliance Statement Review action.

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Chapter 1

PROGRAM OVERVIEW AND OTHER COMPLIANCE AREAS

1.1. Overview. This publication establishes guidance and procedures for publications and forms management Air Force-wide. Air Force units at all levels must ensure publications and forms are complete, accurate, current, and accessible to Air Force users. **(T-1)**.

1.1.1. Air Force publications (those listed in **Table 4.1**, **Table 4.2,** and processed IAW this publication) are used to issue Air Force policies, guidance, and procedures; they serve to inform and to assign responsibilities.

1.1.2. Forms provide an expanded capability to standardize and manage the collection, storage, retrieval, and display of data. Official forms are processed and disseminated IAW this publication. See **Chapter 12** for complete details.

1.1.3. **Publications/Forms Processing.**

1.1.3.1. **Draft and Collaborate**. The process entails building a new or modifying an existing publication/form and obtaining subject matter expert (SME) inputs. See **Chapter 3** and **Chapter 6** for general guidance and detailed procedures.

1.1.3.2. **Coordinate.** Coordination of draft publications and forms is accomplished IAW **Chapter 7** of this publication.

1.1.3.3. **Certify and Approve.** Obtain senior leaders' certification and approval to publish as policy, guidance, and/or detailed procedures. See **Chapter 8** for detailed procedures.

1.1.3.4. **Publish.** Publishing is addressed throughout publication or form development; however, it does not formally start until after the draft has been officially approved for publishing (AF Form 673, *Air Force Publication/Form Action Request*, signed). See **Chapter 9** and AFMAN 33-361, *Publishing Processes and Procedures*, for further guidance.

1.2. Applicability of Publications and Forms.

1.2.1. A publication or form applies to the issuing headquarters' staff elements and its subordinate activities (e.g., an "Air Force" Instruction [AFI] issued at the Headquarters Air Force [HAF] applies Air Force-wide; an "AFMC" Instruction [AFMCI] applies only to AFMC and units subordinate to AFMC; an "AMC" supplement applies only to AMC and units subordinate to AMC).

1.2.2. Generally, Air Force publications do not apply to non-US Air Force organizations or activities, unless authority is specified in the publication. Situations include, but are not limited to: joint basing locations, host/tenant relationships, DoD executive agent designations, etc.

1.2.3. **Exceptions:**

1.2.3.1. Support Agreements, Memoranda of Agreement or Understanding, and other legally binding documents may extend applicability at the operating location level (base/installation, joint bases, remote site, etc.).

1.2.3.2. Lead Commands (AFPD 10-9, *Lead Command Designation and Responsibilities for Weapons Systems*). Lead Commands are advocates for specific weapon systems and as such respond to issues addressing their status and use, identify Minimum Essential System Listing items, and execute other responsibilities as detailed in AFPD 10-9.

1.2.3.2.1. Lead Commands should work closely with HAF functionals to incorporate guidance into departmental publications (AFIs, AFMANs, etc.). Lead Commands may be the OPR for a departmental publication; as a departmental publication OPR, maintain the guidance publication and coordinate it with affected commands. However, they must be issued as departmental publications and be certified and approved from the HAF.

1.2.3.2.2. Lead Commands may issue guidance to affected commands within the scope of the Lead Commands' assigned responsibilities and authorities. However, The OPRs for Lead Command publications should work together to deconflict guidance when directing units/shops that support more than one Lead Command.

1.3. Validity of a Publication or Form.

1.3.1. Certifying and approving officials for Air Force publications and forms must be either military members or civilian employees (including direct-hire foreign nationals, but not including contractors or indirect-hire foreign nationals). **(T-0)**.

1.3.2. When an approving official vacates his or her position, publications showing the individual's signature element remain in effect until rescinded or rewritten.

1.3.3. When a unit reorganizes, OPRs should revise publications to reflect the new organization designation as soon as possible. As a temporary measure, while a rewrite or new publication action is being processed, OPRs may process/post administrative changes to the front of the publication(s) that notifies readers of the unit designation change. However, current publications and forms remain valid and in effect until superseded or rescinded.

1.4. Accessibility of Publications and Forms.

1.4.1. Ultimately, publishing operations are designed to provide customers access to electronic and/or physical publications and forms. The e-Publishing web site (**www.e-publishing.af.mil**) serves as the official repository for departmental, command, and field publications and forms that are issued at the wing/base and above (excluding ANG wings). The e-Publishing web site is open to the public, so only the unclassified titles of classified and restricted access products are provided, along with directions for accessing restricted web sites, and/or instructions on how to obtain copies from the OPR.

1.4.2. The Warehouse Management System-BackOffice-Air Force Information Management Publishing Tool (WMS-BO-AFIMPT) is a web application that provides tracking and delivery of new or revised wing/base and above (excluding ANG wings) publications and forms to the Air Force Departmental Publishing Office (AFDPO). The application provides OPRs/POCs, publication change managers (PCM), publications and forms managers, and AFDPO the ability to change product metadata details, upload draft versions and supporting documents, submit for publishing, track submission, and disseminate the new or revised electronic publications and forms to customers via the e-Publishing web site or WMS modules ordering function. The web application does not include a workflow for

coordination, certification, or approval of drafts (use other workflow tools). The application is sometimes referred to individually by its parts (WMS, BO, AFIMPT), but they are interlinked and managed as a single web application. The link to AFIMPT is **https://wmsweb.afncr.af.mil/afimpt/**

1.4.3. Local publications managers or OPRs will make publications and forms not supported by the AFDPO available on local web sites or through physical distribution. **(T-3)**.

1.5. Effective Dates. The publication date is the effective date of the policy or guidance (see **Exception** below); Air Force publications, to include Air Force Policy Memoranda and Guidance Memoranda, are not considered effective until they are released to users IAW this publication. **(T-1)**. The publishing activity (AFDPO for e-Publishing, Publication Manager or OPR in instances when local web sites are used) adds the date to the publication to reflect the day the publication is actually released to users (placed on formal web site or made available for ordering). The date the approving official signs the AF Form 673 may not be the effective date shown on the publication. **Exception**: Entire publications or portions therein, may have future effective dates that allow units/personnel time to prepare for compliance. The future effective date/timeframe must be identified in the opening paragraph and specific portions (if appropriate) of the publication.

1.6. Delegations and Requirements in Air Force Publications. Air Force publications should not impose overly restrictive delegations or requirements. Air Force publications should:

1.6.1. Not overly restrict delegation of authority. If a publication or related laws or directives do not state that they must personally take certain actions, the commander/director may delegate the authority to take the action. Only impose restrictions when there is a legal, financial, or other reason for the commander (or other official) to act personally. Use phrases such as "the commander/director (vice commander or other official) must personally," or "the commander/director may not delegate this authority," to restrict delegation.

1.6.2. Not impose unnecessarily broad tasking or requirements on activities and installations. Such tasking may create hardships at geographically separated units and remote locations with a small staff. If some units (or none at all) need not comply with some requirements, particularly those that create committees or boards, state these exceptions in the publication.

1.6.3. Not specify performing the function as an additional duty, or require that a military member of a certain minimum grade or within a range of grades perform a duty, unless legal requirements or other DoD or Air Force publications require such restrictions. Commanders should be allowed to manage essential functions, assign additional duties, and decide which and how personnel are used to accomplish their duties.

1.6.4. Not specify additional workload or financial obligations which would require manpower or financial resources that have not been approved or vetted by higher headquarters or the Air Force Corporate Structure.

1.7. Punitive Language.

1.7.1. **Punitive Enforceability of Publications Enforced under Article 92(1) of the Uniform Code of Military Justice (UCMJ**).

1.7.1.1. The absence of “punitive” language in a paragraph of a publication does not mean compliance is optional, or that a military member or civilian employee cannot be

disciplined for violating non-punitive requirements in a publication. All Air Force personnel must comply with both punitive and non-punitive mandatory guidance in publications. **(T-1)**. Rather, punitive language in a publication means that a military member may be found to have violated Article 92(1) of the UCMJ regardless of their knowledge of the requirements established by the publication. In some instances, a publication OPR may decide the matter discussed in a publication is of such consequence that failure to adhere to its proscriptions or mandates should be specifically punishable under Article 92(1). But, punitive language in publications should be used sparingly and only for the most significant and serious matters.

1.7.1.2. Publication OPRs must include specific enforceability language directing compliance by military personnel, in opening paragraphs of publications, including a description of the consequences of non-compliance statement identifying the relevant provision as punitive for purposes of Article 92(1) of the UCMJ, for violation by military members of specific sections or paragraphs of a publication to be punishable under Article 92(1) of the UCMJ. **(T-1)**. Include this same language in the specific punitive paragraph(s) (or sections) of the publication.

1.7.1.3. Article 92(1) of the UCMJ does not apply to the members of the ANG while in Title 32 status, but they may be subject to an equivalent article under a state military justice code.

1.7.2. **Making Language in a Publication Punitive under Article 92(1)**. To be lawful, punitive language in a publication should be reasonably in furtherance of, or connected to, military needs. For example; promotes reasonably necessary to accomplish a military mission or safeguard and protect morale, discipline, and usefulness of command and directly connected to the maintenance of good order; specific as to time and place, as applicable; definite and certain in describing the act or thing to do or omit avoid; and not otherwise contrary to established law. Mandatory provisions place an affirmative duty upon the 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.). Publication OPRs must send all proposed punitive publications to the servicing legal office for review before issuance. **(T-1)**.

1.7.3. **Structure of a Publication Containing Punitive Paragraphs.**

1.7.3.1. Publication OPRs must ensure the opening paragraph of the publication specifies which paragraphs (or sections) in the publication contain punitive provisions that are enforceable under Article 92(1) of the UCMJ. A military member should be able to tell by looking at the introduction of the publication that it contains punitive provisions. **(T-1)**.

1.7.3.2. The language standing alone in the opening paragraph does not by itself make a publication punitive; it becomes punitive when combined with the punitive language in the identified specific paragraphs or sections of the publication.

1.7.3.3. Accordingly, publication OPRs must ensure the opening paragraph states that "Failure to observe the prohibitions and mandatory provisions in paragraphs (or section)

xxxx of this publication by military members is a violation of Article 92 of the UCMJ," or similar language. **(T-1)**.

1.7.4. **Punitive Language in Specific Paragraphs/Sections.** In the punitive paragraph or section itself, use language that expresses the mandatory nature of the provision(s), such as "will," "will not," "shall," "shall not," " must," "must not," etc. State that a "Failure by military members to obey (the mandatory provisions in this paragraph (or section)) is a violation of Article 92 of the UCMJ," or similar language, in the paragraphs or sections that contain these mandatory provisions or prohibitions. This statement may accompany each mandatory provision or prohibition of the punitive paragraph or section, or may refer to a series of mandatory provisions or prohibitions listed within a specific paragraph, but must clearly identify the mandatory provisions or prohibitions to which it applies.

1.8. Conflicting Publications.

1.8.1. Guidance in departmental level publications (AFIs, AFMANs) take precedence over guidance in command and field level publications, unless the directing departmental office agrees to the exception/deviation identified in the lower level publication. The agreement must be cited in the lower publication; see paragraph **12.10.2** for an example of such an agreement.

1.8.2. Guidance in HHQ publications take precedence over guidance in lower level publications, unless the directing HHQ office agrees to the exception/deviation identified in the lower level publication. The agreement must be cited in the lower publication.

1.8.3. When publications are found to be less restrictive or conflict with higher level publications, consider submitting an AF Form 847 to the publication(s) OPR following the appropriate chain of command. See **Attachment 6** for instructions on submitting an AF Form 847.

1.8.4. When notified of a conflict, the affected publication OPRs/POCs will work together to determine appropriate guidance changes to rectify/de-conflict the guidance and reissue corrected publication(s). **(T-2)**. Courses of action for OPRs to deconflict include issuing a waiver, GM, IC, rewrite, and/or recession of the publication(s).

1.9. Waivers. When unable to comply with official policy, guidance, and/or procedures, the unit may request a waiver.

1.9.1. The fundamental aim of a waiver is to enhance mission effectiveness at all levels, while preserving resources and safeguarding health and welfare. A waiver is a method for a commander to communicate a risk management decision for a specified time period or circumstance in which:

1.9.1.1. The cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR

1.9.1.2. The expected cost of compliance outweighs the benefit; OR

1.9.1.3. Personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower).

1.9.2. When a commander approves a waiver, the commander is communicating to subordinates and superiors that the commander accepts the risk created by non-compliance.

1.9.3. **Waiver Approval Authorities.**

1.9.3.1. The default waiver approval authority for compliance items not identified with a tier number or an office specifically identified/delegated to approve waivers (in any publication), is the approving official that released the specific publication. The approving official may delegate the approval authority to a subordinate office/organization, but must specifically state this in the publication. For example, SAF/AA has delegated the waiver approval authority for compliance items in this publication to SAF/AAII Policy Branch at paragraph **1.9.5** and paragraph **2.3.1.3.4**

1.9.3.2. Assigning Wing or equivalent, DRU, or FOA Tiered Waiver Approval Authority.

1.9.3.2.1. All compliance statements in departmental, MAJCOM, FOA, and NAF directive publications (**Table 4.1**) ***that direct actions at or below a subordinate wing or equivalent, DRU, or FOA*** must include a tiered waiver approval authority number. **Exception:** AFPDs will not be tiered.

1.9.3.2.2. While considering the need for standardization/conformity across the Air Force, publication OPRs will use **Table 1.1** to determine the appropriate tier waiver number to apply.

1.9.3.2.3. Publication OPRs must include a tier waiver authority number immediately following each compliance statement that direct action at or below a subordinate wing or equivalent, DRU, or FOA. **(T-1)**. Blanket/global tier waiver number assignments at the beginning of the publication or section are not allowed.

1.9.3.3. Compliance statements targeting units above the wing, DRU, or FOA (e.g.: MAJCOM, NAF, etc.) are not required to be tiered (referred to as non-tiered). The opening paragraph of the publication will include a statement that identifies how these waiver requests will be processed (see paragraph **6.5.6.7** for waiver statement examples). However, when they are tiered, the commander at or above the identified tiered approval level may also approve a waiver for their unit. For example, a compliance statement that is targeting "MAJCOM, FOA, DRU, wing" that has a "T-3" designation for Wing, FOA, DRU commander approval level, in this context, a waiver may also be approved by a MAJCOM commander for the MAJCOM Staff.

Table 1.1. Tier Waiver Authorities.

Tier Number	May be used in publications at	If, Consequence of Non-Compliance	Or,	Then, the Waiver Authority is:	And Risk is Assumed by the:
T-0	Any level	Determined by respective non-AF authority (e.g. Congress, White House, OSD, JS) Examples: a. AFI 51-202, *Nonjudicial Punishment*, 3.10.	N/A	External to AF. Requests for waivers are processed through command channels to HAF publication OPR/HAF functional for submission consideration to non-AF authority.	N/A

Tier Number	May be used in publications at	If, Consequence of Non-Compliance	Or,	Then, the Waiver Authority is:	And Risk is Assumed by the:
		Changing Commanders before Nonjudicial Punishment Proceedings are Complete**.** A member must always be informed of the identity of the commander who will actually make the findings and punishment decisions before a decision is required as to whether to accept nonjudicial punishment or demand court-martial. **(T-0)**. b. AFI 90-201, *The Air Force Inspection System*, 2.4.1.1. IAW 10 USC § 8583 and AFI 1-2, *Commander's Responsibilities*, commanders will conduct Internal Inspections and actively support and participate in External Inspections affecting their unit(s). **(T-0).**			
T-1	Departmental level only	Non-compliance puts Airmen, commanders, or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or fraud, waste or abuse. Examples: a. AFI 90-201, 2.4.1.2. Commanders are responsible for ensuring compliance within their units. Commanders will ensure their CCIP focuses on detecting non-compliance with all applicable governing directives and on unit effectiveness in the four MGAs in Figure 2.2. **(T-1).**	Conformity is needed across the Air Force and HAF must be consulted prior to deviations	- The requestors' MAJCOM/CC (delegable no lower than the appropriate MAJCOM Director, if delegated), with concurrence of the publication's Approving Official - For requests from ANG units, the NGB/CF (delegable no lower than ANGRC/CC , if delegated), with concurrence of the publication's Approving Official - For requests from AF Level FOA or DRU, the appropriate FOA or DRU CC with concurrence of the publication's Approving Official (processed through the FOA's or DRU's parent HAF two-letter)	MAJCOM Commander and concurring HAF publication approving official

Tier Number	May be used in publications at	If, Consequence of Non-Compliance	Or,	Then, the Waiver Authority is:	And Risk is Assumed by the:
		b. AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 3.3.11. Periodic Reviews of PIAs (Privacy Impact Assessment). ISO (Information System Owner) and PM (Program Manager) shall review PIAs annually **(T-1)**.			
T-2	Departmental , MAJCOM, and ANG levels only	Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or fraud, waste or abuse. Examples: a. AFI 90-201, 2.9.1. Gatekeeper. Gatekeepers at all levels must ensure the inspection system is able to independently and efficiently inspect units on behalf of the command chain. **(T-2).** b. AFI 33-396, *Knowledge Management*, 4.2.1.1. Focal Point for EIS (Enterprise Information Services) and Collaborative Technologies. For any supported unit, the KMC (Knowledge Management Center) will be the point of contact for EIS, AF Portal, and commercial collaborative products that are not tied to a specific functional community. **(T-2)**.	Conformity is needed across the Air Force, but HAF is not needed to be consulted for deviations	- The requestors' MAJCOM/CC (delegable no lower than the appropriate MAJCOM Director, if delegated) - For requests from ANG units, the NGB/CF (delegable no lower than ANGRC/CC or appropriate NGB Director, if delegated) - For requests from AF Level FOA or DRU, the appropriate FOA or DRU CC	MAJCOM Commander and requestor

Tier Number	May be used in publications at	If, Consequence of Non-Compliance	Or,	Then, the Waiver Authority is:	And Risk is Assumed by the:
T-3	Departmental, MAJCOM, FOA, and NAF levels	Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or fraud, waste or abuse. Examples: a. AFI 90-201, 5.6.2. The Wing CIMB (Commander's Inspection Management Board) will meet monthly (quarterly for ARC). **(T-3).** b. AFI 33-396, 4.2.2.7. Apply Continuous Process Improvement (CPI) Principles. The KMC will have foundational training in CPI methodologies, such as AFSO 21 and DoD CPI/Lean Six Sigma (LSS). **(T-3)**.	Conformity is needed across the Air Force, but commander's may decide to deviate from standard practices	Requesting units' Wing/DRU/FOA/CC(delegable no lower than Group/CC or equivalent)	Wing, FOA, or DRU Commander
Note: 1 - For purposes of waiver approval authority for units assigned to a combatant command, the Commander Air Force Forces (COMAFFOR) is considered a MAJCOM/CC equivalent. 2 – Tiering is for identifying subordinate level commanders' authority to approve waivers; do not use a tier number that reflects the same level as the organization that issued the publication. For example, it is redundant to identify a T-3 (Wing/CC) in a Wing publication, given that the default approval authority for the waiver is the Wing/CC since they approved the publication.					

1.9.4. **Waiver Process and Limitations**.

1.9.4.1. Commanders or civilian directors must submit written waiver requests seeking relief from compliance through the command chain up to one of the below (in the order listed): **(T-1)**.

1.9.4.1.1. The appropriate tier waiver approval authority (T-0, T-1, T-2, T-3), if identified. **(T-1)**.

1.9.4.1.2. The specific office/official with waiver authority as identified/directed in the specific publication's text, if a non-tiered item. **(T-1)**.

1.9.4.1.3. The publication approving official, through the publication OPR, if non-tiered and the publication does not specify (default). **(T-1)**.

1.9.4.2. Waiver requests will be submitted using the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, or via e-mail or memorandum if the form is unavailable. **(T-1)**. The request includes the following:

1.9.4.2.1. Reference and text of the specific requirement for which the commander/director is requesting a waiver. **(T-1)**.

1.9.4.2.2. Rationale for the waiver: Explain which of the 3 reasons listed under paragraph **1.9.1** apply and describe why. **(T-1)**.

1.9.4.2.3. Time period or circumstance the waiver is needed. **(T-1)**.

1.9.4.2.4. Risk mitigation measures to be implemented, if necessary, by the requesting commander during the waiver period. **(T-1)**.

1.9.4.2.5. Impact if waiver is disapproved. **(T-1)**.

1.9.4.3. Approval/denial of waiver requests should be returned within 30 days of submission by the requesting commander; denials should include a brief explanation. The effective period for a waiver starts when it is approved, not when it is submitted.

1.9.4.3.1. The approval authority may disapprove or approve the waiver in its entirety, or modify the waiver request as he/she sees fit.

1.9.4.3.2. Commanders exercising their authority to waive an Air Force requirement must document their decision in writing or electronic record copy. **(T-2)**.

1.9.4.3.3. Waiver Period.

1.9.4.3.3.1. Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 30 calendar days after the approving commander's tour length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, Tier 1, 2, and 3 waivers automatically expire 30 days after a change of command unless the new commander renews the waiver.

1.9.4.3.3.2. Waivers issued for non-tiered compliance items are limited based on the approver's determination and the waiver period is identified in the approval message.

1.9.4.3.3.3. Waivers may be established in publications, but the publishing action package and official record set must include the signed waiver approval. The waiver approval must be renewed by the new commander no later than 30 days after a change of command. **(T-1)**. Otherwise the waiver is invalid and the publication must be revised or rescinded. **(T-1)**

1.9.4.3.4. Approved waivers become part of the approver's and requestor's official records and must be appropriately filed IAW AFMAN 33-363. A copy of approved waivers must also be sent to the OPR of the HHQ publication being waived; for situational awareness and process improvement considerations. **(T-1)**.

1.9.4.4. During the waiver period, the requesting commander/director will:

1.9.4.4.1. Implement approved risk controls to reduce, mitigate or eliminate the risk created by non-compliance. **(T-2)**.

1.9.4.4.2. Actively work toward compliance by reducing the cost of compliance and remedying resource shortfalls (if applicable). **(T-2)**.

1.9.4.4.3. Re-evaluate risk throughout the waiver period and adjust risk controls as necessary.

1.9.4.4.4. Each commander/director will keep, at a minimum, the previous commander's/director's waivers on file. **(T-2)**.

1.9.5. **Waiver requests for this publication (AFI 33-360).** SAF/AAII Policy Branch is the waiver approving authority for non-tiered requirements in this publication. Include a copy of any waivers or exceptions issued regarding the publications and forms management requirements found in this publication when submitting products to AFDPO for publishing.

1.10. Unauthorized Changes to Publications. Rewrites or changes that are not processed IAW guidance in this publication create confusion and conflicting guidance that could jeopardize mission accomplishment and safety. When an activity receives a revised publication or notice of a change issued by methods other than those prescribed in this publication, they should immediately notify the OPR for the publication and the appropriate (PM/FM) by e-mail or memorandum. The PM/FM should immediately contact the OPRs to establish a corrective course of action. The OPR ensures the unauthorized change is reprocessed in accordance with the guidance contained in this publication and any suspense date provided by the PM/FM.

1.11. Draft publications are not for implementation or compliance. Publications are considered drafts until they have been certified, approved, and processed IAW this publication. Mark draft documents/material to clearly indicate that material is for informational or review purposes only and is not for implementation or compliance (see paragraph **6.5.1** on marking drafts).

1.12. General Compliance Concerns.

1.12.1. **Title 44 United States Code section 101,** hereby referred to as the "Paperwork Reduction Act of 1995" and **Executive Order 13589,** *Promoting Efficient Spending* **(**DoD Instruction (DoDI) 8910.01, *Information Collection and Reporting*, and DoD 8910.1-M, *Department of Defense Procedures for Management of Information Requirements*).

1.12.1.1. OPRs ensure all Air Force publications that authorize collecting information internal or external to the Air Force comply with the guidance provided in AFI 33-324, *The Air Force Information Collections and Reports Management Program*, which implements the Paperwork Reduction Act of 1995.

1.12.1.2. The Air Force shall limit the publication and printing of hard copy documents and convert existing/provide information in an electronic format, whenever practicable, permitted by law, and consistent with applicable records retention requirements. **(T-2)**.

1.12.2. **Freedom of Information Act** (FOIA) (DoD Directive [DoDD] 5400.07, *DoD Freedom of Information Act [FOIA] Program*). Federal statute, DoD and Air Force policy require prompt and accurate disclosure of information to the public. A FOIA specialist must review Air Force publications prior to publication to ensure compliance with FOIA requirements. Refer to DoD 5400.7-R_AFMAN33-302, *Freedom of Information Act Program*, for additional guidance and procedures.

1.12.3. **Privacy Act of 1974** (DoDD 5400.11 and DoD 5400.11-R, DoD Privacy Program). OPRs ensure each Air Force publication and form contains 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 AFI 33-332, *Air Force Privacy and Civil Liberties 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**.

1.12.4. **Federal Register** (DoDI 5025.01, *DoD Issuances Program*). The Air Force notifies the public of publications that affect the public or require public compliance. Make notification in the Federal Register as prescribed by AFI 33-320, *Federal Register*.

1.12.5. **Copyrighted material**. Refer to AFI 51-303, *Intellectual Property--Patents, Patent Related Matters, Trademarks and Copyrights*, for use of copyrighted information in Air Force publications. **Note**: Permission for use should cite any restrictions on releasability. Refer to **Chapter 6** for instructions on formatting and **Chapter 9** for instructions on processing publications with and without restricted releasability.

1.12.5.1. 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.

1.12.5.2. 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**.

1.12.5.3. 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 necessary or required.

1.12.6. **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 web site to determine if the name requires a "Registered" symbol (®). Distinguish each use of a trademark by inserting a trademark symbol (™) after the mark. Refer to AFI 51-303 for further guidance.

1.12.7. **Compliance with Section 508 of the Rehabilitation Act.** Because official unclassified Air Force publications are available on the e-Publishing web site, AFDPO must ensure all publications, at any level, posted to the e-Publishing website are Section 508 compliant, IAW AFI 33-393, *Electronic and Information Technology Accessible to Individuals with Disabilities, Section 508*.

1.12.8. **Plain Writing Act of 2010** (Public Law 111-274, *Plain Writing Act of 2010*, and DoDI 5025.13, *DoD Plain Language Program*). The Plain Writing Act of 2010 was enacted, "to improve the effectiveness and accountability of Federal agencies to the public by promoting clear Government communication that the public can understand and use." To that end, it requires Federal agencies to use plain writing in all new or substantially revised issuances. As defined in the Act, plain writing is writing that is clear, concise, well-organized, and consistent with other best practices appropriate to the subject or field and

intended audience. Such writing avoids jargon, redundancy, ambiguity, and obscurity. When drafting Air Force publications, you should, to the extent appropriate, follow the Federal Plain Language Guidelines available at **http://www.plainlanguage.gov/howto/guidelines/bigdoc/TOC.cfm**.

1.12.9. **Compliance with AFI 90-201.** The publication OPR must create an associated Self-Assessment Communicator (SAC) IAW AFI 90-201.

1.12.10. **Classified and Controlled Unclassified Information (CUI)**.

1.12.10.1. Handle classified and CUI publications and forms, and classified and CUI information that are part of the publications and forms process, according to AFI 16-1404, *Air Force Information Security Program*, DoDI 5200.01, *DoD Information Security Program and Protection of Sensitive Compartmented Information*, and supporting DoD Information Security Program Manuals.

1.12.10.2. Some examples of CUI: For Official Use Only (FOUO), Law Enforcement Sensitive (LES), DoD Unclassified Controlled Nuclear Information (DoD UCNI), and LIMITED DISTRIBUTION. Reference AFI 16-1404 and DoDM 5200.01-V4, *DoD Information Security Program: Controlled Unclassified Information (CUI)*.

1.13. Determining Applicability of Departmental Publications to Air Force Reserve Command (AFRC) Units and Personnel.

1.13.1. OPRs send all new or rewritten departmental publications, which are applicable to the AFRC, to AF/RE prior to publishing.

1.13.2. Electronic coordination may be obtained by submitting the draft publication to the Chief of Air Force Reserve (AF/RE) workflow e-mail inbox (**afrc.reworkflow@us.af.mil**). The primary POC within AF/RE is responsible for obtaining coordination from other interested staff offices within AF/RE. Like all other coordinating offices, if the publication OPR does not receive a response or request for extension prior to the suspense date (minimum of two weeks), the OPR may annotate the coordination response as "Concur – No Response" and move on. The OPR of the publication includes a statement of applicability in the opening paragraph of the draft. AF/RE either concurs with the OPR's chosen statement of applicability or supplies a new statement. 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 (by providing a Critical comment) to specific portions of a publication due to dissimilarities with the way AFRC units operate, the OPR is not to publish it until all critical comments are resolved. OPRs require justification from AF/RE when exceptions are taken. Send unresolved issues to the appropriate Secretariat or Air Staff office for resolution, IAW AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*.

1.13.3. Statements of applicability are as follows:

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

1.13.3.2. 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."

1.13.3.3. When only specific portions do not apply include a statement such as "This publication applies to Air Force Reserve Command (AFRC) Units, with the exception of (list the portions that do not apply)."

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

1.13.4. OPRs must re-coordinate with AF/RE if changes to the publication are made during coordination that may affect the applicability to reserve units.

1.13.5. AF/RE or AFRC units must submit an AF Form 847 to the OPR of the publication if changes to the applicable publication occur after release that affect the applicability status of the publication.

1.13.6. OPR must comply when a request to change the applicability statement within a publication is received from AF/RE or AFRC.

1.14. Determining Applicability of MAJCOM Publications to AFRC Units and Personnel.

1.14.1. OPRs send all new and rewritten MAJCOM publications that are applicable to an AFRC unit to that unit for review prior to publishing.

1.14.2. Electronic coordination may be obtained by submitting the draft publication to the HQ AFRC Tasker Workflow organizational account (**afrc.ccx2@us.af.mil**). HQ AFRC CCX will in turn task the applicable HQ staff office. Like all other coordinating offices, if the publication OPR does not receive a response or request for extension prior to the suspense date (minimum of two weeks), the OPR may annotate the coordination response as "Concur – No Response" and move on. The OPR of the publication must include a statement of applicability in the opening paragraph of the draft. AFRC either concurs with the OPR's chosen statement of applicability (selected from statements provided in paragraph **1.13.1.1** through paragraph **1.13.1.4**) or supplies 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, they provide appropriate comments during coordination and the OPR does not publish the document until all exceptions/critical comments are resolved. AFRC provides adequate justification for critical comments. Send unresolved issues to the appropriate Secretariat or Air Staff office for resolution, IAW AFI 10-301.

1.14.3. OPRs must re-coordinate with AFRC if changes to the publication are made during coordination that may affect the applicability to reserve units.

1.14.4. AFRC or AFRC units must submit an AF Form 847 to the OPR of the publication if changes to the applicable publication occur after release that affect the applicability status of the publication.

1.14.5. OPR must comply when a request to change the applicability statement within a publication is received from AFRC.

1.15. Determining Applicability of Publications Issued Below the MAJCOM level to AFRC Units and Personnel. OPRs must coordinate with local AFRC unit when the publication is applicable to the local or inherited AFRC unit. **(T-3)**.

1.16. Determining Applicability of Departmental, Command, and Field Publications to the Air National Guard (ANG):

1.16.1. OPRs send all new or rewritten departmental publications that are applicable to the ANG, to NGB/A6CK prior to publishing. **(T-2)**.

1.16.1.1. The Chief of the National Guard Bureau (CNGB) authorized the NGB/CF (considered the ANG two-letter) to review and approve ANG publications without additional NGB review (AFI 10-301). **Exception**: The CNGB will review and approve all Interservice Publications that are applicable to the NGB; however, the process for Air Force OPRs remains the same.

1.16.1.2. All publications are submitted to ANG Workflow: **usaf.jbanafw.ngb-cf.mbx.ang-workflow@mail.mil** (NIPR), **usaf.jbanafw.ngb-cc.mbx.taskers@mail.smil.mil** (SIPR), or ANG Workflow in HAF TMT; NGB/A6CK will ensure Air Force and Interservice publications are disseminated to the appropriate reviewers within ANG/NGB. Like all other coordinating offices, if the publication OPR does not receive a response or request for extension prior to the suspense date (minimum of two weeks), the OPR may annotate the coordination response as "Concur – No Response" and move on.

1.16.2. The AF OPR of the publication includes a statement of applicability in the opening paragraph of the draft. NGB/CF either concurs with the OPR's chosen statement of applicability or supplies a new statement. As the Air Force moves closer to total force functioning, publications should be written to support the functioning of all types of Air Force members, including ANG forces. However, when the NGB/CF takes exception to specific portions of a publication due to dissimilarities with the way ANG operates, the NGB/CF provides applicability or exception statements to the OPR of the publication for inclusion in the opening paragraph. OPRs require justification from the NGB/CF when exceptions are 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."

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

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

1.17. Determining 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 (USAF). As the Air Force Auxiliary, CAP performs Air Force missions as approved through AFPD 10-27, *Civil Air Patrol*, and AFI 10-2701, *Organization and Function of the Civil Air Patrol*. As the Air Force moves closer to total force functioning, publications should be written to support the functioning that includes the Air Force Auxiliary, as appropriate. Approval of

policies and procedures affecting the CAP/Air Force Auxiliary, including non-combat missions follows the normal chain of command.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Inherently Governmental Functions. Only duly appointed Air Force employees (military members and civilian employees, including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) are authorized to make decisions on behalf of the Air Force when it comes to accepting or rejecting comments, and certifying and/or approving official Air Force publications and forms. However, contractor personnel may fill roles (POC, PM/FM) providing administrative support, coordination comments, advice and counsel, but the coordination response (concur, non-concur, etc.), acceptance and/or denial of coordination recommendations, and/or changes to publications/forms must be made by an Air Force employee. **(T-1)**.

2.2. The Chief, Information Dominance and Chief Information Officer (SAF/CIO A6).

2.2.1. Serves as the Air Force focal point on all matters relating to information management policy IAW DoDD 8000.01, *Management of the Department of Defense Information Enterprise*, HAF Mission Directive (HAF MD) 1-26, *Chief, Information Dominance and Chief Information Officer*, and AFPD 33-3, *Information Management*. SAF/CIO A6 is responsible for generating policy governing Air Force information management and information technology, which includes publications, forms, and the publishing function.

2.2.2. Through the **Strategy and Policy Division (SAF/CIO A6SS)**, provides coordination on departmental publications and forms to assess compliance with:

2.2.2.1. Report controls, ensuring that OPRs follow guidance on creating, maintaining, and disposing of reports according to Information Collections guidance in AFI 33-324.

2.2.2.2. Privacy Act guidance in AFI 33-332.

2.2.2.3. Freedom of Information Act guidance in DoD 5400.7-R_AFMAN33-302.

2.2.2.4. Federal Register rules and notices guidance in AFI 33-320 when Air Force publications affect the public.

2.2.2.5. Records management guidance in AFI 33-322, *Records Management Program*.

2.2.2.6. Postal service guidance in DoDM 4525.8_AFMAN 33-306, *DoD Official Mail Manual.*

2.3. The Administrative Assistant to the Secretary of the Air Force (SAF/AA). Implements information management policy and establishes publications and forms management guidance and procedures, through the Information Directorate (SAF/AAI). Reviews and coordinates on all Air Force level policy publications (AFPD, Air Force Policy Memorandum (AFPM), and Supplement to DoDD) prior to SECAF approval to ensure consistency with existing Air Force policy and HAF Mission Directives. SAF/AA may direct additional coordination as appropriate.

2.3.1. **SAF/AAI.** Oversees the Air Force publications and forms program. Provides detailed guidance and procedures for HAF, Command, and field units.

2.3.1.1. Supports the portal-based Form Application Development Program, and is responsible for building applications to automate forms-based processes in partnership with functional communities.

2.3.1.2. 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.

2.3.1.3. **SAF/AAII Policy Branch.**

2.3.1.3.1. Serves as the Air Force Publications and Forms Program Manager and OPR for this publication.

2.3.1.3.2. Establishes guidance and procedures for creating and processing publications and forms.

2.3.1.3.3. Provides direction, guidance, and advice on the publications and forms program to all publications and forms management offices/managers.

2.3.1.3.4. Serves as the approval authority for waiver requests for this publication (waiver requests for supplements to this publication are submitted to the OPR for the supplement).

2.3.1.3.5. Collaborates with AFDPO and co-chairs boards and meetings concerning the publications/forms program as necessary.

2.3.1.3.6. Conducts visits to publishing programs and publications and forms management offices when needed to monitor operating methods, procedures and management functions.

2.3.1.3.7. Serves as Air Force representative on the Plain Language Committee and oversees implementation efforts and compliance with the Plain Writing Act and DoDI 5025.13.

2.3.1.4. **AFDPO.**

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

2.3.1.4.2. Serves as the HAF PM/FM. Provides publications and forms manager support to HAF offices (see paragraph **2.8** for detailed responsibilities).

2.3.1.4.3. Operates and maintains the e-Publishing web site, electronic and physical repositories, Air Force Information Management Publishing Tool (AFIMPT), 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 utilizes the Army Media Distribution Division (MDD) as the physical repository. The MDD does not stock base- or wing-level physical products.

2.3.1.4.4. Determines funding requirements for maintaining and updating the e-Publishing web site, electronic and physical repositories, Air Force Information Management Publishing Tool (AFIMPT), and on-line ordering system.

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

2.3.1.4.6. Maintains a listing of all command/field PM/FM, disseminating to SAF/AAII and SAF/CIO A6, when requested.

2.3.1.4.7. Formally alerts SAF/AAII Policy Branch, publications manager, and OPR prior to a publication on the e-Publishing web site reaching its expiration date and then again as the expired publication is removed from the e-Publishing web site.

2.3.1.4.8. Provides customer support on publishing services.

2.3.1.4.8.1. Wing/base level and above (excluding ANG wings). Provides processing (formatting/tagging) and posting support for publications and forms issued at this level.

2.3.1.4.8.2. Provides formatting standards and templates for publications and forms that are not processed (formatted/tagged) by AFDPO.

2.3.1.4.9. Posts product announcements to the e-Publishing web site and alerts OPRs and command/field PM/FM of the availability of new, revised, or rescinded publishing products.

2.3.1.4.10. Informs OPRs and PM/FM of any policy and/or guidance change in electronic publishing methods as it relates to form development software version updates.

2.3.1.4.11. Develops and maintains a contingency plan to ensure availability of publications and forms posted on the e-Publishing web site when the site is down.

2.3.1.4.12. Manages and distributes licenses for Air Force forms development software. Provides software updates, computer-based training, and troubleshooting assistance.

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

2.3.1.4.14. In conjunction and collaboration with SAF/CIO A6 and SAF/AAII Policy Branch, continually assesses the health of the e-Publishing system, resolving deficiencies and making changes, as appropriate.

2.3.1.4.15. Provides or arranges for publishing support for headquarters of Combatant Commands and the US Element, North American Aerospace Defense Command pursuant to DoDD 5100.03, *Support of the Headquarters of Combatant and Subordinate Unified Commands*.

2.3.1.4.16. Serves as the Air Force focal point for all matters relating to the Air Force Publishing Program in dealing with the Office of the Secretary of Defense (OSD), other military departments, General Services Administration (GSA), or other government agencies.

2.3.1.4.17. Ensures the e-Publishing web site and products contained therein comply with current AFI 33-115, *Air Force Information Technology (IT) Service Management*.

2.3.1.4.18. Collaborates with SAF/AAII Policy Branch on publications/forms publishing process matters/changes that may impact the overall publications/forms program as defined in this publication.

2.3.1.4.19. Ensures e-Publishing websites and published publications and forms are Section 508 compliant, IAW AFI 33-393.

2.4. Required Legal Reviews.

2.4.1. The Air Force Judge Advocate (AF/JA). AF/JA, through the Administrative Law Directorate (AF/JAA), provides mandatory legal review/coordination for all departmental publications and actions that change departmental publications (interim changes [IC], rewrites, policy and guidance memorandum [PM and GM]). AF/JAA will coordinate and recommend separate SAF/GC review of publications not otherwise requiring SAF/GC review, as necessary.

2.4.2. The Office of the Air Force General Counsel (SAF/GC). SAF/GC, through its Fiscal, Ethics and Administrative Law Division (SAF/GCA), provides mandatory legal review/coordination for all publications requiring Secretary of the Air Force coordination and/or signature.

2.5. Commanders/Directors at all levels. The Commander/Director will:

2.5.1. Utilize the publications and forms management program to provide official policy, guidance, and detailed procedures. **(T-1)**.

2.5.2. Appoint Publications Change Manager(s) (PCM) (optional below HAF level).

2.5.2.1. HAF: Each two-letter/digit office will assign at least one PCM. May assign multiple PCMs based on breadth of functional area/number of publications. Provide copy of appointment letter to SAF/AAII Policy Branch and AFDPO-PPP.

2.5.2.2. Organizations below the HAF (MAJCOM, FOA, DRU, NAF, wing, etc.) (PCM Optional): Determine the need for a PCM and appoint appropriate number of PCMs. If assigned, provide a copy of any appointment to the supporting Publications Manager's office.

2.6. Organizational Publications Change Manager (PCM).

2.6.1. The PCM is the organization's lead for publications change management and is the primary liaison with appropriate publications management groups/activities (at HAF, Command, wing, etc.) for process improvement activities.

2.6.2. The PCM should have sufficient experience, expertise, and authority to 1) assess and manage risk regarding content/mission related change issues with the organization's publications and 2) to execute the responsibilities assigned.

2.6.3. If not the same person, PCMs need to liaise with the organization's risk management process manager, as assigned per AFI 90-802, *Risk Management*, or interrelated risk management (RM) publications for Acquisition and Sustainment Life Cycle Management,

Anti-terrorism, Integrated Defense RM Process (IDRMP), Installation Emergency Management (EM) RM.

2.6.4. The PCM (if assigned) will:

2.6.4.1. Serve as the organizations' focal point for all content/mission related publication change issues. Represent the organization on publications program streamlining and enhancement efforts as needed.

2.6.4.2. Work with internal OPRs/POCs of publications and forms to:

2.6.4.2.1. Determine the coordination requirements for each new/proposed change of a publication/form the organization issues using the requirements in this publication and standard Air Force risk management processes identified in appropriate RM publication. **(T-3)**. Considers:

2.6.4.2.1.1. Level/extent of change being made to the publication.

2.6.4.2.1.2. Priority/importance of the publication change in terms of compliance requirement and mission impact.

2.6.4.2.2. Ensure the OPR incorporated the appropriate tier waiver authority in publications and SACs. **(T-3)**.

2.6.4.2.3. Ensure publications implement DoD Issuances promptly and appropriately, considering responsibilities assigned in HAF Mission Directive and/or Air Force Policy Directives. **(T-3)**.

2.6.4.3. Identify subject areas and/or conditions that may serve as the basis for other organization to submit proposed new/revised/rescinded publications/forms to their organization for coordination (documented in formal coordination tables in AFI 33-360). **(T-3)**.

2.6.4.4. Work with organizations workflow managers to ensure external/internal coordination requests are staffed to appropriate internal stakeholders. Identify the level of risk associated with the lack of coordination in terms of Severity and Probability. **(T-3)**.

2.6.4.5. Ensure their organization is responsive to requests for coordination, assess the workload/capacity of the organization to provide coordination on publications and forms, and manage and prioritize the workflow of coordination packages submitted to the organization. **(T-3)**.

2.6.4.6. Serve as focal point for publications related inquiries that pertain to DoDI 5025.13 (Plain Writing Act of 2010). **(T-0)**.

2.7. FOA/DRU A6 and Wing/Base Communications Squadron (or equivalent) Commanders/Directors will:

2.7.1. Appoint an individual(s) (3D0X1/3A0X1 - military or civilian equivalent) as the PM/FM to administer the organization's official publications and forms program IAW this publication**. (T-3).**

2.7.1.1. Depending on the structure of the organization, the publications and forms managers may be separate positions.

2.7.1.2. Smaller activities may not have the resources to support a full-time PM/FM (some FOAs, in particular). Such activities should be supported by higher headquarters Publications/Forms management (thus eliminating the need for a local PM/FM) 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 PM/FM (see AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*).

2.7.2. If the PM/FM function is contracted out or filled by an indirect-hire foreign national, have the terms of that contract or employment agreement reviewed for legal and operational security soundness. **(T-3)**.

2.7.2.1. PM/FM have access to publications generated within their activities and in other activities, so all legal and operational security concerns need to be addressed before this function is performed by a contractor or indirect-hire foreign national.

2.7.2.2. Contractor and indirect-hire foreign nationals may not determine coordination responses (concur, non-concur, etc.), approve or deny changes to official policy or guidance, or take any action that is deemed inherently governmental function (See paragraph **2.1**).

2.7.3. Provide a copy of the PM/FM appointment to AFDPO workflow box (**usaf.pentagon.saf-aa.mbx.afdpo-afimpt@mail.mil**), with a courtesy copy to the SAF/AAII Policy Branch workflow box (**usaf.pentagon.saf-aa.mbx.saf-aaii-policy-branch-workflow@mail.mil**), and all subordinate publishing functions. **(T-3)**. Forward a copy of the support agreement or confirmation from a higher headquarters activity instead, if applicable. The appointment includes:

2.7.3.1. Designee's name(s), organizational designation, office symbol, e-mail address, telephone number, and workflow e-mail address if applicable.

2.7.3.2. Workflow e-mail address of the office responsible for the Publications Management function. Creation of this e-mail box reduces risk of contact problems during personnel change over.

2.7.3.3. Organization/unit/base designations for which the publications and forms manager is responsible.

2.7.4. In conjunction with the PM/FM(s), determines who maintains the official record sets for the organization's publications and forms.

2.7.5. Provide coordination on publications and forms issued at their level to assess compliance with areas identified/listed in **Table A3.1** Item 2. **(T-3)**. Authority to coordinate may be delegate to specific local offices.

2.8. Publications/Forms Manager (PM/FM). PM/FMs at all levels are those designated as having overall responsibility for oversight of publications and forms processing and management within their organization. If a PCM is assigned, the PM/FM will work with the PCM to facilitate changes to publications/forms. Appointment may list these functions separately or refer to this AFI and paragraph. Listed below are the functions they perform. **Exception**: Contractors and indirect-hire foreign nationals are limited to actions that are not inherently governmental (See paragraph **2.1**).

2.8.1. Ensures implementation of the guidance and procedures in this publication.

2.8.2. Develops local supplemental publications and forms management guidance and procedures as appropriate.

2.8.3. Processes publications and forms actions.

2.8.4. Assigns and tracks control numbers for applicable publications and forms.

2.8.5. Reviews applicable publications and forms to ensure compliance with this publication and other applicable guidance before publishing. (ANG sends FOA-level publications to NGB/A6 (**usaf.jbanafw.ngb-cf.mbx.ang-workflow@mail.mil**) who in turn forwards them to AFDPO.)

2.8.6. Tracks/conducts follow-up on publications and forms after submitting for processing/posting.

2.8.7. Notifies OPRs when a publication or form is officially published.

2.8.8. Reviews/coordinates on subordinate units' supplement to this publication upon request or as appropriate.

2.8.9. Initiates and tracks periodic and special reviews of publications and forms.

2.8.10. Responds to questions from PCM, OPRs/POCs and subordinate units about publications and/or forms management process. Managers at each level respond to questions generated within their organization.

2.8.11. In conjunction with the senior communications and information/knowledge manager, determines who maintains the official record sets for the organization's publishing products.

2.8.12. Ensures forms managers receive training on forms development software.

2.8.12.1. AFDPO provides forms development training at their operating location; organizations are responsible for funding attendees travel, per diem, and any other associated costs. Contact AFDPO for alternatives.

2.8.12.2. Forms managers at all levels assist with scheduling forms development training, tracking attendance, and responding to questions from within their unit. For the ANG, the NGB/A6 is responsible.

2.8.13. Manages, in collaboration with the PCM, 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.

2.8.14. Sends publication and form-related information to AFDPO for inventory control and placement in the product announcement and the product index. ANG sends their publications and forms information to NGB/A6 (**usaf.jbanafw.ngb-cf.mbx.ang-workflow@mail.mil**).

2.8.15. Obtains feedback from users and evaluate the program to ensure objectives are achieved. Initiate corrective actions as necessary.

2.8.16. Assists the PCM and Points of Contact (POCs) in identifying appropriate coordinators for the creation/revision of organizations publications and forms.

2.8.17. Alerts OPRs when aware of changes in higher headquarters publications they implement.

2.9. Office of Primary Responsibility (OPR). Approving officials determine the office (OPR) that is the "owner" of the document that retains official files, liaises with subject matter experts, builds drafts, and ensures content accuracy, currency, and integrity prior to staffing it for approval and publishing.

2.9.1. The OPR designates an individual within the office to serve as the POC for each publication and form. That individual will meet all OPR responsibilities, although the organization retains ultimate responsibility. **(T-3)**. **Note**: If the POC is a contractor employee/indirect foreign hire, final decisions concerning Air Force policy/guidance must be made by an appropriate civilian or military employee within the OPR.

2.9.2. The POC consults with the appropriate PCM and 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 publication.

2.9.3. The POC collaborates with the PCM to identify required coordinating offices and staffs publishing product with those organizations (see **Attachment 3**).

2.9.3.1. The POC, as approved by the OPR (civilian employee/military member) resolves all critical comments before the publication or form is submitted for final processing and publishing. The POC provides the resolution statements for all comments submitted during coordination.

2.9.3.2. If the AF Form 673 or the AF Form 1768, *Staff Summary Sheet (SSS)*, contains coordination more than one year old and no significant changes to the draft contents have been made, POCs state on the AF Form 673 that no re-coordination is necessary before the certifying and approval officials sign the form. The POC re-accomplishes coordination if significant changes have been made.

2.9.4. Based on the guidance in AFI 16-1404, *Air Force Information Security Program*, the POC, in collaboration with the PCM, recommends a level of accessibility for the publication: post on the e-Publishing web site (a public site) or restrict access (see paragraph **6.5.5.7**). Classified and CUI publications are not automatically scheduled for printing; discuss production alternatives with the PM/FM if a printed product is required. Only unclassified titles for departmental, command, and field generated CUI and classified publications are included in the Product Index and/or in the publications listing on the e-Publishing web site.

2.9.5. The POC keeps existing publications and prescribed forms current. Submits publications action requests to the PM/FM on the AF Form 673 after obtaining appropriate coordination, certification and approval.

2.9.6. The POC informs designated PM/FM when transferring responsibility for a publication or form to another organization (see paragraph **5.7**).

2.9.7. The POC maintains official record sets for publications and forms IAW paragraph **2.7**, **2.8**, and **Chapter 10**.

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

2.9.9. The POC responds to questions related to the publication or form, and evaluates proposed changes to the publication or form.

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

2.9.11. The OPR/POC involves stakeholders/coordinating offices early in the process to help facilitate efficient formal coordination.

2.9.12. Ensures appropriate tier waiver authority is identified in publications and SACs.

2.9.13. Accesses AFIMPT (**https://wmsweb.afncr.af.mil/afimpt/**) and ensures contact information is current.

2.10. Certifying Officials. Certify, for the approving official, 1) the need for the publication or form within the numbered publication subject series and 2) its consistency with Air Force policy and assigned responsibilities in antecedent AFPD and/or implemented HHQ publication. This role is based on assigned responsibilities for functional areas as delegated in HAF mission directives and/or Air Force policy directives. See **Chapter 8** and **Table A2.1**

2.11. Approving Official. Approve the release of publications for compliance and enforcement and are solely responsible for ensuring the publications are necessary, current of information, and in conformance with existing laws, policy, guidance and Air Force Mission. Before signing the AF Form 673, it is the responsibility of the approving official to ensure the publication is not less restrictive than higher headquarters publications. **(T-1)**. If needed, it may be more restrictive, where appropriate. See **Chapter 8**.

2.12. Coordinators.

2.12.1. Coordinators are responsible for reviewing and providing timely coordination on publications and forms from their particular functional perspective or area of expertise based on the rules reflected in the formal coordination table (**Attachment 3**).

2.12.2. In providing concurrence, coordinators agree to the contents within a publication/form from a functional perspective. Additionally, coordinators are agreeing to the releasability of the publication, as stated by the OPR in the publication. Coordinators need to provide feedback to the OPR if the content 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 16-1404. See **Chapter 7** for procedures.

CHAPTER 3

PROCESS OVERVIEW

3.1. Draft and Collaborate.

3.1.1. *Is a new publication or form required*? Inadequate research could result in issuing more than one publication/form on the same subject, conflicting instructions, or publishing a nonessential or incomplete publication or form. Check the e-Publishing web site to find out if any other publication or form has a similar subject. If there is a related publication or form, consider consolidation/revision of publication or adoption of the form.

3.1.2. *Where to start?*

3.1.2.1. Review record set of previous publication actions to assist in determining SMEs, coordinators, and any issues encountered during previous action. The record set should be in the official files within the OPR or PM/FM's office. See **Attachment 5** for processing guides.

3.1.2.2. Contact organization's PCM for help determining the required coordinators, prioritizing the new/change action, and identifying the impact/risk if not published.

3.1.2.3. Contact supporting PM/FM to notify him/her of the proposed action and obtain assistance with formatting and processing.

3.1.3. *Where are authorities found?* Review higher authority policy, directives, and publications to identify specific directions and responsibilities needing to be implemented. Ensure the implemented document contains direct authorities for the unit/organization/office issuing the publication. For example, DoD Issuances (Directives and Instructions) direct actions and assign responsibilities to the SECAF (aka: Head of DoD Component, Secretary of the Military Department, or Secretary of the Air Force). The SECAF then issues HAF MDs and AFPDs to delegate authority for implementation in the Air Force at the HAF 2-letters/digits level. The HAF 2-letters/digits then issue AFIs and AFMANs to provide detailed guidance, procedures, and to further assign responsibilities to 3/4 letter/digit offices, MAJCOMs, and Air Force Component Commands. Subordinate publications would cite the publication that directly addressed their responsibilities, not the highest-level directives.

3.1.4. Obtain inputs from subordinate activities during the drafting process (prior to formal coordination) 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 publication for guidance on selecting the right publication/form type, formatting standards, coordination requirements, and maintaining the publication or form.

3.1.5. See appropriate chapter (new, rewrite, interim change, administrative change, rescind, transfer, policy/guidance memorandum) in this publication for building the draft.

3.2. Staffing. HAF PCMs and OPRs use the HAF Task Management Tool (TMT) to staff publications/forms formal coordination, certification and approval packages, IAW HOI 33-3, *Correspondence Preparation, Control, and Tracking.* The HOI identifies TMT as the official tasking/tracking tool for all task/staff packages within the HAF, and the integrated SharePoint

system has been designated as the document repository for this tool. Use of TMT is optional for collaborative actions/reviews (AO, SME, etc. levels) prior to submitting for formal coordination. However, records managers are reminded that SharePoint and TMT are not a certified System of Record. Unit records management shared drives have been designated as official records storage. The following entries need to be identified within the HAF TMT Tasker:

3.2.1. Select the "AF Publications" or "AF Forms" entry in the pull-down list for the "Category" field.

3.2.2. Select the appropriate priority level (1-4) in the pull-down list for the "Priority" field.

3.2.3. Select appropriate action being taken (Coord, Sign, Approve) in the pull-down list for the "Action" field.

3.3. Formal Coordination. Refer to **Chapter 7** for detailed guidance**.**

3.3.1. Coordinate with all appropriate offices to ensure accuracy, currency, enforceability, and legality of the policy or guidance. Use **Table A3.1** as your starting point to determine coordinators.

3.3.2. OPRs are permitted to collect coordination for publications/forms using e-mail, approved systems, or SSS in lieu of the AF Form 673. The staffing package does not have to include the AF Form 673. However, the endorsements received back from the staffing package (on e-mail, approved system, SSS, multiple AF Form 673s) for coordination are transcribed to a master AF Form 673 prior to certification and approval. **Note:** Original documents containing the endorsement become part of the publications record set; see **Chapter 10** for further guidance on Records Management. The transcribed endorsement does not include the digital or wet signature.

3.4. Certification. Refer to **Chapter 8** for detailed guidance**.**

3.4.1. The Certifying Authority is at the issuing level (e.g. MAJCOM publications are certified at the MAJCOM). They certify the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content. See **Attachment 3**.

3.4.2. Appropriate staffing packages include an AF Form 673 for signature.

3.5. Approval. Refer to **Chapter 8** for detailed guidance**.**

3.5.1. The approving authority is a senior leader at the issuing level responsible for policies and guidance/procedures pertaining to their functional area, specialty series, or assigned command. SECAF approves all AF policy publications.

3.5.2. An appropriate staffing package includes an AF Form 673 for signature.

3.6. Publishing. Refer to **Chapter 9** for detailed guidance.

3.6.1. All publications/forms are hosted on e-Publishing web site (departmental, command, and field publications/forms that are issued at the wing/base and above (excluding ANG wings/subunits)). The e-Publishing web site is open to the public, so only the unclassified titles of classified and restricted access products are provided, along with directions for accessing restricted web sites, and/or instructions on how to obtain copies from the OPR:

3.6.1.1. OPR sends final package to his/her PCM and/or publications manager/forms manager (PM/FM).

3.6.1.2. PCM and PM/FM review and the PM/FM forwards to AFDPO as appropriate.

3.6.1.3. AFDPO reviews and processes to e-Publishing web site and notifies OPR and PM/FM when posted.

3.6.2. Publications/forms that are issued below the wing level (including ANG wings/subunits):

3.6.2.1. OPR sends final package to his/her PM/FM.

3.6.2.2. PM/FM reviews and PM/FM processes for local dissemination.

3.6.3. Final Package includes:

3.6.3.1. Approved draft and supporting graphic files.

3.6.3.2. Completed AF Form 673 (reflects appropriate coordination, certification, and approval).

3.6.3.3. OPR and POC information (Names, addresses, phone numbers, and Organization Box).

Chapter 4

PUBLICATION TYPES

4.1. Types of Publications. By order of the Secretary of the Air Force, Air Force publications (those listed in **Table 4.1** & **Table 4.2** and processed IAW this publication) issue Air Force policy and/or guidance. Unless otherwise identified in **Table 4.1 & Table 4.2**, all publication types require an AF Form 673 to publish, which is then maintained as part of the record set. Publications are separated into two categories: Directive and Nondirective.

4.1.1. **Directive Publications.** These 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 directive publications unless waived by proper authority. **(T-1)**. All publications in this category provide the following statement in the publication header: "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY". Failure to comply with these written "directions" may be punishable by the UCMJ. With the exception of restricted publications and those generated below wing/base level and by ANG wing/subunits, publications listed in **Table 4.1** are hosted from the e-Publishing web site. Additional exceptions on where publications are hosted may be found within the table. Directive publication types are listed in **Table 4.1**

Table 4.1. Directive Publications.

Item	Publication Type	Applicability	Issuing Level	Description
1	Air Force Policy Directive (AFPD)	Departmental	HAF (Secretariat and Air Staff)	AFPDs are orders of the SECAF and contain directive policy statements to initiate, govern, and/or regulate actions within specified areas of responsibility by Air Force activities.
2	Air Force Policy Memorandum (AFPM)	Departmental	HAF	AFPMs are orders of the SECAF and contain directive policy statements to initiate, govern, and/or regulate actions within specified areas of responsibility by Air Force activities when there is insufficient time to process a new AFPD or to rewrite or IC an existing AFPD. AFPMs expire one-year after their effective date, when superseded by a new AFPD, or upon next AFPD IC/rewrite action, whichever is earlier. OPRs must process and distribute a new or revised AFPD incorporating the material before the AFPM expires. AFDPO will remove expired AFPMs

Item	Publication Type	Applicability	Issuing Level	Description
				from the e-Publishing web site and notify the OPR. Only one AFPM is active at a time for a publication. OPRs consolidate guidance into a single AFPM when additional direction is to be provided and an AFPM is already active.
3	Mission Directives (MD)	Departmental	HAF	AFMDs prescribe the mission, area of responsibility, organization, and relationships of MAJCOMs, FOAs, and DRUs with their respective units. Follow guidelines in AFI 38-601, *Format and Content of Mission Directives.* AF/A1 assigns AFMD numbers IAW AFI 38-601.
		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: Delegation of Statutory Authority and Assignment of Responsibilities*. HAF MD numbers are assigned by SAF/AAII Policy Branch.
		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 PM/FM.

Item	Publication Type	Applicability	Issuing Level	Description
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.
		Issuing Organization	MAJCOM, ANG, FOA, DRU and below	Instructions that issue organization/establishment-specific guidance that is consistent and compliant with departmental or higher headquarters guidance found in AFIs, AFMANs, AF Supplement to DoDIs, MAJCOM Supplements or Instructions, etc. Unless otherwise authorized in the HHQ publication, subordinate units must issue a Supplement to extend the scope of guidance in a HHQ publication. Once departmental/higher headquarters guidance is published, units must review and revise or rescind applicable instructions/supplements to ensure compliance with new higher headquarters guidance.
5	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.
		Issuing Organization	MAJCOM, FOA, DRU and below	Command/field manuals are usually extensions of command/field instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. Command/field

Item	Publication Type	Applicability	Issuing Level	Description
				manuals do not implement higher-headquarters manuals; units must use supplements to implement higher-headquarters publications where practicable. Command/field manuals do not necessarily have to fall under a command/field instruction; a command/field manual may stand in place of an instruction, if appropriate.
6	Instructional Checklists and Addenda	Departmental	HAF	Instructional checklists and addenda are separate supporting documents referenced in the basic instruction/manual. They provide detailed procedural guidance/steps necessary to accomplish a task/operation. These products are not intended for data collection or inspection checklists; use a form when data is needed to be collected and retained.
		Issuing Organization	MAJCOM, FOA, DRU and below	Same as departmental, but, issued at the command/field level to support command/field publications.
7	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 one-year after their effective date, when superseded by a new guidance publication, or upon publication IC/rewrite action, whichever is earlier. OPRs must process and distribute a new or revised guidance publication incorporating the material before the GM expires. **(T-1)**. AFDPO will remove expired GMs from the e-Publishing web site and

Item	Publication Type	Applicability	Issuing Level	Description
				notify the OPR. Only one GM at each level is allowed to be active at a time for a publication. OPRs will consolidate guidance into a single GM when additional direction needs to be provided and a GM is already active. **(T-1)**. GMs may prescribe forms; however, OPRs need to also complete requirements in Chapter 12 of this publication if the action includes a form revision or issues a new form.
		Issuing Organization	MAJCOM, FOA, DRU and below	Same as departmental, but, are issued by the command/field level to change their publications only. Cannot issue a command/field GM that changes a HHQ publication – may issue a GM that establishes or changes the command/field supplement, instruction, or manual. May also be used to implement higher-headquarters GMs, or when implementing a newly revised higher headquarters publication (except AFPDs).
8	Operating Instructions (OI)	Headquarters	Headquarters	Headquarters OIs (HOI) assign responsibilities, direct actions, and prescribe procedures within a headquarters staff (i.e., HAF, MAJCOM, NAF, group). HOIs are not applicable to subordinate units (e.g., FOA, DRU, wing, group, squadron, etc.). Additional requirements for processing HOIs generated at HAF are found in HOI 33-13, *Headquarters Air Force Operating Instruction (HOI) Program*. HAF OIs are posted on the e-Publishing web site. **Exception:** HOIs issued below the HAF level (MAJCOM and below) are

Item	Publication Type	Applicability	Issuing Level	Description
				made available locally (web sites, shared drives, etc.).
		Issuing Unit	Units below headquarters	OIs assign responsibilities, direct actions, and prescribe detailed procedures at the lowest level within a single subordinate function (i.e., a group OI applies to the group staff; a section OI applies to the section staff; etc.). For example: a group OI is only applicable to the group staff, if applicability to subordinate squadrons is needed, process group instruction or manual. **Exception:** OIs are made accessible locally (web sites, shared drives, etc.).

4.1.2. **Nondirective publications.** These 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. Publications in this category follow the standard AF format; publications managers may approve special or unique formats. The "Compliance is Mandatory" statement is not used and they do not prescribe forms or any other type of data collection. Publications listed in **Table 4.2** are hosted from the e-Publishing web site with the exception of those generated below wing/base level and by ANG wing/subunits. Additional exceptions on where publications are hosted may be found within the table. Nondirective publication types are listed in **Table 4.2**

Table 4.2. Nondirective Publications.

tem	Publication Type	Applicability	Issued By	Description
1	Pamphlet (PAM)	Departmental, Command and Field	All Levels	Pamphlets are informational and may recommend procedures, identify best practices, and/or suggest "how to" implement Air Force guidance. Pamphlets may provide information regarding reports, but may *not* prescribe reports. They may reference forms and provide information on completing them, but may not prescribe them. Commands and field units may issue pamphlets that are applicable to their subordinate units.
2	Basic and	Departmental,	LeMay Center,	Doctrine is a collection of statements of

	Operational Doctrine and Tactics, Techniques and Procedures (TTP) Documents	Command and Field	designated organizations for TTPs	officially sanctioned beliefs and warfighting principles that describe and guide the proper use of airpower in military action. Follow directions in AFI 10-1301, *Air Force Doctrine Development*, for development, format, and numbering of doctrine.
3	Directories	Departmental, Command 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.
4	Handbooks	Departmental, Command 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. Commands and field units may issue handbooks that are applicable to their subordinate units.
5	Catalogs	Departmental, Command and Field	All Levels	Catalogs are informational publications that describe and/or list a particular collection of information.
6	Visual Aids (VAs)	Departmental, Command 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. Permanent VAs are attributable to guidance or information in a directive 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 AFI 1111-218)" or "AMCVA90-301 (Per AFI 90-301)." **(T-2) 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 develop temporary VAs independently, in conjunction with the local graphics office, the DLA Document Services (formerly DAPS), etc. Temporary VAs do not require prescribing publications, numbers, indexing, coordination, or maintenance of a record set, and are not listed on the e-Publishing web site. Commands and field units may issue VA that are applicable to their subordinate units.
7	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 web site and in the MDD, as well as announcing cancellations and disseminating items of general interest to the publications/forms community. AFDPO is responsible for product announcements.

4.2. Variations of Publications.

4.2.1. **Installation Publications.** Installation commanders have the authority to issue installation publications (e.g., Scott AFB Instruction, etc.). Unless limited by waivers granted under host-tenant agreements (see AFI 25-201), installation publications apply to all assigned or attached units. They also apply to geographically separated units (off-base and remote site) if the subject matter covers the support and services given them by the issuing installation. With the exception of ANG wing/subunits, installation publications are posted to the e-Publishing web site.

4.2.2. **Joint Base Publications.** Installation/base-level publications contain procedures for supporting and supported components on Joint Bases only. AF OPRs for Joint Base publications must ensure the authority for the publication is defined in a Memorandum of Agreement (MOA) between the Joint Based components. **(T-1)**.

4.2.2.1. 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. The Air Force OPR develops and processes the publication according to this publication. The Air Force OPR sends a draft to the supported component for coordination. The supported component provides a component specific publication number and printing and shipping instructions (if

applicable). The Air Force OPR works with the supported component to resolve any issues identified during coordination. The Air Force OPR completes coordination, then certification and approval. The Air Force 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 the supporting publications manager who forwards it to AFDPO for processing and posting onto the e-Publishing web site. The Air Force OPR provides the supported components OPR with a link to the publication on the e-Publishing web site.

4.2.2.2. 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 formal coordination. At this point, the Air Force OPR obtains a publication number from their local publications manager and provides it along with any comments to the supporting components OPR. The Air Force OPR works with the supporting component to resolve any differences identified during coordination. The supporting component's publishing activity notifies the Air Force OPR when the publication is released and provides a link to the published version. The Air Force OPR must send the link to the supporting publications manager who will forward to AFDPO for release on the e-Publishing web site. **(T-1)**.

4.2.2.3. Air Force OPRs for joint base publications, whether the Air Force is the supporting component or not, must meet the responsibilities and requirements for OPRs established in this publication. **(T-1)**.

4.2.3. **Interservice Publications.** Interservice Publications contain departmental level 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. These publications may be of any directive or nondirective type listed in **Table 4.1** and **Table 4.2.**

4.2.3.1. When the Air Force is the lead agent: The Air Force publication number, command approval, and accessibility and releasability statements precede those of the other Military Departments or agencies. The publication header has multiple publication designations and numbers that represent all services involved; list the Air Force information first. The Air Force OPR develops and processes the publication according to this publication.

4.2.3.1.1. 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).

4.2.3.1.2. The OPR then completes formal HAF 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.

4.2.3.2. When the Air Force is *not* the lead agent:

4.2.3.2.1. 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.

4.2.3.2.2. The Air Force OPR ensures that the appropriate Air Force applicability, records management, waiver authority, and legal statements are included in the draft (see paragraph **6.5.6**) and obtains the publication number from AFDPO.

4.2.3.2.3. 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 formal HAF coordination.

4.2.3.2.3.1. The Air Force OPR obtains and shows all coordination on the AF Form 673; has the certifying and approving authorities 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 electronic version.

4.2.3.2.3.2. The Air Force OPR sends the link, the completed AF Form 673, and the approved draft to AFDPO for release on the e-Publishing web site.

4.2.3.3. 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 publication. **(T-1)**.

4.2.3.3.1. AFDPO assigns control numbers for departmental interservice publications; the publishing manager assigns control numbers for MAJCOM interservice publications.

4.2.3.3.2. Interservice Publications are posted on the e-Publishing web site.

4.2.4. **AF Supplements to DoD Issuances.**

4.2.4.1. AF Supplements are departmental level publications that contain the full text of a DoD Issuance and Air Force added material. Supplements receive an appropriate AF publication number in addition to the number of the issuance (e.g. DoD 5400.7-R_AFMAN33-302). See AFI 90-101, *Processing Department of Defense Issuances*, for additional guidance on Air Force implementation of DoD Issuances.

4.2.4.2. AF Supplements to DoD issuances that implement policy established in a DoDD or DoDI carry the same weight as directive, departmental publications listed in **Table 4.1**

4.2.4.3. OPRs ensure publications do not contradict the higher headquarters publication. The subordinate publications' OPR will conduct a special review to determine currency when the supplemented/implemented publication changes. Refer to **Chapter 5** for details on how to accomplish a special review.

4.2.5. **Command/Field Supplements.**

4.2.5.1. Command/field supplements extend or add material to Air Force higher headquarters publications. 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;

command/field units may supplement the AF supplement to the DoDI), command/field units may supplement higher headquarters publication unless otherwise directed by the OPR.

4.2.5.1.1. Integrated Supplement. The added command/field material is integrated into the higher level publication and published; paragraph numbering from the parent is retained.

4.2.5.1.2. Standalone Supplement. Only the added command/field material is published. The supplement retains the paragraph numbering from the parent publication.

4.2.5.1.3. AFDPO will integrate supplements unless specifically requested to publish as a standalone supplement (not-integrated) by the OPR.

4.2.5.1.4. If there is no higher headquarters or departmental instruction or manual available to supplement, command/field units may issue a standalone command/field instruction or manual.

4.2.5.2. OPRs ensure all publications do not contradict the higher headquarters publication. **(T-1)**. When the supplemented/implemented publication changes, the subordinate publications' OPR will conduct a special review to determine currency. **(T-2)**. Refer to **Chapter 5** for details on how to accomplish a special review.

4.2.5.3. Supplements issued below the wing/base and by ANG wings/subunits are not integrated into the basic publication by AFDPO (known as a "Standalone" supplement).

4.3. Content Limitations and Restrictions.

4.3.1. 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.

4.3.2. Unless otherwise noted in the opening paragraph of the specific publication, all AF publications, except AFPDs, may be supplemented. **Exceptions:**

4.3.2.1. If no departmental-level guidance is provided (e.g., AFIs, AFMANs), command/field units may issue command/field instructions to directly implement AFPDs and AF supplements to DoDDs. AF Unit Commanders must rescind/revise its instruction to implement the higher headquarters guidance, once higher headquarters guidance is published. **(T-1)**.

4.3.2.2. Command activities may not issue command doctrine documents, nor may they supplement basic or operational Doctrine. **(T-1)**.

4.3.3. Do not put the following in your publication:

4.3.3.1. Articles intended only to encourage or obtain the support of persons outside the Government. **(T-1)**.

4.3.3.2. Editorials, book reviews, or articles that are political, representing clear attempts to lobby for or against legislation or increased appropriations. **(T-1)**.

4.3.3.3. Partisan political campaign articles or editorials. **(T-1)**.

Chapter 5

ACTIONS

5.1. Overview. This chapter outlines the approved actions for creating, revising, obsolescing, or transferring official publications. See **Attachment 5** for processing guides.

5.2. Assistance:

5.2.1. The publications manager provides guidance regarding the publications process. Early and continuing coordination with the publications manager avoids unnecessary delay.

5.2.1.1. The HAF publications manager resides within AFDPO-PPP. He/she can assist with development of Air Force level publications (AFPDs, AFIs, AFMANs, etc.) and forms. Contact information is available on the e-Publishing web site or through e-mail using the Global Address List (GAL).

5.2.1.2. The MAJCOM publications managers are centralized under AFSPC in the Cyber Support Squadron (CYSS/CYI). They provide support for all MAJCOM level publications and forms development. Their e-mail contact information is "AFSPC CYSS/CYI MAJCOM PUBS" using the GAL. **Note:** Excludes ANG, given they are not a MAJCOM.

5.2.1.3. All other organizational levels (to include the ANG) may supplement this publication to identify the office and contact information for specific publications and forms managers.

5.2.2. The PCM provides organization and content specific guidance to assist in building the publication formal coordination package and identifying waiver authorities. The publication staffing package contains the following information:

5.2.2.1. What is changing and why.

5.2.2.2. Impact and risk of not implementing.

5.2.2.3. Risk assessment rating (using appropriate RM publication) and priority for processing.

5.2.2.3.1. Processing Priority 1. Extremely High.

5.2.2.3.2. Processing Priority 2. High.

5.2.2.3.3. Processing Priority 3. Medium.

5.2.2.3.4. Processing Priority 4. Low.

5.2.2.4. Required coordinators.

5.2.2.5. Who certifies and approves the final publication/form.

5.3. Creating a New Publication.

5.3.1. A new publication may be required when existing publications cannot be modified to incorporate new subject matter content (policy, guidance or procedures). In such cases, contact the local publications manager for advice concerning choosing a publication type, creating a title, coordinating the draft publication. He/she provides templates and a

publication number, and receives approved draft and AF Form 673 for publishing. **Attachment 5** to this publication provides step-by-step processing guidance.

5.3.2. Required steps for new publications:

5.3.2.1. Draft and collaborate with PCM and/or Subject Matter Experts (SMEs) (See **Chapter 6**).

5.3.2.2. Formal Coordination. **(T-3)**.

5.3.2.3. Certifying Official's endorsement on AF Form 673. **(T-1)**.

5.3.2.4. Approving Official's endorsement on AF Form 673. **(T-1)**.

5.3.2.5. Submit to publications manager for final processing.

5.4. Publication Currency/Review.

5.4.1. **OPR Initiated.** OPRs are responsible for ensuring the accuracy and currency of their publications and must take actions to revise or rescind publications as necessary. An OPR may review his/her publication at any time and update it to reflect changes in laws, policy, guidance, or procedures. They may also certify their publications current at any time. OPRs are responsible for initiating actions to keep their publications current.

5.4.2. **Periodic required review (every 4 years).** Publications managers initiate a review task to the publication OPR every four years on the anniversary month of the publications effective date or last certified current date, whichever is later. OPRs are required to review their publication and associated prescribed forms and provide the status of each. **(T-3)**.

5.4.3. **Special Review.** Changes to mission, implemented publications, laws, regulations, policies, or reorganizations are some instances that may trigger initiation of a special review. Publications managers will, upon request or once made aware of need for review, initiate a review task to the publication OPR and track the review. **(T-3)**.

5.4.4. **Periodic and Special Review Task.** OPRs are given at least 30 days to assess their publications and forms and respond with a status back to the publications manager on an AF Form 399 or within AFIMPT.

5.4.4.1. Status responses include "Certify Current," "Requires Revision," "Requires Transfer," or "Is Obsolete". OPRs may also identify if a physical publication or form may be converted to electronic format– AF is mandated to reduce printing costs and reduce/convert physical/printed media as much as possible.

5.4.4.2. If reporting a status of "Certify Current" for the publication and associated prescribed forms.

5.4.4.2.1. The OPR completes an AF Form 399 that is signed by the publications approving official. **(T-1)**.

5.4.4.2.2. The completed form is submitted for publishing using AFIMPT or staffed to the local PM if it is a locally hosted publication. See paragraph **5.5** for details on certifying a publication current.

5.4.4.3. If reporting a status other than "Certify Current" ("Requires Revision," "Requires Transfer," "Is Obsolete," or "Other").

5.4.4.3.1. The OPR completes the review action by reporting the status of the subject publication and forms.

5.4.4.3.1.1. Publications hosted on AFIMPT do not require a signed AF Form 399, *Air Force Publication/Form Status Request*, for this status. Users submit the action in the application and it will close the Review and initiate the selected task for the publication (rewrite, IC, rescind, etc.).

5.4.4.3.1.2. Publications not hosted on AFIMPT do require a signed AF Form 399 for this task. The OPR may sign as the approving authority for this action on the form.

5.4.4.3.2. The OPR/POC will then start and complete the actual action reported during the Review (Requires Revision (IC, rewrite), Requires Transfer, or Is Obsolete) within 180 days.

5.4.4.4. If no response is provided to the task, the publications manager may initiate a rescind action. The publications manager may staff an AF Form 673 to the certifying and approving officials to rescind the publication and all associated prescribed forms.

5.4.5. **Customer Identified Changes or Conflicting Material.** 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 chain of command for higher headquarters publications (refer to **Attachment 6** for instructions on completing the AF Form 847).

5.4.5.1. 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).

5.4.5.2. Commands or Units should submit an AF Form 847 to both OPRs. AF Forms 847 submitted for departmental publications are to be sent through the appropriate functional chain of command. **(T-1)**.

5.5. Certification of Publication as Current.

5.5.1. If during a periodic or special review the OPR determines there are no required changes to the publication, the OPR may indicate such status on the AF Form 399 and submit it to the appropriate PM/FM. The publication OPR and approving authority (approving official or delegate) must sign the form, no coordination is required. **(T-1)**. **Note:** Publications need to meet content requirements as identified in **Chapter 6** of this publication to be considered current.

5.5.2. AFDPO marks the publication "Certified Current on" plus the effective date, directly below the existing published date on the publication.

5.5.3. This action establishes the new periodic review date for the next four-year cycle.

5.5.4. OPRs may certify their publications current while accomplishing an Interim Change if appropriate. Ensure the "Certify Current" block is checked on the AF Form 673 and the staffing package for the IC identifies that the action also certifies the publication current.

5.5.5. Publication rewrites and certified current actions reset the four-year review cycle.

5.6. Update/Revise an Existing Publication.

5.6.1. Changing the policy, guidance, or procedures found in official publications is accomplished by rewriting the publication or issuing an IC, Administrative Change (AC), AFPM, or GM to the specific publication. Changes using any other vehicles/mechanisms are not permitted as they can create conflict with officially published policy and guidance, and cause confusion that could degrade mission accomplishment and safety.

5.6.2. Changes to publications are either permanent or temporary and they are either integrated into the publication or are simply attached on top of the publication. This section defines the different types of changes and whether they are ***permanent/temporary*** or ***integrated/attached***.

5.6.2.1. **Permanent** change is effective for the life of the published version (rewrite, IC).

5.6.2.2. **Temporary** change expires after a period of time (AFPM, GM).

5.6.2.3. **Integrated** change is physically inserted into the text of the original document (IC).

5.6.2.4. **Attached** change is a separate document that sits on top of the original document and notifies the reader that the original has changed. The text changes are not physically made to the original document (AFPM, GM, AC).

5.6.3. **Publication Rewrite (Permanent & Integrated).**

5.6.3.1. A full publication rewrite is accomplished when major changes to the policy, guidance, and/or procedures are warranted/needed.

5.6.3.2. Use the published version as a starting point for the rewrite, as appropriate. The electronic record set should contain the Word version of the last final draft. Your publications manager may also be able to assist in providing an editable version to start your rewrite.

5.6.3.3. A rewrite is a clean start to the publication, so you have the ability to renumber and remove "DELETED" paragraphs/sections from previous ICs. OPRs ensure the rewrite incorporates any existing ACs, AFPMs or GMs that are attached to the publication.

5.6.3.4. The Publication OPR will ensure the following required steps are accomplished for a publication rewrite:

5.6.3.4.1. Draft and collaborate with PCM and/or SMEs.

5.6.3.4.2. Formal Coordination. **(T-1)**.

5.6.3.4.3. Certifying Official's endorsement on AF Form 673. **(T-1)**.

5.6.3.4.4. Approving Official's endorsement on AF Form 673. **(T-1)**.

5.6.3.4.5. Submit to publications manager for final processing.

5.6.4. **Interim Change (IC) (Permanent & Integrated).**

5.6.4.1. Action taken to change just a portion of the publication when a full rewrite is not warranted.

5.6.4.2. *IC Rule 1*. Provide just the elements that are changing (full paragraphs, chapters, attachments, tables, and/or figures) and AFDPO will replace information in the publication with the new material;

5.6.4.3. *IC Rule 2*. Provide the entire publication (full text) with a Summary of Changes and the changed elements (paragraphs, chapters, attachments, tables, and/or figures) marked with an asterisk (*);

5.6.4.4. At a future date to be determined, if the IC is over ten (10) pages, the OPR will be required to submit using the IC Rule 2. AFDPO tools are being modified to accept this type of change.

5.6.4.5. If the publication being changed was not formatted by AFDPO (AF Supp to DoD Issuance, format waivered pubs, etc.) the OPR must use IC Rule 2 and integrate the new material into the existing publication providing a camera ready version (in a Microsoft Word® document) to their publications manager for processing. **(T-1)**. The OPR identifies the changed material with an asterisk (*) preceding the paragraph, table, figure, or attachment number.

5.6.4.6. ICs cannot be issued to change AFPMs or GMs. These publications must be re-issued in their entirety if changes are needed.

5.6.4.7. IC's must supersede or incorporate the text from any active GMs or AFPMs. **(T-1)**.

5.6.4.8. Formatting ICs.

5.6.4.8.1. IC Rule 1 are drafted as a separate Microsoft Word® document with a short header, Summary of Changes, and just those elements (paragraphs, tables, figures, and attachments) that are replaced in the published version. See **Table 5.1** for visual sample.

5.6.4.8.1.1. Changes are made in complete paragraphs, (i.e., the entire paragraph is submitted to replace the existing paragraph, even if only one word or one sentence changed). A change may not cause existing content to be renumbered; you may add new paragraphs or sub-paragraphs (or figures, chapters, etc.) as needed to insert additional material but the insertion of new material needs to be done without causing the existing content to be renumbered. Changed material is identified with a margin bar when the integrated publication is formatted by AFDPO or asterisks if formatted by the OPR.

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

5.6.4.8.2. IC Rule 2 is a full text document that contains the changed and unchanged material. The OPR downloads the ".AFDPO" file from AFIMPT and adds a Summary of Changes and then makes the changes to that document marking changed elements (paragraphs, tables, figures, etc.) with an asterisk.

5.6.4.8.3. Submit the ICs in Microsoft Word®, 12-point Times New Roman font.

5.6.4.8.4. Under either IC rule, a deleted paragraph requires a placeholder that cites the paragraph number and the word DELETED, (e.g., "3.77. DELETED"). **Note**: References to deleted content are removed and the document re-numbered during a rewrite.

5.6.4.9. The Publication OPR will ensure the following required steps are accomplished for an IC:

5.6.4.9.1. Draft and collaborate with PCM and/or SMEs.

5.6.4.9.2. Formal Coordination. **(T-1)**.

5.6.4.9.3. Certifying Official's endorsement on AF Form 673. **(T-1)**.

5.6.4.9.4. Approving Official's endorsement on AF Form 673. **(T-1)**.

5.6.4.9.5. Submit to publications manager for final processing.

Table 5.1. Sample Interim Change Rule 1.

IC-1 TO AFI 32-6005, *UNACCOMPANIED HOUSING MANAGEMENT* 9 October 2008 **SUMMARY OF CHANGES* This interim change revises AFI32-6005 by (1) changing the minimum dormitory utilization rate from 90 to 95 percent, (2) updating the Air Force Specialty Code identifier for personnel assigned to Airmen Dormitory Leader duties from Reporting Identifier (RI) 9D0000, *Dormitory Manager*, to Special Duty Identifier (SDI) 8H000, *Airman Dormitory Leader*, per the Air Force Enlisted Classification Directory, and (3) adding policy associated with sex offender disclosure requirements. A margin bar (|) indicates newly revised material. *1.2.3.25. Established disclosure processes for persons assigned to or applying for unaccompanied housing who are sex offenders. Commanders must ensure all current residents comply with the requirements for disclosure and determine appropriate actions based on results of disclosure. *1.2.7.6. Conducts training for UH Managers IAW approved, established SDI 8H000 Job Qualification Standards (JQS). *1.2.3.8. Strives to maintain an optimum utilization rate of 95 percent for all priorities in dormitories, UOQ and UNCOQ, and a minimum utilization rate of 95 percent for Priority 1 and 2 personnel and designated UOQs and UNCOQs for Priority 3 and 4 personnel. *4.2.2.7. DELETED *4.7.2. Occupancy of adequate UH by Priority 1 and 2 personnel is below 95 percent utilization.

5.6.5. **Administrative Change (AC) (Permanent & Attached).**

5.6.5.1. ACs are those that do not affect the subject matter content, authority, purpose, application, and/or implementation of the publication. Since these types of changes are

non-substantive, no coordination is required. While there is no limit to the number of ACs to a publication, all changes are consolidated into one document.

5.6.5.2. ACs include: 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 your publications manager.

5.6.5.3. Only OPRs may initiate an AC to their publication. The approving official for AC's are three-letter officials at or above the OPR. **(T-3)**. SAF/AA will approve ACs to AFPDs and AF supplements to DoDDs.

5.6.5.4. ACs are not integrated into the basic publication, but appear as the first page(s) when the publication is opened from the e-Publishing site. The AC notification is removed when the publication is next updated (IC or rewrite). OPRs must include ACs in an IC or a rewrite to incorporate changes into the actual publication. **(T-1)**.

5.6.5.5. Submit the AC in Microsoft Word®, 12-point Times New Roman font. See **Figure 5.1** for an example of an AC. The AC needs to contain directions that let the reader know what changes are effective (e.g., References to AF/DP should be changed to AF/A1 throughout the publication; references to SAF/AAX should be changed to SAF/AAII Policy Branch in paragraphs 1.5 and 3.6). A date is assigned to that AC when it is posted with the publication and placed at the end of the description of changes.

5.6.5.6. ACs are listed chronologically in one document. It is the OPR's responsibility to keep an updated list of ACs; OPRs submit a complete list of all changes each time a new AC is added. The date assigned to each previous AC is 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.).

5.6.5.7. Unless explicitly stated, the addition of an AC does 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 are removed from the e-Publishing web site.

5.6.5.8. The Publication OPR will ensure the following required steps are accomplished for an AC:

5.6.5.8.1. Draft and collaborate with PCM and/or SMEs, as necessary.

5.6.5.8.2. No coordination required.

5.6.5.8.3. No Certifying Official's endorsement on AF Form 673.

5.6.5.8.4. Three-letter Official's approving endorsement on AF Form 673. **(T-3)**.

5.6.5.8.5. Submit to publications manager for final processing.

Figure 5.1. Sample Administrative Change.

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

OPR: SAF/AAII Policy Branch

References throughout to "SAF/AAX" are hereby changed to "HAF/IMIX". 9 April 2012 --Cancelled.

References throughout to "SAF/AAX" are hereby changed to "SAF/AAII Policy Branch". 22 October 2012.

Reference in **Table 1.1, Publications/Forms Manager's Responsibilities**, Item 15, to "ang.pubs@me.army.ngb.mil" are hereby changed to "ang.pubs@me.ngb.army.mil". 22 October 2012.

5.6.6. **Air Force Policy Memorandum (AFPM) and Guidance Memorandum (GM) (Temporary & Attached).**

5.6.6.1. AFPMs and GMs are used to issue or change policy or guidance when there is not enough time to process a new publication or take an action to permanently change an existing publication. The memorandum has a reduced coordination and approval process to expedite delivery, but this reduces opportunity for organizations to evaluate impact. For this reason, the use of AFPMs and GMs needs to be strictly controlled to only those instances where immediate release is appropriate due to a risk of life, safety, property, or mission. **Note**: "Policy letters," endorsement letters, guides, and bulletins are not recognized as part of the publishing program; any new guidance or information issued in a policy/endorsement letter, guide, or bulletin requiring implementation/compliance should be established in a publication type described in this publication and processed accordingly.

5.6.6.2. Punitive Language in AFPMs, AFGMs, and Command/Field GMs. The AF publication OPRs must clearly identify the punitive nature of the guidance, for all AFPMs, AFGMs, and command/field GMs as applicable. **(T-1)**.

5.6.6.3. The memorandum is valid for one year from the issued date. At the end of the one year period, the memorandum "expires"; AFDPO removes expired AFPMs/GMs from the e-Publishing web site and notifies the OPR and PM of the action.

5.6.6.4. OPRs must publish a new publication or change an existing one to reflect the policy or guidance provided in the memorandum. **(T-1)**.

5.6.6.5. OPRs may extend the effective period of a memorandum and reissue (recommend this be accomplished before the expiration date of the memorandum), by re-coordinating the memorandum as necessary and obtaining certification and approval on a new AF Form 673.

5.6.6.6. OPRs should contact their publications managers for editable templates of AFPMs and GMs.

5.6.6.7. AFPMs are AF level policy documents and are approved by the SECAF. OPRs develop the policy document to reflect changes to an existing AFPD or to create a new AFPD.

5.6.6.8. GMs are guidance documents and are approved by appropriate approving officials at the organizational level at which the GM is issued (AF GMs are issued by HAF, AFMC GMs are issued by AFMC, etc.). OPRs develop the guidance document to reflect changes to an existing Instruction/Manual (AFI, AFMCI, etc.) or creation of a new Instruction/Manual. OPRs will apply tier waiver authority designators to GMs like any other publication (see paragraph **1.9.3.2**). **(T-1)**.

5.6.6.9. The AF publication OPR's required steps for an IC or AFPMs/GMs are:

5.6.6.9.1. Draft and collaborate with PCM and/or SMEs.

5.6.6.9.2. Legal Coordination (AF/JAA for AFPMs and AFGMs, Issuing organization's legal office for subordinate GMs). **(T-1)**.

5.6.6.9.3. SAF/AA coordination for all AFPMs.

5.6.6.9.4. Certifying Official's endorsement on AF Form 673. **(T-1)**.

5.6.6.9.5. Approving Official's endorsement on AF Form 673. **(T-1)**.

5.6.6.9.6. Submit to publications manager for final processing.

5.7. Transfer of Responsibility/Ownership of a Publication.

5.7.1. Responsibility for a publication should be transferred when the current approving authority believes his/her office no longer has responsibility for the policy or guidance contained in the publication. In such cases, the approving authority should identify and obtain the concurrence of the proposed new approving authority for the publication.

5.7.2. The losing office will staff a package to the gaining office to document acceptance/rejection of transfer. **(T-3)**. The OPR may use standard staffing package (Task Management Tool (TMT), SSS, memo, etc.) or AF Form 673 to document the transfer.

5.7.3. The SECAF must approve transfer of SECAF assigned responsibilities in HAF MDs or AFPDs. The SECAF must approve change of certifying authority for an AFPD. Refer to AFI 90-101 and HOI 90-1 for detailed guidance on how to transfer responsibility for the DoD issuance.

5.7.4. Change OPR only. Changing the office that authors the publications or forms (OPR) is finalized by the certifying or approving official of the publication/form and reported to local PM/FMs. The affected publication/form is updated as soon as possible to reflect the change. Use SSS, memo, or AF Form 673. Coordination outside of the organization is not required.

5.7.5. In addition to carrying out all reorganization/realignment responsibilities described in AFI 10-501, *Program Action Directives (PADS), Program Guidance Letters (PGLS), Programming Plans (PPLANS),and Programming Messages (PMSGS),* gaining OPRs for transferred publications will revise the publication to change the publication 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 is also moved to the gaining OPR or PM/FM; accommodations for this action are written into transfer agreements (PAD, PGL, etc.).

5.7.6. The losing Publication OPR will ensure the following required steps are accomplished for a publication transfer:

5.7.6.1. Draft package and collaborate with PCM and/or SMEs.

5.7.6.2. Coordinate with gaining office. **(T-3)**.

5.7.6.3. Losing Approving Official signs as the Certifying Official on AF Form 673. **(T-1)**.

5.7.6.4. Gaining Approving Official signs as the Approving Official on AF Form 673. **(T-1)**.

5.7.6.5. Submit to publications manager for final processing.

5.8. Obsolete Publications. A publication becomes obsolete when another publication supersedes it, when the OPR rescinds it, or when AFDPO removes it from the publishing web site because it is expired (as is the case with AFPMs, GMs, VAs, and outdated supplements).

5.8.1. Obsolete publications/forms are removed from the active Product Index on the e-Publishing and other web sites. Links to obsolete publications are removed and AFDPO releases a product announcement to notify subscribers of the cancellation. OPRs should notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing web site. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

5.8.2. Obsolete products (rescinded, superseded and expired) are listed (no link) in the Obsolete Product Index with reference to action taken and if applicable, link to superseding product.

5.8.3. ANG notifies subscribers of cancellations to all Publication Distribution Office accounts.

5.8.4. **Rescission.** OPR action to remove the publication from circulation without being replaced by another publication. To rescind a publication, OPRs must complete coordination and obtain certification and approval using the AF Form 673. **(T-1)**.

5.8.4.1. The OPR submits the properly completed and signed AF Form 673 to the publications/ forms manager. Provide disposition instructions on the AF Form 673, following guidance in AFI 16-1404 for classified publications.

5.8.4.2. If the rescinded publication prescribes an AF form or a report, the OPR includes this information on the AF Form 673 and sends 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. Additionally, any implementing and/or supplementing publications need to be reviewed for currency.

5.8.4.3. If the publication is an AFPD or an AF supplement to a DoDD, only the SECAF may approve the rescission.

5.8.4.4. If the publication implements a DoD Issuance, the OPR identifies 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 obtains SAF/AAII Policy Branch coordination in addition to other coordination.

5.8.4.5. If no response is provided to a periodic or special review task, the publications manager may initiate a rescind action. The publications manager staffs an AF Form 673 to the certifying and approving officials only to rescind the publication and all associated prescribed forms. If approved, the products are removed from circulation and the associated AF Form 673 is sent to the OPR for closeout of the record-set.

5.8.5. **Supersession**.

5.8.5.1. Action by which a new/revised publication is issued to replace the older version. Action to publish a new or revised publication includes the supersession action. The new publication and the AF Form 673 identify the publication in the "Supersedes/Superseded" section/block.

5.8.5.2. Taking this action at the same time a revision is published allows the pubs manager to remove the superseded publication(s) without doing a separate "rescind" action.

5.8.6. **Expired Publications.**

5.8.6.1. AFPMs and GMs expire one-year after the date of publication.

5.8.6.2. Supplements and other implementing publications may expire if the implemented higher headquarters publication changes and the newer version states that all supplements and/or implementing publications are cancelled/obsolete.

5.8.6.3. Expired AFPMs, GMs, supplements, and other implementing publications will be removed from circulation, and the e-Publishing web site. They are considered cancelled. Forms prescribed by these publications and related visual aids become obsolete. Because no AF Form 673 is used in the removal, the record set for the publication should refer to the sections in this publication as justification for cancellation and "closeout" of the record.

Chapter 6

DEVELOPING THE PUBLICATION

6.1. Overview. This chapter describes the structure and content requirements for specific sections within a publication. Unique requirements for ICs and ACs are found in **Chapter 5** and requirements for VAs, Supplements, and AFPMs/GMs are found at the very end of this chapter. OPRs can find general publication templates on the AFIMPT website or their local publications manager may have unit specific templates to assist in building the publication.

6.2. Select/Confirm Subject Series and Number. Most Air Force publications are related to an Air Force specialty code (AFSC); see **Attachment 2** for series descriptions. Publications managers can assist the POC in making this determination.

6.2.1. All directive departmental publications that issue guidance (Instructions and Manuals) have an antecedent AFPD. OPRs identify the antecedent AFPD when requesting a publication number from the publications manager.

6.2.2. If the publication is a rewrite, it typically bears the same series and control number as the superseded publication. **Exception:** Publications being realigned under different AFPDs, or consolidated, may have new series and control numbers.

6.2.3. When publications 'owned' by different OPRs are combined, a statement of concurrence clearly designating the 'owner' of the consolidated publication is a requirement. The OPR of the new publication may base the publication number on one of the combined publications or request a new one. Also, implementing/supplementary publications are updated by IC or revision to reflect the new publication number as appropriate.

6.2.4. Request a publication number from the publications manager.

6.2.5. The abbreviation of the highest overall security classification or CUI restriction within the publication or form is added to the end of the publication or form number: "-C" for Confidential, "-S" for Secret, and "-TS" for Top Secret; "-O" for FOUO.

6.3. Select/Create a Title. When developing a new publication, select a meaningful, concise title.

6.3.1. Do not use terms such as "policy," "instruction," "guidance," "handbook," "pamphlet," "catalog," "guide," or "book," etc., in the title of the publication. Additionally, there is no need to identify "Air Force" in the title since this is an AF publication.

6.3.2. If supplementing a higher headquarters publication at the HAF, command, or in the field, maintain the title of the original publication, minus any organizational level identifiers (DoD, etc.).

6.3.3. For classified (C, S, TS) publications and forms, the unclassified title has "(U)" added to the end of the title. If the title is classified, the words "Classified Title (U)" is used as the title.

6.4. Research and Develop the Policy or Guidance. Conduct research and collaborate with SMEs. The OPR's POC should review higher authority policy, directives, and publications to identify specific directions and responsibilities that need to be implemented. They should also

ensure the implemented document contains direct authorities for the unit/organization/office issuing the publication. Utilize the most efficient means to collaborate.

6.5. Constructing the Draft.

6.5.1. Not for Implementation. Drafts are for development and coordination only, not for implementation or compliance. Drafts may be circulated to inform users of forthcoming changes, but OPRs must never release draft content with instructions to comply. Users are not required to comply until content is certified, approved, and posted/released. Each draft is marked "DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE" across the top of each page (header). **(T-1)**. **Note**: Do not use watermarks, as this reduces the readability of the draft.

6.5.2. Reference the United States Government Publishing Office (GPO) Style Manual (**http://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2008/content-detail.html**), Plain Writing Act of 2010, and DoDI 5025.01 for additional guidance on writing style, grammar, formatting, etc.

6.5.3. OPRs must structure the content of publications in the following order: publication header, opening paragraph; summary of changes (if applicable); table of contents (if applicable – see paragraph **6.5.9**); "overview" or "background"; detailed responsibilities; core content; approvers signature block; attachments (Attachment 1 is titled "Glossary of References and Supporting Information" and include a list of references cited, prescribed and adopted forms, definitions for abbreviations and acronyms used, and a description of terms used). **(T-1)**.

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

6.5.4.1. See AFMAN 33-361 for guidance on formatting details and contact your publications manager for editable templates of publications.

6.5.4.2. If doing a rewrite, the previous final draft is a good starting point (found in the official record set in your office file plan, within the AFIMPT application, or from your publications manager).

6.5.4.3. When the draft is complete, consider turning on line numbers in the draft prior to staffing. This makes sorting and merging several coordination comment matrixes easier. In Word® select Page Layout, Line Numbers, Continuous.

6.5.5. **Publication's Front Page Header.** The following information has to be included as part of the publication header (see the first page of this document as an example for content, not format). Publications not processed by AFDPO are formatted by the OPR to look like an AFDPO formatted publication (camera ready – use this publication as a template). OPRs are required to use the information detailed below to create publications. OPRs must ensure draft publications (both physical and electronic) that are processed by AFDPO contain the following information at the beginning of the document in this order, flush left, no tabs, and single spaced. **(T-1)**.

6.5.5.1. **BY ORDER OF THE** (SECAF/command/base/wing/etc.).

6.5.5.2. **The publication type and number** (e.g. Air Force Instruction 33-360, Air Force Instruction 33-360_AMCSUP).

6.5.5.3. **Place holder for date** (e.g., "(Date)"). The final publishing activity (AFDPO, local publication manager, or OPR) dates the publication the same day it is posted to the web site 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 publication. 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.

6.5.5.4. **The AFSC series title**, see **Attachment 2**.

6.5.5.5. **The publication title**.

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

6.5.5.7. **An accessibility statement** to identify where the publication is located for distribution. See **Table 6.1** for examples of accessibility statements.

Table 6.1. Examples of Accessibility Statements.

"ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site 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"

6.5.5.8. **A releasability statement**, which should specify any limitations on distribution. See **Table 6.2** for examples of releasability statements.

Table 6.2. Examples of Releasability Statements.

"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 (or insert CUI type) requests for access must be approved by the OPR"
"RELEASABILITY: Access to this publication (or form) is restricted"

6.5.5.9. "**OPR:** (org/office symbol only)".

6.5.5.10. "Certified By: (insert org/office symbol and, in parenthesis, the certifier's name that appears on the AF Form 673)."

6.5.5.11. "**Supersedes:** (include the number and date of all publications being superseded, separated by a semicolon)," if applicable.

6.5.5.12. "**Pages:** (insert page count)".

6.5.5.13. AFDPO formatted Publications. The Air Force Seal or corresponding Shield of the MAJCOM/FOA/DRU where the publication is approved is inserted during tagging – OPRs do not need to include the Seal or Shield in the draft publication. All departmental

publications 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. Command/field publications do not use the Air Force Seal, unless issuing an integrated supplement to a departmental publication. All command/field publications, except integrated supplements to departmental publications, 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 field organizations to use their unique Shield on their site specific publications. However, MAJCOM Publication Managers ensure an electronic copy of the approved Shield is provided to AFDPO for the publications they process.

6.5.6. **Opening Paragraph.** The publication starts with a concise purpose statement that cites the antecedent publication(s), explains what the publication covers, to whom it applies, and other required sections as detailed below. Do not include policy/guidance statements in the opening paragraph. If implementing a DoD issuance, show the type implemented after "DoD" (e.g., DoD Directive or DoD Instruction) and include the number and title. The AF publication OPR shall ensure the publication includes a complete opening paragraph. **(T-1)**. A complete opening paragraph includes:

6.5.6.1. **Implemented Policy/Guidance/HHQ Publication**. The first sentence needs to identify the antecedent publication that is being implemented. Identify only those publications, which if changed, require your publication to be reviewed for compliance/accuracy; other publications that are referenced within the document should be included in Attachment 1, not here.

6.5.6.2. **Applicability Statement**. Identify any unique applicability conditions (signed MOA/U, Support Agreement, etc.). **(T-1).** Identify applicability to Air National Guard or Air Force Reserve.

6.5.6.3. **Legal Requirements Statement**. If applicable, note that failure to comply with the publication is punishable as a violation of Article 92, of the UCMJ. Indicate if the publication is subject to the Privacy Act of 1974, subject to FOIA requirements, subject to Paperwork Reduction Act of 1995, contains copyrighted information, or is subject to other statutory requirements. See paragraph **1.7** for guidance on obtaining sample statements and addressing legal issues in the opening paragraph of the publication. The servicing legal office should be participating early in the writing of a punitive statement.

6.5.6.4. **Records Management Statement**. Include the standard records management statement: "Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)", or any updated statement provided by the AF Records Management office (SAF/CIO A6P).

6.5.6.5. **Recommending Changes Statement**. 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 Forms 847 from the field through the appropriate functional chain of command."

6.5.6.6. **Allow Implementing/Supplementing Publications Statement**. **(T-1)**.

6.5.6.6.1. The OPR for the HHQ publication (parent) determines if implementing activities need to create supplements or separate publications for their organization-specific guidance. Supplementary guidance (which includes supplements and separate publications) cannot be less restrictive than the parent publication, but it can be more restrictive. Supplementary guidance cannot contradict the parent publication.

6.5.6.6.2. Include a statement in the opening paragraph as to whether or not subordinate units need to send implementing or supplementing publications to the higher headquarters OPR for review and coordination before publishing. OPRs are highly encouraged to review lower-level supplements/implementing publications 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 Supplements must be routed to the OPR of this publication for coordination prior to certification and approval." or "This publication may not be supplemented or further implemented/extended."

6.5.6.7. **Waiver Authority Statement**. Include a statement in the opening paragraph regarding waiver authority. Example: "The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items." A reference to an internal paragraph that contains the authority and directions is also permitted. **(T-1)**.

6.5.6.8. **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." Refer to paragraph **1.12.6** for additional guidance. **(T-1)**.

6.5.7. **Summary of Changes.** OPRs shall ensure a summary of changes is included for all ICs and rewritten publications. **(T-1)**. The summary of changes will cite 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. **(T-1)**.

6.5.7.1. Consider starting with: "This document has been substantially revised and needs to be completely reviewed. Major changes include (insert summary of major changes)."

6.5.7.2. 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.

6.5.8. **Forewords.** OPRs ensure 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. Signatures are not required on forewords. **(T-1)**.

6.5.9. **Table of Contents.** AFDPO will generate a table of contents for electronic publications that are processed by AFDPO and posted on the e-Publishing web site for publications that are 20 pages or more. OPRs for publications not processed/tagged by AFDPO (classified, non-electronic printed, and those issued below the wing/base, or by ANG wings/subunits) will add a table of contents for publications over 20 pages. **(T-1)**. 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.

6.5.10. **Publication Body.** When drafting new publications or revising existing ones, authors need to follow the Federal Plain Language Guidelines available at , as appropriate. Specialized language may be required depending on the intended audience, but language and content organization should be as clear as possible. Key concepts of plain language to keep in mind are noted in **Table 6.3.**

Table 6.3. Plain Language Concepts.

Be Clear	Use plain language whenever possible; avoid jargon Avoid overuse of acronyms (if used, make certain they are established upon first use) Use the active voice Format your document so that it's easy to read and understand Use table and figures if that's the best way to show information
Be Concise	Remove unnecessary words Write sentences with 20 words or fewer and that contain a single thought, action, etc. Use seven sentences or fewer per paragraph
Be Specific	Include only information that the reader must know Use words with precise meaning Include details that are directly relevant to the main point

6.5.10.1. Paragraph Numbering. Number all paragraphs and subparagraphs using this publication as an example. AF Supplements to DoD Issuances 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. **(T-1)**.

6.5.10.2. Bullets.

6.5.10.2.1. Directive Publications. Bullets are not authorized in directive type Air Force publications (see **Table 4.1** for list of publications), including ICs. OPRs must ensure when updating an old publication with bulleted information, the bulleted items are replaced with numbered paragraphs (e.g. 2.14.1.1., 2.14.1.2., etc.). **(T-1)**.

6.5.10.2.2. Non Directive Publications. When part of a numbered paragraph, bullets may be used for simple lists in nondirective type Air Force publications (AFPAM, DD, TTP, AFH, VA). Sub-bullets are not allowed.

6.5.10.3. Embedded figures and tables are to be inserted where they appear in the final version. Provide a separate source graphic file for each figure not created in Word®. Place the number and title of each figure or table directly above the item in the publication. Limit the use of unnecessary color and graphics to help minimize printing costs and the size of transmitted and posted files. Work with your PM/FM to ensure your graphics are submitted properly.

6.5.10.4. **Overview/Background Section.** (Optional). Provide a concise overview and/or background information.

6.5.10.5. **Policy Section (AFPDs only). (**Required for AFPDs). Identify Air Force level policy that is consistent with laws, regulations, and leadership's direction. The policy section states the principles and/or goals and may define performance standards and other means by which the Air Force can evaluate success in implementing the policy.

6.5.10.5.1. Policy statements should be as concise as possible; however, they should be written in sufficient detail to ensure the policies are clearly articulated.

6.5.10.5.2. DO NOT include responsibilities in the policy section. DO NOT include procedures in AFPDs. One typical result of an imprecise policy section is the improper embedding of responsibilities. As a result, critical responsibilities are not clearly assigned, which can lead to failure to perform them.

6.5.10.6. **Roles and Responsibilities Section**. (Required).

6.5.10.6.1. Identify the key officials who carry out the policy or guidance and list the overarching duties and obligations of each. Responsibilities should be assigned to a position (commander, director, chief, etc.), NOT to the individual filling the position. In assigning responsibilities, be specific but succinct. DO NOT include procedures. State what the official is responsible for doing, not how the official should do it. By clearly aligning the responsibility with the official, the intent of the publication can be better accomplished. **Note**: If just the office or organization is identified, the head of that office/organization is the responsible party.

6.5.10.6.2. AFPDs. The SECAF assigns responsibilities, as applicable, to HAF two-letter/digit officials, MAJCOM Commanders, and/or AF Component Commanders. Assigning responsibilities below this level is discouraged given it may unnecessarily hamper the key officials in their efforts to efficiently manage their activities/responsibilities, and circumvents his/her authority.

6.5.10.7. **Core Content**. Do not use "Core Content" as a section title – use a title describing the content being provided. Guidance and detailed procedures are written using command/active voice without jargon and using plain language.

6.5.10.7.1. OPRs ensure that directions in publications are clear, understandable, measurable, and executable. Identify "who must do what" if compliance is required. If the content is informational or descriptive, be clear by using words that communicate appropriately (should, may, consider, etc.). Use caution when simply removing terms like "shall", "must", and "will" since the structure of your sentence may still imply that compliance is required.

6.5.10.7.2. The OPR may structure the content to increase understanding and usability by the target audience. See **Table 6.4** for approved publication elements (chapters, volumes, sections, etc.).

Table 6.4. 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.
Paragraphs	Number consecutively throughout the publication, using Arabic numerals; e.g., 1, 2, 3, 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 with 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 with 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-paragraph, 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	Number consecutively, using Arabic numerals; e.g., Attachment 1, Attachment 2, etc. Paragraphs in attachments will take the first number from the number of the attachment; e.g., Attachment 3 would have paragraphs A3.1., A3.2., A3.3., etc. **Note:** if attachments have sections, identify them as sections A1A, A1B, A1c, or A2B, A2C, etc.

6.5.11. **Approving Official's Authentication.** The approving official's authentication/signature block is the last entry before the attachments. There are to be no wet signatures on the publication; the Approving Official shall sign the AF Form 673 only. **(T-1)**. If the authority to sign the AF Form 673 is delegated, the authentication on the actual publication remains that of the principal that delegated the authority.

6.5.12. **Attachment**. OPRs must ensure publication attachments meet the following format requirements.

6.5.12.1. **Attachment 1, GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**. OPRs include an Attachment 1 that lists the references, forms, abbreviations and acronyms, and terms used within the publication. **(T-1)**. Do not use paragraph numbering for this attachment. Use the following section titles:

6.5.12.1.1. ***References.*** Format: Designator (abbreviation), number, title (italicized), and published date. Recommend the references be listed in the order they appear in the text.

6.5.12.1.2. ***Prescribed Forms***. List forms for which this is the parent publication. Format: Designator (abbreviation), number, title (italicized).

6.5.12.1.3. ***Adopted Forms***. List forms adopted by this publication. Format: Designator (abbreviation), number, title (italicized).

6.5.12.1.4. ***Abbreviations and Acronyms***. List abbreviations and acronyms used within the publication alphabetically. Abbreviations and acronyms are spelled out upon first use or single use within the text and then incorporated into Attachment 1.

6.5.12.1.5. ***Terms***. Define terms used within the publication. List alphabetically.

6.5.12.2. **Additional Attachment**. Include additional attachments as necessary. Use Arabic numerals in sequence: Attachment 2, Attachment 3, Attachment 4, etc. Paragraphs in attachments 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.

6.6. General Rules.

6.6.1. **Citing References.** OPRs must ensure all citations within AF publications meet the following requirements and those outlined in Attachment 4. **(T-1)**.

6.6.1.1. Limit the use of references and ensure all references are directly applicable and listed in Attachment 1. **(T-1)**. Do not use indefinite references such as "in current directives," "contained in existing instructions," and "as prescribed in pertinent publications." **(T-1)**. Official Air Force policy and/or guidance are issued in the publications described in **Table 4.1** and **Table 4.2** **(T-1)**. Therefore, do not reference the following: a draft publication; unofficial policy and/or guidance found on web sites; or classified information in an unclassified publication. **(T-1)**.

6.6.1.2. 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." **(T-1)**. **Note**: "DoD Issuances" include DoDDs, DoDIs, other DoD publications, and their changes. However, when an Air Force publication directly implements a specific statute, it needs to be cited accordingly. **(T-1)**. 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. **(T-1)**. Verify proper statutory authority with the servicing legal office during coordination of the publication.

6.6.1.3. Do not reference a DoD Issuance in an Air Force publication unless there is no Air Force implementing publication. **(T-1)**. Consider using the Issuances, Delegations of Authority, and Responsibilities (IDAR) Database (**www.idar.hq.af.mil**) to determine which Air Force publications implement a given DoD Issuance. If no Air Force publication exists, cite the DoD Issuance number and include the full reference in Attachment 1 (designator, number, title, and date). **(T-1)**. Citing references at the appropriate level reduces confusion and conflicts. For example, AFPDs implement DoDDs, so if the AFPD is cited as being implemented there is no need to cite the DoDD. The AFPD may provide more restrictive policy than the DoDD, therefore citing the higher-level document could cause confusion/conflicts. The same applies for DoDIs and AFIs.

6.6.1.4. 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*). **(T-1)**. Thereafter, refer only to the designator and number (e.g., AFI 33-322 or AF Form 673). **(T-1)**. Include the full publication reference (designator, number, title, and date) in Attachment 1. **(T-1)**.

6.6.1.5. To refer to an organization and/or an office within an organization, use the below guidelines for publication and forms.

6.6.1.5.1. Use the "Establishment term" when referring to the entire organizational entity (Air Force, AMC, USAFE, etc.) **(T-1)**.

6.6.1.5.2. Use the HQ prefix only when referring to the entire HQ unit (staff) only (HQ USAF, HQ AMC, HQ USAFE, HQ 3, etc.). **(T-1)**.

6.6.1.5.3. When referring to a specific office within a HQ unit, use the Establishment term and office symbol separated by a virgule (AF/CC, SAF/AA, AMC/A3, etc.). **(T-1)**.

6.6.2. **Notes.**

6.6.2.1. 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 of the table.

6.6.2.2. 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 should be placed before any attachments to the publication.

6.6.3. **Exceptions.** OPRs may identify "exceptions" within a paragraph to identify a case in which the cited rule does not apply. The word "**Exception**" should be in bold followed by a colon (e.g., **Exception**: [insert additional text]). Exceptions associated with tables, figures, or illustrations should be placed immediately below the graphic or, in the case of a table, in the last row of the table.

6.6.4. **Using Figures (Illustrations).**

6.6.4.1. 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 for publications that are to be printed, to control the cost. OPRs must justify the use of color on printed materials using an AF Form 673. **(T-1)**.

6.6.4.2. OPRs will embed figures, tables not created in Word®, and illustrations where they are to 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.), when submitting your publication for processing/posting. **(T-1)**. Work with your PM/FM to ensure your graphics are submitted properly.

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

6.6.5.1. 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.

6.6.5.2. 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 requirements. 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 need to be performed when the various conditions occur. The requirements are the combined conditions and actions that make up decisions (if + then = requirement). Each separate condition and action has to have its own requirement. **Table A3.1** in this publication is an example of a DLT.

6.6.5.3. 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 A3.2** in this publication is an example of a SAT.

6.6.6. **Tier Waiver Authority.** AF publication OPRs must ensure each unit (wing, or equivalent, and below; DRU; FOA) compliance item is identified with a Tier waiver authority number using **Table 1.1** **(T-1)**. **Exception:** Publications that are issued/approved below the T-3 level (Wing/DRU/FOA/CC) do not require tiering.

6.7. Supplements.

6.7.1. **AF Supplements to DoD Issuances**.

6.7.1.1. To create an integrated supplement, the AF OPR contacts the OSD OPR to obtain an editable version of the DoD publication. The AF OPR then manually inserts the AF added paragraphs/material into a Word® or PDF version of the published DoDD, DoDI, or DoDM.

6.7.1.2. The first added page(s) of an AF Supplement include a publication header (paragraph **6.5.5**), opening paragraph (paragraph **6.5.6**), and summary of changes (if applicable) (**paragraph 6.5.7**).

6.7.1.3. OPRs insert "(Added) (AF)" between each new paragraph number and the content (e.g., "4.1.1. (Added)(AF)") when supplementing a DoD Issuance. Paragraph numbering follows the existing schema used in the DoD Issuance. Air Force content is not inserted into or between sentences of the parent DoD Issuance text, standalone new "(Added) (AF)" paragraphs are used.

6.7.1.4. The AF approving authority's authentication is inserted after the OSD official's authentication.

6.7.1.5. For standalone supplements, the OPRs submit only the AF added material.

6.7.1.6. The OPR provides a fully formatted document for publishing.

6.7.2. Command/Field Supplements to AF Supplements to DoD Issuances. OPRs ensure all Command/Field Supplements to AF Supplements to DoD Issuances meet the requirements of this section.

6.7.2.1. To create an integrated supplement, the OPR of the Command/Field Supplement contacts the OPR of the AF Supplement to obtain an editable version of the publication. The OPR then manually inserts the added material into a Word® or PDF version of the published AF Supplement to the DoDD, DoDI, or DoDM.

6.7.2.2. OPRs insert "(Added)" and the command/field acronym between each new number and the content (e.g., "4.1.1. (Added)(AMC)") when supplementing an AF Supplement to a DoD Issuance. **(T-1)**. Paragraph numbering follows the existing schema used in the DoD Issuance. **(T-1)**.

6.7.2.3. The command/field approving authority's authentication is inserted after the OSD official's/AF official's authentication. **(T-1)**.

6.7.2.4. For standalone supplements, the OPRs submit only the added material. **(T-1)**.

6.7.2.5. The OPR provides a fully formatted document for publishing. **(T-1)**.

6.7.3. Command/Field Supplements to AF Publications (AFIs, AFMANs, etc.). OPRs ensure all Command/Field Supplements to AF Publications meet the requirements of this section.

6.7.3.1. OPRs submit only the material to be added to the higher headquarters publication including the paragraph numbers whether creating a standalone or integrated supplement. **(T-1)**. OPR must identify if AFDPO is to publish as an integrated or standalone supplement. **(T-1)**.

6.7.3.2. OPRs insert "Added" between each new paragraph, figure, table, attachment number, etc., and the content (e.g., "4.1.1. (Added)"). **(T-1)**. The AFDPO formatting software adds the appropriate command/field acronym after "(Added)".

6.7.3.3. OPRs do not use the "Added" tag when the paragraph, figure, table, attachment, etc., number already exists in the basic publication. **(T-1)**. Repeat the number of the entity being supplemented; when the correct acronym is inserted during processing, the whole phrase "4.1.1. (AMC)" is considered a unique identifier even though the numerical digits exactly match the paragraph number being supplemented. Numbering has to 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. **(T-1)**.

6.8. Air Force Policy Memorandum (AFPM) and Guidance Memorandum (GM).

6.8.1. OPRs may obtain editable templates of AFPMs or GMs within AFIMPT (under the Template tab) or from their local publications manager. The general formatting guidelines for an official memorandum in AFMAN 33-326 and HOI 33-3 apply as appropriate for the level of memorandum being issued.

6.8.1.1. **Subject Line.** The publication OPRs will ensure AFPMs and GMs indicate in the subject line whether they are an Air Force Policy Memorandum or Guidance Memorandum.

6.8.1.2. **Control Number.** OPRs request AFPM and GM control numbers from publication managers and place it above the date slot.

6.8.1.3. **Published Date**. The actual date on the AFPM or GM is inserted at the time of publication by the publishing authority.

6.8.2. **The First Paragraph**.

6.8.2.1. OPRs ensure all AFGMs, issued from the HAF, start with "By Order of the Secretary of the Air Force". Command and Field GMs are by order of the issuing commander/director that signs the GM ("By Order of the Commander, Air Combat Command").

6.8.2.2. When modifying an existing publication, start with: "By Order of the Secretary of the Air Force (or the issuing organizations commander/director), this (Guidance or

Policy) Memorandum immediately implements 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 (insert organization level being issued from [Air Force, ACC, 319 ARW, etc.]) publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*."

6.8.2.3. When no publication exists, start with: "By Order of the Secretary of the Air Force (or the issuing organizations commander/director), this (Guidance or Policy) Memorandum is the first instance of a to-be published (insert issuing org name here) publication that (insert subject area and brief rationale). Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other (insert organization level being issued from [Air Force, ACC, 319 ARW, etc.]) publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*."

6.8.2.4. When supplementing a HHQ publication and no supplement exists, start with: "By Order of the Secretary of the Air Force (or the issuing organizations commander/director), this Guidance Memorandum is the first instance of a to-be published (insert issuing org name here [ACC, ANGRC, etc.]) supplement to (insert number and title of HHQ publication being supplemented). Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other (insert organization level being issued from [Air Force, ACC, 319 ARW, etc.]) publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*."

6.8.3. **New Publications Only.** If issuing new policy or guidance publication, include a releasability statement, applicability statement, the standard records management statement and any other applicable standard statements described in paragraph **6.5**

6.8.4. **The Last Paragraph**. OPRs ensure AFPMs and all GMs (HAF, command, and field level) end with one of the following statements **(T-1)**:

6.8.4.1. "This Memorandum becomes void after one-year has elapsed from the date of this Memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier."

6.8.4.2. "This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publishing of a new publication permanently establishing this guidance[insert the new publication number and title if known], whichever is earlier."

6.8.5. **Signature Line**. Do not have the principal sign the memorandum; insert only an authentication/signature block just like any other publication. The completed AF Form 673 serves as the approval to publish.

6.8.6. Reissuing AFPMs/GMs. AFPMs and GMs may be reissued for an additional period of up to one-year if the policy/guidance has not been incorporated into an official publication within the timeframe allowed. OPRs use an AF Form 673, obtaining legal review **(T-3)**, signatures of certifying and approving officials **(T-1)** for subsequent reissue/extension. The OPR forwards the AFPM or GM and completed AF Form 673 to AFDPO for dating/posting.

6.9. Visual Aids. OPRs ensure VAs meet the following requirements. VAs have unique formats. However, they are numbered like instructions/manuals (series & control number), and identify the attributed directive publication, 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 is impossible due to the small size of some VAs; OPRs should try to design VAs to include this information unless doing so is impractical. **(T-1)**.

6.10. Standalone Base/Wing Level Publications.

6.10.1. If a wing/base decides to issue standalone publications (those that are not integrated into HHQ publications (Supplements) or formatted by AFDPO (types listed in **Table 4.1** and **Table 4.2**), then the wing/base OPR must provide a properly formatted/camera-ready version to AFDPO for posting. **(T-3)**. AFDPO does not format (tag) the publication because they do not require integration into higher or lower level publications. AFDPO applies the effective date and post the publication to the e-Publishing web site.

6.10.2. OPRs at the wing/base become responsible for providing any future updates to their standalone publications in the same fully-formatted, integrated, and camera-ready condition. OPRs integrate ICs and attach any AC or GM to their publications before submitting them for publishing.

Chapter 7

FORMAL COORDINATION

7.1. Coordination. Coordination is a process in which an OPR obtains endorsements to publish from offices with functional interest/technical expertise, oversight responsibilities, statutory/regulatory review requirements, and is completed prior to obtaining certifying and approving officials' signatures on the AF Form 673.

7.1.1. Commanders/Directors, through their PCMs, determine the appropriate offices/organizations from which coordination should be obtained for a draft publication/form, prior to certification and/or approval. **Table A3.1** can be used as a starting point in determining appropriate coordination. The table is not all-inclusive; but, provides recommended coordinating offices for the subject areas identified. A publication should be coordinated with all offices having functional interest/technical expertise, oversight responsibilities, statutory/regulatory review requirements, even if they do not appear in the table.

7.1.2. OPRs submit publications and forms to two-letter/digit organizations, unless otherwise directed in the formal coordination table provided in this publication or other applicable directive guidance.

7.1.2.1. Two-letter offices are responsible for ensuring the appropriate offices within the organization review and coordinate on the publication and/or form and for providing a consolidated response.

7.1.2.2. The consolidated response does not necessarily have to carry a two-letter level endorsement; the two-letter may designate a lower-level office within the organization to provide the response and endorse the coordination request (i.e., eSSS, email, TMT, AF Form 673, AF Form 1768).

7.1.2.3. If an organization needs more time for coordination, they submit a request for extension to the OPR on or prior to the suspense date, otherwise the package proceeds without delay.

7.1.2.4. A major change to the AF Form 673 is the removal of the digital signature capability from the coordination section. It was determined that there is no need for a digital signature in the coordination section and the number of digital signatures added unnecessary complexity to the form. The transcribing of endorsements from emails, eSSS, TMT tasks, memos, and other methods suffice for coordination responses. However, endorsers wishing to "sign" the AF Form 673 electronically may do so using the "//SIGNED//" annotation in front of the signature information in the Coordinators column (IAW AFI 33-321, *Authentication of Air Force Records*). Procedures for the retention of records do not change.

7.1.3. If the OPR does not obtain 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.

7.1.3.1. 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. **(T-2)**.

7.1.3.2. The OPR involves the servicing legal office and elevate within the chain of command as necessary to resolve contested guidance.

7.1.3.3. If the contested language is dictated in a DoD issuance, the Air Force OPR cannot waive the DoD requirement. The office contesting the DoD guidance needs to work with the Air Force OPR for the DoD issuance (see IDAR database for OPR listing - **https://www.idar.hq.af.mil**) to obtain a waiver or change the DoD guidance; send a courtesy copy of all e-mail correspondences between the Air Force OPR and the DoD OPR to the SAF/AAII Policy Branch workflow box (**usaf.pentagon.saf-aa.mbx.saf-aaii-policy-branch-workflow@mail.mil**).

7.1.4. OPRs must ensure a completed AF Form 673 accompanies the final draft submitted for publication, although OPRs may collect coordination endorsements from, but not limited to, e-mail, an AF Form 1768 (SSS), eSSS in TMT, or the AF Form 673 (electronic or pen-and-ink signatures are acceptable) for draft publications. **(T-1)**. If endorsements are obtained simultaneously (i.e., "shotgunned"), or on separate/different documents, transcribe the information onto the AF Form 673 and maintain original correspondence in the record. The OPR must not release final drafts for publishing with unresolved (nonconcurrences) or insufficient coordination.

7.1.5. Coordination standards and requirements for coordinating classified and CUI publications and forms are the same as those for unclassified publications/forms. Contact coordinating offices for instructions on routing sensitive/CUI and classified publications.

7.1.6. AFPMs and GMs require immediate release because they address critical issues, they only require a legal review **(T-3)**, and signatures of certifying and approving officials **(T-1)** (the SECAF for AFPMs) on the AF Form 673. OPRs need to provide full justification for issuing this time sensitive policy/guidance on the AF Form 673 or staff package.

7.1.7. OPRs/POCs of publication actions, which, as a result of coordination, incorporate substantive or critical comments into the coordinated publication draft, must obtain a legal sufficiency review of the "final" product by the supporting legal office prior to forwarding for certifying and approval authority action.

7.2. Suspense. OPRs establish a reasonable suspense that reflects the complexity and size of the publication being coordinated. Coordinators should be given a minimum of two weeks to provide coordination.

7.2.1. If coordinating offices are unable to meet a suspense date, submit request for extension to the OPR prior to the given suspense date. A request for extension needs to include rationale and estimated completion date. The publication OPR makes a good faith effort to allow reasonable time for the office to respond based on the rationale provided. See paragraph **7.4.3** for additional guidance on missed suspense.

7.2.2. OPRs should allow at least thirty days for AFRC units and ANG wings/subunits to respond when coordinating on publications issued below the AF/MAJCOM level.

7.3. Comment Matrix. OPRs will provide coordinators with a comment matrix for providing feedback. **(T-3)**. The comment matrix includes 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, comment, and rationale. Regardless of the type of coordination comment, coordinators 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. **(T-3)**.

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

7.3.2. **Substantive** comments address content that appears to be unnecessary, incorrect, misleading, confusing, or inconsistent. A substantive comment is usually not sufficient justification for a nonconcur, however, several substantive comments, when taken together, may be grounds for a nonconcurrence. Coordinators nonconcurring with just substantive comments must clearly indicate which comments are the basis for the nonconcur.

7.3.3. **Critical** comments are warranted for major deficiencies and preclude the final approval and publication of the document (i.e., result in a nonconcur). Critical comments are those that identify violations of the law or contradictions of policy, unnecessary risks to safety, life, limb, or AF materiel; waste or abuse of AF appropriations; imposition of an unreasonable burden on AF resources; and similar issues. Identification of a critical comment is considered to be an **automatic nonconcur** by the coordinator.

7.4. Types of Coordination Responses.

7.4.1. **Concur.** A coordinator concurs, from their perspective, with the content as written.

7.4.2. **Concur With Comment**. Comments are administrative or substantive and consist of changes meant to improve the clarity and correctness of an issuance. Critical comments conflict with an overall "Concur With Comment" response.

7.4.3. **Concur-No Response.** A coordinator has not requested an extension or responded to a request for coordination within the allotted coordination suspense period. **Exception**: Not a valid response for legal review.

7.4.3.1. The OPR provides a reasonable suspense and makes a good faith effort to determine why the coordinator has not responded. The efforts on the part of the OPR should include requesting assistance from the organization's PCM or publications management office or contacting the coordinator SME for the publication, if known. The number of contacts needed depends upon the urgency of the publication action.

7.4.3.2. The OPR shall continue with the approval process and enters "Concur-No Response" next to the coordinator on the list of coordinating officials and provides an explanation in the staff package as to why it is appropriate for the signature authority to release the publication without the coordinator's response. **(T-3)**.

7.4.4. **Nonconcur.** Comments may be a combination of substantive and critical. They should be labeled and grouped accordingly so critical comments are easily distinguished. Coordinators must specify which comments (other than critical) are grounds for the non-concurrence. **(T-1)**.

7.4.5. **No Comment.** A coordinator responds to a request for coordination but does not concur, nonconcur, or comment. This response signifies the coordinator has reviewed the issuance and does not have an equity interest in it.

7.5. What does Concurrence Mean? 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 16-1404, coordinators are required to provide feedback to the OPR accordingly. **(T-1)**.

7.6. Resolving Comments. OPRs resolve all comments before submitting the publication or form for final processing and publishing. The OPR is not required to resubmit/follow-up with the coordinator to resolve administrative and/or substantive comments for "Concur With Comment". OPRs must include a record of the resolution of comments within the record set for the publication/form. **(T-1)**. Recommend the OPR make a copy of resolved comments available for viewing on collaborative websites. Resolving Non-Concurrences:

7.6.1. Critical and some substantive comments result in a non-concurrence and need to be resolved between the concerned parties before a publication is approved and published.

7.6.2. The resolution process is the responsibility of the publications OPR, including the manner in which conducted. **(T-1)**. 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 are to elevate the issues within their chain of command (see paragraph **7.6.4** for departmental publications) for resolution. **(T-1)**. **Note**: The OPR stays involved in the process even if elevated to a higher authority. **(T-1)**.

7.6.3. Resolution of a non-concurrence is documented by the coordinating office's written withdrawal of the non-concurrence, endorsed at the same or higher level as the original coordination, or as delegated in the original coordination response. **Exception:** When the comments leading to the non-concurrence are accepted in full and incorporated into the publication, no withdrawal of the non-concurrence is necessary. However, a new entry on the AF Form 673 for the non-concurring office should be inserted that identifies resolution of the critical comments that led to the non-concur.

7.6.4. Departmental level publications.

7.6.4.1. When certifying and approving officials are within the same HAF two-letter organization, the approving official makes final decisions on resolution during impasses. Follow procedures in paragraph **7.6.6** below.

7.6.4.2. When certifying and approving officials are not within the same HAF two-letter organization, the certifying authority that has been given policy oversight by the SECAF in the antecedent AFPD makes final decisions to resolve impasses.

7.6.4.2.1. If the OPR cannot resolve the coordinator's comment, they work through their chains of command and elevate to the approving authority for resolution if necessary.

7.6.4.2.2. If the non-concur is from the certifying official, the publication is not to be published until the certifying authority withdraws the non-concur.

7.6.4.2.3. The OPR documents the impasse in a memorandum, or other written form, to the appropriate authority. Both sides of the comments/impasse are clearly and succinctly addressed in the document along with a recommendation. **Note:** The documentation becomes part of the permanent record-set of the publication.

7.6.5. Command/Field level publications. The approving official makes final decisions on resolution during impasses. (**Note:** When impasses involve a command/field supplement and the HHQ guidance being supplemented, the approving official for the HHQ publication is the resolving authority).

7.6.6. If the OPR is unable to resolve a non-concurrence after going through their chain of command and involving the certifying official, the impasse is addressed in a memorandum, or other written documentation, to the approving official requesting the AF Form 673 be signed. Both sides of the comments are clearly and succinctly addressed in the document along with a recommendation for the approving authority. The documentation becomes part of the permanent record-set of the publication.

Chapter 8

CERTIFICATION AND APPROVAL

8.1. Certification.

8.1.1. "Certification" is the act of endorsing the need for the publication within the numbered publication subject series, and, if applicable, verifying consistency with AF policy and assigned responsibilities in HAF MD, antecedent AFPD and/or implemented higher headquarter publication. This role is based on assigned responsibilities for functional areas as delegated in HAF mission directives and/or Air Force policy directives.

8.1.2. Once the required coordination is complete, the OPR obtains certification.

8.1.3. OPR uses appropriate staffing vehicle (SSS, TMT, etc.) to obtain certifying official's physical or digital signature on the AF Form 673.

8.1.4. **Certifying Official**.

8.1.4.1. **Departmental Level** (HAF).

8.1.4.1.1. Policy Publications (AFPD, AFPM, AF Supp to DoDD).

8.1.4.1.1.1. The certifying official is a HAF two-letter/digit official that is responsible for a specific numbered publication series (refer to **Attachment 2**), policy development and implementation, and/or oversight of implementing guidance and procedural publications.

8.1.4.1.1.2. For example, the SAF/CIO A6 is the lead for Information Management (IM) matters as delegated in HAF MD 1-26, *Chief, Information Dominance and Chief Information Officer*, and develops IM policy in a 33-series AFPD. The SAF/CIO A6 certifies the AFPD and the Secretary of the Air Force (SECAF) approves the AFPD. All departmental publications that implement the AFPD will then be either certified or approved by the SAF/CIO A6.

8.1.4.1.2. Guidance Publications/Forms (e.g., AFI, AFMAN, AFPAM, AFH, etc.).

8.1.4.1.2.1. HAF three-letter official within publication approvers organization, if responsibility for development and enforcement of the detailed guidance and procedures in the publication is within the antecedent/implemented AFPD's certifying official's organization and they will approve the publication.

8.1.4.1.2.2. **(Policy Oversight Certifier)** HAF two-letter that certified the antecedent/implemented AFPD, if responsibility for development and enforcement of the detailed guidance and procedures in the publication is outside of the antecedent/implemented AFPD's certifying official's organization (different HAF two-letter). The other HAF two-letter then approves the AFI, AFMAN, etc.

8.1.4.1.2.3. Example of policy oversight certifier. The SAF/CIO A6 is the certifier of AFPD 33-3, *Information Management*, and has oversight of IM functions. In AFPD 33-3, SAF/AA is given responsibility to develop the Air Force publications and forms program. SAF/AA then develops AFI 33-360 (this

publication) to provide detailed guidance and procedures to implement the IM policy in AFPD 33-3. Since SAF/AA is responsible for those details, SAF/AA approves the publication, only after the SAF/CIO A6 reviews and certifies that it is consistent with AF policy in AFPD 33-3.

8.1.4.1.2.4. Forms are certified by the same official that certified the prescribing publication.

8.1.4.1.3. All departmental level publications/forms, and actions that change them are certified and approved by officials at the HAF level.

8.1.4.2. **Command/Field Level Publications/Forms** (e.g., ACCI, AFMCSUP, AFDWPAM, SCOTTAFBVA, AFMC158, etc.).

8.1.4.2.1. When possible, the certifying official should be one level above the OPR and one level below the approving authority.

8.1.4.2.2. If the official one level above the OPR is the approval authority, then the director/head of the OPR may certify or the approval authority may sign as both the certifying and approving official.

8.1.5. If coordination is more than one year old and no significant changes to the draft contents have been made, OPRs must state on the AF Form 673 that no re-coordination is necessary before the certifying official signs the form. The OPR is responsible for re-accomplishing coordination as necessary. **(T-3)**.

8.2. Approval.

8.2.1. "Approval" is the act of approving the release of publications for compliance and enforcement that are necessary, attesting to currency of information, and consistency with existing laws, policy, guidance and Air Force Mission.

8.2.2. Once certification is completed, the OPR obtains approval.

8.2.3. The OPR uses appropriate staffing vehicle (SSS, e-mail, etc.) to obtain approving official's manual or digital signature on the AF Form 673.

8.2.4. **Approving Official**.

8.2.4.1. **Departmental Level Publications/Forms.**

8.2.4.1.1. Policy Publications (AFPD, AFPM, AF Supp to DoDD). The SECAF approves all AFPDs, AF Supplement to DoDDs, and AFPMs.

8.2.4.1.2. Guidance Publications/Forms (e.g., AFI, AFMAN, AFPAM, AFH, etc.). Heads of HAF two-letter/digit offices, or in their absence, acting heads of HAF two-letter/digit offices, or their two-letter/digit deputy/assistant approve these publications and forms. **Exception**: Approval of Doctrine is IAW AFI 10-1301.

8.2.4.2. **MAJCOM Publications/Forms.** Heads of functional two-letter/digit offices, or in their absence, acting heads of two-letter/digit offices, or their deputy heads approve these publications and forms. **Exception:** MAJCOM Commanders may move approval authority up to their level by annotating such in their MAJCOM Supplement to this publication.

8.2.4.3. **Publications/Forms below the HAF and MAJCOM level.** 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 must approve these publications and forms. **(T-1)**.

8.2.5. If authority has been delegated to sign the AF Form 673 the delegation letter has to be on file with the appropriate publications manager or a copy should be attached to the final package.

8.2.6. If coordination is more than one year old and no significant changes to the draft contents have been made, OPRs must state on the AF Form 673 that no re-coordination is necessary before the approving official signs the form. If significant changes have been made, the OPR is responsible for re-accomplishing necessary coordination. **(T-3)**.

8.2.7. All departmental level publications/forms, and actions that change them, must be approved by officials at the HAF level.

8.2.8. Forms are approved by the same official that approved the prescribing publication.

8.2.9. The approving official may also serve as the certifying official.

Chapter 9

DELIVERING FINALIZED PUBLICATIONS

9.1. Processing Electronic Publications and Forms for Publishing.

9.1.1. OPRs shall send final publication or form packages (new, rewrite, IC, AC, AFPM/GM) to their PM/FM for publishing. **(T-3)**.

9.1.2. OPRs must ensure finalized publishing packages include: a completed AF Form 673 or AF Form 399 if certifying current only, a Word® version (or PDF if appropriate) of the approved draft, and any associated files for internal figures (.tif, .gif, or .jpg formats). **(T-1)**.

9.1.3. POCs, OPRs, and PMs/FMs shall use AFIMPT to deliver products to AFDPO for processing to the e-Publishing web site. **(T-1)**. The link to AFIMPT is **https://wmsweb.afncr.af.mil/afimpt/** and is also located on the e-Publishing web site.

9.1.4. **e-Publishing Web site**.

9.1.4.1. The e-Publishing web site is an unrestricted public accessible web site and is only approved for unclassified unrestricted content. For restricted publications, only the unclassified, unrestricted details are available (e.g., title, OPR information, etc.). Instructions on where and how to request access to restricted products are provided when the publication or form is selected.

9.1.4.2. Publications and forms issued by organizations at and above the wing/base level (excluding ANG wings/subunits) are listed on the web site, AFDPO requires submissions IAW with AFMAN 33-361, *Publishing Processes and Procedures.*

9.1.5. **Warehouse Management System (WMS).** WMS is maintained by AFDPO and provides a restricted access web site for unclassified restricted access electronic publications and forms issued by organizations at and above the wing/base level (excluding ANG wings/subunits). OPRs may allow common access card (CAC) users to access CUI publications and forms from this site as appropriate. OPRs may further restrict access to individuals using an access control list. Discuss options with your publications manager and identify any restrictions on the submission package to AFDPO.

9.1.6. Processing classified and other restricted publications and forms.

9.1.6.1. All personnel are responsible for safeguarding information and only processing unclassified and unrestricted information on the unclassified network.

9.1.6.2. OPRs will submit a completed AF Form 673 for their classified or restricted access publication or form to their appropriate publications and forms manager. **(T-1)**. Details from the form are used to list the publication or form in the Product Index on the e-Publishing web site.

9.1.7. AFDPO and/or publications managers notify OPRs when their publications and forms are posted and effective.

9.2. Processing Physical Products for Printing.

9.2.1. OPRs must provide written justification to create or continue use of printed products. **(T-1)**. The AF is encouraged by E.O. 13589 to limit the publication and printing of hard

copy documents and to convert existing/provide information in an electronic format, whenever practicable, permitted by law, and consistent with applicable records retention requirements.

9.2.2. The OPR will submit a completed GPO Form 952, *Digital Publishing Information*; AF Form 673; a clean printout; disk; and any additional artwork to the local publications manager. **(T-1)**. Ask your PM/FM for help with filling out forms and/or identifying graphics requirements, if necessary.

9.2.3. Printing in two or more colors generally increases costs. All PM/FM 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 "Additional Information" on the AF Form 673. **(T-2)**.

9.2.4. 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. **(T-2)**. Sales to the public are handled by the Department of Commerce, National Technical Information Services (NTIS), 5285 Port Royal Road, Springfield, VA 22161-0001.

9.2.5. Physical products may be ordered from WMS (which is accessed through the e-Publishing web site) or directly from the DLA Document Services 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.

9.2.6. The OPR may request distribution to a limited number of recipients when the publishing action (IC, rewrite, etc.) is processed by identifying distribution numbers and recipients in the "Additional Information" block on the AF Form 673. Large distribution requests are submitted as a separate action using WMS. Please contact AFDPO for guidance on managing a distribution list using WMS.

Chapter 10

RECORDS MANAGEMENT

10.1. Creation of Records. The execution of processes and procedures prescribed in publications results in the creation of records that document the business of the Air Force.

10.1.1. OPRs must ensure the RDS accurately reflects disposition of all records created and collected as a result of compliance with the publications they author. **(T-1)**. Contact your local records manager/professional for assistance early to avoid delays in publishing.

10.1.2. If discrepancies exist in the RDS, OPRs should follow instructions in AFI 33-364, *Records Disposition-Procedures and Responsibilities*, and AFMAN 33-363 to update the RDS.

10.1.3. As part of formal coordination, the local records manager will check the processes prescribed in the publication against the RDS. **(T-3)**. If the RDS requires modification, coordination may be delayed.

10.1.4. Per AFMAN 33-363, electronic records are the media of choice for use, storage and maintenance for all records.

10.2. The Publication/Form Record Set. As OPRs develop or revise publications or forms, they must ensure the records that facilitated the approval of the official Air Force policy or guidance are retained. **(T-1)**. Electronic records are to be used where approved by records managers/professionals. Maintaining an accurate set of records that reflects the actions taken is a responsibility mandated in Title 44 U.S.C. § 3101. **(T-0)**.

10.2.1. The record set for a publication is maintained in a separate file from the record set for the prescribed form(s). Additionally, if preferable, record sets for previous versions of a publication may be retired.

10.2.2. Personnel responsible for maintaining records sets must follow guidance in AFI 33-364; AFMAN 33-363; and AFI 33-322 for making, maintaining, and disposing of records.

10.2.2.1. OPRs at the HAF who develop publications are responsible for maintaining the official record sets. OPR status may be delegated to the respective DRU/FOA.

10.2.2.2. Command/Field PM/FM, in conjunction with the senior communications and information/knowledge operations manager, will determine who maintains record sets locally. **(T-3).**

10.2.2.3. OPRs for departmental publications that are authored by commands or other field units maintain the record set for that publication IAW local guidance from their PM/FM.

10.2.3. Records owners maintain a file arranged numerically by subject series for each publication and form that includes the following: **(T-1)**.

10.2.3.1. Records for AFPMs and GMs are maintained as publications. Those that are converted into “permanent” publications become part of the record set for the permanent publication. AFPMs and GMs that are not converted into permanent publications are still maintained in the same way as other publications.

10.2.3.2. The original AF Form 673. AFDPO maintains a working 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 the official record sets. Command/Field OPRs developing departmental publications must maintain and/or retire the original AF Form 673 in the record set IAW local guidance from the PM/FM. **(T-3)**. When a publication and form(s) are circulated for coordination/action on the same AF Form 673 or AF Form 1768 (SSS), keep the original in the publication record set and a copy of that record in the form record set.

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

10.2.3.4. Forms: A copy of each published version of the form.

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

10.2.3.6. Copies of form-related waivers granted and system form approvals (see paragraph **12.7.5**).

10.2.3.7. A copy of each AF Form 673 and/or AF Form 399 used during periodic and special reviews for the publication or form.

10.2.3.8. Any additional forms required to process the publication (such as forms required when developing a printed product (DD 67, *Form Processing Action Request*), if making changes to a DoD form).

Chapter 11

PUBLICATIONS MANAGEMENT

11.1. Issuing Publication Numbers.

11.1.1. If the publication is a rewrite, it typically bears the same series and control number as the superseded publication. **Exception**: Publications being realigned under different AFPDs, or consolidated, may have new series and control numbers.

11.1.2. If 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:** The customer should "own" all of the publications or have written concurrence on the consolidation from the owning organization(s). Ensure the statement of concurrence clearly indicates the organization that owns 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.

11.1.3. Numbering Departmental Publications. Once the series has been identified, AFDPO creates and assigns a unique publication control number. If the publication is to be a physical (printed) product and has a separate cover, the OPR places the series number and title on the cover as well as on the first page of the publication.

11.1.3.1. AF Supplements to DoD Issuances are identified by both the DoD Issuance number and an AF publication number, in that order. AF Supplements to DoDDs are assigned an AFPD number, AF Supplements to DoDIs are assigned an AFI number, AF Supplements to DoD Regulations or Manuals are assigned an AFMAN number (e.g., DoDD3000.7_AFPD10-42, DoDM4525.8_AFMAN 33-306). AFDPO assigns the control number; Supplements are posted on the e-Publishing web site under the appropriate subject series (e.g., DoDD3000.7_AFPD10-42 would be listed on the e-Publishing web site under the 10 series).

11.1.3.2. AFPMs and GMs not revising an existing policy or guidance publication (first instance of a NEW publication) are numbered using the year the AFPM/GM is published, the subject series number, and the number of the future publication (e.g., AFGM2012-33-599). An AFPM or GM revising an existing publication is numbered using the existing publication's control number first, followed by the appropriate acronym, year, and number (e.g., the first AFPM revising AFPD33-3 would be numbered AFPD33-3_AFPM2012-01, the second would be numbered AFPD33-3_AFPM2012-02, etc.). Publication Managers initiate actions to remove expired or superseded AFPMs and GMs from circulation. AFPMs and GMs may be reissued for a period up to one year if the policy/guidance has not been incorporated into an official publication within the original timeframe allowed. OPRs reissue using an AF Form 673, obtaining legal review and signatures of the Certifying and Approving Officials for the subsequent reissue. The AFPM or GM number does not change when reissued, the reissued date is inserted below the original published date and the effective period text within the memo is changed if appropriate (if less than one-year).

11.1.3.3. Publications that further implement/augment the content of another publication should have consecutive control numbers (e.g. AFI 33-360 is further implemented by AFMAN 33-361).

11.1.3.4. Air Force supplements to DoD Issuances bear the DoD number and an Air Force publication number (e.g. DoDD5105.83_AFPD90-19; DoDI5000.68_AFI16-122).

11.1.3.5. TTP numbering is coordinated and jointly assigned with the LeMay Center and the issuer.

11.1.4. Command/Field (MAJCOM/FOA/DRU/Base/Wing). Once the series has been identified, the PM/FM assigns it a control number. Command/field publications are numbered consecutively under the subject series using at least a 3-digit control number (some publications may have a 4-digit control number).

11.1.4.1. OPRs must ensure supplements 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)). **(T-1)**. PM/FM need to approve all numbers. AFDPO posts supplements on the e-Publishing web site under the appropriate subject series.

11.1.4.2. GMs issuing new guidance that creates a new publication (not Supplement) are numbered consecutively under the appropriate subject series (e.g., ACCGM2013-33-01, AFMCGM2013-33-01, etc.). A GM that amends an existing publication carries the amended or supplemented 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_ACCGM2013-01, the second to amend AFI33- 360_ACCSUP would be numbered AFI33-360_ACCSUP_ACCGM2013-02, etc.). The AFPM or GM number does not change when reissued, the reissued date is inserted below the original published date and the effective period text within the memo is changed if appropriate (if less than one-year).

11.1.4.3. Supplements, and GMs creating new supplements, bear the higher headquarters designator and number, adding the command/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), AFI33-360_ACCSUP_ACCGM2013-01).

11.1.5. Interim Changes. PM/FM ensures the OPR numbers ICs cumulatively (IC-1, IC-2, IC-3, IC-4, IC-5). **(T-3)**. 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.

11.1.6. Classified and CUI publications and forms. Information within classified and CUI publications and forms are marked IAW this publication, AFI 16-1404 and Volumes 2 and 4 of DoDM 5200.01. OPRs will ensure publications and forms numbers and titles are marked as described below: **(T-0)**.

11.1.6.1. The abbreviation of the highest overall security classification or CUI restriction within the publication or form is added to the end of the publication or form number: "-C" for Confidential, "-S" for Secret, and "-TS" for Top Secret; "-O" for FOUO.

11.1.6.2. CUI publications and forms may be posted to the unclassified NIPRNET WMS web site that limits access to individuals with a valid DoD approved CAC credential and in accordance with DoDM 5200.01-V4 regarding access to CUI.

11.1.6.3. For classified (C, S, TS) publications and forms, the unclassified title has "(U)" added to the end of the title to identify that it is unclassified. If the title is classified, the words "Classified Title (U)" is used as the title.

11.2. Posting Unclassified Publications and Forms on the e-Publishing Web site.

11.2.1. With the exception of ANG wings/subunits, command/field publication managers will submit appropriate publications/forms for release on the e-Publishing web site to AFDPO-PPP. **(T-1)**.

11.2.2. Publication managers submit files for processing via the approved publishing tool (AFIMPT). A link to the approved publishing tool is located on the e-Publishing web site.

11.2.3. ANG field publications are submitted to the local wing PM/FM fully formatted. **(T-3)**. AFDPO does not process, post or format ANG field publications.

11.2.4. After AFDPO processes the publication, it is posted to the e-Publishing web site and the PM/FM is notified. AFDPO's goal is to post products to the e-Publishing web site within 20 business days of being submitted to AFDPO. "Priority" processing of publishing requests must be noted at the time of submission and include justification. **Note:** OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing web site. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

11.2.5. AFPMs and GMs (HAF, command, and field level) are posted to the e-Publishing web site under the appropriate subject series. If an AFPM or a GM (HAF, command, or field level) amends an existing publication, AFDPO posts the AFPM or GM "on top" of the publication, so that publication users can view the AFPM or GM at the beginning of the document.

11.2.6. Corrective Actions. AFDPO may correct processing errors and other administrative type errors to all posted publications/forms. An AF Form 673 is not required for this action. OPRs and/or local PMs/FMs may notify AFDPO of the need to initiate a corrective action. AFDPO must:

11.2.6.1. Notify the publication/form OPR of the proposed action, if they did not initiate the action. OPR retains the notification in official record set.

11.2.6.2. Annotate the publication with "Corrective Actions applied on (insert date)" on the front page of the publication.

11.2.6.3. Consider inserting a summary of corrective actions taken in new section titled "Summary of Corrective Actions" if the changes are extensive. Insert after purpose statement and before any summary of changes.

11.2.6.4. Units below the wing level that post their own publications to local web sites may take corrective actions as described above.

11.3. Posting Classified or Restricted Access Unclassified Publications or Forms.

11.3.1. Classified. Because a classified departmental publishing site is not yet available, HAF OPRs and command/field publishing activities may post electronic classified publications on the local headquarters SIPRNET sites, if appropriate.

11.3.2. Controlled Unclassified Information. CUI electronic publications may be made available for downloading on AFDPO's WMS or other approved locally managed web site. The WMS web site can restrict access to CAC holders or further restrict by CAC holders identified on an OPR provided access list. Contact local security professional to help make accessibility/releasability determinations.

11.3.3. Publications managers and OPRs should review options before submitting final package to AFDPO for processing.

11.3.4. Product Index. OPRs must ensure publications posted on SIPRNET sites, other publishing sites, or made available only from the OPR, are listed under an unclassified title in the Product Index on the e-Publishing web site. **(T-1)**.

11.3.5. AFDPO does not automatically schedule classified or restricted access unclassified publications or forms for printing. Printing requests to AFDPO include justification and funding.

11.4. Posting Publications and Forms Issued Below the Wing or ANG Wings/Subunits.

11.4.1. Publications managers will distribute local publications/forms using approved web sites or other approved methods. **(T-3)**.

11.4.2. Publications and forms managers will maintain a product index of all applicable organizational publications and forms. **(T-3)**.

11.5. Special Publication Systems.

11.5.1. Basis for Setting up a Special Publications System. Special publications exist to fulfill unique publishing requirements for a narrowly defined audience. These publications must identify in the opening paragraph their linkage with a parent publication listed in an AFSC series (e.g. Career Field Education and Training Plans [CFETP], see AFI 36-2201, *Air Force Training Program*, Atch 2). **(T-1)**. This system does not change or supersede any directive publication, form, or report that a directive publication prescribes. **(T-1)**.

11.5.2. Establishing a Special Publications System. Obtain approval to create a departmental-level system from SAF/AAII Policy Branch. **(T-1)**. Describe the proposed system, including the type of publications you intend to 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 has to be prescribed in the publication establishing the special system. Once approval has been received, work with AFDPO or local PM/FM to establish the publishing process.

11.6. Establishing a Functional Publications Library (FPL).

11.6.1. Commanders of organizations involved in flight operations are specifically authorized to establish and maintain FPLs, containing departmental and command/field-level publications. The library contains a copy of this publication and a Product Index listing of included publications.

11.6.2. FPLs provide a link to electronic publications and forms available on the e-Publishing web site. Classified/CUI publications and forms may be posted directly to an FPL or printed.

11.6.3. Flight operations commanders may establish FPLs by providing written notification to the servicing publishing manager. Notification should 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. **(T-3)**. Custodians are responsible for ensuring FPL contents are both current and essential. **(T-3)**.

11.6.4. Availability of FPL Publications. Publications kept in an FPL may be loaned to authorized persons for official use, pursuant to DoD 5400.7-R_AFMAN33-302. 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_AFMAN33-302). Since FPLs are not open to the public, CUI publications may be filed with other publications.

11.6.5. Obtaining Publications. Request paper-based publications from the DLA Document Services at unit expense. The e-Publishing web site provides a link to the DLA Document Services web site for easy access to this bulk printing service.

11.6.6. Maintaining an FPL. FPL custodians will review product announcements and the Product Index on the e-Publishing web site, and regularly review and inventory the contents of the FPL, to ensure publications contained in the library are current and essential. **(T-3).** Dispose of custodial records according to guidance in AFI 33-322.

Chapter 12

FORMS MANAGEMENT

12.1. General Form Guidance. 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. Forms managers, OPRs, and POCs shall reduce or eliminate wherever possible the use of social security numbers (SSN) within AF forms IAW AFI 33-332. **(T-0)**.

12.1.1. 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 listed in **Table 12.1**

12.1.2. OPRs and Form Managers must remove term "IMT" from all forms and publications as soon as possible; it may continue to appear until all publications and forms containing that reference are updated. **(T-1)**.

12.1.3. Units must adopt and use forms generated at higher-headquarters (that are within their chain of command) whenever possible. **(T-1)**.

12.1.4. Waiver Requests. See paragraph **1.9**

12.2. 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 12.1. Types and Descriptions of Forms.

Prescribed Forms.		
Type	Description	Issued by
Departmental e.g. AF Form 673	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)
Command/Field e.g. AFMC Form 181	Forms issued by a MAJCOM, FOA, DRU, base, or unit, for use within the organization and subordinate organizations. Prescribed by a field-generated publication.	Command/Field Unit
Headquarters/unit (HAF, MAJCOM, base, unit, etc.)	Forms that are issued for use within an organization. Prescribed by an operating instruction.	HAF, Command/Field Unit

e.g. HAF Form		
Non-Prescribed Forms. OPRs supply instruction on non-prescribed forms as necessary; an accompanying memo is acceptable. **Exception**: OPRs must manage as prescribed form if they solicit information covered by the Paperwork Reduction Act of 1995, collect information from the public, require Office of Management and Budget (OMB) approval (see AFI 33-324), or collect information covered by the Privacy Act. **(T-0)**.		
Type	Description	Issued by
Office	Forms (checklists, worksheets, etc.) 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 31 December 2013)). Do not exceed the one-year expiration date. 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 Services (MWRS)	Forms used in the operation of the 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.	MWRS offices
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 should be instructed when use of non-Air Force forms are necessary. AFDPO may assist OPRs with other types of forms, but does not monitor forms posted on non-Air Force web sites.		

12.3. Items Not Managed as Forms (per guidance in DoDI 7750. 07):

12.3.1. Forms used exclusively for cryptological activities.

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

12.3.3. 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 Paperwork Reduction Act of 1995, collect information from the public, or require Office of Management and Budget (OMB) approval (see AFI 33-324).

12.3.4. 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.

12.3.5. 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 publication, such as login screens or meeting sign-in sheets.

12.4. Official Form Repository. The e-Publishing web site 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. CUI forms may be hosted on the WMS web site. Because a classified departmental publishing site is not yet available, HAF OPRs and command/field publishing activities may post electronic classified forms on the local SIPRNET site. OPRs must ensure all classified forms posted on a headquarters SIPRNET site are listed under an unclassified title in the Product Index on the e-Publishing web site. **(T-1)**.

12.4.1. “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 submit requests directly to the OPR. The OPR is responsible for informing AFDPO when a reprint is necessary.

12.4.2. "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.

12.4.3. ANG field forms are submitted to the local wing forms managers, and are not sent to AFDPO for processing or posting.

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

12.5.1. Instructs organizations and individuals to use the form.

12.5.2. 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.

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

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

12.5.5. Lists prescribed forms by form designation, number, and title in Attachment 1, under "*Prescribed Forms*" after the list of "*References*", and on the AF Form 673. **Note:** The first IC or rewrite of a publication moves the forms list from the last paragraph to Attachment 1. If a Supplement is revised prior to the parent publication relocating the list, it is acceptable to have a list of forms in both locations, just do not list the form twice.

12.5.6. Do not include a copy of the prescribed form(s) within the publication. This helps ensure version control, and may eliminate a need to update the publication each time a form is revised. If it is necessary to show the form in the publication, identify as a figure and show sample entries only.

12.5.7. 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.

12.5.8. OPRs must ensure if a form, at any level, collects personal information/data it must be prescribed in an official publication and managed IAW Privacy Act guidance (see AFI 33-332). **(T-0)**.

12.6. Creating a Form. Forms are primarily created as electronic forms and should not duplicate existing HHQ forms. Forms managers and developers will use the Air Force centrally procured Adobe LiveCycle Designer® software to develop forms. **(T-1)**. The Air Force forms design standards are identified in **Attachment 7.**

12.6.1. OPRs request a form control number from their supporting PM/FM. Form numbers are assigned sequentially.

12.6.2. OPRs create a prototype. Identify all necessary data fields and create a prototype form using desktop software (Excel©, Word©, etc.). This prototype form may be used during coordination and the final version is designed in conjunction with the supporting PM/FM.

12.6.3. Signatures on Forms.

12.6.3.1. OPRs determine which method of signature collection (written or electronic) will be used on their forms.

12.6.3.2. The electronic signature method for permanent and temporary records, as defined in AFI 33-321, should be utilized to the greatest extent possible, unless statute (law) requires a written (wet) signature.

12.6.3.3. Each data collection and the form used are unique. The OPR that prescribes the use of the form should determine how critical it is to have a written (wet) or electronic signature on the collection/form and documents those signature requirements in the prescribing publication. **(T-1)**. OPRs should consult legal counsel for legal sufficiency advice and records management professionals for compliance with AFI 33-321 and AFMAN 33-363.

12.6.3.4. The standard form that is found on e-Publishing website is developed as a standalone PDF form/file that is downloaded, emailed, used from the desktop, and then filed. If the intent is to extract and centrally store the responses from the completed form electronically in a system of record or other approved information system, the following should be considered:

12.6.3.4.1. The digital signature integrity if not filled out, stored and distributed properly may pose a risk. In order to maintain the integrity of the digital signature, all digitally signed documents must be handled via electronic means from inception all the way to whatever information system is storing/using them, e.g., the Automated Records Management System (ARMS). OPRs should make this clear to users in the prescribing publication and on the form itself.

12.6.3.4.2. If the electronic chain is broken at any point, e.g., a form with a digital signature is hard copied and scanned into a system, the digital signature metadata that electronically accompanies the form will be lost and the integrity of the digital signature may be invalid. This may impact the legal sufficiency of the signature, but may not impact the validity of the collection/form. If legal sufficiency is required, a written (wet) signature over the printed digital signature is also acceptable. OPRs should consult legal professionals to help determine the criticality of the signature based on the program/collection.

12.6.4. Information Systems.

12.6.4.1. Forms/data collections that are part of an information system must be developed to meet the requirements outlined in this instruction, electronic/digital signature integrity, and AFI 33-210, *Air Force Certification and Accreditation (C&A) Program (AFCAP*).

12.6.4.2. AFDPO works with system developers to approve Application Program Interfaces (API) when needed and warranted.

12.6.5. Form Date. The publication/form manager assigns the date to match the day the form is made available for use on e-Publishing website, local site, or within an information system.

12.6.6. If the electronic version of a form differs from the prescribed official image, the form OPR and/or SAF/AAII Policy Branch has the right to reject it.

12.6.7. OPRs will ensure that any new or revised forms, as of the date of this publication, identify the prescribing publication on the actual form. **(T-1)**.

12.7. Adopting a Form. Publications may direct the use of an official form that is prescribed from an applicable higher level Air Force or other government publication. Adopted forms already exist and are available from the e-Publishing web site, the MDD, or, if adopting a form created by a different government agency, the appropriate agency's web site. 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 web site.

12.7.1. Cite the form designator and number within the publication, including the title in italics at first use; include the full citation in Attachment 1, under "*Adopted Forms*" after the "*Prescribed Forms"* (e.g. AF Form 673, *Air Force Publication/Form Action Request*). **Note:** The first IC or rewrite of a publication moves the forms list from the last paragraph to Attachment 1. If a Supplement is revised prior to the parent publication relocating the list, it is acceptable to have a list of forms in both locations (however, do not list a form twice).

12.7.2. An adopted form created by another government agency 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.

12.7.3. Using an adopted form for a purpose not intended by the OPR, or altering the appearance of an adopted form, requires written permission from the form's OPR to alter the use of the form.

12.7.4. 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.").

12.7.5. Functional areas implementing information systems that incorporate existing forms obtain a written waiver to deviate from the OPR of the publication that prescribes the form. If approved, the system maintainer must ensure any electronic duplication of the form replicates to the highest degree possible the contents (wording), format (layout), and sequence (arrangement) of the official form (should be a "mirror-like image"). **(T-2)**. The accuracy of the electronic form is the responsibility of the system maintainer duplicating the official form. Forms management offices should be involved in electronic transaction projects to ensure forms are properly created.

12.8. Records Management. See **Chapter 10**.

12.9. Legal and Security Requirements and Considerations.

12.9.1. Privacy Act of 1974. OPRs must ensure 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 a social security number, have a Privacy Act Statement (PAS). **(T-0)**. 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 should be reduced or eliminated wherever possible IAW AFI 33-332. Coordinate all proposed new or revised forms that collect personal data with the Privacy Act Officer/Manager (PAO/PAM) and/or servicing legal office on the AF Form 673. The PAO/PAM assists with developing the PAS.

12.9.1.1. **Attachment 7** details how to display the PAS.

12.9.1.2. 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.

12.9.1.3. Form managers will not process forms that collect Personal Identifiable Information (to include SSN) for publishing **without** the PAO/PAMs coordination/approval. **(T-1)**. The publishing package includes the PAO/PAM accepted SSN justification letter, IAW AFI 33-332.

12.9.2. United States Postal Service (USPS) Requirements. Forms managers must ensure forms used as mailers meet USPS requirements. Refer to DoDM4525.8_AFMAN33-306, *DoD Official Mail Manual*, for requirements. **(T-0)**.

12.9.3. Complying with Section 508 of the Rehabilitation Act of 1973. Forms managers must ensure all forms are Section 508 compliant, as established in AFI 33-393. **(T-0)**. AFDPO is responsible for ensuring all products posted on the e-Publishing web site are Section 508 compliant. Local PM/FM are responsible for ensuring products not posted to the e-Publishing web site are Section 508 compliant. See AFI 33-115 for guidance on making forms Section 508 compliant.

12.9.4. Guidelines for Classified, Accountable, Storage Safeguarded, and FOUO forms. Anyone requesting the creation of these forms should ensure the forms have the required markings (see AFI 16-1404 and DoDM 5200.01 Volumes 1, 2, & 4, Information Security Program). AFDPO identifies these forms in the numerical listing on the e-Publishing web site.

12.9.4.1. Classified Forms. Avoid creating forms that disclose classified information or contain 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 becomes 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.

12.9.4.2. Accountable Forms. Some blank forms can jeopardize installation/national security or could be used to defraud or allow false claims against the Government; therefore, forms managers must ensure all accountable forms are controlled, safeguarded and properly accounted for. **(T-1)**. Contact AFDPO for further guidance on handling accountable forms (**usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil**).

12.9.4.3. Storing Safeguarded Forms. Safeguarded forms are not releasable outside DoD because they could be put to unauthorized or fraudulent use (e.g. AF 688A, *Security Forces Investigator Credentials*). You need not account for each individual form, but store blank safeguarded forms in a secure area. Contact AFDPO for further guidance on storing safeguarded forms (**usaf.pentagon.saf-aa.mbx.afdpo-ppp@mail.mil**).

12.9.4.4. FOR OFFICIAL USE ONLY Forms. Personnel must mark and protect these forms IAW DoDM 5200.01-V4. **(T-0)**.

12.9.5. Forms managers must ensure that forms used to collect information internal or external to the Air Force comply with the guidance provided in AFI 33-324, regarding the Paperwork Reduction Act of 1995. **(T-0)**.

12.10. Coordination. OPRs must coordinate all new forms, revised forms, and those marked for cancellation. **(T-3)**.

12.10.1. Drafts of new forms should circulate with the prescribing publication for coordination. If only the form requires revision or is marked for cancellation, you may circulate your form independently of the prescribing publication; see paragraph **A3.2** and **Table A3.1** for list of coordinating offices.

12.10.1.1. List all prescribed forms on the AF Form 673, and fill out blocks accordingly. If prescribing multiple forms, make use of the "Additional Information" block to indicate classification, control status, and printing requirements for each.

12.10.1.2. OPRs justify the need for the form, the data fields collected, and specify any printing and/or distribution requirements during coordination.

12.10.1.3. OPRs fill out form-specific information during regular periodic reviews or special out-of-cycle reviews.

12.10.2. The DoD forms manager granted the Air Force an exception/waiver on January 22, 2013, 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 are submitted to the local PM/FM for processing. The HAF publishing manager for departmental forms is AFDPO.

12.10.2.1. The OPR must submit a completed DD Form 67, *Form Processing Action Request*, to request an action on a DoD form for which the Air Force serves as the OPR. DD Form 67 is prescribed by DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*; refer to that publication and consult your PM/FM for instructions on completing DD Form 67. **(T-0)**.

12.10.2.2. The certification and approval officials for a form are the same as those for the prescribing publication.

12.11. Revising a Form. Changing a form is done by one of two ways; Revision or Corrective Action.

12.11.1. **Revision.** Forms are normally reviewed and revised/updated when the prescribing publication is being reviewed/updated. However, you may process the form alone if needed. Revised forms must meet any current/new design standards and are re-dated when published. The Form OPR will ensure the following required steps are accomplished for an IC:

12.11.1.1. Draft form prototype and collaborate with PCM and/or SMEs.

12.11.1.2. Formal coordination. See paragraph **A3.2** **(T-1)**.

12.11.1.3. Certifying Official's endorsement on AF Form 673. **(T-1)**.

12.11.1.4. Approving Official's endorsement on AF Form 673. **(T-1)**.

12.11.1.5. Submit to publications/forms manager for final processing. **(T-1)**.

12.11.2. **Corrective Actions.** OPRs may work directly with forms designers to make Corrective Actions to published forms (See paragraph **11.2.6**) for any purely technical "fixes" (e.g., alignment of fields, order of tabs, enabling for digital signatures, critical spelling error, etc.).

12.11.2.1. Technical fixes may not alter the purpose of the form; forms updated in this manner are re-dated and require a supersession line. Submit requests for Corrective Actions to forms designers using AFIMPT. Changes to the purpose of the form are not within scope of a corrective action.

12.11.3. The OPR must ensure that any alterations to the form are also reflected in the prescribing publication's guidance. **(T-3).**

12.11.3.1. OPRs are encouraged to notify affected staff offices when a form is revised and posted to the e-Publishing web site.

12.11.3.2. OPRs must review all prescribed forms when they conduct special and periodic reviews of the prescribing publication. **(T-3)**. OPRs are asked to provide the form status on an AF Form 673 generated by the publications/forms manger.

12.12. Rescinding a Form. A form becomes obsolete when another form supersedes it, when the OPR rescinds it, or when the prescribing publication is rescinded. OPRs must ensure all forms continuing in use are prescribed in an active publication. **(T-3)**. Obsolete publications/forms are listed in the Product Index. Links to obsolete forms are removed from the e-Publishing web site and AFDPO releases a product announcement to notify subscribers of the cancellation. ANG notifies subscribers of cancellations. 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.

12.12.1. If you are canceling the prescribing publication, the prescribed form(s) are automatically canceled at the same time – it is not necessary to submit more than one AF Form 673; simply clarify in the "Additional Information" or "Prescribed Forms" block that

the cancellation applies to both the publication and the form. If the form needs to be retained, the OPR link the form to a different prescribing publication in AFIMPT.

12.12.2. If you are rescinding a form or a report but maintaining the prescribing publication, the OPR completes coordination (**Attachment 3**), obtains certification and approval, submits a completed AF Form 673 to the PM/FM, and sends a copy of the request for rescission to the information reports management and control office. If the form is classified, reference AFI 16-1404 for actions required to rescind.

12.12.3. OPRs are responsible for ensuring that any references made to obsolete forms, either prescribed or adopted, are removed from active publications.

PATRICIA J. ZARODKIEWICZ
Administrative Assistant

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d))

44 U.S.C. § 3301, et seq. (Federal Records Act)

Privacy Act (5 U.S.C. § 552a)

Freedom of Information Act (5 U.S.C. § 552)

Public Law 111-274, Plain Writing Act of 2010, 13 October 2010

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

DoD 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007

DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, 7 May 2008

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

DoDD 5100.03, *Support of the Headquarters of Combatant and Subordinate Unified Commands*, 9 February 2011

DoDD 5400.07, *DoD Freedom of Information Act (FOIA) Program*, 2 January 2008

DoDD 5400.11, *DoD Privacy Program*, 29 October 2014

DoDD 8000.01, *Management of the Department of Defense Information Enterprise*, 10 February 2009

DoDI 5025.01, *DoD Issuances Program*, 6 June 2014

DoDI 5025.13, *DoD Plain Language Program*, 11 April 2013

DoDI 5105.04, *Department of Defense Federal Advisory Committee Management Program*, 6 August 2007

DoDI 5105.18, *DoD Intergovernmental and Intragovernmental Committee Management Program*, 10 July 2009

DoDI 5200.01, *DoD Information Security Program and Protection of Sensitive Compartmented Information*, 9 October 2008

DODI 6055.1, *DoD Safety and Occupational Health (SOH) Program*, 14 October 2014

DoDI 7750.07, *DoD Forms Management Program*, 10 October 2014

DoDI 8910.01, *Information Collection and Reporting*, 19 May 2014

DoDM 5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification*, 24 February 2012

DoDM 5200.01-V2, *DoD Information Security Program: Marking of Classified Information*, 24 February 2012

DoDM 5200.01-V4, *DoD Information Security Program: Controlled Unclassified Information (CUI)*, 24 February 2012

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapons Systems*, 8 March 2007

AFPD 10-27, *Civil Air Patrol*, 16 October 2014

AFPD 11-4, *Aviation Service*, 1 September 2004

AFPD 33-3, *Information Management*, 8 September 2011

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

AFI 10-501, *Program Action Directives (PADS), Program Guidance Letters (PGLS), Programming Plans (PPLANS), and Programming Messages (PMSGS)*, 8 April 2015

AFI 10-1301, *Air Force Doctrine Development*, 14 June 2013

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 31 July 2014

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

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013

AFI 31-101, *Integrated Defense (FOUO)*, 8 Oct 2009

AFI 32-2001, *Fire Emergency Services (FES) Program*, 27 February 2014

AFI 33-115, *Air Force Information Technology (IT) Service Management*, 16 September 2014

AFI 33-210, *Air Force Certification and Accreditation (C&A) Program (AFCAP)*, 23 December 2008

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

AFI 33-321, *Authentication of Air Force Records*, 3 August 2011

AFI 33-322, *Records Management Program*, 4 June 2012

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

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

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFI 38-101, *Air Force Organization*, 16 March 2011

AFI 38-601, *Format and Content of Mission Directives*, 7 January 2015

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

AFI 63-101/20-101, *Integrated Life Cycle Management*, 7 March 2013

AFI 90-101, *Processing Department of Defense Issuances*, 9 March 2011

AFI 90-201, *The Air Force Inspection System*, 21 April 2015

AFI 90-802, *Risk Management*, 11 February 2013

DoD 5400.7-R_AFMAN33-302, *Freedom of Information Act Program*, 21 October 2010

DoDM 4525.8_AFMAN33-306, *DoD Official Mail Manual*, 12 October 2006

AFMAN 33-361, *Publishing Processes and Procedures*, 21 March 2014

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

HAF MD 1-26, *Chief, Information Dominance and Chief Information Officer*, 5 February 2015

HOI 33-3, *Correspondence Preparation, Control, and Tracking*, 6 July 2015

HOI 33-13, *Headquarters Air Force Operating Instruction (HOI) Program*, 9 January 2013

HOI 90-1, *Headquarters Air Force Mission Directives -- Delegations of Statutory Authority and Assignment of Responsibilities*, 28 September 2010

Prescribed Forms

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

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

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

Adopted Forms

AF Form 1768, *Staff Summary Sheet*

DD Form 67, *Form Processing Action Request*

GPO Form 952, *Digital Publishing Information*

GPO Form 3868, *Notification of Intent to Publish*

Abbreviations and Acronyms

AC—Administrative Change

ACC—Air Combat Command

LeMay Center—Curtis E. LeMay Center for Doctrine Development and Education

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

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFPM—Air Force Policy Memorandum

AFSC—Air Force Specialty Code

ANG—Air National Guard

CAP—Civil Air Patrol

CUI—Controlled Unclassified Information

DD—Department of Defense (as used on forms)

DAPS—Document Automation and Production Service

DLA—Defense Logistics Agency

DLT—Decision Logic Table

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

EO—Executive Order

e-Publishing—the e-Publishing web site **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

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

IC—Interim Change

MAJCOM—Major Command

MD—Mission Directive

MDD—Army Media Distribution Center

NGB—National Guard Bureau

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 Administration

PA—Product Announcement

PAS—Privacy Act Statemen

PCM—Publication Change Manager

PD—Policy Directive

PI—Product Index

PL—Public Law

PM/FM—Publication Manager/Form Manager

RCS—Reports Control Symbol

RDS—Records Disposition Schedule

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

SAT—Specified Action Table

SECAF—Secretary of the Air Force

SME—Subject Matter Expert

SJA—Staff Judge Advocate

SSN—Social Security Number

SSS—Staff Summary Sheet (AF Form 1768)

TTP—Tactics, Techniques, and Procedures

USC—United States Code

USPS—United States Postal Service

VA—Visual Aids

VI—Visual Information

WHS—Washington Headquarters Services

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.

Approving Official—Approve the release of publications for compliance and enforcement and are solely responsible for ensuring the publications are necessary, current of information, and in conformance with existing laws, policy, guidance and Air Force Mission.

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).

Camera Ready—A term used to identify that a document is fully formatted and ready for printing or posting.

Certifying Official—Certify the need for the publication within the numbered publication subject series and consistency with Air Force policy and assigned responsibilities in antecedent AFPD and/or implemented HHQ publication.

Command—A Major Command (MAJCOM). A major subdivision of the Air Force that is assigned a major part of the Air Force mission. A MAJCOM is directly subordinate to Headquarters US Air Force. Most MAJCOMs have the word Command as part of their designation; Command should not be used in the designation of any unit that is not a MAJCOM.

Cancelled Publication/Form—No longer effective; expiration date of the GM or AFPM has elapsed; product is removed from circulation; obsolete.

Controlled Unclassified Information—Unclassified information that requires safeguarding or dissemination controls, pursuant to and consistent with applicable law, regulations, and Government-wide policies.

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 "non-concur" and must be resolved by the OPR prior to publication.

Days—Unless otherwise stated, all references to days are to calendar days.

Departmental Publication/Form—Publication or form that is applicable at the highest level in the Air Force and across all organizational lines; applicable Air Force-wide.

Directive Publication—Publications identified in **Table 4.1** that 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 carry the following statement: "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY." Examples: policy directives, instructions, manuals, operating instructions, instructional checklists, addenda, and mission directives.

DLA Documents Services—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 web site 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 web site (**www.e-publishing.af.mil**).

Establishment—An organizational entity consisting of a headquarters unit and its subordinate units. The name of the establishment is in the name of the headquarters unit. For example, Air Mobility Command (AMC) is an establishment; HQ AMC is its headquarters. Subordinate units are assigned to the establishment and not to the headquarters unit. A group with subordinate squadrons is generally the lowest-level establishment. Lower-level establishments are assigned to higher-level ones; for example: groups to wings, wings to NAFs, NAFs to MAJCOMs, MAJCOMs to HQ USAF. This arrangement (units reporting to establishments, subordinate establishments to superior ones) sets up the chain of command, through which all control and accountability flow. Source: AFI 38-101, *Air Force Organization*.

Expired Publication/Form—No longer effective; expiration date of the GM or AFPM has elapsed; product is removed from circulation; obsolete.

Field—Organizational entity below the HAF and MAJCOM level; FOA, DRU, NAF, wing, etc.

Field Publication/Form—Publication or form that is applicable within the issuing field unit only.

Form—A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. 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.

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 US Air Force (HQ USAF)—The senior headquarters of the Air Force, consisting of two major entities: the Secretariat (including the Secretary of the Air Force and the

Secretary's principal staff) and the Air Staff, headed by the Chief of Staff. Synonymous with "HAF."

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

HAF Publication—Publication or form that is applicable to only the HAF staff.

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 may 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.

Mirror-Like Image—A replica of an official image created by computer software that is the best exactness of the official image that the software allows. Some variants may be fonts, margins, and size of entry field.

Nondirective Publication—Publications identified in **Table 4.2** that 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. These publications do not direct reporting actions, data collection activities, or prescribe forms. Examples: pamphlets, doctrine documents, TTPs, handbooks, catalogs, and visual aids.

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 Language—Language in Publications 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.

Record set—Collection of official records related to an individual publication or form.

Records Disposition Schedule (RDS)—A document providing mandatory instructions for what to do with records (and non-record materials) no longer needed for current Government business, with provision of authority for the final disposition of recurring or nonrecurring records; also called records disposition schedule, records control schedule, records retention schedule, and disposition schedule, or schedule. Includes the SF 115, GRS, and agency records schedule, that, when completed, becomes a comprehensive records schedule that also contains agency disposition instructions for non-record materials.

Records Management—Managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations. (Federal Records Act), also called records administration.

Records Professional—Individual whose area of expertise advances beyond introductory records management. The term record professional encompasses RC, FARM, BRM, CRM, ARM and AFRO. RP skills extend beyond familiarity to intermediate or advanced record management.

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.

Risk—The probability and severity of loss or adverse impact from exposure to various hazards.

Risk Assessment—The process of detecting hazards and their causes, and systematically assessing the associated risks.

Risk Management (RM)—The systematic process of identifying hazards, assessing risk, making control decisions, implementing control decisions and supervising/reviewing the activity for effectiveness. (Source: AFI 90-802; AFI 63-101/20-101; AFI 31-101; AFI 10-2501; AFI 32-2001; DoDI 6055.1).

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.

Tactics, Techniques, and Procedures—TTPs are Air Force-level publications subordinate to basic and operational Doctrine, reviewed by LeMay Center, require coordination as outlined in Table A3.2, are listed in the Product Index, and posted on the e-Publishing web site.

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

Attachment 2

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

Numbered Series.

Series Number and Title	Certifier	Description
1—Air Force Culture	AF/CC	Publications in this series highlight Air Force culture and establish Air Force policy and guidance concerning the professionalism and standards expected of all Airmen. This series is reserved for SECAF and CSAF use only.
10—Operations	Open	Publications in this series provide policy and procedures on operations, and include these subjects: Cross-functional programs governing 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); antiterrorism; emergency management and/or contingency planning actions and programs; chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) programs; electronic warfare; mission directives; operational reporting; and Air Reserve Component (ARC) forces. Functional-specific guidance with an existing series should develop guidance within that series if it does not task or affect other functional communities.
11—Flying Operations	AF/A3	This series provides policy and 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—Nuclear, Space, Missile, or Command and Control Operations	AF/A3, AF/A10, or SAF/SP	These publications provide policies and procedures for nuclear operations, missile operations, space operations, theater air control systems, and airfield/airspace operations. Subject areas include: Nuclear operations include activities related to the operation/deployment of nuclear weapons or nuclear weapons systems. It contains lead and nuclear mission set-specific publications for training, certification, and general operations rules and procedures. Missile operations include activities related to the operation/launch of intercontinental ballistic missiles (ICBM). It contains publications for training, standardization/evaluation, and general operations rules and procedures. Space operations encompasses operating and managing systems involved in space surveillance, space lift, ballistic space warning, and satellite command and control. Deployable and non-deployable ground-based radar and non-radar equipped Theater Air Control Systems (TACS) elements. 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 and space operations centers, air support operations centers, air control squadrons, anti-hijacking procedures, overdue aircraft, and base-level aviation support services.
14—Intelligence	AF/A2	This series provides policies and procedures on the intelligence, surveillance or reconnaissance (ISR) activities and includes these subject areas. Intelligence oversight; management and administration of sensitive compartmented information (SCI) security; acquisition of weapons and systems/national security systems (NSS), information architecture including networks across all domains (terrestrial, airborne and space); intelligence support to force protection; the National Intelligence Program (NIP) and the Military Intelligence Program (MIP); international intelligence engagements; allocation, control or use of ISR manpower resources; manned and remotely operated ISR collection platforms across all domains of the Battlespace; ISR for/from space and cyberspace; ISR processing, exploitation and dissemination resources; intelligence support to targeting.

15—Weather	AF/A3	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. Subject areas include: 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	Open	This series provides policy and procedural guidance on various operations support issues. Subject areas include: 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. Information protection Programs (transitioning from 31-series). Classifying, declassifying, and safeguarding classified information. Personnel Security investigations, clearances, and program requirements. Industrial Security Modeling and Simulation management

17—Cyberspace Operations	SAF/CIO A6, or AF/A3	This series provides policies and procedures governing Air Force cyberspace operations in support of Combatant Commanders and in order to execute, enhance, and support service core missions.
20—Logistics	AF/A4 or SAF/AQ	This series provides policies and procedures on supply, transportation, maintenance, and logistics plans organizations. Subject areas include: Provide baseline for logisticians at all subordinate echelons. Identify crucial logistics goals and develop roadmaps to achieve them. Link the planning and programming efforts necessary to address the logistics support issues and advocates for them through the biennial Planning, Programming, Budgeting, and Execution (PPBE). Outline 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	AF/A4 , SAF/CIO A6, or SAF/AQ	This series provides policies and procedures on aircraft maintenance, avionics, and munitions activities, and space maintenance. Subject areas include: 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	AF/A4 or SAF/AQ	Publications in this series provide policy and procedures on supply Operations. Subject areas include: Requisitioning 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	AF/A4	Transportation publications provide policy and procedures on all aspects of Air Force transportation. Subject areas include: Transportation facilities. Motor vehicle management activities. Packing, crating, and marking of freight to meet shipping requirements. Movement/receiving 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.

25—Logistics Staff	AF/A4 o AF/AQ	These publications provide all aspects of logistics planning in support of combat and contingency operations, including policies and procedures on: Ensuring consistency among Air Force, Joint Staff, and Department of Defense planning documents for the various logistics disciplines such as: Aircraft and munitions maintenance. Space logistics. Supply. Transportation. Communication-electronic (C-E) equipment. Maintenance. Fuels and energy management. Management responsibility for the Defense Regional Interservice Support (DRIS) program. Functional management for the 251X0/25XX career field. Oversight of international logistics matters (such as Defense Planning Questionnaire, and War Reserve Stocks of Allies) pertaining to the North Atlantic Treaty Organization (NATO), the Middle East, Southwest Asia, and the Western Hemisphere. **NOTE**: Publications cover logistical policies and planning criteria for specific subjects as transportation, supply, and maintenance, should go in the series covering the subject.

31—Security	AF/A4	These publications provide policy and procedures on the force protection of USAF warfighting resources. Subject areas include: Multi-disciplined Force Protection. Nuclear and non-nuclear Security. Security Forces activities: Integrated Defense. Security Forces activities: Combat Arms. Security Forces activities: Law and Order, Traffic Administration, Cooperation with Civilian Law Enforcement. Anti-Terrorism. Crime Prevention. Resources Protection: Arms, Ammunition, and Explosives. Confinement and Corrections. Military Working Dog Program. Enemy Prisoners of War and Detainees. Carrying of firearms and use of non-lethal and deadly force.
32—Civil Engineering	AF/A4 or SAF/IE	These publications provide policy and procedures on all aspects of Air Force Civil Engineering, including management of real property assets. Subjects include: Contracting, design, construction, repair, and renovation. Acquisition and transfer. Management and maintenance. Fire protection management. Management of Explosive Ordnance Disposal (EOD) Program. Management of Readiness and Emergency Management (R&EM) activities. 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 (Transitioning to 17-Series)	SAF/CIO A6	These publications provide policy and procedures on all aspects of communications and information management, including command, control, communications, and computer (C4) 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	AF/A1 or SAF/MR	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	SAF/PA	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	AF/A1 or SAF/MR	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	AF/A1, SAF/MR, or SAF/US(M)	This series provides policy and procedures on all aspects of staffing, and includes subjects such as: Programming USAF Manpower. Determining Manpower Requirements. Organization and Naming Units. Determining Work Force Mix (WFM). Determining Inherently Governmental/Commercial Activity. Productivity.

40—Medical Command	AF/SG or SAF/MR	This series provides policy and procedures on all aspects of health and well-being among Air Force personnel. Subjects include:: 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	AF/SG	Publications in this series provide policy and procedures on medical support services. Subjects include: 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	AF/SG	This series provides policy and procedures on medical professional services. Subjects include: 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	AF/SG	This series provides policy and procedures on all aspects of nursing services and programs. Subjects include: 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	AF/SG	This series provides policy and procedures on dental services and programs. Subjects include: Administration of dental clinics and dental prosthetic laboratories. Dental investigation service. Prevention of dental diseases.
48—Aerospace Medicine	AF/SG	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	AF/JA or SAF/GC	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	AF/HC	This series provides policy and procedures on the Chaplain Corps, 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 Corps activities.
60—Standardization	SAF/AQ	This series provides policy and procedures for achieving capabilities, efficiencies, and economics in Air Force and defense operations through materiel standardization. Subjects include: 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	SAF/AQ or SAF/SB	Publications in this series provide policy and procedures on all programs collectively termed the Science and Technology (S&T) program. Subjects include: Management of research, development, and advanced technology. Management of Air Force laboratories. Small Business Innovation Research/Small Business Technology Transfer Program
62—Developmental Engineering	SAF/AQ	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	SAF/AQ	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. Managing systems throughout the life cycle.
64—Contracting	SAF/AQ	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	SAF/FM	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	SAF/IG	This series provides policy and procedures on all aspects of the Air Force Office of Special Investigations, including criminal investigations, counterintelligence, and special investigative service.
84—History	AF/HO	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. Acquiring, managing, and caring for all Air Force historical property, museums and heritage activities.
90—Special Management	Open	This series provides policy and procedure on subjects that do not more appropriately fall under one of the other AFSC-based functional series. Subjects include, but are not limited to: Organizational strategic planning. Policy formulation. Performance measurement. The Inspector General. Liaison with the Congress. Small Business programs Lessons Learned

91—Safety	AF/SE	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, occupational, space, system, and explosive safety.
99—Test and Evaluation	AF/TE	This series provides policy and procedures on test and evaluation (T&E) in the Air Force. Subjects include: 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. Description of T&E roles & responsibilities for MAJCOMs, DRUs, and FOAs.

Notes for all:

1. “Open” identifies a series for which no set owner of the numbered series is identified.

2. The certifier of the AFPD is responsible for certifying and /or approving the underlying implementing departmental publications (AFIs, AFMANs, etc.).

Attachment 3

FORMAL COORDINATION TABLE

A3.1. Publications Formal Coordination. Commanders/Directors, through their PCMs (at HAF), are responsible for determining the appropriate offices/organizations from which coordination should be obtained for a draft publication/form, prior to certification and/or approval. **Table A3.1** should be used as a starting point in determining required coordination. The table is not all-inclusive, but provides recommended coordinating offices for the subject areas/conditions identified in Column C. Publications should be coordinated with all offices/units having functional interest/technical expertise, oversight responsibilities, and statutory/regulatory review requirements, even if they do not appear in the table. OPRs give the offices listed at Items 1-5 an opportunity to review and provide coordination. Base/wing level units coordinate with local offices.

A3.2. Forms Formal Coordination. Ideally, forms should be packaged with the prescribing publication and coordinated at the same time. List the prescribed forms on the same AF Form 673 as the prescribing publication and provide narrative that identifies the form changes in the SSS. If the form is being changed out of cycle with the prescribing pub, use **Table A3.1** to determine the appropriate offices for coordination. SAF/CIO A6 (Command/Field equivalents – Item 2 in Table A3.1) is the only required coordinator for forms, however, OPRs should consider coordinating with offices listed in **Table A3.1** and any office making approved use of the form in an information system.

A3.3. Coordinator's Addresses. SAF/AAII maintains a list of current email addresses for coordinating offices on their SharePoint® website. Cut and paste this address in your web browser: **https://cs1.eis.af.mil/sites/af33360/SitePages/AFI%2033-360.aspx**.

Formal Coordinators.

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
1	AF/JAA (Pubs Only)	Local Legal Office	Legal implications
2	SAF/CIO A6 (Pubs & Forms)	Supporting A6, CIO, Comm Squadron, and/or other offices (multiple entries on the AF Form 673 may be needed) (Pubs & Forms)	OSD/Statutory Communications and information management requirements, including FOIA (AFMAN 33-302), Privacy Act (AFI 33-332), Federal Register (AFI 33-320), postal service (AFMAN 33-306), records management (AFI 33-322), and information collection requirements (AFI 33-324)

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
3	AF/RE (Pubs Only)	Commands-AFRC; Below Commands-Local Reserve Unit (if assigned)	Applicability to the AF Reserve
4	NGB/CF (Pubs Only)	Commands-ANGRC; Below Commands-Local ANG Unit (if assigned)	Applicability to ANG and/or NGB
5	SAF/AA (AFPDs Only)	N/A	Consistency with existing AF policy and HAF Mission Directives for all AFPDs, Supplements to a DoDD, and AFPMs only – Not for AFI's, AFMAN's, etc. SAF/AA may direct additional coordination as appropriate.
	Consider Coordinating Departmental Pubs/Forms with:	**Consider Coordinating Command/Field Pubs/Forms with local:**	**If the publication or form:**
6	AF/A1	Manpower/Personnel	Affects manpower and organization programs; allocates or controls manpower resources; or evaluates manpower use Manages, provides, or otherwise affects medical services for military and civilians Manages civilian or military personnel programs or manages social action programs (such as equal opportunity) Manages or otherwise affects training and education programs, to include educational research, evaluation, curriculum development and review Impacts or otherwise applies to morale, welfare, recreation, and services Has manpower, personnel, and/or labor implications (requires negotiations/bargaining with the Union) Impacts Services programs designed to deliver capabilities to both garrisoned and deployed units Impacts nonappropriated funded Services programs

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
7	AF/A2	Intel	Concerns plans, design, development, testing, acquisition maintenance, and disposal of weapon systems, automated information systems, software equipment, facilities, or services Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness, planning, standardization, system development, evaluation, training, or command and control Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, integrated defense, installation security, weapons system security, or security forces matters Affects or impacts intelligence, surveillance or reconnaissance (ISR) policies or procedures
8	AF/A3	Operations	Involves or affects aircrew members, as defined in AFPD 11-4, *Aviation Service*. Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness, planning, standardization, system development, evaluation, training, or command and control Affects or involves international affairs related to training issues, including disclosure of information to foreign governments Manages or otherwise affects aircrew flying training and/or aircrew education Affects or impacts Counter-CBRN (C-CBRN), Countering Weapons of Mass Destruction (CWMD), or CBRN Survivability policies and procedures
9	AF/A4	Logistics, Installations and Mission Support	Concerns plans, design, development, testing, acquisition, maintenance, logistics support, sustainment, and disposal of weapon systems, automated information systems, software equipment, facilities, or services

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			Concerns managing real estate, facilities, and civil engineering or public works programs; provides facility services 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) Impacts security programs, including integrated defense, installation security, weapons system security, or security forces matters Impacts or otherwise applies to morale, welfare, recreation, and services Creates documentation requirements on organizations that use core automated maintenance system Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials Programs and policies regarding military munitions, remediation of property under the Military Munitions Response Program (MMRP), demilitarization of military munitions, range clearances, explosive safety submissions, and first and emergency responder duties for responses to all-hazards including improvised explosive devices and weapons of mass destruction.
10	AF/A5/8	Planning, Programming, and Requirements	Could impact or affect AF strategic planning or service-level operational programming Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness, planning, standardization, system development, evaluation, training, or command and control Has future resource implications

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
11	AF/A9	Planning/Programming and Strategy/Operations	Could impact or affect AF strategic planning or support to strategic analysis Analyzes strategic, defensive, and tactical operations Includes or impacts resources, recapitalization, modernization, investments and divestment analyses, operational assessments, risk assessment frameworks, digital computer models and simulations, studies management or lessons learned Has future force structure implications
12	AF/A10	Strategic Deterrence and Nuclear Integration	Strategy, policy, doctrine, vulnerabilities, force structure and analysis documents affecting strategic deterrence and assurance Requirements, acquisition, programming, and budgeting processes for nuclear and global strike capabilities Strategic munitions, including bombs, warheads, guided missiles and rockets, reentry vehicles, and solid propellants Nuclear enterprise capabilities and personnel requirements including key nuclear billets, 13N officer career field management, and Air Force Personnel Reliability Program (PRP) Nuclear Command and Control (NC2) and Nuclear Command and Control Communications (NC3) policy and guidance affecting NC3 systems, doctrine, procedures, personnel, equipment, and facilities Nuclear enterprise assessment and reporting data (e.g. metrics, trend analysis and performance) Counter-CBRN (C-CBRN), countering weapons of mass destruction (CWMD), or CBRN (survivability policies and procedures) Existing and future arms control treaties DoD Foreign Clearance Program (FCP) policies and procedures

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
13	AF/HC	Chaplain	Manages or affects religious services, to include related morale and welfare programs
14	AF/HO	Historian	Provides historical affairs services, including historical writing, research, studies, and analysis, and heraldry Involves museum, airparks, and other heritage activities and issues
15	AF/JAA	Legal	Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials
16	AF/SE	Safety	Involves safety programs, to include aviation, occupational, weapons, space, system safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration standards (OSHA) Involves the risk management process in the cyberspace domain Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials.
17	AF/SG	Surgeon General, Chief Medical	Manages, provides, or otherwise affects medical services or medical training for military and civilians
18	AF/ST	Chief Scientist	Involves scientific research, or requires scientific input and/or evaluation
19	LeMay	Publication OPR Conducts Review	Requires terminology review
20	SAF/AA	N/A	Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, or personnel security Establishes a committee, council, board, advisory group, or similar body (as defined in DoDI 5105.04, *Department of Defense*

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			Federal Advisory Committee Management Program, and DoDI 5105.18, *DoD Intergovernmental and Intragovernmental Committee Management Program*)
21	SAF/AG	Auditor	Establishes audit objectives, policies, plans, or standards
22	SAF/AQ	Acquisition, Contracting	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) Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, integrated defense, installation security, weapons system security, cyber security design considerations, or security forces matters Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials Involves science, technology, basic research, applied research, or advanced technology development Impacts people, organizations, processes, procedures, and systems that are used to plan, develop, test, acquire, dispose of, conduct, execute, and support nuclear operations and forces Concerns plans, design, development, testing, acquisition maintenance, and disposal of weapon systems, automated information systems, software equipment, facilities, or services Involves starting new acquisition programs, modifying existing systems, and managing systems throughout the life cycle Impacts contracting guidance including any

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			changes or references to FAR, DFAR, and AFFAR Involves industry or industrial preparedness Creates documentation requirements on organizations that use core automated maintenance system
23	SAF/CIO A6	A6, CIO, Comm Squadron	Concerns plans, design, development, testing, acquisition maintenances , and disposal of weapon systems, automated information systems, software equipment, facilities, or services Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness, planning, standardization, system development, evaluation, training, or command and control Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, integrated defense, installation security, weapons system security, or security forces matters Involves video teleconferencing
24	SAF/FM	Comptroller	Has financial implications to include budget, cost estimating/analysis, inflation/escalation, economic analysis, business case analysis, coat and planning factors, non-appropriated funds, systems acquisition and sustainment or acquisition workforce management Adherence to regulatory and statutory language specific to budgeting and expenditure of funds, and is in one of the following publications series: 10--Operations; 14--Intelligence; 16--Operations Support; 20--Logistics; 21--Maintenance; 23--Materiel Management; 24--Transportation;

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			25--Logistics; 31--Security; 32--Civil Engineering; 33--Communications and Information; 34--Services; 36--Personnel; 38--Manpower and Organization; 41--Health Services; 44--Medical; 52--Chaplain; 61--Scientific R&D; 63--Acquisition; 64--Contracting; 90--Special Management; or 99--Test and Evaluation.
25	SAF/GC	Legal	Concerns plans, design, development, testing, acquisition maintenances, and disposal of weapon systems, automated information systems, software equipment, facilities, or services Concerns managing real estate, facilities, and civil engineering or public works programs; provides facility services Impacts the management of budgets, accounting and finance, internal review, and related financial management programs; develops and provides direction for accounting and finance systems and services; develops, presents and/or implements budgets Affects procedures or policies for the development or dissemination of information for external or internal audiences Manages civilian or military personnel programs or manages social action programs (such as equal opportunity) Concerns safety programs, to include flight, weapons, system safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			Administration standards (OSHA) Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, integrated defense, installation security, weapons system security, or security forces matters Affects or involves international affairs, including disclosure of information to foreign governments Applies to CAP units or members Establishes a committee, council, board, advisory group, or similar body (as defined in DoDI 5105.04, *Department of Defense Federal Advisory Committee Management Program*, and DoDI 5105.18, *DoD Intergovernmental and Intragovernmental Committee Management Program*) Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials Affects relations with Congress or creates a requirement for legislative analysis Involves legal policies or procedures
26	SAF/IA	International Affairs, POLAD, Public Affairs	Affects or involves international affairs, including disclosure of information to foreign governments
27	SAF/IE	N/A	Concerns managing real estate, facilities, and civil engineering or public works programs; provides facility services Impacts integrated defense, installation security, weapons system security, or security forces matters when AF/A4 is not authorized to coordinate Manage safety programs, to include flight, weapons, system safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			Administration standards (OSHA) Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials Concerns energy security or energy assurance; operational energy, process energy, facility energy, infrastructure energy; or energy policy Could impact or affect AF strategic planning with regard to facilities and basing Could impact or affects Air Force efforts in community partnerships, encroachment management, and environmental impact analysis
28	SAF/IG	Inspection Office ---------- Local AFOSI Office	Affects inspection policies, plans, and/or standards. Has Inspection Activity Implications ---------- Involves AFOSI or affects criminal or counterintelligence activities
29	SAF/LL	Public Affairs	Affects relations with Congress or creates a requirement for legislative analysis
30	SAF/MR	N/A	Provides policy/guidance for: 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; or mobilization planning contingency and crisis management Affects manpower and organization programs; allocates or controls manpower resources; or evaluates manpower use Manages, provides, or otherwise affects

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			medical services for military and civilians Manages civilian or military personnel programs or manages social action programs (such as equal opportunity) Affects safety programs, to include flight, weapons, system safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration standards (OSHA) Manages or otherwise affects training and education programs, to include educational research, evaluation, curriculum development and review Applies to CAP units or members Impacts or otherwise applies to morale, welfare, recreation, and services
31	SAF/PA	Public Affairs	Involves or affects relations with the general public Affects procedures or policies for the development or dissemination of information for external or internal audiences Affects procedures or policies for the dissemination of official information to external or internal audiences Involves or affects relations with the media and/or general public Involves visual information (VI) matters such as combat camera support, base level support (e.g. photography, broadcast, and graphics presentations); or authorizes VI hardware or acquiring and using VI products
32	SAF/SP	N/A	Concerns space policy and program domains, or provides guidance, direction, or oversight for matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets for Air Force space capabilities Concerns space matters and in coordinating activities across the Air Force space

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			enterprise Concerns disseminating, implementing, or executing Air Force space policy or guidance, implementation, or issue integration Concerns short- and long-range strategy, concepts, and planning for Air Force space capabilities Concerns developing, disseminating, implementing, and executing national security space policy and guidance. Concerns Air Force compliance with DoD guidance on Space Policy, as delegated to SECAF pursuant to DoD Directive (DoDD) 3100.10, *Space Policy* Concerns the Air Force Space Board or the Air Force Space Board Secretariat, or the Defense Space Council or the DoD Executive Agent for Space
33	SAF/SB	Local small business office and Local contracting office (as related to contracting actions for small business)	Affects or impacts Air Force Small Business Programs, small business goals, accomplishments, plans and/or progress for achieving the small business goals
34	AF/TE	N/A	Concerns plans; design; development; and developmental, live fire, or operational testing and evaluation of weapon systems, automated information systems, software equipment, facilities, or services Concerns management of facilities involved in test and evaluation, particularly the Major Range and Test Facility Base
35	SAF/US(M)	N/A	As the Office of Business Transformation and Deputy Chief Management Officer, US(M) has equity in all things related to management and business systems: Concerns defense business IT systems

	A	B	C
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with:**	**To review the publication or form for:**
			portfolio management, governance, certification and implementation Pertains to Business Process Reengineering (BPR) or Continuous Process Improvement (CPI) policy, training and certification, and support requests Impacts business strategy and business performance management practices of the Air Force to include performance metrics and overall efficiency/effectiveness of the enterprise. Impacts Program Action Directive/Program Guidance Letter (PAD/PGL) policies, plan and governance Concerns policy and tracking of implementation of centrally-directed Audit recommendations
36	Total Force Human Resource Management (TF-HRM) Governance. HRM Strategic Board (HRM Review	N/A	34-Services, 36-Personnel, and 38-Manpower and Organization series publications New and revised TF HRM Domain Air Force mission directives (AFMD), Air Force policy directives (AFPD) and publications will be reviewed by the HSB during initial 2-letter/digit coordination

Attachment 4

SAMPLE FORMATS AND CITATIONS USED IN PUBLICATIONS

Sample Citation Formats.

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 has 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
DoD Directive	DoD Directive 5100.01, *Functions of the Department of Defense and its Major Components*	DoDD 5100.01
DoD Directive Type Memo	Directive-Type Memo (DTM) 13-001, *Management of Bulk Petroleum Stock Levels*	DTM-13-001
DoD FAR Supplement (Defense FAR Supplement)	Defense FAR Supplement (DFARS), current edition	DFARS
DoD Instruction	DoD Instruction 5100.73, *Major DoD Headquarters Activities*	DoDI 5100.73
DoD Manual	DoD 1400.25-M, *Department of Defense Civilian Personnel Manual (CPM)*	DoD 1400.25-M
Executive Order	Executive Order 12564, *Drug-Free Federal Workplace*	EO 12564
Federal Acquisition Circular	Federal Acquisition Circular 85-49, *Free Enterprising With Incentive*	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
Intelligence Community Directive	Intelligence Community Directive (ICD) 101, *Intelligence Community Policy System*	ICD 101
Joint Travel Regulation	Joint Federal Travel Regulations, Volume 1, *Uniformed Service Members*, current edition	JFTR, Volume 1

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Joint Military Publications	ARMY REGULATION 12-15; SECNAVINST 4950.4B; AIR FORCE INSTRUCTION 16-105, *Joint Security Cooperation Education and Training*, 3 January 2011	AR 12-5/SECNAVINST 4950.4B/AFI 16-105
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*	Secretary of Defense Memorandum (should include information on locating the memo)
	Assistant Secretary of Defense (Health Affairs) Memorandum, *Health Care for Employees*	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*	MIL-HNBK-453
Military Specification	MIL-E-876, *Repair Levels for Electronic Modules*	MIL-E-876
Military Standard	MIL-STD-672A, *Aviation Calibrations*	MIL-STD-672A
National Security Decision Directive	National Security Decision Directive 18, *International Trade and Transfer*	NSDD 18
Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, *Debt Collection*	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*	OMB Circular A-73
Public Law	Public Law 92-463, *Federal Advisory Committee Act*	PL 92-463 (include paragraph or section if possible)
United States Code	Title 10 United States Code Section 8013	10 USC § 8013

Attachment 5

PROCESSING GUIDES

5-Step Processing Guide.

OPR/POC 5-Step Guide to Publishing

Step 1

Research and draft new pub or proposed changes to existing publication/form.

— Utilize SMEs, working groups, etc. to build your draft.

— Contact Pub Change Manager (if assigned) to identify extent of change, action priority, and required coordinators.

— Contact the issuing organization's (Approver Official) publications/forms manager for a review of the proposed draft's format, structure, and advice on action being taken.

Step 2

Coordinate.

— Use approved collaborative tools to staff package to required offices. Include summary of changes and why, priority of processing, the draft publication/form, a blank comment matrix, and AF Form 673.

— OPRs are permitted to coordinate pubs/forms using a SSS in lieu of the AF Form 673. The staffing package doesn't have to have the AF Form 673 attached. However, the endorsements on the SSS for coordination must be transcribed to a master AF Form 673 prior to certification and approval.

Step 3

Staff for Certification.

— The Certifying Authority is at the issuing organization level and certifies the need for the publication/form and that it is consistent with implemented policies and/or guidance.

— Staffing package must include an AF Form 673. Package should reflect in the "View of Others" section if all comments were resolved or if non-concurs are still outstanding and require resolution.

Step 4

Staff for Approval.

— The Approving Authority is at the issuing level and is responsible for implementing policies and providing guidance/procedures pertaining to their functional area, specialty series, or command.

— Staffing package must include an AF Form 673. Package should reflect in the "View of Others" section if all comments were resolved or if non-concurs are still outstanding and require resolution.

Step 5

Send to publications/forms manager (AFDPO for departmental pubs/forms) for Publishing.

— Use AFIMPT to deliver package to PM/FM and AFDPO as required.

— Final package includes completed AF Form 673, final draft in the correct format, figure files, and OPR and POC information.

Action and Activity Cross Reference Matrix.

	Coordination [5]	OPR Sign	Certifying Official sign	Approving Official sign	Physically Changes or Creates Pub or Form	Action item attached to Pub - no physical changes made to pub
Publications Action [4]						
New	X		X	X	X	
Rewrite	X		X	X	X	
IC	X		X	X	X	
AC		X		[2]		X
AFPM/GM [1]	[3]		X	X		X
Periodic review [6]		X				
Certify Current		X		X	X	
Rescind	X		X	X		
Transfer	X		X	X		
Forms Action						
New	X		X	X		
Revise	X		X	X		
Periodic review[6]		X				
Certify Current		X		X		
Rescind	X		X	X		
Transfer	X		X	X		

1 - Must be followed up with new, rewrite, or IC action within one-year of publishing
2 - SAF/AA is the approving official for AC's to AFPDs and AF Supp to DODD
3 - Requires only legal review for all; add SAF/AA review for AFPMs only.
4 - SECAF is the approving official for all actions (except ACs) to AFPDs and AF Supp to DODDs.
5 - OPR, POC, and PCM collaborate to determine coordinators.
6 – Certify Current response requires completed AF Form 399 or 673.

Attachment 6

RECOMMENDING IMPROVEMENTS TO AIR FORCE PUBLICATIONS

A6.1. Flight Manual Publications. This attachment does not apply to flight manual publications as specified in AFI 11-215, *USAF Flight Manuals Program (FMP)*. Changes to the AF Form 847 will be coordinated through the OPR for AFI 11-215 prior to publishing.

A6.2. Recommending Improvements. Personnel should submit recommended changes and improvements to Air Force publications on AF Form 847. Submit emergency reports for conditions that require immediate correction to prevent fatality, serious injury to personnel, extensive damage to property or a reduction in operational posture. Submit routine reports for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to word omissions, typographical, printing or quality errors usually corrected during scheduled reviews unless they cause misinterpretation. See **Table A6.1** for detailed instructions on completing the AF Form 847.

A6.3. Processing AF Forms 847.

A6.3.1. OPRs must submit and process all NAF, base, wing, or unit level initiated AF Forms 847 through MAJCOM channels. **(T-1)**. FOAs and DRUs submit AF Forms 847 through their parent HAF functional. Submitting organizations, below MAJCOM level, should forward recommendations to the MAJCOM functional OPR for the publication. For example, if the publication deals with a 36-XXX series instruction, the MAJCOM Functional would be MAJCOM/A1. The submitting MAJCOM forwards approved recommendations to the appropriate OPR. The final authority for accepting the recommendation is the Air Force publications OPR as listed on the front page of the publication. However, the acceptance of the recommendation does not officially change the publication. The OPR initiates and completes an IC, GM, or rewrite to change the publication/guidance.

A6.3.2. The submitting MAJCOM forwards information copies of AF Forms 847 to all other MAJCOMs that utilize the AF publication. Using MAJCOMs forward comments on AF Forms 847 suggestions to the OPR for the publication.

A6.3.3. Authority for disapproving an AF Form 847 rests with the submitting units, MAJCOM and the OPR for the publication. All disapproved recommendations are returned down the chain with justification annotated on the AF Form 847 stating the reason for the disapproval.

A6.3.4. The OPR for the publication notifies the submitting MAJCOM as to the final disposition of the recommendation.

A6.3.5. Ensure the originator is informed of the disposition of each AF Form 847 at each level of the approval process.

Block Details for AF Form 847.

Block 1	Date submitted.
Block 2	Submitting unit assigned control number.
Block 3	Reserved for submitting MAJCOM control number.
Block 4	Publication number.
Block 5	Indicate if this is an Emergency or Safety Incident related AF Form 847
Block 6	Full name of the publication
Block 7	Date of the basic publication.
Block 8	Date of the latest interim change (IC).
Block 9	Page number of the text or figure which the recommendation is based on.
Block 10	The major or sub paragraph title or number or figure number of the recommended change.
Block 11	N/A. Flight Manuals only (See AFI 11-215).
Block 12	List the organizational OPR (located on the first page of the publication).
Block 13	Annotate this block if any supporting documents are attached. If supporting documents are attached they must be clearly legible and indicate what is incorrect or missing.
Block 14	N/A. Flight Manuals only (See AFI 11-215).
Block 15	List the areas of text (or figure) where changes are proposed.
Block 16	List what the text (or figure) should read.
Block 17	Annotate "EMERGENCY RECOMMENDATION" if applicable, as the first entry. Fully explain and justify the rationale as to why the text or figure should be changed. The submitting individual must complete all the identification blocks at the bottom of the page.
Block 18	List the name and rank of the originator.
Block 19	Signature of originator.
Block 20	List organization of originator.
Block 21	List the DSN (or commercial) voice and FAX numbers of originator.
Block 22	List the full mailing address of the originator.
Block 23	List the e-mail address of originator.
Reverse	There are four levels (and sections) of review and coordination. Each level of review is allocated a Section on the backside of AF Form 847.

Section 1:	The first level is at the submitting organization, group/wing (or detachment) leadership. Indicate to whom the form is to be forwarded "To" (i.e. NAF or MAJCOM). Annotate the appropriate level of concurrence. If you agree with the intent, but not the wording, then mark "CONCUR WITH INTENT" and annotate the recommended wording in the remarks section. If "Do Not Concur" is the selected action, the form is returned to the originator.
Section 2:	The second level of review is reserved for NAF. They comply with the same instruction as outlined above. If there is no NAF function then the second section is left blank.
Section 3:	The third level of review is reserved for the MAJCOM Functional's use. MAJCOMs assign their control number (i.e., AETC 01-130) in block 3 on the front side of the form.
Section 4:	The final level of review is reserved for the publication OPR. The OPR reviews the change request and determines appropriate action. The completion of this form does not constitute a formal change to the publication. The OPR initiates an IC, GM, or rewrite of the publication to make any changes. The OPR returns the completed form to the originator and retains a copy in the publication record-set.

Attachment 7

DESIGN OF FORMS

A7.1. Design Guidelines. The effectiveness of a form in capturing data and distributing information is dependent on the design of the form. Forms should be designed so they are easy to fill in, have a functional layout and a logical sequence to the information they collect, and have an overall superior visual appearance. To assist in the design of forms, the guidelines in GSA Handbook, Standard and Optional Forms Procedural Handbook, have been adopted for Air Force forms design and analysis.

A7.1.1. Air Force Design Guidelines. This Attachment establishes specific guidelines for the design, analysis, and typography of Air Force forms. **(T-3)**. These guidelines shall be applied to all forms (e.g., AF Forms, MAJCOM forms, Wing forms). **(T-3)**. Use the following design guidelines in preparing forms. A waiver may be granted when a special requirement or the functional use of the form precludes the use of these standards.

A7.1.1.1. Form Size .

A7.1.1.1.1. If printed, forms shall be designed to 8.5 x 11 inches. **(T-3)**.

A7.1.1.1.2. Postcard forms shall measure a minimum of 3.5 x 5 inches and a maximum of 4-1/4 x 6 inches. **(T-3)**.

A7.1.1.1.3. Two-page forms are not required to be printed front and back unless required by the OPR.

A7.1.1.2. Form Borders/Margins .

A7.1.1.2.1. With the exception of certificates, tags, and labels, the entire body of a form shall be enclosed in a lined border. **(T-3)**.

A7.1.1.2.2. Use a 1.5 point or 1/48 inch solid border for all four sides. **(T-3)**.

A7.1.1.2.3. Unless the form has special requirements, use .5 inch page margins. **(T-3)**.

A7.1.1.2.4. Use 1 point or 1/72 inch solid lines for dividing primary sections. **(T-3)**.

A7.1.1.2.5. Use hairline type for lines within sections. **(T-3)**.

A7.1.1.3. Form Layout.

A7.1.1.3.1. Forms shall be designed in box style with fillable fields having upper-left captions. **(T-3)**.

A7.1.1.3.2. Lay-out and number items in sequential order of fill-in. Numbers shall be in the upper-left corner immediately before the box caption. **(T-3)**.

A7.1.1.3.3. Group common items together on the form. Sections may be used. If several data elements pertain to the same area, individual, etc., use a section. The section title should be set flush-left margin.

A7.1.1.3.4. In accordance with GSA Handbook, the National Archives and Records Administration (NARA) requires a separate field or block from the signature field for the signer's printed or typed name. **(T-0)**.

A7.1.1.3.5. All mailers or self-mailers must conform to current USPS regulations (e.g., forms requiring window envelopes, labels). **(T-0)**.

A7.1.1.4. Form Font Styles.

A7.1.1.4.1. Text fonts are Arial for captions and Times New Roman 10-point for fillers. (See **Table A7.1** for caption font size). **(T-3)**.

A7.1.1.4.2. Use comparable italic (optional) for words, phrases, or instructions in parentheses. **(T-3)**.

Table A7.1. Font Styles for Forms.

FORM PART	FONT SIZE	LETTER CASING
Form Title	10 point	Uppercase
Agency Disclosure Statement	8 point	Upper and lowercase
PAS with words AUTHORITY, PRINCIPLE PURPOSE, ROUTINE USES, and DISCLOSURE	8 point 8 point bold	Upper and lowercase Uppercase
Section Titles	8 point bold	Uppercase
Captions	8 point	Uppercase
Form Number and Edition Date	10 point bold	Uppercase
Supersession Notice	8 point	Uppercase

A7.1.1.5. Form Title, Number, and Date.

A7.1.1.5.1. Form Title. If possible, place the title at the top or top left of the form, centered, inside the border. Ensure the title is brief, specific, and meaningful. Eliminate any unnecessary words, such as “form” or “label”. If the form does not have a standard margin, place the title, form number, and edition date in the most logical place.

A7.1.1.5.2. Form Number and Date on the First Page.

A7.1.1.5.2.1. Place the form number and edition date at the bottom left margin, outside the border. **(T-3)**.

A7.1.1.5.2.2. Show the form designation in full capital letters to indicate the scope of use for the form (e.g., “AF,” “ACC,” “AFMC,” or “375 WG”). **(T-3)**.

A7.1.1.5.2.3. Place the word “Form” following the form designation, followed by the form number (e.g., AF Form 673). Form numbers are assigned sequentially as new forms are created. **(T-3)**.

A7.1.1.5.2.4. Display the edition date, which consists of the year, month and day the edition of the form is approved, as “20150715”. Place it in the lower left corner immediately following the form number. **(T-3)**.

A7.1.1.5.3. Form Number and Date on the Second Page. If the form is to be printed front and back and stocked in paper, put the word "(Back)" after the edition date on the second page (e.g., "AF Form XXXX, 20150715 (Back)"). If form is in electronic media only, use "Page ___ of ___" on the bottom right corner of the form.

A7.1.1.5.4. Prescribing Publication. Identify the prescribing publication on new and revised forms. **(T-1)**. Recommend that it be placed below the form control number in the footer or in the form's title block.

A7.1.1.6. Insert a releasability statement on the bottom of the form **only if releasability is restricted** (either when blank or when filled out). **(T-3)**. Examples of releasability statements include "RELEASABILITY: Access to this form is restricted: this form 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 is prefaced with the phrase "RELEASABILITY: Access to this form is restricted".

A7.1.1.7. Supersession Notice. Center the supersession notice at the bottom of the form outside the border. **(T-3)**. Standard supersession notices used on forms include, but are not limited to:

A7.1.1.7.1. PREVIOUS EDITIONS ARE OBSOLETE.

A7.1.1.7.2. PREVIOUS EDITIONS WILL BE USED.

A7.1.1.7.3. REPLACES AF FORM 1234, WHICH IS OBSOLETE.

A7.1.1.8. Non-Standard Software or System Designation. If the AFDPO designated software is not used, the name and the producer and/or vendor of the software used to create the electronic form must be shown in the lower right corner on the first page of the printed/displayed form (e.g., ARMS COPY). **(T-3)**. Form users need a way to identify electronic versions of forms from printed versions or camera copies, as well as to identify the quality and accuracy of the software.

A7.1.1.9. Report Control Number and Expiration Date. The OMB Control Number and its expiration date must be displayed on forms that are used to collect information from the public. **(T-0)**. Forms that are used as instruments of collection for internal information must be designed with a block for entering the RCS Number. **(T-0)**.

A7.1.1.9.1. Forms that are used to collect internal information must be designed to display the RCS in the top right corner of the form, inside the border. **(T-0)**. If there is more than one report control number, the OMB Control Number and its expiration date shall be in the top right corner of the form in a separate block. **(T-0)**. The block for entering the RCS number shall be placed immediately below the OMB control number block. **(T-0)**.

A7.1.1.9.2. The OMB Control Number and expiration date are considered part of the approved form and must be displayed as part of the official form. The RCS number is not listed on the approved form, but the block for entering the RCS number must be included. The RCS number (obtained from DD Form 67) may be overprinted before the form is distributed.

A7.1.1.9.3. An Agency Disclosure Notice (ADN) must be displayed on all forms that require an OMB Control Number. The notice shall be displayed across the top of the form, immediately below the form title and the OMB Control Number. See **Table A7.2** for the ADN used by the Department of Defense.

Table A7.2. DoD Agency Disclosure Notice (ADN).

"PLEASE DO NOT RETURN YOUR FORM TO THE ORGANIZATION LISTED BELOW. RETURN COMPLETED FORM TO …
The public reporting burden for this collection of information is estimated to average XX minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division (XXXX-XXXX). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number."

A7.1.1.10. PAS. If a PAS is required, it shall be displayed in one of the following ways. **(T-0)**.

A7.1.1.10.1. On the face of the form immediately below the title. If the form has an ADN, place the PAS immediately below it.

A7.1.1.10.2. On the back of the form with the notation, "Please read the Privacy Act Statement on back before completing the form," located immediately below the title of the form.

A7.1.1.10.3. Attached to the form as a tear-off sheet with the following notation immediately below the title of the form, "This form is subject to the Privacy Act of 1974. See separated Privacy Act Statement."

A7.1.1.10.4. On a separate sheet to be distributed with the appropriate form(s). A PAS displayed on a separate sheet is normally a lengthy or blanket PAS that is applicable to one or more forms used for the same purpose.

A7.1.1.11. Instructions. Placement of instructions should be consistent on the entire form.

A7.1.1.11.1. If the instructions are brief, they may be included in individual captioned boxes, in parentheses after the block/caption title.

A7.1.1.11.2. Instructions may be added using the Field Help or Tool Tips provided by electronic forms software to assist users to fill out forms quickly and accurately.

A7.1.1.11.3. If the instructions are lengthy, they may be divided into columns and placed where applicable on the form, or, when justified, they may be issued on a separate page. Very lengthy and detailed instructions should be included in the prescribing publication with appropriate cross references made on the form.

A7.1.1.12. Abbreviations and Acronyms. Spell out abbreviations and acronyms the first time they are used and follow with the abbreviation or acronym in parentheses. After that, use only the abbreviation or acronym. Exceptions may be given; for example, for "Social Security Number," use "SSN."

A7.1.1.13. Using Illustrations or Graphics on a Form. The use of decorative illustrations or graphics, including official logos, is prohibited. **(T-1)**. The illustration or graphic may be used only if it serves a functional purpose.

A7.1.1.14. Fillable Fields.

A7.1.1.14.1. Field Names. If a form has an associated database, the data elements provided by the OPR should be used.

A7.1.1.14.2. Formatting Field Names. The number of characters in a field should be fixed in accordance with established data standards (DoD Directive 8320.02, *Data Sharing in a Net-Centric Department of Defense*) or as provided by the OPR. Data fields should be consistent across all forms. Examples follow.

A7.1.1.14.2.1. The date field should be formatted as the 4-digit year, 2-digit month, and 2-digit day, "YYYYMMDD," and an 8-character fixed field length.

A7.1.1.14.2.2. The Social Security Number field (if approved) should be a numeric fixed field, 11 characters in length, formatted as "NNN-NN-NNNN."

A7.1.1.14.2.3. Addresses may be created as separate items for each component (e.g., street, city, state, ZIP code). Data entry shall be database-friendly.

A7.1.1.14.3. Signature Fields. NARA requires a separate block or field for the signer's typed name. **(T-0)**.

A7.1.1.15. Testing Electronic Forms. The form designer, AFDPO, and OPR should test completed form designs before forms are released to ensure they are functioning correctly.

A7.1.1.16. Accessibility. To accommodate all users, including those with disabilities, forms should be designed to be simple and usable, with meaningful captions and clear and concise instructions.

A7.1.1.17. Locking Final Forms. Final electronic forms are locked by the final publishing activity (AFDPO for forms hosted on e-Pubs) so that the information collected is in the format and sequence specified by the OPR who is the recipient of information.