

Administrative Changes to HOI 33-13, *Headquarters Air Force Operating Instruction (HOI) Program*.

OPR: SAF/AAll Policy Branch

Accessibility statement on pages 1 and page 6 (template) are hereby changed to read:

“ACCESSIBILITY: This publication is available digitally on the e-Publishing website at <http://www.e-publishing.af.mil/>. If you lack access, contact the OPR to obtain a copy.”
30 July 2013.

Paragraph 2.2.6 deleted. 30 July 2013

Paragraph 2.2.7 is hereby changed to read:

“Publishes HOIs electronically on the e-Publishing website at <http://www.e-publishing.af.mil/>.”
30 July 2013

Paragraph 2.2.8 deleted. 30 July 2013

29 AUGUST 2013



Communications and Information

HEADQUARTERS AIR FORCE OPERATING
INSTRUCTION (HOI) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available digitally on the Air Force Portal <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c6925EC1839490FB5E044080020E329A9>. If you lack access, contact the OPR to obtain a copy.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/AII
Supersedes: HOI 33-13, 14 March 2005

Certified by: SAF/AAI (Ms. Essye B. Miller)
Number of Pages: 8

This HOI implements Air Force Policy Directive (AFPD) 33-3, *Information Management*, and must be used in conjunction with AF Instruction (AFI) 33-360, *Publications and Forms Management*. It establishes procedures and standards for the creation and management of Headquarters Air Force (HAF) operating instructions. It explains the process for publication and level of use, and describes how and when to prepare, revise, and rescind them. This instruction is applicable to all personnel at the HAF, including contractor personnel. 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* and forward to SAF/AII Policy Branch at saf.aaii.policy@pentagon.af.mil. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

This revision eliminates the use of HAF operating publications other than instructions; it includes updates in organizational titles and aligns organizational responsibilities in agreement with current operations. It also changes the OPR to SAF/AII.

1. Overview: While AFPDs, AFIs, AFMANs, etc., provide departmental (Air Force-wide)

guidance, HOIs are only applicable to a Headquarters. HOIs **must** be linked to a departmental publication (parent publication), and carry its subject series number.

2. Roles and Responsibilities:

2.1. The Administrative Assistant to the Secretary of the Air Force (SAF/AA):

2.1.1. Establishes Headquarters Air Force publication guidance and procedures, through the Information Directorate (SAF/AAI).

2.1.2. Approves all HOIs.

2.2. The Policy and CIO Support Division (SAF/AII) Policy Branch:

2.2.1. Is a mandatory coordinator for all HOIs.

2.2.2. Manages the HOI program for the HAF.

2.2.3. Provides OPRs with control numbers for new publications and maintains an index of current and rescinded publications.

2.2.4. Reviews draft publications and returns draft to OPRs for consideration/rewrite when major changes are required.

2.2.5. Reviews final draft and ensures all recommended changes were made or exceptions justified.

2.2.6. Processes final draft for “publication” to include placing an image of the Air Force Seal on the Heading.

2.2.7. Publishes HOIs electronically on the Air Force Portal <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c6925EC1839490FB5E044080020E329A9>.

2.2.8. Announces new and rescinded publications on the AF Portal at <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c6925EC1839490FB5E044080020E329A9>.

2.2.9. Sends AF Forms 673 to the OPR to initiate periodic reviews IAW AFI 33-360.

2.2.10. Initiates action to rescind HOIs when an OPR cannot be determined and/or the HOI is clearly obsolete.

2.3. OPR:

2.3.1. Adheres to guidance in AFI 33-360 and this HOI, for developing, formatting, coordinating, updating, and rescinding HOIs.

2.3.2. Designates an individual to serve as the Point of Contact (POC) for the HOI and provides SAF/AII Policy Branch with the POCs name, office symbol and phone number.

2.3.3. For new publications, determines a subject/Air Force Specialty Code (AFSC) series IAW AFI 33-360, and requests a publication control number within that series from the SAF/AII Policy Branch. For example, 33 is the subject/AFSC series for HOI

33-13 and 13 is the control number. The series number is determined by the content of the document and its parent publication. See AFI 33-360 for a list and description of series.

2.3.4. Provides the SAF/AII Policy Branch with the coordinated draft publication, consolidated AF Form 673 and an adjudicated comment matrix (CRM) (as applicable), for mandatory coordination.

2.3.5. Forwards the coordinated draft publication, consolidated AF Form 673, and adjudicated CRM to SAF/AA for final approval and signature.

2.3.5. Records Management. Maintains original documents including the completed AF Form 673, the coordinated draft publication, and all other pertinent data as the publication record set within the OPRs filing system (see AFMAN 33-363). The current OPR must provide the complete record set to the new OPR when there is a transfer of responsibility.

2.3.6. Reviews publications periodically or for special reviews as directed and revises them as necessary.

3. Publication processing and content.

3.1. The process for developing, formatting, coordinating, updating and rescinding HOIs is largely the same as is for other AF publication as defined in AFI 33-360, with a few exceptions. Those exceptions are as follows:

3.1.1. SAF/AA is the approving official for all actions regarding HOIs.

3.1.2. SAF/AII Policy Branch is a mandatory coordinator for all HOIs.

3.1.3. SAF/AII Policy Branch is the publishing activity for all HOIs.

3.2. HOIs only apply to the HAF, which includes both the Secretariat and Air Staff organizations.

3.2.1. If guidance prescribes procedures to be followed by FOAs, DRUs, or MAJCOMs in addition to the HAF, another publication type (e.g., AFI, AFMAN, AFPAM, etc.) must be used IAW AFI 33-360.

3.2.2. If the guidance applies to only one organization at the HAF, then it is not considered an HOI and the OPR must follow the guidance in AFI 33-360 for publications for units below the headquarters level. For example, an OI applicable only to AF/A3/5 will be signed by the 2-letter and carry its header (i.e., an AF/A3/5 OI will carry "BY ORDER OF THE DEPUTY CHIEF OF STAFF FOR OPERATIONS, PLANS AND REQUIREMENTS").

3.3. Describe responsibility being assigned, action directed, or procedures prescribed. The description should be clear and concise, and should not repeat what is already written in another publication (refer to AFI 33-360).

4. Coordination: Coordination consists of technical/functional, mandatory coordination and ends with certification and approval (see Table 4.1.). OPRs will obtain coordination on draft publications using physical or electronic medium. Coordination may be transcribed onto the AF Form 673, which must accompany the draft submitted for publication. The AF Form 673 will be

prepared as defined in AFI 33-360.

4.1. OPRs adhere to technical/functional coordination requirements as prescribed in AFI 33-360. Coordination from two-letter/digit offices with technical/functional interest or oversight, are annotated in section III of the AF Form 673. OPRs will work with two letter/digit offices to resolve comments prior to submitting the publication for mandatory coordination. If there are any prescribed forms within the publication, include the Information Reports Management and Control Office (SAF/CIO A6PP) as a technical/functional coordinator. Any issues resulting in a “concur with comments” statement will be documented using a comment matrix (CRM) and included in the package.

4.2. Mandatory coordination is the second step in the coordination process. Packages are forwarded to SAF/AII Policy Branch for review and coordination.

4.3. After receiving mandatory coordination, the draft will be returned to the OPR to obtain certification and approval on the AF Form 673.

4.4. The OPR will forward the completed AF Form 673, the proposed draft publication and the adjudicated CRM (if applicable) to SAF/AII Policy Branch for publication.

Table 4.1. Routing for Coordination, Certification, Approval and Publishing of an HOI.

Route to:	For:
Organizations affected by or involved in the subject matter of the publication	Technical/Functional Coordination
SAF/AII Policy Branch	Mandatory Review and Coordination
Owning two-letter/digit Office	Certification
SAF/AA	Approval
SAF/AII Policy Branch	Publication Posting

5. Rescissions. Rescissions of HOIs are based on the decision of the issuing two-letter that a specific publication is no longer needed. Requests for rescissions must be submitted using an AF Form 673 and are coordinated and processed in the same manner as a newly written or revised HOI. When a publication is rescinded, any prescribed forms are rendered obsolete. Therefore, if the rescinded publication prescribes an Air Force form or report, the OPR must include this information on the AF Form 673 and send a copy of the request for rescission to Information Reports Management and Control Office (SAF/CIO A6PP).

TIM BEYLAND
Administrative Assistant

ATTACHMENT 1

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

AFPD 33-3, *Information Management*, 8 Sep 2011

AFI 33-360, *Publications and Forms Management*, 18 May 2006

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

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations, Acronyms, Definitions, and Terms

HAF - Headquarters Air Force (Secretariat and Air Staff).

HOI - Headquarters Operating Instruction - A directive publication similar to a field publication (MAJCOM level) since it does not apply across the Air Force. An HOI assigns responsibilities, directs actions, and prescribes procedures within a Headquarters

Terms

Certifying official - Owning two-letter/digit office

Approval official – SAF/AA is the approving official for HOIs

Record Set - A file containing the historical development of the publication that includes a copy of the signed AF Form 673, approved draft, and other supporting paperwork in accordance with (IAW) the Records Disposition Schedule

ATTACHMENT 2**TEMPLATE**

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

HEADQUARTERS OPERATING INSTRUCTION XX-XX

[Date]

Certified Current + Date (If applicable)



[Subject Series Title]

[PUBLICATION TITLE]

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: HAF Publications and forms are available on the AF Portal: www.my.af.mil
::Organization A-Z Listing::HAF/IM::HOIs (<https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=1134204>).

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/XXX

Certified by: SAF/XX (Mr. Bob Newhart)

Supersedes: HOI XX-00, January 02, 2000

Pages: X

This publication implements...Air Force Instructio..... It establishes procedures/guidance for.... This instruction is applicable to all personnel at the HAF, including contractor personnel. 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* and forward to.....Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES (Not required for new HOIs)

Table of Contents (Optional)

1. Overview or Background.

2. Responsibilities.

2.1. The [Title of Official (and acronym if not established earlier)] will:

2.1.1. Serve...

2.1.2. Ensure...

2.2. The [Title/Acronym] shall:

2.2.1. Determine...

2.2.2. Manage...

2.3. The [Title/Acronym] shall:

2.3.1. Provide...

2.3.2. Enforce...

3. [Procedure/Guidance Heading.] (Core Content, specific guidance and procedures)

3.1. Paragraph Heading. If paragraph at this level has a heading, other paragraphs at this level must have a heading.

3.1.1. Subparagraph Heading

3.1.1.1.

3.1.1.2.

3.1.1.2.1.

3.1.1.2.1.1. Do not use subordinate paragraphs beyond this level.

3.1.1.2.1.2.

3.1.1.2.2.

3.1.2. Subparagraph Heading

3.2. Paragraph Heading

3.3. Paragraph Heading

Figure 3.1. Using Illustrations.

Figure/Tables: Embed figures, tables not created in Word®, and illustrations where they will appear in the final version. Place the caption above the graphic. Provide a separate source graphic file for each figure, table, or illustration not created in Word® (e.g., .tif, .gif, .jpg, etc.). Work with your publications/ forms manager to ensure your graphics are submitted properly. Use Arabic numerals-Figure 1, Figure 2, Figure 3, Table 1, Table 2, 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/table sequence number within the chapter, e.g., Figure/Table 1.1, Figure/Table 2.1, etc.; and for figures/tables within the attachment; e.g., Figure/Table A1.1, Figure/Table A1.2, etc., for figures/tables in Attachment 1; and Figure/Table A2.2, etc., for figures/tables in Attachment 2.

4. [Additional Procedures.]

5. [Additional Procedures.]

JOHN DOE
Administrative Assistant

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD XX-X, *Title of the Publication*, 28 March 2006

AFI XX-XXX, *Title of the Publication*, 12 February 2003

AFMAN

Prescribed and Adopted Forms

Prescribed Forms:

AF Form XXX, *Title of Form*

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AFI—Air Force Instruction

HOI – Headquarters Air Force Operating Instruction

Terms

Headquarters Operating Instruction (HOI). A directive publication similar to a field publication (MAJCOM level) since it does not apply across the Air Force. An HOI assigns responsibilities, directs actions, and prescribes procedures within a Headquarters