BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 33-360

25 SEPTEMBER 2013

HQ UNITED STATES AIR FORCE ACADEMY Supplement

26 NOVEMBER 2013
Certified Current on 6 January 2017
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

Certified by: SAF/CIO A6
(Lt Gen Michael Basla)

Pages: 145

Supersedes: AFI33-360, 7 February 2013

(USAFA)

OPR: 10 CS/SCXSQ

Certified by: 10 CS/SCX
(Mr. Christopher Fell)

Pages:9

Supersedes: AFI33-360_USAFASUP,
17 November 2009

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 AFI 33-360, *Publications and Forms Management*, 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 in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

(USAFA) Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, is supplemented as follows: This supplement prescribes and explains how to create, coordinate, and manage United States Air Force Academy (USAFA) publications and forms. It extends the guidance, procedures, and standards that govern the management of standard publications and forms throughout the Air Force to meet USAFA publishing needs. It applies to all Air Force, civilian, and contractor personnel who prepare, manage, review, certify, approve, or use publications and forms. This supplement does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication;* route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) with Air Force Manual (AFMAN) 33-363, *Management of Records,* and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

The publication has been revised. This rewrite of AFI 33-360 includes the new role of the Publications Change Manager at the HAF. Establishment of this role is the first step to implement future changes to the publications program processes that will continue this effort to streamline and simplify how publications are developed, revised, and coordinated. Changes within this rewrite include: Headquarters Air Force two-letter/digit officials responsibility to appoint Publications Change Manager(s); adds role and responsibilities for new Publications Change Manager; removes “IP and “I” suffixes to Interservice and Integrated publication numbers, collapses technical/functional and mandatory coordination into a single round of formal coordination; places responsibility on publication issuing organization to determine appropriate coordinating offices. Reduces required coordinators to just legal and CIO review, and SAF/AA for Policy Publications; identifies Tiered waiver authorities for unit level compliance items; and removes restriction on number of Interim Changes (IC) and IC size limitation.

(USAFA) This document has been substantially revised and must be completely reviewed. Major changes include clarification of the request of Social Security Numbers on Forms, appointment of unit Publications Point of Contact and realignment of paragraph numbering.

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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.

1.1.1. Air Force publications (those listed in **Table 4.1**, **Table 4.2,** and processed IAW this publication) are used to issue official 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 will be accomplished IAW **Chapter 7** of this publication.

1.1.3.3. **Certify and Approve.** Obtain senior leaders' certification and approval to publish as official 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 only 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). **Exception:** At the operating location level (base/installation, site, etc.), Support Agreements, Memoranda of Agreement or Understanding, and other legally binding documents may extend applicability (the basis for this extension of authority and applicable units/orgs should be cited in the opening paragraph of the local publication [host base/tenant, Joint-Base, etc.]). Generally, Air Force publications do not apply to non-US Air Force organizations or activities, unless authority is specified in the publication.

1.2.2. Lead Command (AFPD 10-9, *Lead Command Designation and Responsibilities for Weapons Systems*). While Lead Commands are responsible for developing detailed guidance and procedures for respective platforms/systems across organizational lines, the publications must be issued and approved at the departmental level. This means that while the Lead

Command is the authoring OPR and maintains the publication, the AFI/AFMAN must be certified and approved at the HAF.

1.3. Validity of a Publication or Form. Points of contact (POC), certifying officials, 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)**. When an approving official vacates his or her position, publications showing the individual's signature element remain in effect until rescinded or rewritten. When a unit reorganizes, current publications 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 will be 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 authoring OPRs/POCs, 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 (must 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.

1.4.3. Publications and forms not supported by the AFDPO will be made available by local publications managers or OPRs on local web sites or physically distributed. **(T-3)**.

1.4.3. **(USAFA)** USAFA POCs should post office forms and unit Operating Instructions (OIs) on unit SharePoint sites or shared drives.

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 effective

date/timeframe must be identified in the opening paragraph and specific portions (if appropriate) of the publication.

1.6. Overly Restrictive Delegations or Overly Broad Requirements. Air Force publications must not impose overly restrictive requirements. This means a publication must NOT:

1.6.1. 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. 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. Specify performing the function as an additional duty, or that a military member of a certain minimum grade or range of grades must perform a duty, unless legal requirements or other DoD or Air Force publications require such restrictions. You must allow commanders to manage essential functions, assign additional duties, and decide which personnel they will use to get the job done.

1.6.4. 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. In some instances, 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). Punitive language in publications should be used sparingly and only for the most significant and serious matters. The “non-punitive” nature of a publication <u>does not mean compliance is optional</u>, or that a military member can’t be punished for violating non-punitive language in a publication. Compliance with both punitive and non-punitive mandatory language in publications is required by all Air Force personnel. Rather, punitive language in a publication means that a military member may face enhanced punishment under Article 92(1) of the UCMJ for violations, and may be found to have violated Article 92(1) regardless of their knowledge of the requirements established by the publication. Specific knowledge of the punitive nature of the publication is not necessary.

1.7.1.2. For violation by military members of specific sections or paragraphs of a publication to be punishable under Article 92(1) of the UCMJ, opening paragraphs of publications must include specific enforceability language directing compliance by military personnel, 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. This same language must also be included 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 must be reasonably in furtherance of, or connected to, military needs (for example, promotes (i.e., 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; and 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.). 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.** The opening paragraph of the publication must specify 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. 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. Accordingly, 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. Paragraphs or sections containing these mandatory provisions or prohibitions must also 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. 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. When guidance in a publication issued by a command or field unit conflicts with the guidance issued by a higher-level unit, the higher-level publication takes precedence. OPRs of publications that are found to be in error will immediately issue a GM to rectify the condition(s).

1.8.2. 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 de-conflict and issue the correct publication(s). See **Attachment 6** for instructions on submitting an AF Form 847.

1.8.3. If a field unit notices a discrepancy between higher-headquarters (HHQ) publications, submit an AF Form 847 to both OPRs, following the appropriate chain of command. AF Forms 847 submitted for departmental publications must be sent through the appropriate functional chain of command.

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

1.9.1. The fundamental aim of a waiver must be 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. Each unit (wing or equivalent, and below, DRU, FOA) compliance item will be identified with a Tier waiver authority number using Table 1.1. **Exception:** Publications that are issued/approved below the T-3 level (Wing/DRU/FOA/CC) do not require tiering.

1.9.4. Non-tiered compliance items that are targeted for unit's above the wing or equivalent and above DRUs/FOAs, will identify the waiver authority in opening paragraph of the publication.

Table 1.1. Tier Waiver Authorities.

Tier	Consequence of Non-Compliance	Waiver Authority
T-0	Determined by respective non-AF authority (e.g. Congress, White House, OSD, JS) Examples: a. AFI 51-102, 2.1. AF/JA supervises the administration of military justice throughout the Air Force under 10 U.S.C. 806(a). **(T-0).** b. AFI 10-245, 1.2.16.1. (AFOSI) Provides personal protective services for High-Risk Personnel (HRP)	Requirement external to AF; Requests for waivers must be processed through command channels to publication OPR for consideration.

	based on threats and in accordance with DODI O-2000.22, *Designation and Physical Protection of DOD High Risk Personnel* and AFI 71-101, Vol 2, *Protective Service Matters.* **(T-0).** c. AFI 10-245, 2.6.1. Vulnerability assessment processes shall be established consistent with the principles described in DOD O-2000.12-H and AFPD 31-1 to provide a vulnerability-based analysis of personnel (mission essential, mass gatherings, etc.) and mission essential assets (energy infrastructure, etc.) and information that are susceptible to terrorist threats. **(T-0).**	
T-1	Non-compliance puts Airmen, commanders, or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. Examples: a. AFI 90-201, 6.3.4.4. (The Wing Self Assessment Manager Will) Utilize MICT to facilitate the Self-Assessment Program, **(T-1)**. b. AFI 33-322, 6.5.11. Ensures all subordinate RCs complete and report responses to non-FOIA records searches in AFRIMS before closing out assigned unit(s) in AFRIMS. **(T-1)**. c. AFI 33-332, 12.3.3.1. Identify and report all Civil Liberties complaint allegations addressed in Commander Directed Investigation (CDI) reports and Article 138 complaints that have been reviewed for legal sufficiency on a quarterly basis. **(T-1)**.	MAJCOM/CC (delegable no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official

T-2	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 unacceptable fraud, waste or abuse. Examples: a. AFI 90-201, 6.3.3.4. (The Wing Commander) Will designate a Wing Self-Assessment Program Manager. **(T-2).** b. AFI 90-201, 6.3.3.5. (The Wing Commander) Will designate a Wing MICT Lead Manager, **(T-2).** c. AFI 33-365, E4.3.3.2.11. Installation OMMs shall meet regularly with local USPS officials to discuss current operations, improvement opportunities, and to maintain rapport. **(T-2)**.	MAJCOM/CC (delegable no lower than MAJCOM Director)
T-3	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 unacceptable fraud, waste or abuse. Examples: a. AFI 90-201, 6.3.4.6. (The Wing Self Assessment Manager Will) Establish a self-assessment frequency based on the Wing CC's direction **(T-3)**. b. AFI 90-201, 6.3.4.7. (The Wing Self Assessment Manager Will) Provide the Wing CC with periodic status updates. **(T-3)**.	Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent)

1.9.5. **Waiver Process and Limitations**.

1.9.5.1. Waiver requests must come from commanders (or civilian directors) of the affected unit seeking relief from compliance through the command chain up to the

appropriate tier approval authority (i.e., Tier 0, 1, 2, 3) (or publications approval authority if non-tiered). **(T-1)**.

1.9.5.2. Waiver requests will be sent via e-mail or memorandum, and must include the following:

1.9.5.2.1. Reference and text of the specific requirement for which the commander/director is requesting a waiver.

1.9.5.2.2. Rationale for the waiver: Explain which of the 3 reasons listed under Paragraph 1.9.1 apply and describe why.

1.9.5.2.3. Time period or circumstance for which the waiver will be required.

1.9.5.2.4. Risk mitigation measures the requesting commander will implement during the waiver period.

1.9.5.2.5. Impact if waiver is disapproved.

1.9.5.3. Approval/denial of a waiver request will be completed within 30 days of submission by the requesting commander; denials will include a brief explanation.

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

1.9.5.3.2. Commanders exercising their authority to waive an Air Force requirement must document their decision in writing or electronic record copy.

1.9.5.3.3. Waiver Period.

1.9.5.3.3.1. 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.

1.9.5.3.3.2. Waivers issued for non-tiered compliance items will be limited based on the approver's determination and the waiver period must be identified in the approval message.

1.9.5.3.4. Approved waivers will be uploaded into Management Internal Control Toolset (MICT) for inspection activity review and publication OPR's situational awareness/filing.

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

1.9.5.4.1. Ensure appropriate waiver information is entered in the MICT within 7 days of waiver approval notification.

1.9.5.4.2. Implement risk controls to reduce, mitigate or eliminate the risk created by non-compliance.

1.9.5.4.3. Actively work toward compliance by reducing the cost of compliance and remedying resource shortfalls (if applicable).

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

1.9.5.4.5. Each commander/director will keep, at a minimum, the previous commander's/director's waivers on file.

1.9.5.5. The MAJCOM/IG should review applicable waivers prior to inspecting the affected unit.

1.9.6. **Waiver requests for this publication (AFI 33-360).** SAF/AAII Policy Branch is the waiver approving authority for non-tiered requirements in this publication. A copy of any waivers or exceptions issued regarding the publications and forms management requirements found in this publication must be included 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 are unauthorized and are not official. When an activity receives a revised publication or notice of a change issued by methods other than those prescribed in this publication, immediately notify the OPR for the publication and the appropriate (PM/FM) by e-mail or memorandum. The PM/FM will immediately contact the OPR to establish a corrective course of action. The OPR will ensure 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. Release of any draft material for informational or review purposes must clearly indicate that the attached policy/guidance is still a draft and is not for implementation or compliance.

1.12. General Compliance Concerns.

1.12.1. **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, *DoD Procedures for Management of Information Requirements*).

1.12.1.1. **Only** Air Force publications that authorize collecting information internal or external to the Air Force must 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 shall convert existing/provide information in an electronic format, whenever practicable, permitted by law, and consistent with applicable records retention requirements.

1.12.2. **Freedom of Information Act** (FOIA) (DoD Directive [DoDD] 5400.07 and DoD 5400.7-R, *DoD Freedom of Information Act [FOIA] Program*). Federal statute, DoD and Air Force policy requires prompt and accurate disclosure of information to the public. Air Force publications must be reviewed by a FOIA specialist prior to publication to ensure compliance with FOIA requirements. Refer to DoD 5400.7-R_AFMAN 33-302, *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*). Each Air Force publication and form will contain a PA warning statement if it provides for or

requires the Air Force to collect or maintain personal information in a PA system of records that is retrieved by personal identifier. Follow AFI 33-332, *Air Force Privacy 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 Directives Program*). The Air Force must notify the public of publications that affect the public or will require public compliance. Make notification in the Federal Register as prescribed by AFI 33-320, *Federal Register*.

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 must 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 required.

1.12.5.3.1. **(Added-USAFA)** If an OPR uses copyrighted material in a publication, any correspondence showing approval to use the material from the copyright holder must be included in the publication package when submitted to the 10th Communications Squadron Publications and Forms Management office (10 CS/SCXSCF) for processing and will be maintained in the official record set for the publication.

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, publications at any level must be Section 508 compliant, IAW AFI 33-393, *Electronic and Information Technology Accessible to Individuals with Disabilities, Section 508*. AFDPO is responsible for ensuring all publications posted on the e-Publishing web site are Section 508 compliant.

1.12.8. **Plain Writing Act of 2010 (Public Law 111-274, October 13, 2010).** 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 Air Force Inspection System.* OPRs must write publications to clearly identify compliance areas, using command voice and terms like "shall", "must", or "will" if compliance is required. As required by AFI 90-201, OPRs will create Self-Assessment Checklists (SACs) to facilitate commanders/directors self-assessment programs. SACs will not be included as part of the publication, however, they must reference back to compliance areas within the source publication (AFI, AFMAN, MAJCOM/Wing Supplement, etc.). SACs will be uploaded and maintained within the AFI 90-201 directed information system. Per **paragraph 12.3.3**, SACs will not be maintained as official forms. Refer to AFI 90-201 for detailed guidance on how to develop and distribute the SACs.

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 31-401, *Information Security Program Management*, 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 31-401 and DoDM 5200.01-V4, *DoD Information Security Program: Controlled Unclassified Information (CUI).*

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

1.13.1. All departmental publications that are applicable to the AFRC must be reviewed by AF/RE prior to publication. **(T-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 must include a statement of applicability in the opening paragraph of the draft. AF/RE will either concur with the OPR's chosen statement of applicability or supply a new statement. 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 will not publish it until all critical comments are resolved. OPRs will require justification from AF/RE when exception is taken. Send unresolved issues to the appropriate Secretariat

or Air Staff office for resolution, IAW AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*. Statements of applicability are as follows:

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

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

1.13.1.3. 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)."

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

1.13.1.5. If changes to the publication are made during coordination that may affect the applicability to reserve units, the OPR must re-coordinate with AF/RE.

1.13.1.6. If changes to the applicable publication occur after release, AF/RE or AFRC units must submit an AF Form 847 to the OPR of the publication if the changes affect the applicability status of the publication. OPRs receiving an AF/RE or AFRC request to change the applicability statement within a publication must comply.

1.13.2. **Determining Applicability of MAJCOM Publications to AFRC Units.** All new and rewritten MAJCOM publications that are applicable to an AFRC unit must be reviewed by that AFRC unit prior to publication. **(T-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 will either concur 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 supply a new statement. **Note:** As the Air Force moves closer to total force functioning, publications should be written to support the functioning of all types of Air Force employees/members, including Reserve forces. However, when the AFRC takes exception to specific portions of a publication due to dissimilarities with the way AFRC operates, they must provide appropriate comments during coordination and the OPR will not publish it until all exceptions/critical comments are resolved. Like all critical comments, AFRC must provide adequate justification. Send unresolved issues to the appropriate Secretariat or Air Staff office for resolution, IAW AFI 10-301.

1.13.2.1. If changes to the publication are made during coordination that may affect the applicability to reserve units, the OPR must re-coordinate with AFRC.

1.13.2.2. If changes to the applicable publication occur after release, AFRC or AFRC units must submit an AF Form 847 to the OPR of the publication if the changes affect the

applicability status of the publication. OPRs receiving an AFRC request to change the applicability statement within a publication must comply.

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

1.14.1. All new and rewritten publications that are applicable to the ANG must be sent to the ANG for review. **(T-2)**. The National Guard Bureau (NGB) authorized the ANG to review and approve ANG publications without additional NGB review (AFI 10-301). **Exception**: The NGB will review and approve all Interservice Publications that are applicable to the ANG/NGB; however, the process for Air Force OPRs remains the same. All publications will be submitted to **angrc.ngb.a6.kom@ang.af.mil** **(NIPR) or ngb.a6kom@ang.af.smil.mil** **(SIPR)**; ANG 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.

1.14.2. The OPR of the publication must include a statement of applicability in the opening paragraph of the draft. ANG will either concur with the OPR's chosen statement of applicability or supply 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 ANG takes exception to specific portions of a publication due to dissimilarities with the way ANG operates, the ANG will provide applicability or exception statements to the OPR of the publication for inclusion in the opening paragraph. OPRs will require justification from the ANG when exception is taken. Examples of opening paragraph statements are: "This publication applies to the Air National Guard (ANG)," "This publication does not apply to the Air National Guard (ANG)," or "This publication applies to the Air National Guard (ANG) only upon mobilization."

1.14.3. 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.

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

1.15. 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). In this capacity, the CAP performs Air Force missions as approved in the AFPD 10-27, *Civil Air Patrol*, and AFI 10-2701, *Organization and Function of the Civil Air Patrol*. Coordination of publications relating to noncombat missions is highly encouraged. Approval of policies and procedures affecting the auxiliary must follow the normal chain of command.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Inherently Governmental Functions. Only 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 serve as the POC for, provide coordination on, certify, and/or approve official Air Force publications and forms. IAW AFI 63-101, Acquisition and Sustainment Life Cycle Management, contractor personnel may provide advice and counsel, but the acceptance and/or denial of recommendations must be made by an Air Force employee.

2.2. The Chief of 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 DoD Information Enterprise*, HAF Mission Directive (HAF MD) 1-26, *Chief of Warfighting Integration and Chief Information Officer*, and AFPD 33-3. 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 **Policy and Compliance Division (SAF/CIO A6PP)**,**)**, 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_AFMAN 33-302.

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

2.3.1.3.2. Serves as the authoring OPR for this publication.

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 must be 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 as required to monitor operating methods, procedures and management functions.

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 as required to SAF/AAII and SAF/CIO A6.

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 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 AFI 33-129.

2.4. 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]).

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

2.5.1. Will 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 the HAF) at appropriate level(s).

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

2.5.2.2. The PCM must 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.

2.5.2.3. If not the same person, PCM will 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

2.5.2.4. 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.

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

2.6. Organizational Publications Change Manager (PCM). The PCM (if assigned) will:

2.6.1. Serves as the organizations' focal point for all content/mission related publication change issues. Represents the organization on publications program streamlining and enhancement efforts as needed. **(T-3)**.

2.6.2. Works with internal OPRs/POCs of publications and forms to:

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

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

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

2.6.2.2. Ensures appropriate tier waiver authority is identified in publications and checklists. **(T-3)**.

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

2.6.3. Identifies 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. Identifies the level of risk associated with the lack of coordination in terms of Severity and Probability. **(T-3)**.

2.6.5. Ensures 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)**.

2.6.6. Serves as focal point for publications related inquiries that pertain to the Plain Writing Act of 2010. **(T-0)**.

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

2.7.1. Designate via appointment letter an individual(s) (3D0X1 military or civilian equivalent) as the PM/FM to administer the organization's official publications and forms program IAW this publication**. (T-3). Note:** Depending on the structure of the organization, the publications and forms managers may be separate positions. Smaller activities may not have the resources to support a full-time 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, *Support Agreements Procedures*).

2.7.1. **(USAFA)** The 10th Communications Squadron Director (10 CS/CL) has designated 10 CS/SCXSCF as the HQ USAFA Publications and Forms Manager.

2.7.2. If the PM/FM function is contracted out or filled by an indirect-hire foreign national, the terms of that contract or employment agreement must be reviewed for legal and operational security soundness. PM/FM have access to publications generated within their activities and in other activities, so all legal and operational security concerns must be addressed before this function is performed by a contractor or an indirect-hire foreign national. Contract and indirect-hire foreign nationals may not provide coordination, nor approve or deny changes to official policy or guidance, or take any action that is deemed inherently governmental.

2.7.2. **(USAFA)** The Contracting Officer's Representative (COR) (10 CS/SCXPQ) for the 10 CS Information Management contract will provide government coordination, approval and certification on AF Form 673s requiring USAFA Publications and Forms Manager and Base Records Manager coordination. The contract Publications and Forms Manager and Base Records Manager will provide information necessary to complete said coordination.

2.7.3. Organizations must send a copy of the appointment letter to AFDPO workflow box (**e-publishing@pentagon.af.mil**), with a courtesy copy to the SAF/AAII Policy Branch workflow box (**saf.aaii.policy@pentagon.af.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 letter must include:

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 will be responsible.

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

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, they work with the PCM to facilitate changes to publications/forms. Appointment letters 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 (**angrc.ngb.a6.kom@ang.af.mil**) who will forward 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, authoring 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 operations manager, determines who will maintain 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 is responsible for providing the actual forms training.

2.8.12.2. Forms managers at all levels will 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 will send to NGB/A6 (**angrc.ngb.a6.kom@ang.af.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.

2.8.18. **(Added-USAFA)** The HQ USAFA Publications/Forms Manager is also responsible for the following:

2.8.18.1. **(Added-USAFA)** Review of subordinate units' publications as needed and staff assistance visits to review organizational publishing programs as needed or at the request of the organizational commander or Point of Contact (POC).

2.8.18.2. **(Added-USAFA)** Publishing and coordination through 10 CS/SCXSQ, the USAFA Directory (USAFADIR) 33-1, *USAFA Key Personnel Listing*. This directory provides a list of key personnel, their titles, office symbols, and phone numbers. It is not meant to be a replacement of the Academy Guide & Telephone Directory published by Public Affairs (HQ USAFA/PA). The directory will be published in March and September of each year and will be posted on the USAFA SharePoint site.

2.8.18.2.1. **(Added-USAFA)** Publishing USAFADIR33-1. Listings will be limited to **only** those that talk to the majority of the base, not to a small, select group. Changes are made based upon submissions to the update letter that is sent to each 2-letter organization. Fax, pager numbers, and e-mail addresses will not be listed and only the 2-letter may list their secretary.

2.8.18.2.2. **(Added-USAFA)** Space limitations. The directory is limited to four 8 1/2 x 11 pages. If an organization finds it necessary to add additional entries on the USAFA Directory, it is up to that organization to work with another organization to obtain extra lines by having the other organization release lines on its current listing. If additions are submitted without obtaining lines from another organization, they may not be added to the directory. 10 CS/SCXSCF reserves the right to modify, combine, or revise the layout of the directory to fit the specifications listed above. Any conflicts or concerns with directory listings will be submitted to the approving authority for final resolution.

2.9. Authoring Office of Primary Responsibility (OPR). Ensures content accuracy, currency, and integrity prior to publication approval and for compliance with publications and use of forms.

2.9. (USAFA)Authoring Office of Primary Responsibility (OPR). Each USAFA unit will appoint a Unit Publications and Forms POC by email or in writing to 10 CS/SCXSCF. This POC will serve as the primary POC for publications and forms issues within that unit. They will serve as a single POC for the USAFA Publications and Forms Manager.

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)**.

2.9.1.2. **(Added-USAFA)** The term POC throughout this USAFA supplement is utilized to reference the Unit Publications and Forms POC. The term OPR is utilized throughout this supplement to reference the author or owner of a particular publication or form.

2.9.1.3. **(Added-USAFA)** The POC reviews and coordinates on all of their organization's OIs to ensure proper formatting, numbering, and coordination in accordance with chapter 5. Organization OI actions will be documented on AF Form 673 and AF Form 399 in accordance with chapter 5.

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 resolves all critical comments before the publication or form may be submitted for final processing and publishing. The POC will make available 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 must state on the AF Form 673 that no re-coordination is necessary before the certifying and approval officials sign the form. If significant changes have been made, the POC must re-accomplish coordination.

2.9.4. Based on the guidance in AFI 31-401 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 will not be automatically scheduled for printing; discuss production alternatives with the PM/FM if a printed product is required. Unclassified titles for departmental, command, and field generated CUI and classified publications must be 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 **Paragraphs 2.7, 2.8**, and **Chapter 10**.

2.9.7. **(USAFA)** The POC will maintain record sets for all of their organization's OIs and ensure OIs are posted to an organizational share drive or to SharePoint.

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 will involve stakeholders/coordinating offices early in the process to help facilitate efficient formal coordination.

2.9.12. **(Added-USAFA)** The POC ensures the completion of required coordination within their organization on all assigned actions from 10 CS/SCXSCF (4-year reviews, rescissions, revisions, etc).

2.9.13. **(Added-USAFA)** The POC reviews and coordinates on all of their organization's OIs to ensure proper formatting, numbering, and coordination in accordance with chapter 5. Organization OI actions will be documented on AF Form 673 and AF Form 399 in accordance with chapter 5.

2.9.14. **(Added-USAFA)** The POC ensures their organization's OIs apply **only** to their organization and do not task outside of their organization. Ensures organization's office forms are used only within their organization.

2.9.15. **(Added-USAFA)** The POC ensures 4-year reviews of all their organization's OIs are performed and documented in accordance with paragraph 5.4. and filed in the record set.

2.10. Certifying Officials. 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.

2.10.1. May delegate certifying authority to subordinate officials within their organization. Send copy of written delegation memo to supporting publications manager as applicable.

2.10.2. Certifying officials may also serve as the approving official if appropriate.

2.10.3. Departmental Level (HAF) Publications/Forms.

2.10.3.1. 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 oversight of implementing guidance and procedural publications. For example, the AF/A1 is the lead for Personnel matters as delegated in HAF MD 11-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services*, and develops personnel policy, in coordination with Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR), in a 36-series AFPD. The AF/A1 certifies

the AFPD and the Secretary of the Air Force (SECAF) approves the AFPD. All departmental publications that implement the AFPD will then be certified by the AF/A1, although the implementing departmental publications may be authored and/or approved by a different HAF two-letter/digit that has been given responsibility/authority in the antecedent AFPD or AF/A1 approved AFI/AFMAN to provide specific personnel guidance for their functional area. AF/A1 exercises oversight of authority/responsibility given in HAF MD 1-32 and specific AFPDs through certification of those implementing 36-series publications which are approved by other HAF two-letter/digits. In cases where the certifying official is also the approving official, the publications certifying task should be accomplished by an official below the level of the approving official and above the authoring OPR **Exception**: Certification of Doctrine is IAW AFI 10-1301, *Air Force Doctrine*.

2.10.3.2. Refer to **Attachment 2** for the list of numbered publication series and the appropriate certifying official. Designations are based on assigned responsibilities for functional area as delegated in HAF mission directives and/or Air Force policy directives.

2.10.4. Command/Field Level Publications/Forms (MAJCOM, FOA, DRU, Wing, etc.). The certifying official should be one level above the authoring OPR if possible. If the official one level above the OPR is the approval authority, the director/head of the authoring OPR or the approval authority may serve as the certifying official. **(T-1)**.

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

2.11. Approving Official.

2.11.1. The SECAF approves all AFPDs, AF Supplement to DoDDs, and AFPMs.

2.11.2. Departmental Level Publications/Forms (excluding AFPDs, AF Supplement to DoDDs, and AFPMs). 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.

2.11.3. 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.

2.11.4. 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 approve these publications and forms. **(T-1)**.

2.11.4. **(USAFA)** The approving authority for office forms is the chief/supervisor of the office where the form is used.

2.11.5. Approving officials at all levels:

2.11.5.1. 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. If needed, it may be more restrictive, where appropriate.

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

2.11.5.3. Confirm, by signing the AF Form 673 that the information therein is by order of the SECAF or Commander/Director, as appropriate. The functional principal's authentication (signature block (not signature): name, rank, and title) shall appear on the last page of the publication before the attachments (including AFPMs and GMs).

2.11.5.4. Approve, as the Air Force Original Classification Authority (OCA), all security classification guidance contained in a publication. The OCA ensures the classification guidance complies with AFI 31-401.

2.11.6. Delegation of Authority.

2.11.6.1. Approving officials determine the need to delegate authority to sign as the approving authority on the AF Form 673 and/or provide functional coordination for revisions to publications.

2.11.6.1.1. The approval authority shall not be delegated outside of the issuing organization/unit/activity (e.g., HAF two-letter/digit, MAJCOM, Center, NAF, Wing, Group, Squadron). **(T-3)**.

2.11.6.1.2. When approval authority is delegated, the signature block/authentication on the actual publication (to include memos) will remain that of the approving official that delegated the authority (e.g., HAF two-letter/digit for departmental guidance publications, MAJCOM two-letter/digit for MAJCOM Publications, Wing Commander for Wing publications, etc.).

2.11.6.1.3. **(Added-USAFA)** All USAFA publications are issued by order of the Superintendent (HQ USAFA/CC) and require coordination with the Command Section. The Superintendent has designated the Vice Superintendent (HQ USAFA/CV) to coordinate on all USAFA publications.

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

2.12. Coordinators.

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

2.12.2. Publications and forms will be submitted to two-letter/digit organizations, unless otherwise directed in the formal coordination table provided in this publication or other applicable directive guidance. **(T-3)**. 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. The consolidated response does not necessarily have to carry a two-letter level signature; the two-letter may designate a lower-

level office within the organization to provide the response and sign off on the coordination form provided (i.e., the AF Form 673 or the AF Form 1768).

2.12.3. If an organization is not able to meet the suspense date for coordination, a request for an extension must be received by the OPR on or prior to suspense date, otherwise the package will not be delayed.

2.12.4. Coordination may be provided on the AF Form 673, AF Form 1768 provided by the OPR, an approved automated tasking tool, or via e-mail. Use multiple forms or a continuation sheet, if necessary.

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

Chapter 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 that must 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 must use the HAF Task Management Tool (TMT) to staff publications/forms formal coordination, certification and approval packages. HOI 33-3, *Correspondence Preparation, Control, and Tracking*, 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 must 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.

3.3.1. 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 Forms 673) for coordination must be 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 will 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 package must 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 must include 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 will be 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, official Air Force publications (those listed in **Table 4.1** and processed IAW this publication) issue official Air Force policy and/or guidance. Unless otherwise identified in **Table 4.1**, 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 these publications. All publications in this category must carry 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/memos listed in Table 4.1 will be 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	Issued By	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 or when superseded by an AFPD, whichever is earlier. OPRs must process and distribute a new or revised AFPD before the AFPM expires. AFDPO will remove expired AFPMs from the e-Publishing web site and notify the OPR.

Item	Publication Type	Applicability	Issued By	Description
				Only one AFPM shall be active at a time for a publication. OPRs will consolidate guidance into a single AFPM when additional direction must 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 10-101, *Format and Content of Mission Directives.* AF/A1 assigns AFMD numbers IAW AFI 10-101.
		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.
4	Instruction (I)	Departmental	HAF	AFIs are orders of the Secretary of the Air Force and are certified and

Item	Publication Type	Applicability	Issued By	Description
				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 manuals do not implement higher-headquarters manuals; units must use

Item	Publication Type	Applicability	Issued By	Description
				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 required 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 or when superseded by a guidance publication, whichever is earlier. OPRs must process and distribute a new or revised guidance publication before the GM expires. AFDPO will remove expired GMs from the e-Publishing web site and notify the OPR. Only one GM at each level shall be active at a time for a publication. OPRs will consolidate guidance into a

Item	Publication Type	Applicability	Issued By	Description
				single GM when additional direction must be provided and a GM is already active. GMs may prescribe forms; however, OPRs must also complete requirements in **Chapter 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 Instructions Program*. HAF OIs will be posted on the e-Publishing web site. **Exception:** HOIs issued below the HAF level (MAJCOM and below) are made available locally (web sites, shared drives, etc.).
		Issuing Unit	Units below	OIs assign responsibilities, direct actions, and prescribe detailed

Item	Publication Type	Applicability	Issued By	Description
			headquarters	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:.).group OI is only applicable to the group staff, if applicability to subordinate squadrons is needed, processgroup 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 will be 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.

Item	Publication Type	Applicability	Issued By	Description
1	Pamphlet (PAM)	Departmental, Command and Field	All Levels	PAMs are informational, "how to" publications, which may include procedures for implementing Air Force guidance. PAMs may provide guidance regarding reports, but may *not* prescribe reports. They may reference forms and provide guidance on completing them, but may not prescribe them. Commands and field units may issue pamphlets that are applicable to their subordinate units.
2	Basic and Operational Doctrine and Tactics, Techniques and Procedures (TTP) Documents	Departmental, Command and Field	LeMay Center, designated organizations for TTPs	Doctrine is a collection of statements of officially sanctioned beliefs and warfighting principles that describe and guide the proper use of airpower in military action. Follow directions in AFI 10-1301 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 must be 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).” **Temporary VAs.** These inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 180-calendar days or less. Show an expiration date in small type at the bottom of the VA; e.g., “Expires 30 May 2009.” If the VA shows the date of an event, you may eliminate the expiration date. AFDPO does not support the development or dissemination of temporary VAs; OPRs must develop temporary VAs independently, in conjunction with the local graphics office, the DLA Document Services

				(formerly DAPS), etc. Temporary VAs do not require prescribing publications, numbers, indexing, coordination, or maintenance of a record set, and will not be listed on the e-Publishing 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 will be 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. The authority must be defined in a Memorandum of Agreement (MOA) between the Joint Based components. **(T-3)**.

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 must provide 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 will forward to AFDPO for processing and posting onto the e-Publishing web site. The Air Force OPR must provide the supported components OPR with a link to the publication on the e-Publishing web site. **(T-1)**.

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 Tables 4.1 and 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 will have 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: The lead agent's OPR develops and formats the publication according to the lead agent's publishing procedures and sends the draft to the Air Force functional OPR for preliminary coordination. At this point, the Air Force OPR obtains the publication number from AFDPO. After the preliminary coordination has been returned to and reviewed by the lead agent, the updated draft is then returned to the Air Force OPR for final formal HAF coordination.

4.2.3.2.1. 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.

4.2.3.2.2. The Air Force OPR must send the link, the completed AF Form 673, and the approved draft to AFDPO for release on the e-Publishing 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. AFDPO assigns control numbers for departmental interservice publications; the publishing manager assigns control numbers for MAJCOM interservice publications. 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_AFMAN 33-302). 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 DoDDs and DoDIs that establish policy carry the same weight as AFPDs and are subject to the same requirements; 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 and must be processed accordingly.

4.2.4.3. All publications must be at least as restrictive as the higher headquarters publication they implement and must not contradict the higher headquarters publication. When the supplemented/implemented publication changes, the subordinate publications' OPR will conduct a special review to determine currency. 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 directly supplement any higher headquarters publication unless otherwise directed by the OPR. The content of the supplement is integrated into the higher level publication; unless specifically requested as a standalone supplement (not-integrated) by the OPR. IfIf there is no higher headquarters or departmental instruction or manual available to supplement, command/field units may issue a standalone instruction or manual.

4.2.5.2. All publications must be at least as restrictive as the higher headquarters publication they implement and must 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-3)**. 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 will not be integrated into the basic publication (known as a "Standalone" supplement). **(T-3)**.

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. Once higher headquarters guidance is published, the unit must rescind/revise its instruction to implement the higher headquarters guidance.

4.3.2.2. Command activities may not issue command doctrine documents, nor may they supplement basic or operational Doctrine.

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.

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

4.3.3.3. Partisan political campaign articles or editorials.

Chapter 5

PUBLICATIONS 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/SCQ). They provide support for all MAJCOM level publications and forms development. Their e-mail contact information is "CYSS/SCQ 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 must contain 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 will certify and approve 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 activities 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.

5.3.2.3. Certifying Official's endorsement on AF Form 673.

5.3.2.4. Approving Official's endorsement on AF Form 673.

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.

5.4.1. **(USAFA)** POCs with supplements to higher headquarters publications are responsible for reviewing the AF e-Publishing website and Product Announcements for notification when the higher headquarters publications are updated to ensure their supplements are updated within 180 days.

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 examples of initiators 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. Once a special review is initiated, it is a mandatory action. **(T-3)**.

5.4.4. **Periodic and Special Review Task.** OPRs will be 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. Both the OPR and either the approving official (for departmental publications) or certifying official (for MAJCOM and below publications) must sign the AF Form 399 when returning the status. **(T-3)**.

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 must convert physical/printed media as much as possible.

5.4.4.2. If a status of "Certify Current" is submitted for the publication and associated prescribed forms, the action is complete.

5.4.4.3. If a status other than "Certify Current" is provided, the OPR is given 180 days to complete the identified action.

5.4.4.4. If no response is provided to the task, the publications manager may initiate a rescind action. The publications manager must 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. If a command/field unit notices a discrepancy between higher-headquarters publications, submit an AF Form 847 to both OPRs, following the appropriate chain of command. AF Forms 847 submitted for departmental publications must be sent through the appropriate functional chain of command. **(T-2)**.

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 673 or AF Form 399 and submit it to the appropriate PM/FM. The publication OPR and either the approving official (for departmental publications) or certifying official (for MAJCOM and below publications) must sign the form, no coordination is required. **(T-1)**. **Note:** Publications must meet content requirements as identified in Chapter 6 of this publication to be considered current.

5.5.2. AFDPO will mark 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 will also certify 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 will be 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. The rewrite must incorporate any existing ACs, AFPMs or GMs that are attached to the publication.

5.6.3.4. Required activities 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-3)**.

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 swap-out paragraphs, chapters, attachments, tables, figures within a publication with new paragraphs, chapters, attachments, tables, figures. Take this action when a full rewrite is not warranted/needed.

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

5.6.4.3. An IC is drafted as a Microsoft Word® document with a short header, Summary of Changes, and just those paragraphs, tables, figures, and attachments that will be swapped out in the published version. See **Figure 5.1** for visual sample. **Exception:** If the publication being changed was not processed and formatted by AFDPO the OPR must integrate the new material in the existing publication and provide the camera ready version (in a Microsoft Word® document) to their publications manager for processing. OPR will identify the changed material with an asterisk (*) preceding the paragraph, table, figure, or attachment number.

5.6.4.3.1. Submit the IC in Microsoft Word®, 12-point Times New Roman font.

5.6.4.3.2. Changes will be made in complete paragraphs, (i.e., submit the entire paragraph 3 to replace the existing paragraph 3, even if only one word or one sentence changed). A change must not renumber existing content; you may add new paragraphs or sub-paragraphs (or figures, chapters, etc.) as needed to insert additional material without renumbering the existing content. Changed material will be identified with a margin bar when the integrated publication is formatted by AFDPO or asterisks if formatted by the OPR.

5.6.4.3.3. 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 must be removed and the document re-numbered during a rewrite.

5.6.4.3.4. 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.

5.6.4.4. Required activities for an IC:

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

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

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

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

5.6.4.4.5. Submit to publications manager for final processing.

Figure 5.1. Sample Interim Change.

IC-1 TO AFI 32-6005, *UNACCOMPANIED HOUSING MANAGEMENT*
9 October 2008

SUMMARY OF CHANGES
This interim change revises AFI 32-6005 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) 9D000, *Dormitory Manager*, to Special Duty Identifier (SDI) 8H000, *Airmen 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. Establishes 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 must be 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.

5.6.5.2. **(USAFA)** Administrative Change requests must be coordinated with the Information Management COR (10 CS/SCXSQ).

5.6.5.3. Only OPRs may initiate ACs to their publications. Either the approving official (for departmental publications) or certifying official (for MAJCOM and below publications) must sign the AF Form 673; SAF/AA will approve ACs to AFPDs and AF supplements to DoDDs. **(T-3)**.

5.6.5.4. ACs will not be integrated into the basic publication, but will appear as the first page(s) when the publication is opened from the e-Publishing site. The AC notification

will be 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.

5.6.5.5. Submit the AC in Microsoft Word®, 12-point Times New Roman font. See **Figure 5.2** for visual sample of an AC. The AC must 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). **(T-3).** A date will be assigned to that AC when it is posted with the publication and placed at the end of the description of changes.

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

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

Figure 5.2. 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 must be reduced to only those instances where immediate release is required due to immediate risk to 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 must

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. All AFPMs, AFGMs, and command/field GMs must clearly identify the punitive nature of the guidance, as required.

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 will "expire"; AFDPO will remove expired AFPMs/GMs from the e-Publishing web site and notify 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 (as required) 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.

5.6.6.9. Required activities for an AFPM/GM:

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-3)**.

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. Transfer of SECAF assigned responsibilities in HAF MDs or AFPDs must be approved by the SECAF. Change of certifying authority for an AFPD must be approved by the SECAF. Refer to AFI 90-101 and HOI 90-1 for detailed guidance on how to transfer responsibility for the DoD issuance.

5.7.4. The completed transfer package will be submitted to the appropriate publications manager.

5.7.5. Change Authoring OPR only. Changing the office that authors the publications or forms (authoring OPR) will be finalized by the certifying or approving official of the publication/form and reported to local PM/FMs. The affected publication/form must be updated as soon as possible to reflect the change. Use SSS, memo, or AF Form 673. No coordination outside of the organization is required.

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

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 will be the case with AFPMs, GMs, VAs, and outdated supplements)

5.8.1. **Rescission.** OPR action to remove the publication from circulation without being replaced by another publication. OPRs planning to rescind a publication must complete coordination (**T-3)** in addition to obtaining certification and approval **(T-1)** using the AF Form 673.

5.8.1.1. The OPR must submit 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 31-401 for classified publications.

5.8.1.2. If the rescinded publication prescribes an AF form or a report, the OPR must include this information on the AF Form 673 and send a copy of the request for rescission to the information reports management and control office. **Note:** When a publication is rescinded, any prescribed forms or reports are rendered obsolete. Additionally, any implementing and/or supplementing publications must be reviewed for currency.

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

5.8.1.4. If the publication implements a DoD Issuance, the OPR must clarify on the AF Form 673 that the requirements are no longer valid or are met in a separate, active

publication (list publications, if applicable) and obtain SAF/AAII Policy Branch coordination in addition to other coordination.

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

5.8.2. **Supersession**. 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 AF Form 673 identifies the publication in the "Superseded" block.

5.8.3. **Obsolete and Expired Publications.**

5.8.3.1. 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.

5.8.3.2. 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.

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

5.8.3.4. When expired AFPMs and GMs, or outdated supplements are removed from 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. Publications managers can provide 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) must have an antecedent AFPD. You must identify or discuss the antecedent AFPD when you request the publication number from your publications manager.

6.2.1. **(USAFA)** POCs are responsible for assigning control numbers for their organization's OIs. Control numbers should be assigned based on the AFPD being implemented when available. Organizational OIs should contain the AFPD being implemented in the first sentence of the opening paragraph.

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 will be required. 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 must be 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 shall be added to the end of the publication or form number: "-C" for Confidential, "-S" for Secret, and "-TS" for Top Secret; "-O" for FOUO.

6.2.6. **(Added-USAFA)** Control numbers for USAFA instructions are assigned to align with the Air Force Policy Directive (AFPD) being implemented when there is not an AFI available to supplement. If a publication control number has been issued out of sequence or does not reflect the connection to the AFPD it is implementing, 10 CS/SCXSCF may assign a new control number upon the next revision of the publication. Before writing or coordinating a new publication, OPRs must contact 10 CS/SCXSCF for assignment of a control number based on the subject series the OPR has chosen for their publication. All USAFA instructions will contain reference to the AFPD being implemented in the first sentence of the opening paragraph.

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 will have "(U)" added to the end of the title. If the title is classified, the words "Classified Title (U)" will be used as the title.

6.4. Research and Develop the Policy or Guidance. Conduct research and collaborate with SMEs. 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 may never release draft content with instructions to comply. Users are not required to comply until content is certified, approved, and posted/released. Each draft must be marked "DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE" across the top of each page (header). **Note:** Do not use watermarks, as this reduces the readability of the draft. **(T-1)**.

6.5.2. Reference the United States Government Printing Office (GPO) Style Manual (**http://www.gpoaccess.gov/stylemanual/index.html**), Plain Writing Act of 2010, and DoDI 5025.01 for additional guidance on writing style, grammar, formatting, etc.

6.5.3. Structure content in publications in this 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; attachments (Attachment 1 must be 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. See AFMAN 33-361 for guidance on formatting details and contact your publications manager for editable templates of publications. If doing a rewrite, the previous final draft is a good starting point (found in the official record set in your office file plan, or from your publications manager). **(T-1)**.

6.5.5. **Publication's Front Page Header.** The following information must be included as part of the publication header (see the first page of this document as an example for content, not format). Publications not processed by AFDPO must be 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. Draft publications (both physical and electronic) that will be processed by AFDPO must contain the following information at the beginning of the document in this order, flush left, 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) will date 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 accessibility 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 will appear 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 will be inserted during tagging—OPRs do not need to include the Seal or Shield in the draft publication. All departmental publications will display the Air Force Seal in the upper left corner of the first page, with "BY ORDER OF THE SECRETARY OF THE AIR FORCE" written above the Seal. Command/field publications will 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, will display the appropriate MAJCOM/FOA/DRU Shield in the upper left corner of the first page, with "BY ORDER OF THE (MAJCOM/FOA/DRU) COMMANDER or DIRECTOR" written above the Shield. **Note:** MAJCOMs may approve subordinate field organizations to use their unique Shield on their site specific publications. However, MAJCOM Publication Managers must ensure an electronic copy of the approved Shield is provided to AFDPO for the publications they process.

6.5.6. **Opening Paragraph.** Write a concise purpose statement for all categories of publications: explain what the publication covers, who must comply, and cite the antecedent publication(s). 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 opening paragraph shall include: **(T-1)**.

6.5.6.1. **Implemented Policy/Guidance/HHQ Publication**. The first sentence must identify the antecedent publication that is being implemented. Identify only those publications, which if changed, will 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 UMCJ. 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. **(T-1).** See **Paragraph 1.7** of this publication 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). **(T-1).**

6.5.6.5. **Recommending Changes Statement**. Include a statement for recommending changes, including any necessary routing instructions. **(T-1).** 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**.

6.5.6.6.1. The OPR for the HHQ publication (parent) determines if implementing activities must 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 must not contradict the parent publication. **(T-1).**

6.5.6.6.2. Include a statement in the opening paragraph as to whether or not subordinate units must send implementing or supplementing publications to the higher headquarters authoring 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 direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval." or "This publication may not be supplemented 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" publications A reference to an internal paragraph that contains the authority and directions is also permitted.

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.

6.5.7. **Summary of Changes.** A summary of changes shall be included for all ICs and rewritten publications only. 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. Insert a statement that concisely summarizes the changes being made, "This document has been substantially revised and must 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.** 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.** Tables of contents for electronic publications that are processed by AFDPO and posted on the e-Publishing web site will be generated by AFDPO for publications that are 20 pages or more; do not submit a table of contents as part of the draft publication unless the publication will be a physical/printed product. OPRs for publications not processed/tagged by AFDPO (classified, non-electronic printed, and those issued below the wing/base, or by ANG wings/subunits) should add a table of contents for publications over 20 pages. Include chapter titles, section titles, sub-section titles as desired, titles for figures or tables that appear within chapters, and attachments titles, as well as page numbers for all. **(T-1)**.

6.5.10. **Publication Body.** When drafting new publications or revising existing ones, authors will follow the Federal Plain Language Guidelines available at **http://www.plainlanguage.gov**, 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 documents 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. Numerically number all paragraphs and subparagraphs, using this publication as a visual sample for paragraph numbering. AF Supplements to

DoD Issuances will follow the numbering format of the supplemented DoD issuance. OPRs must provide fully integrated camera-ready copies of AF Supplements to DoD issuances to AFDPO for posting to the e-Publishing website. **(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. When updating an old publication with bulleted information, those items must be substituted with paragraph numbers (e.g. 2.14.1.1., 2.14.1.2., etc.). **(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. Embed figures and tables where they will 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 must 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 will carry out the policy or guidance and list the overarching duties and obligations of each. Always assign responsibilities to officials, NOT to their offices or organizations. 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.

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 must be written using command/active voice without jargon and using plain language. Directions must be clear, understandable, measurable, and executable. The OPR may structure the content to increase understanding and usability by the target audience. See **Figure 6.1** for approved publication elements (chapters, volumes, sections, etc.).

Figure 6.1. Elements of a Publication.

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

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

6.5.11. **Approving Official's Authentication.** The approving official's authentication/signature block will be the last entry before the attachments. There will be no wet signatures on the publication; the Approving Official's signature is captured on the AF Form 673. 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. **(T-1)**.

6.5.12. **Attachments**. **(T-1)**.

6.5.12.1. **Attachment 1, GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**. OPRs must include an Attachment 1 that lists the references, forms, abbreviations and acronyms, and terms used within the publication. 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.

6.5.12.1.6. **(Added-USAFA)** Office Symbols. When referencing an organization and office symbol in a publication, the name of the office must be identified before the office symbol the first time it is shown.

6.5.12.2. Additional Attachments. Include additional attachments as necessary. Use Arabic numerals in sequence: Attachment 2, Attachment 3, Attachment 4, etc. Paragraphs in attachments will take the first number from the number of the attachment; e.g., Attachment 3 would have paragraph A3.1, A3.2, A3.3, etc. **Note:** If attachments have sections, identify them as sections A1A, A1B, A1C, or A2B, A2C, etc.

6.6. General Rules.

6.6.1. **Citing References.** See **Attachment 4** for sample citation styles and formats. **(T-1)**.

6.6.1. **(USAFA)** The OPR is responsible for researching references by referring to the AF e-Publishing website to ensure the current version of any publication or form is referenced in the publication.

6.6.1.1. Limit the use of references and ensure all references are directly applicable and listed in Attachment 1. Do not use indefinite references such as "in current directives," "contained in existing instructions," and "as prescribed in pertinent publications." Official Air Force policy and/or guidance are issued in the publications described in **Table 4.1** and **Table 4.2**. 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.

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." Note: "DoD Issuances" include DoDDs, DoDIs, other DoD publications, and their changes. However, when an Air Force publication directly implements a specific statute, you must cite it accordingly. Use codified citations (United States Code) when available, and if the

provision is not codified, use the Public Law citation; e.g., use Public Law 98-191, or Title 41 United States Code Sections 401-420. Verify proper statutory authority with the servicing legal office during coordination of the publication.

6.6.1.3. Do not reference a DoD Issuance in an Air Force publication unless there is no Air Force implementing publication. Use the Issuances, Delegations of Authority, and Responsibilities (IDAR) Database (**www.idar.hq.af.mil**) to 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). 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*). Thereafter, refer only to the designator and number (e.g., AFI 33-322 or AF Form 673). Include the full publication reference (designator, number, title, and date) in Attachment 1.

6.6.2. **Notes. (T-1)**.

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 must 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. **(T-1)**.

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 when developing a publication that will be printed, to control the cost. Use of color on printed materials must be justified on the AF Form 673. **(T-1)**.

6.6.4.2. Embed figures, tables not created in Word®, and illustrations where they will appear in the final version. Place the caption above the graphic. Provide a separate source graphic file for each figure, table, or illustration not created in Word® (e.g., .tif, .gif, .jpg,

etc.), 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 must 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 must 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.** Each unit (wing, or equivalent, and below; DRU; FOA) compliance item will be 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 must contact 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 will 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 must 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 will follow the existing schema used in the DoD Issuance. Air Force content will not be inserted into or between sentences of the parent DoD Issuance text, new "(Added)(AF)" paragraphs must be used.

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

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

6.7.1.6. The OPR will provide a fully formatted document for publishing.

6.7.2. Command/Field Supplements to AF Supplements to DoD Issuances: **(T-1)**.

6.7.2.1. To create an integrated supplement, the OPR must contact 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 must 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. Paragraph numbering will follow the existing schema used in the DoD Issuance.

6.7.2.3. The command/field approving authority's authentication will be inserted after the OSD official's/AF official's authentication.

6.7.2.4. For standalone supplements, the OPRs will submit only the added material.

6.7.2.5. The OPR will provide a fully formatted document for publishing.

6.7.3. **Command/Field Supplements to AF Publications** (AFIs, AFMANs, etc.): **(T-1)**.

6.7.3.1. OPRs will submit only the material to be added to the higher headquarters publication including the paragraph numbers whether creating a standalone or integrated supplement. AFDPO will insert the new material and the unit acronym into the higher headquarters publication for integrated supplements, and provide the OPR a copy of the final product.

6.7.3.2. OPRs must insert "Added" between each new paragraph, figure, table, attachment number, etc., and the content (e.g., "4.1.1. (Added)"). The formatting software adds the appropriate 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. 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 must agree with the format in the basic publication; e.g., publications with chapters: Figure 2.1, Table 3.1, etc.; without chapters: Figure 1, Table 1, etc.

6.7.3.4. **(Added-USAFA)** Only one USAFA supplement per basic AF level publication will be issued. If two organizations find it necessary to supplement the same AFI, the two organizations must work together to establish who will be the OPR for the publication. USAFA organizations may not issue a supplement to an AFI as a unit or organizational-level publication.

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

6.8.1. OPRs writing an AFPM or GM will format the document using publications manager provided templates. AFPMs and GMs will indicate in the subject line whether it is an Air Force Policy Memorandum or Guidance Memorandum. OPRs request AFPM and GM control numbers from publication managers and place it above the date slot. The actual date on the AFPM or GM is inserted at the time of publication by the publishing authority. If issuing new policy or guidance, include a releasability statement, applicability statement, the standard records management statement and any other applicable standard statements described in Paragraph 6.5 above. **Note:** 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. **(T-1)**.

6.8.2. All memoranda shall start with a "By Order of" statement. AFPMs and GMs shall start with "By Order of the Secretary of the Air Force." Command and Field GMs will be by order of the issuing commander/director ("By Order of the Commander, Air Combat Command"). **(T-1)**.

6.8.3. If issuing an AFPM or a GM (HAF, command, or field level) that amends an existing publication, insert the following standard statement in the opening statement: "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 Air Force (or the issuing organization's [ACC, 319 ARW, etc.]) publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*."."

6.8.4. AFPMs and all GMs (HAF, command, and field level) will end with the following statement: "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." **(T-1)**.

6.8.5. 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 shall use an AF Form 673, obtaining legal review (**T-3)**, signatures of certifying and approving officials (**T-1)** for subsequent reissue/extension. The OPR will forward the AFPM or GM and completed AF Form 673 to AFDPO for dating/posting.

6.9. Visual Aids. 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 will be impossible due to small size of the VA; OPRs should try to design VAs to include this information unless doing so is impractical. **(T-1)**.

6.10. Standalone Base/Wing Level Publications.

6.10.1. If a wing/base decides to issue standalone publications (those that will not be integrated into HHQ publications (Supplements) or formatted by AFDPO (types listed in Table 4.1 and Table 4.2)), then the wing/base must provide a properly formatted/camera-

ready version to AFDPO for posting. **(T-3)**. AFDPO will not format (tag) the publication given that it will not require integration into higher or lower level publications. AFDPO will apply 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 must 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. **(T-3)**.

7.1.1. Commanders/Directors, through their PCMs, will 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. Directive publications 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. 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. If resolution cannot be reached at the OPR level, the OPR must grant a waiver to the affected office absolving them from complying with the contested language until the issue is resolved. The OPR will involve the servicing legal office and elevate within the chain of command as necessary to resolve contested guidance. If the contested language is dictated in a DoD issuance, the Air Force OPR cannot waive the DoD requirement. The office contesting the DoD guidance will need to work with the Air Force OPR for the DoD issuance (see IDAR database for OPR listing - **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 (**saf.aaii.policy@pentagon.af.mil**).

7.1.3. A completed AF Form 673 must accompany the final draft submitted for publication, although OPRs may collect coordination endorsements from 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 signatures are obtained simultaneously (i.e., "shotgunned"), or on separate/different documents, transcribe the information onto the AF Form 673 and maintain original correspondence with signatures in the record. The OPR must not release any final drafts for publication with unresolved nonconcurrences or insufficient coordination.

7.1.4. 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

7.1.5. AFPMs and GMs require immediate release because they address critical issues, they only require a legal review[1] **(T-3)**,**)**, and signatures of certifying and approving officials **(T-1)**

[1] AF/JAA conducts legal reviews for AFPMs and AFGMs. SAF/AA coordinates on AFPMs only.

(the SECAF for AFPMs) on the AF Form 673. OPRs must provide full justification for issuing this time sensitive policy/guidance on the AF Form 673 or staff package. **(T-3)**.

7.1.6. 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.

7.1.7. **(Added-USAFA)** Coordination requirements for Unit OIs. The OPR should obtain mandatory coordination from the following unit level functionals: Functional Area Records Manager (FARM), Unit Privacy Act Monitor, and Unit Publications and Forms POC. Technical/functional coordination should be accomplished from those offices with relevant expertise or statutory oversight responsibilities. If the OI provides for or requires collecting or maintaining Privacy Act information, it **must** be coordinated with the USAFA Privacy Act office (HQ USAFA/A6 (FOIA)). See AFI 33-332, *Privacy Act Program.*

7.1.8. **(Added-USAFA)** OPRs supplementing an AFI will request coordination from the OPR of the higher headquarters AFI when required. If the opening paragraph indicates higher headquarters coordination is required, the OPR will be responsible for obtaining the coordination before submitting the final publication package to 10 CS/SCXSCF.

7.2. Suspense. OPRs must 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, requests for extensions must be submitted to the OPR prior to the given suspense date. A request for extension must include rationale and estimated completion date. The publication OPR must make 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.

7.2.1.1. **(Added-USAFA)** Technical coordination is required from any office assigned responsibilities or actions in the subject publication.

7.2.1.2. **(Added-USAFA)** At a minimum, USAFA publications, new and fully revised, must be coordinated with the mandatory coordinators listed in Table A3.3.

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. The comment matrix will include columns for the following elements: organization, item number, type of comment (Administrative, Substantive, or Critical—include a legend at the bottom of the matrix), page number, paragraph number, comment, and rationale. Regardless of the type of coordination comment, coordinators must designate a POC to work with the OPR towards resolution. The POC designated by the reviewer may not be a contractor or an indirect-hire foreign national. Coordinators must specify one of the following types of comments for each comment provided in a standard comment matrix. **(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. Several substantive comments, when taken together, may be grounds for a nonconcurrence.

7.3.3. **Critical** comments are warranted for major deficiencies and will preclude final approval and publication (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.

7.4. Types of Coordination Responses.

7.4.1. **Concur Without Comment.**

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 shall not be included in a "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.

7.4.3.1. OPR must have provided a reasonable suspense and make a good faith effort to determine why the coordinator has not responded. This effort shall include requesting the assistance of the organization's PCM or publications management office or contacting the coordinator SME for the publication, if known. The number of contacts will depend upon the urgency of the publication action. **(T-3)**.

7.4.3.2. The OPR shall continue with the approval process and shall enter "Concur-No Response" next to the coordinator on the list of coordinating officials and explain in the staff package 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 shall be labeled and grouped accordingly so critical comments are easily distinguished. Coordinators shall specify which comments (other than critical) are grounds for the non-concurrence.

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 31-401, coordinators must provide feedback to the OPR accordingly.

7.6. Resolving Comments. OPRs must 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". **(T-3)**. A record of the resolution of comments must be included in 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 shall 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. The process may consist of informal or formal exchanges by phone, e-mail, and/or memo; meetings and working groups. If the OPR is unable to resolve the comments, they shall elevate the issues within their chain of command (see **Paragraph 7.6.4** for departmental publications) for resolution. **Note**: The OPR must stay involved in the process even if elevated to a higher authority.

7.6.3. Resolution of a non-concurrence shall be documented by the coordinating office's written withdrawal of the non-concurrence, signed 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 required.

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 will 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 will not be published until the certifying authority withdraws the non-concur.

7.6.4.2.3. The OPR shall address the impasse in a memorandum, or other written documentation, to the appropriate authority. Both sides of the comments/impasse shall be 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 shall be addressed in a memorandum, or other written documentation, to the approving official requesting the AF Form 673 be signed. Both sides of the comments shall be clearly and succinctly addressed in the document along with a recommendation for the approving authority. 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.

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

8.1.3. **Certifying Official**.

8.1.3.1. **Departmental Level** (HAF).

8.1.3.1.1. 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 oversight of implementing guidance and procedural publications. For example, the AF/A1 is the lead for Personnel matters as delegated in HAF MD 11-32, *DCS, Manpower, Personnel and Services*, and develops personnel policy, in coordination with Assistant Secretary of the Air Force for Manpower and reserve Affairs (SAF/MR), in a 36-series AFPD. The AF/A1 certifies the AFPD and the Secretary of the Air Force (SECAF) approves. All departmental publications that implement the AFPD will then be certified by the AF/A1, although the implementing departmental publications may be authored and/or approved by a different HAF two-letter/digit that has been given responsibility/authority in the antecedent AFPD or AF/A1 approved AFI/AFMAN to provide specific personnel guidance for their functional area. AF/A1 exercises oversight of authority/responsibility given in HAF MD 1-32 and specific AFPDs through certification of those implementing 36-series publications which are approved by other HAF two-letter/digits. In cases where the certifying official is also the approving official, the publications certifying task should be accomplished by an official below the level of the approving official and above the authoring OPR. **Exception**: Certification of Doctrine is IAW AFI 10-1301, *Air Force Doctrine*.

8.1.3.1.2. Refer to **Attachment 2** for the list of numbered publication series and the appropriate certifying official. Designations are based on assigned responsibilities for functional area as delegated in HAF mission directives and/or AF policy directives.

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

8.1.3.2. **Command/Field Level Publications/Forms** (MAJCOM, FOA, DRU, Wing, etc.). The certifying official should be one level above the authoring OPR if possible. If the official one level above the OPR is the approval authority, the director/head of the authoring OPR or the approval authority may serve as the certifying official. **(T-1)**.

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

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. 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. See **Paragraph 2.17** for additional details.

8.2.2. Once certification is completed the OPR obtains approval.

8.2.3. **Approving Official**.

8.2.3. **(USAFA)** All USAFA publications are issued by order of HQ USAFA/CC and require coordination with the Command Section. The HQ USAFA/CC has designated the HQ USAFA/CV to coordinate on all USAFA publications. 10 CS/SCXSCF will obtain HQ USAFA/CV coordination after the final draft publication package has been submitted for processing. HQ USAFA/CV will determine if HQ USAFA/CC should review and coordinate on a publication. USAFA personnel are not authorized to submit publications directly to HQ USAFA/CC or HQ USAFA/CV for coordination; all publications submitted by USAFA personnel directly to the above offices will be returned to the OPR unsigned.

8.2.3.1. The SECAF approves all AFPDs, AF Supplement to DoDDs, and AFPMs.

8.2.3.2. **Departmental Level** (excluding AFPDs, AF Supplement to DoDDs, AFPMs). 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.

8.2.3.3. At **MAJCOMs** these are heads of functional two-letter/digit offices, or in their absence, acting heads of two-letter/digit offices, or their deputy heads. **Exception:** MAJCOM Commanders may move approval authority up to their level through a Supplement to this publication.

8.2.3.4. **Below the HAF and MAJCOM** level, these are commanders/directors (acting commanders/directors, or deputy commanders/directors, if the commander/director is unable to provide approval) who are responsible for guidance/procedures pertaining to activities under their command/direction. **(T-1)**.

8.2.3.5. Approval of Doctrine is IAW AFI 10-1301.

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

8.2.5. If authority has been delegated to sign the AF Form 673 pursuant to **Paragraph 2.11.6**, the delegation letter must be on file with the appropriate publications manager or you must attach a copy 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.

Chapter 9

DELIVERING FINALIZED PUBLICATIONS

9.1. Processing Electronic Publications and Forms for Publishing.

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

9.1.2. Finalized publishing package includes a completed AF Form 673, 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)**.

9.1.2.1. **(Added-USAFA)** All correspondence showing coordination, to include comment matrices, AF Forms 1768, *Staff Summary Sheet*, emails, memos, etc., must be included with the signed AF Form 673. Also, provide a copy of all waivers, policy letters, or memorandums of agreement referenced in the publication with the publication package.

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. Only unclassified unrestricted content will be posted to the web site. For restricted publications, only the unclassified, unrestricted details will be available (e.g., title, OPR information, etc.). Instructions on where and how to request access to restricted products will be 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) will be 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 shall safeguard information and only process 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 will be used to list the publication or form in the Product Index on the e-Publishing web site.

9.1.7. Other publications and forms not posted on e-Publishing or WMS. Publications and forms issued by organizations below the wing/base level (including ANG wings/subunits). OPRs will submit product package to appropriate publications or forms manager for appropriate distribution/web hosting. **(T-3)**.

9.1.8. AFDPO and/or publications managers will 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, *Desktop Publishing Disk 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 must ensure that multicolor printing projects are necessary, that minimum color printing is used, and that the extra cost is justified. **Note**: Avoid using excessive printing requirements (e.g. coated paper, embossing, die-cutting, foil stamping, etc.). The OPR must justify use of multicolor printing and/or additional printing requirements in "Additional Information" on the AF Form 673.

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. Sales to the public will be handled by the Department of Commerce, National Technical Information Services (NTIS), 5285 Port Royal Road, Springfield, VA 22161-0001.

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.

9.2.5.1. **(Added-USAFA)** Funding for printing publishing products is not centralized at USAFA. Organizations utilizing DLA for printing of publishing products will be responsible for all costs associated.

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 must be 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[2] 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 must 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.

10.2. 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. Electronic records will 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 must be 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. Those 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 will maintain record sets locally. **(T-3).**

10.2.2.2. **(USAFA)** 10 CS/SCXSCF will maintain official record sets for USAFA-level publishing products to include publications and forms (including office forms). The organization's Publications and Forms POC will maintain official record sets for their organization's OIs.

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

10.2.2.3. **(USAFA)** The USAFA/CW POC will maintain record sets for all AFCW publications and forms.

[2] See AFMAN 33-363 for web address and access instructions for the Records Disposition Schedule (RDS).

10.2.3. Maintain a file arranged numerically by subject series for each publication and form that includes the following:

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

10.2.3.2. The original AF Form 673. AFDPO will maintain 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. 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 will be 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 must "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 will own the consolidated publication. Also ensure that any implementing/supplementary publications are updated (via IC or rewrite) to show the new publication number if the series or number of the parent publication changes.

11.1.3. Numbering Departmental Publications. Once the series has been identified, AFDPO will create and assign a unique publication control number. If the publication will become a physical (printed) product and has a separate cover, the OPR shall place 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 will be identified by both the DoD Issuance number and an AF publication number, in that order. AF Supplements to DoDDs will be assigned an AFPD number, AF Supplements to DoDIs will be assigned an AFI number, AF Supplements to DoD Regulations or Manuals will be assigned an AFMAN number (e.g., 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 will be numbered using the year the AFPM/is published and be numbered consecutively under the appropriate subject series (e.g., AFPM2012-33-01). An AFPM or GM revising an existing publication will be numbered using the existing publication's number 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 shall 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 will not change when reissued, the reissued date will be inserted below the original published date and the effective period text within the memo must be changed if appropriate (if less than one-year).

11.1.3.3. Publications implementing a particular AFPD or AF supplement to a DoDD fall in the same numbered series and have a three-digit control number (e.g. AFI 65-701

is the first publication that implements AFPD 65-7). Publications that follow/support the implementing publication will have consecutive control numbers (e.g. AFI 33-360 will further be implemented by AFMAN 33-361).

11.1.3.4. Air Force supplements to DoD Issuances will 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 the control number. Command/field publications will be numbered consecutively under the subject series using at least a 3-digit control number (some publications will have a 4-digit control number). **(T-1)**.

11.1.4.1. Supplements must bear the higher headquarters designator and number, adding the field acronym to the end and "SUP" (e.g., AFI33-360_AMCSUP, AFI33-360_AMCSUP_89AWSUP, AFI33-360_89AWSUP (if no AMC supplement)). PM/FM will approve numbers. Supplements are posted on the e-Publishing web site under the appropriate subject series. **(T-2).**

11.1.4.2. GMs issuing new guidance that creates a new publication (not Supplement) will be numbered consecutively under the appropriate subject series (e.g., ACCGM2013-33-01, AFMCGM2013-33-01, etc.). A GM that amends an existing publication will carry 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 will not change when reissued, the reissued date will be inserted below the original published date and the effective period text within the memo must be changed if appropriate (if less than one-year).

11.1.4.3. Supplements, and GMs creating new supplements, must 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. The PM/FM assigns a number to each change. ICs are numbered cumulatively (IC-1, IC-2, IC-3, IC-4, IC-5). ICs may be spread out over a number of years; the assigned number should be cumulative, regardless of the year in which the IC is being accomplished. **(T-3)**.

11.1.6. Classified and CUI publications and forms. Information within classified and CUI publications and forms will be marked IAW this publication, AFI 31-401 and Volumes 2 and 4 of DoDM 5200.01. Publications and forms numbers and titles will be 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 shall be added to the end of the publication or form

number: "-C" for Confidential, "-S" for Secret, and "-TS" for Top Secret; "-O" for FOUO. **(T-0).**

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. **(T-0).**

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

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

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

11.2.2. Submit files for processing via the approved publishing tool (AFIMPT). **(T-1)**. A link to the approved publishing tool is located on the e-Publishing web site.

11.2.3. ANG field publications will be 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 the publication is processed it will be posted to the web site. AFDPO will notify the PM/FM via e-mail or fax when publications are posted to the e-Publishing web site. AFDPO will provide timely service and strive to post products to the e-Publishing web site within 20 business days. If AFDPO requires additional time the publications manager will be notified. **Note:** OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing 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) will be 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 will post the AFPM or GM "on top" of the publication, so that publication users will view the AFPM or GM at the beginning of the document.

11.2.6. Correcting Errors to Posted Publications. AFDPO may correct processing errors and other administrative type errors to all posted publications/forms. AFDPO must:

11.2.6.1. Notify the publication/form OPR of the proposed action. OPR will retain notification in official record set.

11.2.6.2. Annotate the publication with "Corrective Actions applied on (insert date)" below the published date.

11.2.6.3. Insert a summary of corrective actions taken in new section titled "Summary of Corrective Actions." 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. Publications posted on SIPRNET sites, other publishing sites, or made available only from the OPR, must still be listed under an unclassified title in the Product Index on the e-Publishing web site. **(T-1)**.

11.3.5. AFDPO will not automatically schedule classified or restricted access unclassified publications or forms for printing. Printing requests to AFDPO must 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)**.

11.4.2. **(USAFA)** Each organization's Publications and Forms POC will maintain an index for their organization's OIs. The USAFA/CW POC will be responsible for maintaining index of all AFCW publications and forms.

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). This system will not change or supersede any directive publication, form, or report that a directive publication prescribes.

11.5.2. Establishing a Special Publications System. Obtain approval to create a departmental-level system from SAF/AAII Policy Branch. Describe the proposed system, including the type of publications you will issue, publication specifications, coordination, certification, approval requirements, approximate cost, and proposed distribution. Explain why regular publications are not suitable. Reference the directive publication driving the need for the special publications system. Any form that the special publications system requires must be prescribed in the publication establishing the special system. Once approval has been received, work with AFDPO or local 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 will contain a copy of this publication, the Product Index listing of included publications, and the product announcements. **(T-3)**.

11.6.2. FPLs must 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. **(T-3)**.

11.6.3. Flight operations commanders may establish FPLs by providing written notification to the servicing publishing manager. Identify the activity responsible for the library, its location, and appoint a primary and alternate library custodian. Officials establishing FPLs will ensure custodians are properly trained on publications management. Custodians are responsible for ensuring FPL contents are both current and essential. **(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. The use of social security numbers (SSN) within AF forms shall be reduced or eliminated wherever possible 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** of this publication.

12.1.2. The terms "IMT" and "Form" are synonymous for forms currently posted on the e-Publishing web site. The term "IMT" is being phased out and the designator must be removed from forms and publications as soon as possible; it may continue to appear until all publications and forms containing that reference are updated.

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**

12.1.5. **(Added-USAFA)** 10 CS/SCXSCF has developed generic certificates for USAFA use. USAFA Form 108, *United States Air Force Academy Certificate (11 x 8 1/2)* and USAFA Form 109, *United States Air Force Academy Certificate (8 1/2 x 11)*, are available as electronic products from the AF e-Publishing website for organizations to print locally or through DLA, at their organization's expense.

12.1.6. **(Added-USAFA)** USAFA Form 70, *Routing/Referral Slip*, can be used Academy-wide as an electronic general-purpose routing slip to eliminate the need for individual organizational routing slips. This form is available from the AF e-Publishing website.

12.1.7. **(Added-USAFA)** Air Force Cadet Wing (AFCW) forms will be prescribed in AFCW publications. Form numbers will be prefixed by "AFCW" and will be assigned by the USAFA/CW POC. AFCW forms will only apply to USAFA/CW personnel.

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.) e.g. HAF Form	Forms that are issued for use within an organization. Prescribed by an operating instruction.	HAF, Command/Field Unit
Non-Prescribed Forms (OPRs must supply instruction on non-prescribed forms as necessary; an accompanying memo is acceptable. Any form (checklists, worksheets, etc.) collecting information covered by the Privacy Act must be managed as a prescribed form). **(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)). The expiration date must not exceed 1 year. OPRs disseminate one-time forms.	All levels
Test	Test forms are established to be used for a limited period of time so they may be evaluated before becoming permanent. Life of a	All levels

	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.	
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 will be instructed when use of non-Air Force forms is necessary. AFDPO may assist OPRs with other types of forms, but does not monitor forms posted on non-Air Force 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.

12.3.6. **(Added-USAFA)** OPRs developing web pages used as data collection tools will comply with processes identified in AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*.

12.3.7. **(Added-USAFA)** Teaching devices, tests, and other instructional material will not be managed as forms. Items of training literature identified as worksheets, handouts, numbered pages of study guides, workbooks, etc., used for student responses to assignments will not be managed as forms. The OPR will ensure items requested as instructional material are clearly designated as such, in either the top or the bottom margin of the items, and are not used for other purposes. 10 CS/SCXSCF does not provide design support for instructional material and teaching devices.

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. All classified forms posted on a headquarters SIPRNET site must be 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 must 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 will be submitted to the local wing forms managers, and are not sent to AFDPO for processing or posting.

12.4.4. **(Added-USAFA)** 10 CS/SCXSCF will maintain a perpetual index or listing of prescribed forms (USAFAIND9) managed by that office. The index will be updated as needed.

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

12.5.1. Directs 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 must move 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 will help ensure version control, and may eliminate a need to update the publication each time a form is revised. If it is necessary to 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. 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)**.

12.5.9. **(Added-USAFA)** Do not prescribe USAFA **office** forms in a USAFA-level publication. If 10 CS/SCXSCF determines the office form should be a USAFA-level form, the OPR will be responsible for completing an AF Form 673 to revise the form and prescribe the form's use in a publication.

12.6. Creating a Form. Forms will primarily be created as electronic forms. Electronic forms Air Force-wide will be designed using standard software acquired by AFDPO or other software as approved by SAF/AAII Policy Branch. **(T-1)**. AFDPO will disseminate the standard development software to all PM/FMs. To ensure forms are developed correctly:

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

12.6.1.1. All form control numbers are assigned by local PM/FM and the records should be filed numerically by the form number. Form numbers are assigned sequentially.

12.6.1.2. Insert a releasability statement on the bottom of the form only if releasability is restricted (either when blank or when filled out). Examples of releasability statements include "RELEASABILITY: Access to this form is restricted: this 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 must be prefaced with the phrase "RELEASABILITY: Access to this form is restricted."

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

12.6.1.4. Digital signatures will be utilized to the greatest extent possible, unless statute (law) requires a wet signature.

12.6.2. The prototype used during coordination and the final version will be designed in conjunction with the local PM/FM.

12.6.3. Utilize desktop software, such as Microsoft® applications, whenever possible to develop office forms. Office forms may also be created using the standard AF form development software.

12.6.4. The publication/form manager will assign the date. Development work on the form may be completed while the form is routed for coordination or prior to coordination. Form OPRs at the HAF will complete development work during coordination; when form OPRs at the HAF submit the prototype to AFDPO for coordination, AFDPO will complete the development work at that time. The form date is the effective date; Air Force forms are not considered effective until they are released to users IAW this publication. AFDPO will alert the local PM/FM and the OPR when a new or revised form is posted on the e-Publishing web site. OPRs are encouraged to notify affected staff offices when a form is rescinded or when a new or revised form is posted on the e-Publishing web site. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

12.6.5. If the form is approved for electronic generation and has not been automated in the desired software, the requester shall seek approval to automate the form using the desired software through SAF/AAII Policy Branch.

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

12.7. Adopting a Form. Publications may direct the use of an official form that is prescribed from another 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 must move 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. DoD forms created in IBM® software must include the DoD disclaimer.

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.").

12.7.4. **(USAFA)** Overprint identification is not required on certificates. 10 CS/SCXSCF reserves the right to decide when excessive overprinting onto an existing form warrants the creation of a new form. Prior to sending reprints and overprints to DLA for printing, the OPR will send the request to 10 CS/SCXSCF for coordination. All printing costs associated with the overprint are the responsibility of the requester.

12.7.5. Functional areas implementing information systems that incorporate existing forms must 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 (shall be a "mirror-like image"). Any variation in content, format, or sequencing must be approved as a content and/or format waiver to the form. The accuracy of the electronic form is the responsibility of the system maintainer duplicating the official form. Forms management offices must be involved in electronic transaction projects to ensure forms are properly created.

12.7.6. **(Added-USAFA)** Use AF Form 2519, *All Purpose Checklist*, or another similar AF form when possible to create checklists.

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

12.9. Form Software Licenses.

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

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

12.9.2.1. Form designers will require a licensed version of the viewer.

12.9.2.2. Applications Process Interface licensing will be issued as required.

12.10. Legal and Security Requirements and Considerations.

12.10.1. Privacy Act of 1974. Forms that collect personal data from individuals for inclusion in a Privacy Act (PA) system of records (a collection of records retrieved by an individual's name or personal identifier), and forms that request the individual to enter or verify a social security number, must contain 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 shall 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 will assist with developing the PAS.

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

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

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

12.10.1.3.1. **(Added-USAFA)** Any form that collects SSNs will be reviewed biennially utilizing AF Form 399 and coordinated with the USAFA Privacy Act Office. Review will be IAW AFI 33-332, paragraph 2.3.3.

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

12.10.3. Complying with Section 508 of the Rehabilitation Act of 1973. All forms must be 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 33-129 for guidance on making forms Section 508 compliant.

12.10.4. Guidelines for Classified, Accountable, Storage Safeguarded, and FOUO forms. Anyone requesting the creation of these forms must ensure the forms have the required markings (see AFI 31-401 and DoDM 5200.01 Volumes 1, 2, & 4, *Information Security Program*). AFDPO will identify these forms in the numerical listing on the e-Publishing web site.

12.10.4.1. 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 will become classified when filled in, leave sufficient space for the overall classification marking by adding the notation "When Filled In" outside the margins at the top and bottom of each page of the form. Allow space for entering associated markings, classification authority, and downgrading or declassification instructions if deemed necessary by the requester.

12.10.4.2. Accountable Forms. Some blank forms can jeopardize installation/national security or could be used to defraud or allow false claims against the Government;

therefore, you must control, safeguard, and account for these forms. Contact AFDPO for further guidance on handling accountable forms (**AFDPO-PPP@pentagon.af.mil**).

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

12.10.4.4. FOR OFFICIAL USE ONLY Forms. Mark and protect these forms as directed in DoDM 5200.01-V4.

12.10.5. Forms that collect information internal or external to the Air Force must comply with the guidance provided in AFI 33-324, regarding the Paperwork Reduction Act of 1995.

12.11. Coordination. New forms, revised forms, and those marked for cancellation require coordination. **(T-3)**.

12.11.1. 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.

12.11.1. **(USAFA)** At a minimum, USAFA forms, new and fully revised, must be coordinated with the mandatory coordinators listed in Table A3.3.

12.11.1.1. 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.

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

12.11.1.3. **(Added-USAFA)** The OPR is responsible for completing the AF Form 673 for any proposed form generated within their office for processing by 10 CS/SCXSCF. The OPR must include in the comments section the table and rule from the office file plan where the completed form will be filed.

12.11.2. 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 must be submitted to the local PM/FM for processing. The HAF publishing manager for departmental forms is AFDPO (**AFDPO-PPP@pentagon.af.mil**).

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

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

12.11.3. **(Added-USAFA)** OPRs will provide 10 CS/SCXSCF detailed instructions, illustrations, and artwork functional to the form. Decorative illustrations or graphics, to include official logos, must serve a functional purpose. USAFA forms will use the Department of Defense mandated date format of YYYYMMDD when appropriate.

12.11.4. **(Added-USAFA)** OPRs are responsible for ensuring that USAFA office forms are coordinated through 10 CS/SCXSCF to be designed in the standard AF forms software. Office form numbers will be prefixed by the letter "O" with the OPR shown in parenthesis following the number (e.g. USAFA Form O-### [10 CS/SCXSCF]).

12.12. Form Revision. An AF Form 673 showing coordination and certification is required to alter the contents of the form. **(T-1)**. Submit the 673 and the draft form to the forms manager for processing and posting (AFDPO is the forms manager for HAF OPRs (**AFDPO-PPP@pentagon.af.mil**)). The revised form will be re-dated. If applicable, indicate at the bottom of the form any supersession or disposition instructions, and indicate on the form that superseded forms are not authorized for use (include the date of the superseded form). **Exception:** OPRs may work directly with forms designers to make any purely technical "fixes" to electronic forms (e.g., alignment of fields, order of tabs, enabling for digital signatures, etc.). Technical fixes must not alter the layout or the purpose of the form; forms updated in this manner will not be re-dated and do not require a supersession line. Submit technical fixes to forms designers in writing (via e-mail or memorandum). Changes to the layout or the purpose of the form do require coordination.

12.12.1. The OPR must ensure that guidance related to altered forms in the prescribing publication is correct. **(T-3).** OPRs are encouraged to notify affected staff offices when a form is revised and posted to the e-Publishing web site.

12.12.2. Forms will be reviewed along with the prescribing publication. **(T-3).** OPRs will be asked to provide the form status on an AF Form 673 generated by the publications/forms manger.

12.12.2. **(USAFA)** USAFA Forms will be reviewed with the prescribing publication. Office form reviews will be initiated by 10 CS/SCXSCF every four years based on the date of creation or date of the last revision of the form, utilizing an AF Form 399. Four-year reviews are sent to the unit POC, who will then forward to the appropriate individual within their organization for completion of review and appropriate signatures.

12.12.3. **(Added-USAFA)** Any form that collects SSNs will be reviewed biennially utilizing AF Form 399 and coordinated with the USAFA Privacy Act Office. Review will be IAW AFI 33-332, paragraph 2.3.3.

12.13. Rescinding a Form. A form becomes obsolete when another form supersedes it, when the OPR rescinds it, or when the prescribing publication is rescinded. If the OPR wishes to continue use of the form, it must be prescribed in an active publication. **(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.

12.13.1. If you are canceling the prescribing publication the prescribed form will be canceled at the same time—it is not necessary to submit more than one AF Form 673; simply clarify in the "Additional Information" or "Prescribed Forms" block that the cancellation applies to both the publication and the form. If you are rescinding a form or a report but maintaining the prescribing publication, the OPR must complete coordination (**Attachment 3**)(**T-3)**, obtain certification and approval (**T-1)**, submit a completed AF Form 673 to the PM/FM, and send a copy of the request for rescission to the information reports management and control office. If the form is classified, reference AFI 31-401 for actions required to rescind.

12.13.2. OPRs are responsible for ensuring that any references made to obsolete forms, either prescribed or adopted, are removed from active publications.

TIM BEYLAND
Administrative Assistant

(USAFA)

STEPHEN R. DAY, GS-14, DAF
Director, 10th Communications Squadron

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 5100.03, *Support of the Headquarters of Combatant and Subordinate Unified Commands*, 2 September 2011

DoDD 5400.11, *Department of Defense Privacy Program*, 8 May 2007

DoDD 8000.01, *Management of the Department of Defense Information Enterprise*, 10 February 2009

DODI 6055.1, *DoD Safety and Occupational Health (SOH) Program,* August 19, 1998

DoDI 5025.01, *DoD Directives Program*, 26 September 2012

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 5400.07, *DoD Freedom of Information Act (FOIA) Program,* 2 January 2008

DoDI 7750.07, *DoD Forms Management Program*, 20 April 2007

DoDI 8910.01, *Information Collection and Reporting*, 6 March 2007

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

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

DoD 5400.11-R, *DoD Privacy Program*, 14 May 2007

DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, 7 May 2008

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

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapons Systems*, 8 March 2007

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

AFPD 11-4, *Aviation Service*, 1 September 2004

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

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

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*, 29 July 2005

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

AFI 10-1301, *Air Force Doctrine*, 9 August 2010

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

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

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

AFI 31-101, *Integrated Defense*, 8 Oct 2009

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

AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008

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

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

AFI 33-322, *Records Management Program*, 4 June 2012

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

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

AFI 63-101, *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*, 23 March 2012

AFI 90-802, *Risk Management*, 11 February 2013

AFMAN 33-361, *Publishing Processes and Procedures*, 10 May 2010

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

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

HAF MD 1-26, *Chief of Warfighting Integration and Chief Information Officer*, 22 June 2011

HAF MD 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services*, 1 July 2009

HOI 33-3, *Correspondence Preparation, Control, and Tracking*, 20 September 2010

HOI 33-13, *Headquarters Air Force Operating Instructions (HOI) Program*, 9 January 2013

HOI 90-1, *Headquarters Air Force Mission Directives -- Delegations of Statutory Authority and Assignment of Responsibilities*, 28 September 2010

(Added-USAFA) USAFADIR 33-1, *USAFA Key Personnel Listing*

Prescribed Forms

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

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

AF Form 847, *Recommendation for Change of Publication*

(Added-USAFA) USAFA Form 70, *Routing/Referral Slip*

(Added-USAFA) USAFA Form 108, *United States Air Force Academy Certificate (11 x8 1/2)*

(Added-USAFA) USAFA Form 109, *United States Air Force Academy Certificate (8 1/2 x 11)*

Adopted Forms

AF Form 1768, *Staff Summary Sheet*

DD Form 67, *Form Processing Action Request*

GPO Form 952, *Desktop Publishing Disk Information*

GPO Form 3868, *Notification of Intent to Publish*

(Added-USAFA) AF Form 2519, *All Purpose Checklist*

Abbreviations and Acronyms

AC—Administrative Change

ACC—Air Combat Command

(Added-USAFA) AFCW—Air Force Cadet Wing

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

LeMay Center—Curtis E. LeMay Center for Doctrine Development and Education

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 Act

PA—Product Announcement

PAS—Privacy Act Statement

PD—Policy Directive

PI—Product Index

PL—Public Law

(Added-USAFA) POC—Point of Contact

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

(Added-USAFA) USAFA—United States Air Force Academy

(Added-USAFA) USAFADIR—United States Air Force Academy Directory

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.

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; 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

Table A2.1. 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); 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/A3/5	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/A3/5, 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 radar and non-radar equipped Theater Air Control Systems (TACS) elements, both airborne and ground-based. Management of air traffic control facilities, airfield management, special use airspace, and weapons training ranges. Responsibilities for tactical air control parties and forward air controllers, air 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/A3/5	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

20—Logistics	AF/A4/7 or SAF/IE	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/A4/7, SAF/IE, or SAF/CIO A6	This series provides policies and procedures on aircraft maintenance, avionics, and munitions activities, and communications electronics 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/A4/7 or SAF/IE	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/A4/7 or SAF/IE	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/A4/7 or SAF/IE	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/A4/7	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/A4/7 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	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 or SAF/MR	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	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, 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.
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, ground, space, 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.

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 will be responsible for certifying and /or approving the underlying implementing 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. Directive 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. The offices listed at Items 1-5 must be given the opportunity to review and provide coordination.

A3.1.1. **(Added-USAFA)** Formal coordination for revised visual aids (VA). When a visual aid requires revision, coordination with the Privacy Act office (USAFA/A6 (FOIA) and10 CS/SCXSQ is required. In addition, the OPR should obtain technical/functional comments from those offices with relevant expertise or statutory oversight responsibilities. New VAs require mandatory coordination as shown in Table A3.2.

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. The SAF/CIO A6 (Command/Field equivalents – Item 2 in Table A3.1) and any office making approved use of the form in an information system must be given the opportunity to review and provide coordination.

Table A3.1. Formal Coordinators.

	A	**B**	**C**
Item #	**Must Coordinate Departmental Pubs/Forms with:**	**Must Coordinate Command/Field Pubs/Forms with local:**	**To review the publication or form for:**
1	AF/JAA	Legal	Legal implications
2	SAF/CIO A6	A6, CIO, Comm Squadron, Records Management, Privacy Official	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)
3	AF/RE	AFRC, Local	Applicability to the AF Reserve

		Reserve Unit	
4	ANG/NGB	ANGRC, Local ANG Unit	Applicability to ANG and/or NGB
5	SAF/AA	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
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/A3/5	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/A4/7	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 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/A8	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
11	AF/A9	Planning/Programming	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	Supervisory and technical responsibilities for strategic nuclear, devices/platforms Strategic munitions, including bombs, warheads, guided missiles and rockets, reentry vehicles, and solid propellants Training in strategic bombing, gunnery, rocketry, and missilery Nuclear related installation surety and security Publications which provide 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 In coordination with AF/SE, identifying and eliminating hazardous practices and conditions; investigating and reporting mishaps involving strategic or nuclear assets
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
15	AF/JA	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, ground, weapons, space, systems 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 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, 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 changes or references to FAR, DFAR, and AFFAR Involves industry or industrial preparedness

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; 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 directs 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) 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, 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 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 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 Creates documentation requirements on organizations that use core automated maintenance system 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) Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials

28	SAF/IG	Inspection Office	Affects inspection policies, plans, standards, and/or involves AFOSI or affects criminal or counterintelligence activities Has Inspection Activity Implications
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 medical services for military and civilians Manages civilian or military personnel programs or manages social action programs (such as equal opportunity) Manages 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) 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 visual information (VI) matters: combat cameras, video teleconferencing, base level support (photography and graphics presentations); or authorizes VI hardware or acquiring and using VI products Involves or affects relations with the general public

			Affects procedures or policies for the development or dissemination of information for external or internal audiences
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 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	Contracting	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

Table A3.2. (Added-USAFA) USAFA Formal Coordination Requirements. Coordination with AF/RE, ANG and/or NGB is accomplished IAW paragraph 1.13. and 1.14.

Staff Judge Advocate	HQ USAFA/JA
Communications and Information Management/Reports Control	HQ USAFA/A6
Freedom of Information/Privacy Act Office/ Civil Liberties	HQ USAFA/A6 (FOIA)
Records Management/ Publications and Forms Management	10 CS/SCXSCR/SCXSCF
Manpower, Organization, and Resources Division	HQ USAFA/A1
Plans and Programs	HQ USAFA/A5/8/9
Safety	HQ USAFA/SE
Financial Management and Comptroller	HQ USAFA/FM
Inspector General	HQ USAFA/IG
10th Mission Support Group Deputy Commander – Required only if organization falls under 10 MSG	10 MSG/CD if applicable
10th Air Base Wing Vice Commander – Required only if organization falls under 10 ABW	10 ABW/CV if applicable
Note: All formal coordination must be accomplished before the publication package is submitted to 10 CS/SCXSCF for processing. Any publication without all of the required coordination completed will be returned to the OPR unprocessed.	

Table A3.3. (Added-USAFA) USAFA Formal Coordination for Forms.

ITEM	Mandatory Area to be Addressed and Coordination Provided:	USAFA Forms	USAFA Office Forms
1	Legal	USAFA/JA	Legal implications
2	Privacy Act	USAFA Privacy Act Office (HQ USAFA/A6 (FOIA)	Unit Privacy Act Monitor (If form collects PII, then coordinate with USAFA Privacy Act Office (HQ USAFA/A6 (FOIA)
3	Social Security Number Collection	Any form requesting a SSN must be coordinated with the USAFA Privacy Act Office (HQ USAFA/A6 (FOIA) and include a SSN Justification Memo. See paragraph 12.10. and AFI 33-332, *Air Force Privacy Program*	

4	Formatting and compliance	USAFA Publications/Forms Manager (10 CS/SCXSCF)
5	Report Controls and Federal Register	Compliance with AFI 33-324 is required and the responsibility of the form OPR if the proposed or revised form collects information from the public and/or the data collected is required for an internal report collected by one or more organizational component and transmitted to other organizational component for management purposes. Documentation of compliance must be provided with completed form package.
6	Records Management	Base Records Manager (10 CS/SCXSCR). The OPR must include in the comments section the table and rule from the office file plan where the completed form will be filed.
7	Official Mail	If the form will be used as a mailer, coordination with the USAFA Official Mail Manager (10 CS/SCXSQ) is required

Attachment 4

SAMPLE FORMATS AND CITATIONS USED IN PUBLICATIONS

Table A4.1. 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

Figure A5.1. 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 does not 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.

Table A5.1. 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		X	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		X	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 and 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.

Attachment 6

RECOMMENDING IMPROVEMENTS TO AIR FORCE PUBLICATIONS

A6.1. This attachment does not apply to flight manual publications as specified in AFI 11-215.

A6.2. Submit recommended changes and improvements to Air Force publications on AF Form 847. **(T-2)**. 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. Submit and process all NAF, base, wing, or unit level initiated AF Forms 847 through MAJCOM channels. **(T-1)**. FOAs and DRUs will 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 will forward approve 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 must initiate and complete an IC, GM, or rewrite to change the publication/guidance.

A6.3.2. The submitting MAJCOM will forward information copies of AF Forms 847 to all other MAJCOMs that utilize the AF publication. Using MAJCOMs will 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 will be 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 will notify 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.

Table A6.1. (Added-USAFA) 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 whom the form will 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 will 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 will review the change request and determine appropriate action. The completion of this form does not constitute a formal change to the publication. The OPR must initiate an IC, GM, or rewrite of the publication to make any changes. The OPR shall return the completed form to the originator and retain a copy in the publication record-set.