

**BY ORDER OF THE COMMANDER
OF THE 58TH SPECIAL OPERATIONS
WING**

**DEPARTMENT OF THE AIR FORCE
MANUAL 90-161**

23 MAY 2022



Special Management

***PUBLISHING PROCESSES AND
PROCEDURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading on the e-Publishing web site at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 58 SOW/KOM

Certified by: 58 SOW/WSA
(Ms. Denise Boyd)

Pages: 3

Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 15 April 2022 is supplemented as follows: The purpose of this supplement is to establish procedures and guidance unique for the 58th Special Operations Wing (58 SOW). This publication applies to all personnel assigned, attached, or under contract to the 58 SOW that has publications and forms processed by the 58 SOW Knowledge Operations office. This publication does not apply to Air National Guard or Air Force Reserve Command. Forward proposed unit-level supplements to this manual supplement to 58 SOW Knowledge Operations (58 SOW/KOM) Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. The authority to waive requirements in this publication supplement is the 58 SOW Commander. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

2.6.13. **(Added)** Record sets for 58 SOW publications and forms managed by 58 SOW/KOM office will be maintained by the 58 SOW publications and forms manager.

5.1.4. **(Added)** 58 SOW/KOM will send a DAF Form 673, comment matrix and required coordination list to the publication OPR. The publication OPR will coordinate the draft publication through the mandatory coordinating offices listed in Table A5.1 in DAFMAN 90-161. The OPR will consolidate coordinating office inputs and make all edits to the publication.

6.4.1. **(Added)** 58 SOW/KOM shall post all 58 SOW publications that are below the wing level (e.g., group, squadron) on the 58 SOW Publication and Forms SharePoint Library. All publications must comply with this instruction and DAFMAN 90-161 prior to posting. The 58 SOW/KOM will have full permissions to the local publication and forms SharePoint library and all others will be granted “view-only” permissions. Access will be restricted if indicated on the associated DAF Form 673.

7.4.2. **(Added)** Every two years, OPRs shall review 58 SOW publications and forms that are managed by 58 SOW/KOM. Initial notification that a publication requires review will come from 58 SOW Knowledge Operations personnel to the publication’s OPR via e-mail no less than 6 months before the required review date. If the publication’s OPR has changed since the last publication action, the 58 SOW/KOM will request the publication OPR commander or Approving Official to assign a new OPR.

MICHAEL D. CURRY, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2022

DAFMAN 90-161, *Publishing processes and Procedures*, 15 April 2022

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

IAW—In accordance with

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SOW—Special Operations Wing

58 SOW/KOM—58 Special Operations Wing, Knowledge Operations Office

58 SOW/WSA—58 Special Operations Wing, Wing Staff Agency