

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**

AIR FORCE INSTRUCTION 33-360



**AIR FORCE SPACE COMMAND
Supplement**

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Communications and Information

**PUBLICATIONS AND FORMS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Added) This supplement implements and extends the guidance in AFI 33-360, *Publications and Forms Management*. It applies to all Air Force Space Command (AFSPC) personnel who prepare, manage, review, certify, approve, or use standard publications. This publication applies to AFSPC-gained Air National Guard units as it relates to their Title 10 mission and associate Air Force Reserve Command units. 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. 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 in accordance with (IAW) **paragraph 1.9.4.5**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with 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. This publication can be further supplemented. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This rewrite of AFSPC Supplement to AFI 33-360 is in response to process improvements and reorganizations. It updates, clarifies tier waiver authority application/designation and publication series descriptions based on recent reorganization actions. Additionally, procedures are established in the processing of Headquarter Operation Instructions (HOI).

1.9.3.1.1. **(Added) Waiver Authority Delegation.** Tier 1 waiver approval authority is delegated to the functional two-letter digit directorates who will coordinate with the publication Approving Official. For those directorates with General Officers, Tier 2 waiver approval authority is delegated to the functional two-letter. For those directorates without General Officers, the CD will be the waiver authority. Delegation below this echelon is not authorized. (T-2). The 34 Series AFIs (Services/MWR) and AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, waivers follow an approval process outside of the HQ AFSPC. Prior to submitting a waiver request for the aforementioned AFIs, the FSS should check with the HQ AFSPC/A1 for proper routing for T-0, T-1 and T-2 waivers. **(T-2).**

1.9.4.3.3.1.1. **(Added)** Waiver request processing defined in HAF level directives or instructions will be accomplished IAW that guidance. Waiver data from the approved waiver will be entered into WRS for command visibility.

1.9.4.3.3.1.2. **(Added)** The following fields on the AF Form 679 will be standardized for a combined renewal:

1.9.4.3.3.1.2.1. **(Added)** Block 6, “Renewal, see block 13 (Waiver date modified)”.

1.9.4.3.3.1.2.2. **(Added)** Block 7, “N/A”.

1.9.4.3.3.1.2.3. **(Added)** Blocks 8, 9, 10, 11, 12, “Identified on original waiver”.

1.9.4.3.3.1.2.4. **(Added)** Block 13. Identify each publication number and title for each waiver requiring renewal.

1.9.4.3.3.1.3. **(Added)** AFSPC Director will update Block 13 to list only those waivers that have been approved for renewal, and load results in WRS. **(T-2).**

1.9.4.3.2. **(Added)** AFSPC Wing/DRU/FOA commanders will submit waiver renewal requests on one consolidated AF Form 679 through the Waiver Request System (WRS) at <https://cs2.eis.af.mil/sites/10009/SitePages/main.aspx> and to the appropriate AFSPC Functional Director.

1.9.4.5. **(Added)** AFSPC units will submit T-0, T-1, T-2, T-3 and non-tiered compliance items waiver requests on AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through WRS. **(T-2).**

1.9.4.5.1. **(Added)** The Space and Missile Systems Center (SMC) is a Wing-equivalent for the purpose of this supplement.

1.9.4.5.2. **(Added)** AFSPC-gained Air National Guard units will submit waiver requests for AFSPC compliance requirements through AFSPC. All other compliance requirements are addressed through the National Guard Bureau.

1.9.4.6. **(Added)** AFSPC Wing/DRU/FOA Commanders will submit all waiver requests on AF Form 679 to AFSPC/CA for formal tasking to the appropriate Functional Directorate or organization. All waiver requests will be processed through WRS.

1.9.4.6.1. **(Added)** All Tier-2 waiver requests will be automatically approved within 30 days of receipt to AFSPC Functional Directorate, if not already completed, by AFSPC/CA.

1.9.4.6.1.1. **(Added)** Any extensions beyond the 30-day requirement requires AFSPC/CD approval.

1.9.4.7. **(Added)** AFSPC Wing/DRU/FOA commanders will submit non-tiered waiver requests on AF Form 679 through WRS. The submitter will specify the specific office/official with waiver authority as identified/directed in the specific publication. AFSPC will submit waiver request for approval. AFSPC will load results in WRS for tracking. **(T-2)**.

1.9.4.8. **(Added)** WRS will notify the submitter via e-mail once waivers are approved or disapproved. A list of approved and disapproved waiver requests will be available in WRS. The submitting unit will monitor and track waiver requests submissions using WRS. **(T-2)**.

5.3.1.1. **(Added)** AFSPC/A3/6 created an HOI area on the HQ AFSPC SharePoint. This SharePoint site will host all AFSPC HOIs. Information will include, but is not limited to: HOI number, Title, Effective Date, and OPR.

5.4.2.1. **(Added)** The HQ AFSPC SharePoint site will be utilized to track the periodic reviews for all AFSPC HOIs.

5.4.2.1.1. **(Added)** HOIs will be tracked on the HQ AFSPC SharePoint via visual indicators.

5.4.2.1.1.1. **(Added)** HOIs reviewed in the last 3 years and 8 months and shall be clearly indicated.

5.4.2.1.1.2. **(Added)** 120 days prior to the HOI 4 year anniversary month of the publication's effective date, via clear visual indicator. A consistent monitoring mechanism will ensure OPR is notified to get their HOI current.

5.4.2.1.1.3. **(Added)** 90 days prior to the HOI 4 year anniversary month of the publication's effective date, the visual indicator will show if no effective update change. A follow-up notification will be sent to the OPR's Workflow informing them their HOI is up for its 4 year annual review.

5.4.2.1.1.4. **(Added)** 30 days prior to the HOI 4 year anniversary month of the publication's effective date, the visual indicated will clearly state attention is needed. A consistent monitoring mechanism shall ensure the OPR is notified their HOI is up for its 4 year annual review.

5.4.2.1.1.5. **(Added)** If the OPR fails to review their HOI on the 4 year anniversary month of the publication's effective date, the SharePoint Owner will remove the AFSPC HOI and actions will be taken to rescind the publication.

9.1.3.1. **(Added)** For AFSPC HOIs, POCs and OPRs will provide all required documentation directly to the MAJCOM PMs/FOMs via email. HOIs will not be processed through Air Force Information Management Publishing Tool (AFIMPT).

10.3. (Added) HOI Record Set & Maintenance.

10.3.1. **(Added)** The OPR for the HOI is responsible for maintaining all records that facilitated the approval of the guidance. Records that should be filed can be referenced in AFI33-360, paragraph 10.2.3. through 10.2.3.8.

10.3.1.1. **(Added)** Personnel will follow record keeping procedures IAW AFI33-364, AFMAN 33-363, and AFI 33-322.

DEANNA M. BURT, Brigadier General, USAF
Director of Operations and Communications

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360, *Publication and Forms Management*, 1 December 2015

AFI 33-364, *Records Disposition-Procedures and Responsibilities*, 22 December 2006

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

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 6 May 2009

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

Adopted Forms

AF 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFSPC—Air Force Space Command

CYI—Information Management Flight

CYSS—Cyberspace Support Squadron

HOI—Headquarters Operation Instruction

SMC—Space and Missile Systems Center

WRS—Waiver Request System