

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**

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



**MAXWELL AIR FORCE BASE  
Supplement**

**6 SEPTEMBER 2024**

**Special Management**

**PUBLISHING PROCESSES AND  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and forms are available on the e-Publishing web site at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

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This supplement extends guidance contained in DAFMAN 90-161. It defines the Publications and Forms Management program at Maxwell-Gunter AFB. It establishes guidance and procedures for publications and forms management specific to the 42d Air Base Wing, Air University, and the Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center). Tenant organizations must comply with guidance and procedures as established by their parent organization. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, through your chain of command. Submit requests for waivers to guidance in this supplement to the OPR through your chain of command. The 42 CS/CC is the approval authority for waiver requests to this supplement. Subordinate units may issue implementing publications to this supplement; route draft publications through the OPR prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This supplement applies to Air University (AU), 42d Air Base Wing (42 ABW), and Holm Center organizations and those with a contractual obligation to abide by the terms of DAF issuances, except where noted otherwise. This supplement does not apply to the AFRC or ANG. Compliance with attachments is mandatory. 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 Department of the Air Force.

### ***SUMMARY OF CHANGES***

This rewrite: relocates some guidance to DAFI90-160\_MAXWELLAFB SUP; clarifies to whom the supplement applies; stipulates tenant/mission partner organizations will use their higher headquarters publishing management support, and realigns paragraphs to the parent publication.

1.3.1. Consult with the appropriate JA when considering including punitive language in a publication.

1.5.3. The Base FOIA/Privacy Manager will review AU- and base-level publications. Unit FOIA/Privacy Monitors will review local publications.

1.5.4. The Base FOIA/Privacy Manager will review AU- and base-level publications. Unit FOIA/Privacy Monitors will review local publications.

1.5.6. It is the responsibility of all publication AOs to obtain permission to use copyrighted material in their publication. Retain copies of permission requests in the record set.

1.5.7. It is the responsibility of all publication AOs to include the trademark disclaimer, if necessary, in their publication as well as the “Registered” (®) and/or “Trademark” (™) symbols. 42 CS/SCOKP will only verify the correct wording and placement of the trademark disclaimer in the opening paragraph of publications they manage.

1.8. **Accessibility of Publications and Forms.** 42 CS/SCOKP posts products they manage on the Maxwell Publications and Forms Management page on the AF Portal. Due to their unique circumstances, Holm Center/JR (Air Force Junior ROTC) may maintain separate repositories for their publications and forms; these products must match the versions posted on the Maxwell Publications and Form Management Office AF Portal page. All other agencies post their products on locations available to all affected personnel.

2.1. **Overview.** Tenant organizations will use their higher headquarters PFM.

2.6. **Publications and Forms Manager (PFM).** The Maxwell Publications and Forms Management Office (42 CS/SCOKP) is the designated base-level PFM to support Air University, Maxwell AFB, and Holm Center (to include AFROTC, AFJROTC and OTS) OPRs issuing publications that apply across the appropriate organization. Subordinate units and remaining center/school commanders/directors will determine the necessity for a PFM.

2.6.3. 42 CS/SCOKP will assign and track control numbers for products they manage. All other agencies will perform these functions for their products.

2.6.10. 42 CS/SCOKP will provide recommendations to 42 CS/SCQ who will provide coordination.

2.6.11. 42 CS/SCOKP will assign and track control numbers for products they manage. All other agencies will perform these functions for their products.

2.6.13. 42 CS/SCOKP will maintain official record sets for products they manage. All other agencies will maintain the appropriate official record sets. Ensure record sets are listed on the agency’s Inventory of Records.

2.6.15. 42 CS/SCOKP will provide guidance to tenant units/mission partners. All other forms services will be provided by parent organizations.

2.6.20. **(Added)** 42 CS/SCOKP will produce a product announcement covering the products they manage. All other agencies may produce a product announcement.

2.8. **Action Officer (AO).** Contractors may perform the functions of an AO, however a military member or civilian employee must concur with the proposed guidance and obtain coordination, certification and approval in accordance with DAFI 90-160.

2.8.6. 42 CS/SCOKP will maintain official record sets for products they manage. All other agencies will maintain the appropriate official record sets. Ensure record sets are listed on the agency's inventory of records.

3.1.3. See [paragraph 2.6.13](#) of this supplement to determine record set locations.

3.1.7. Check with the appropriate PFM for availability of an editable version of existing publications.

3.7.1. Official Holm Center, AFROTC, AFJROTC, and OTS publications and forms are posted on the Maxwell Publications and Forms Management Office AF Portal page. Due to their unique circumstances, Holm Center/JR (Air Force Junior ROTC) may maintain separate repositories for their publications and forms; these products must match the versions posted on the Maxwell Publications and Form Management Office AF Portal page. Remaining units and centers post publications and forms on locations accessible by appropriate personnel.

3.7.8. 42 CS/SCOKP will assign the date for products they manage. All other agencies will perform this function for their products.

4.3.8. 42 CS/SCOKP will assign publication control numbers to the products they manage. All other agencies assign control numbers as appropriate. When numbering Operating Instructions, OPRs select the appropriate series then assign a control number sequentially (e.g., 42CSOI17-1, 42CSOI17-2, etc.).

4.5.8.2. 42 CS/SCOKP will add the appropriate table of contents for publications they process. Remaining units will produce their tables of contents.

4.10.1. Contact 42 CS/SCOKP for assistance with camera-ready formatting.

5.1.3. Commanders/Directors/Equivalent with contractor-operated functions must appoint a military or government employee to provide coordination on draft publications/forms. Contractors may provide recommendations, but a military or government employee must provide the coordination.

5.1.5. Formal Coordination. OPRs should use TMT for coordination when possible. OPRs should contact their assigned unit Commander's Support Staff (or equivalent) for assistance with TMT. Provide original documentation showing coordination to 42 CS/SCOKP (or unit publications coordinator/manager as appropriate) for inclusion in the record set.

5.3. **Comment Resolution Matrix (CRM).** Contact 42 CS/SCOKP for a blank CRM.

6.4.1. For Holm Center products, see [paragraph 3.7.1](#) of this supplement. All other units will post local products on an appropriate unit location for access by all personnel affected by the products.

6.4.2. 42 CS/SCOKP will maintain separate publication and forms product indices for the products they manage. All other agencies will maintain their own product index (may combine publications and forms in one index).

6.7.5. Organizations requiring bulk printing of electronic products will work directly with DLA Document Services. Funding for printing publishing products is not centralized. Funding is the responsibility of the organization requesting the products.

7.2.2.3. See [paragraph 2.6.13](#).

7.5.2. 42 CS/SCOKP will annotate publications for which they manage; other units will accomplish this task for their publications.

7.9.3.1. If a GM must be extended for an additional year, include an explanation in the comments section of the DAF Form 673 explaining the need for the extension.

**8.5. Official Form Repository.** See [paragraph 3.7.1](#).

8.6.1. When possible, allow at least four years to pass after a form has been rescinded before reusing the form number.

8.6.5. 42 CS/SCOKP assigns the date to Holm Center (to include AFROTC, AFJROTC, and OTS) level forms. All other subordinate units and centers assign the date to their respective forms on the date the form is published/released. Assigned dates may be the same as or later than the date the approval authority signed the DAF Form 673 depending on when the form is published/released, but will never be earlier.

8.8.5. Contact 42 CS/SCOKP for assistance with overprinting forms.

8.9.1. AOs should contact their organization's records Unit Point of Contact/Privacy Monitor (UPOC/PM) for assistance when developing a PAS.

8.9.4. The Maxwell AFB reports control manager makes this determination during the coordination process. The Maxwell AFB Forms Manager will ensure coordination is received prior to releasing final form draft.

8.11.1. If revisions made to the form affect guidance in the prescribing publication, 42 CS/SCOKP will not release the approved revised form until the publication is updated.

8.12.1. 42 CS/SCOKP will not complete a publication rescission unless all prescribed forms are marked "obsolete" on the DAF Form 673 or moved to another prescribing publication.

8.12.3. 42 CS/SCOKP will not process approved rescission actions until the prescribing publication is updated accordingly in order to avoid requiring use of a form that has been rescinded.

9.2.2. Because a waiver is the commander's statement of willingness to accept responsibility for any potential risks incurred by not complying with established guidance and/or procedures, process all waiver requests through local organizations that may contribute to the decision-making process (i.e., Safety, Legal, Medical, etc.) before submitting the request through local leadership for concurrence.

9.6.3.5. **(Added)** Review approved waivers to local publications during any assigned review (Periodic or Special) of the subject publication, upon change of leadership of the organization maintaining the waiver, or if the guidance/procedure requiring the waiver changes.

RYAN E. RICHARDSON, Colonel, USAF  
Commander

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

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

***Abbreviations and Acronyms***

**AFJROTC**—Air Force Junior Reserve Officer Training Corps

**AFROTC**—Air Force Reserve Officer Training Corps

**AU**—Air University

**BOS**—Base Operating Support Contract

**OTS**—Officer Training School

**UPOC/PM**—Records Management Unit Point of Contact/Privacy Monitor

***Office Symbols***

**42 CS/SCOKP**—Base Publications and Forms Management Office

**42 CS/SCOKR**—Base Records, FOIA/Privacy, Information Collections and Reports Management Office

**42 CS/SCQ**—Squadron Quality Compliance and Contracting Officer Representative

Attachment 3

FORMAL COORDINATION

Table A3.1. Mandatory Formal Coordinators.

Item #	Must Coordinate Departmental Pubs and Forms with:	Must Coordinate Command or Field Pubs and Forms with:	To review the publication or form for:
3		42 CS/SCOKP will provide recommendations to 42 CS/SCQ who will provide Publications and Forms Management coordination for AU-level, Base-level, and Home Center (to include AFROTC, AFJROTC, and OTS) level products. 42 CS/SCOKR will provide Base Records Management, FOIA/Privacy, Information Collections and Reports coordination for AU- and Base-level products. All other unit products will be reviewed by assigned unit personnel who perform these functions for the unit.	

42 CS/SCOKP will provide recommendations to 42 CS/SCQ who will provide Publications and Forms Management coordination for AU-level, Base-level, and Home Center (to include AFROTC, AFJROTC, and OTS) level products. 42 CS/SCOKR will provide Base Records Management, FOIA/Privacy, Information Collections and Reports coordination for AU- and Base-level products. All other unit products will be reviewed by assigned unit personnel who perform these functions for the unit.