

**BY ORDER OF THE COMMANDER  
MOODY AIR FORCE BASE**

**AIR FORCE INSTRUCTION 33-360**

28 MARCH 2009



**MOODY AIR FORCE BASE SUPPLEMENT**

**Communications and Information**

**PUBLICATION MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** This publication is available digitally.

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

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OPR: 23 CS/SCXKP

Certified by: 23 CS/CC (Major Michael A. Sinks)

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Pages: 2

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AFI 33-360, 18 May 2006, is supplemented as follows. This supplement established policies and procedures for all project officers, or anyone responsible for preparing local publications. Maintain records created as a result of prescribed processes IAW AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) as found on the AF Portal at the AF Records Information Management System link. Contact supporting records managers as required. 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 Form 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document is revised and must be reviewed. Changes to paragraphs align with the basic instructions.

1.2.5.1. The 23rd Mission Support Group Commander (23 MSG/CC) is designated as the MAFB publishing manager. 23 MSG/CC further delegates these duties to the 23rd Communications Squadron Commander (23 CS/CC) and authorizes appointment of a publications manager.

1.2.6. The certifying official is normally the OPR's squadron commander or wing staff agency chief. However, if the approving official is the 23rd Wing Commander (23 WG/CC), the OPR's group commander will be the certifying official and the squadron commander will be included in the coordination on the AF Form 673.

1.2.7. The approving official is normally the OPR's respective group commander or the (23 WG/CC) at his discretion.

2.10.3 The OPR must provide the subject series or the functional area Air Force Policy Directive in order to have a number assigned to a new publication.

2.18. A paper or electronic copy of the AF Form 673 with the original signatures of the certifying and approving official is required. The AF Form 1768, Staff Summary Sheet, is not authorized coordination. The OPR will ensure mandatory coordination prior to presenting to the appropriate Enterprise Information Management (EIM) office.

2.18.1.2. All new and revised publications and forms must be coordinated through the Publications Management Office, 23 CS/SCXKP, and Base Records Management, 23 CS/SCXKR.

2.29.2.4. Notices of rescinded Moody AFB publications and forms will be posted on the Air Force Portal. All base publications are maintained in two forms; printed paper and on the Air Force Portal.

2.31. All units will maintain unit publications records sets IAW AFI 33-360. The EIM office will submit a complete package to include the final draft publication and a completed AF Form 673 to the Publications Management Office as well as sending it electronically to the 23 CS/SCXKP organization box.

STEVEN K. LAMBERT, Colonel, USAF  
Commander, 23rd Mission Support Group