

**BY ORDER OF THE COMMANDER  
RAMSTEIN AIR BASE (USAFE)**

**AIR FORCE INSTRUCTION**

**33-360**



**RAMSTEIN AIR BASE  
Supplement**

**7 JUNE 2021**

**Communications and Information**

**PUBLICATIONS AND FORMS  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website 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.

---

OPR: 86 CS/SCXK

Certified by: 86 CS/CC  
(Lt Col Christopher G. Wiley)

Pages: 7

---

This supplement implements and extends the guidance of Department of the Air Force (DAF) Instruction (DAFI) 33-360, *Publications and Forms Management*, 1 December 2015. It provides guidance and procedures on creating, managing and disseminating directive and nondirective publications and forms. It applies to all personnel who are assigned to the 86th Airlift Wing, Tenant Units and geographically separated units, excluding the 65th Air Base Group, Lajes Field. This supplement does not apply to Air Force Reserve Command (AFRC) or the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61/afrims/afrims/index.cfm>. Refer recommended changes and questions about this supplement to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the Ramstein Air Base (RAB) Publications and Forms Manager, 86 CS/SCXK.

2.5.3. **(Added)** If a unit has developed or intends to develop a wing publication or unit operating instruction, the Group/Unit Commander will appoint a primary and alternate Unit Publications Monitor (UPM) to manage and maintain their publications and forms and/or operating instructions.

2.5.3.1. **(Added)** Commanders will appoint Unit Publication Monitors using the 86th Airlift Wing Appointment Letter Management Tool (ALMT) SharePoint site. If a Unit cannot access ALMT, use the Appointment Letter template in [Attachment 2](#).

2.7.4.1. **(Added)** Unit Publication Monitors and OPRs will be responsible for managing the records set for their organization's publications and forms and/or operating instructions.

2.7.4.2. **(Added)** The 86th Airlift Wing Publication Managers will maintain a copy of forms, drafts, and comment matrixes for processing publications and forms and/or Operating Instructions, but will not be responsible for maintaining the official record set for publishing a publication, form, and/or Operating Instruction.

2.8.18. **(Added)** The Base Publications Manager will provide training to newly appointed Unit Publication Monitors.

2.13. **(Added)** Unit Publication Monitors will act as the liaison between the Office of Primary Responsibility (OPR) and the 86th Airlift Wing Publication Managers. Unit Publication Monitors will:

2.13.1. **(Added)** assist Publication Managers to track all organization driven publications, forms and/or operating instructions.

2.13.1.1. **(Added)** maintain awareness of all organizational publications, forms and/or operating instructions for Periodic Reviews and Special Reviews during the coordination phase of a publication, form and/or operating instruction.

2.13.2. **(Added)** assist OPRs in drafting, revising, formatting and coordinating a publication, form, and/or operating instruction package.

2.13.3. **(Added)** provide additional training for their organization's personnel who are tasked to produce, write and/or coordinate a publication, form and/or operating instruction.

2.13.4. **(Added)** maintain the original publication, form, and/or operating instruction records set.

2.13.5. **(Added)** Unit Publication Monitors maintain the records set associated with processing and publishing a publication, form and/or operating instruction.

3.3.2.1. **(Added)** Unit Publication Monitors will use the 86 AW Publication Coordination SharePoint site to coordinate a package with stakeholders and mandatory coordinators. All correspondence to the Base Publication Managers should be through e-mail to [86cs.scxk.pubs@us.af.mil](mailto:86cs.scxk.pubs@us.af.mil). However, questions and concerns may be addressed via phone at DSN 480-0980.

3.3.2.2. **(Added)** All wing-level publications and forms must be developed using the Air Force Information Management Publishing Tool. Unit Publication Monitors must ensure their organization's wing-level publications and forms are updated within this tool during all Periodic and Special reviews.

5.4.1.1. **(Added)** OPRs with supplements to Higher Headquarter (HHQ) publications are responsible for reviewing the AF e-Publishing website and Product Announcements for notification when the HHQ publications are updated to ensure their supplements are updated within 180 days.

5.4.1.1. **(Added)** Unit Publication Monitors and OPRs should review the AF e-Publishing website and Product Announcements to ensure currency.

6.2.1.1. **(Added)** Unit Publication Monitors will provide OPRs with a publication number for all directive publications and operating instructions.

6.5.4.4. **(Added)** Publication and operating instruction drafts will be provided by Base Publication Managers to aid Unit Publication Monitors and OPRs with formatting their publication and/or operating instruction in accordance with AFMAN 33-361, *Publishing Processes and Procedures*.

6.5.11.1. **(Added)** There will be no digital or wet signatures on publications or operating instructions. Digital signatures should be captured on the AF 673, *Air Force Publication/Form Action Request*.

9.1.2.1. **(Added)** All correspondence showing coordination, to include a Comment Matrix, AF Form 1768, *Staff Summary Sheet*, electronic staff summary sheet (e-SSS), memos, emails, etc, must be included within the publication records set.

11.4.1.1. **(Added)** The Base Publication Managers will publish all below wing-level operating instructions on a centralized site, Ramstein e-Publishing SharePoint site. All below wing-level operating instructions marked without releasability restrictions will be made available for all Air Force personnel through this Ramstein e-Publishing site. Any below wing-level operating instructions with releasability restrictions will be published within a secured location and provided to the Publication Monitor and OPR for dissemination to others upon Publications Monitor and/or OPR consent.

JOSHUA M. OLSON, BRIGADIER GENERAL,  
USAF  
Commander, 86th Airlift Wing

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

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 33-361, *Publishing Processes and Procedures*, 21 March 2014

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

***Prescribed Forms***

None

***Adopted 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*

AF Form 1768, *Staff Summary Sheet*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**ALMT**—Appointment Letter Management Tool

**ANG**—Air National Guard

**AW**—Airlift Wing

**DEROS**—Date Estimated Return from Overseas

**E-SSS**—Electronic Staff Summary Sheet

**GSU**—Geographically Separated Unit

**HHQ**—Higher Headquarters

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**PM**—Publications Manager

**RAB**—Ramstein Air Base

**RDS**—Records Disposition Schedule

**UPM**—Unit Publications Monitor

Attachment 2

UNIT PUBLICATIONS MONITOR APPOINTMENT LETTER TEMPLATE

Figure A2.1. (Added) Unit Publications Monitor Appointment Letter Template.



DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAF)

[Date]

MEMORANDUM FOR 86 CS/SCXK

FROM: UNIT/CC

SUBJECT: Unit Publications Monitor

1. IAW DAFI33-360\_RAMSTEINABSUP, para. 2.5.3., the following individuals have been appointed as Unit Publications Monitor:

Primary:  
DSN:

Alternate:  
DSN:

2. This letter supersedes all previous letters, same subject.

|

FIRST M. LAST, Rank, USAF  
Commander

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

**Attachment 8 (Added)****RAMSTEIN AIR BASE PUBLICATION/FORM REVIEW PHASES**

**A8.1. Phase 1 - Status Request.** OPRs and/or Publication Monitors will complete a status request for each publication for the 3.5 year periodic reviews or special reviews. The status request will be completed using the AF 399, *Air Force Publication/Form Status Request*. Status requests must be completed within 14 days of the periodic review or special review date.

A8.1.1. **Certify Current.** If an OPR or Publication Monitor determines no changes are required for the publication, then the outcome specified on the status request should be Certify Current. OPR and Approving Authority signature is required on the AF 399. The AF 399 should then be provided to the wing Publication Managers (86 CS/SCXK) for final processing.

A8.1.2. **Requires Revision.** If an OPR or Publication Monitor determines changes are required for the publication, then the outcome specified on the status request should be Requires Revision. OPR signature is required on the AF 399. The AF 399 should then be provided to the wing Publication Managers (86 CS/SCXK) for record. The OPR or Publication Monitor then must begin completing an Action Request using the AF 673.

A8.1.3. **No Longer Needed.** If an OPR or Publication Monitor determines the publication is no longer valid, required, or needed, then the outcome specified on the status request should be Not Required - Obsolete. OPR signature is required on the AF 399. The AF 399 should then be provided to the wing Publication Managers (86 CS/SCXK) for record. The OPR or Publication Monitor then must begin completing the Action Request using the AF 673.

**A8.2. Phase 2 - Action Request.** OPRs and/or Publication Monitors will complete an action request for each publication which requires revision or is no longer needed/obsolete. The action request is completed using the AF 673, *Air Force Publication/Form Action Request*. Action requests must be completed within 120 days from the final date of the AF 399 or 120 days from the suspense of the AF 399, whichever is sooner.

A8.2.1. Action requests capture the coordination of the specified status of a publication. Regardless of the status, coordination must include 86 AW/JA for legal compliance, 86 CS/SCXK for Freedom of Information Act and Privacy Act compliance, 86 CS/SCXK for Records Management compliance, and 86 CS/SCXK Publications and Forms compliance, all listed on separate lines.

A8.2.2. Additionally, for Wing Level publications, coordination must be captured by each Group Commander or Deputy for group input and agreement for compliance.

A8.2.3. All coordination, with the exception of Approving and Certifying Authority coordination, can be shot gunned to capture coordination quicker. All coordination should be consolidated on a single AF 673 prior to forwarding for Approving and Certifying Authority signature.

A8.2.4. The Approving and Certifying Authorities for a publication will always change depending on the scope of the publication. Typically, the Certifying Authority is an individual who has the authority to certify the content of the publication as accurate and complete. The Approving Authority is an individual who has the authority to issue the mandatory compliance of the publication to the audience of the publication.

**A8.3. Phase 3 - Processing & Publishing.** Upon receiving the package, including the completed AF 673, the Wing Publications and Forms Managers must be provided the completed package in order to process and publish the publication. Upon receiving the package, the Publications and Forms Managers will complete all processing and publishing actions within 30 days or no later than 180 days after the review start date indicated on the AF 673.

A8.3.1. For publications below wing level, processing and publishing will be completed locally by the Base Publications Office. Products will be posted on the Ramstein e-Publishing SharePoint site <https://usaf.dps.mil/sites/86msg/CS/SCX/KMC/Pubs/> when no releasability restrictions are identified. If releasability restrictions apply, publications will be controlled within the appropriate electronic medium and issued to personnel upon request with a valid justification for access to the publication, as determined by the Unit Publications Monitor/OPR.

A8.3.2. All publications at the wing level will be processed locally and provided to the Air Force Departmental Publishing Office (AFDPO) for publishing on Air Force e-Publishing ([www.e-publishing.af.mil](http://www.e-publishing.af.mil)) when no releasability restrictions are identified. If releasability restrictions apply, publications will be controlled and must be ordered through the Warehouse Management System (WMS) (<https://wmsweb.afncr.af.mil/wms/Default.aspx>) as needed.

**Figure A8.1. Ramstein Air Base Publications/Forms Timeline.**

