



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 20 AF/CV (Col Timothy A. Roberts)

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AFI 33-360, Volume 1, 31 July 1998, is supplemented providing Twentieth Air Force *certifying* and *approving* authority officials, mandatory coordination and other publishing requirements for Twentieth Air Force standard publications. Proper retention of records must be done in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.9. The *Approving* Authority Official (Block 20 and 21 of the AF Form 673 and signature block in the publications) for Twentieth Air Force NEW and REVISED publications is the 20 AF/CV.

1.11. *Certifying* Authority Officials (Block 17 and 18 of the AF Form 673 and Certifying Official on the publication) for Twentieth Air Force publications are division chiefs (SE, LG, DO and XP), with their deputies acting as *certifying* officials in their absence. This official certifies the need for the publication and ensures it is as restrictive as the higher headquarters publication, same subject. **NOTE:** The publication may be as or more restrictive, but never less restrictive than the higher headquarters publication it implements or supplements. OPR ensures coordination from all offices between OPR and the certifying authority. If there isn't anyone between the OPR and the certifying official, the *approving* official signs as both the *certifying* and *approving* official of the AF Form 673.

1.13.1. OPRs contact the publisher, 90 CS/SCSP, to obtain the latest written guidance and examples prior to writing a new publication or revising an existing publication.

1.13.10. For new or revised publications, mandatory coordination is required in addition to any coordination the OPR deems necessary after reviewing coordination requirements in AFI 33-360, Vol 1, Table 3.1 and Table 3.2). To ensure the publication does not violate legal, security, foreign disclosure, Privacy Act, FOUO, Freedom of Information Act (FOIA), records, publications and forms management policy, the OPR will obtain the following coordination before submitting the final package to 90 CS/SCSP for publishing:

1.13.10.1. The Publishing Management Office (90 CS/SCSP) (before sending out for other coordination).

1.13.10.2. The FOIA and Records Management Office, 90 CS/SCBR.

1.13.10.3. The Information Assurance Office, 90 CS/SCBI.

1.13.10.4. Unit Security Manager/Unit Computer Systems Security Manager, if the publication contains security issues.

1.13.10.5. The 20 AF/JA (after all other coordination and before *Certifying* and *Approving* Official signs the AF Form 673).

1.13.13. The OPR must tell 90 CS/SCSP via official correspondence, when transferring OPR responsibility for a standard publication to another organization. Correspondence should be “from” the owning activity “thru” the gaining activity. The gaining activity should indicate its concurrence with the transfer.

1.13.14. The publisher, 90 CS/SCSP, maintains record sets for standard Twentieth Air Force publications in accordance with AFMAN 37-139.

3.2. Include the publication function, 90 CS/SCSP, as an information addressee, when issuing new policy in memorandums or messages. An official standard publication must be issued to replace the policy memorandum or message within 120-calendar days. The OPR should begin writing and coordinating a new publication immediately to ensure it is published before the policy letter is obsolete.

3.5. Notify the OPR and publisher, 90 CS/SCSP, in writing, if conflicts with higher-level publications are found. Pending clarification or revision of same-level publications, comply with the publication with the most current date. Comply with the higher-level publication if the conflict is with the higher-level publication.

3.14. Faxed or e-mail coordination is acceptable to expedite the coordination process. The coordinating agency should ensure hard copy information is returned for inclusion in the publication package (a reply from the individual or office of coordination by fax or e-mail assumes the sender’s authenticity for documenting coordination). All backup information must be attached to the AF Form 673 and annotate “see attached fax or e-mail coordination.” **NOTE:** Before sending a publication through e-mail, OPRs should coordinate with their unit computer security managers first, to determine if the document meets requirements to send electronically.

3.23. Do not hold publications up for editing. Although OPRs are accountable and responsible for editorial requirements of their publications, the publishing office will provide the final editing service prior to publishing. The OPR and anyone in the coordination process may edit and correct grammar, spelling, punctuation, capitalization, use of references, abbreviations, acronyms, and terms, but the publisher is the final authority. Publications do not always follow other written guidance, such as for general correspondence; the format, grammatical sequence, and so forth, must follow publishing guidelines.

3.43.2.3. The special “X” distribution classification will only be used for restricted publications, i.e., Classified or For Official Use Only (FOUO) publications. Users will contact the OPR for copies of “X” distribution items.

3.50.1. Twentieth Air Force publications will be revised in their entirety. OPRs do not revise a publication merely to update organizational titles, series numbers, signature elements, or references unless these items cause significant problems.

3.66. The publishing office initiates reviews every 2 years in the anniversary month using an AF Form 1382. If the OPR has given status of the publication within the previous 90-calendar days, the review will be postponed until the next cycle. If the OPR fails to respond to the second notice, an AF Form 1382

requesting the publication be rescinded will be issued to the *approving* official. However, the review of release or non-release of the publication to the general public will be done annually.

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