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The OPR for this supplement is 21 CS/SCXIP (Mr. Laurence McDanel). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360, Volume 1, *Publications Management Program*, 6 May 2002. This instruction applies to all 21st Space Wing (21 SW) units. It does not apply to the Air National Guard or the Air Force Reserves. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.7.1. The Air Force e-Publishing web site is “The Official Source Site for Air Force Publications and Forms”. 21 SW publications and forms are also kept in a backup repository on <https://halfway.peterson.af.mil/publish/>.

1.7.2. There is no PDO at Peterson AFB. Units requiring reprints pay for them via DAPS using their Government Purchase Card. Coordinate requests for reprints with the 21 SW Publishing Office (21 CS/SCXIP) before submitting requests for reprints.

1.7.3. 21 SW publications are drafts until they appear on the AF e-pubs web site.

1.9. At the Wing level, approving officials are two-letter officials, e.g. 21 SW/PA or 21 CS/CC.

1.10.1.1. For new 21 SW publications, the 2-letter is the approving authority. This authority may not be delegated. If the deputy director is acting in the capacity of the director during his absence, the deputy director may sign as the approving authority as “Acting Director, ...”.

1.10.1.2. For revisions of existing 21 SW publications, the approving authority and functional coordination may be delegated, in writing, to 21 CS/SCXIP, 655 Ent Avenue, Bldg 672, Peterson AFB CO 80914-1645. Minimum mandatory coordination for 21 SW publications may not be delegated.

1.13.1. Contact the 21 SW Publishing Office (21 CS/SCXIP) to obtain the latest written guidance and examples prior to writing a new publication or revising an existing one. Contact the Command Forms Manager (AFSPC CSS/SCSPF) if your publication prescribes a form or data collection tool. **NOTE:** 21 SW may perform this function after start of new contract.

1.13.14. The 21 SW Publishing Office maintains the official record sets for standard publications they publish, including publications with Distribution X and L, visual aids and pamphlets. To get a document published, the Office of Primary Responsibility (OPR) must provide all the required documentation for the record sets, to include: a paper and an electronic copy (Microsoft Word document) of the draft, all completed AF Forms 673OP_AFSPC, any comments received during coordination with proof of their resolution, and any other supporting documentation. For X or L distribution publications, an electronic version is not required; a paper copy will be enough. For visual aids or pamphlets that are Distribution F, submit a Portable Document Format (PDF) file.

1.14.1. The 21 SW Publishing Office no longer issues Publishing Bulletins. Additions, deletions, or changes to official 21 SW publications and forms are announced on the 21 SW Publishing web page, and in the Base Bulletin.

1.15.13. The 21 SW Publishing Office does not integrate supplements; AFDPO does the integration electronically.

2.1.1. (Added) On Peterson AFB, the base publications are issued as 21st Space Wing publications.

2.2.1.1. (Added) For 21 SW Policy Directives (PD), the approval authority is the 21 SW Commander and or Vice Commander. This authority may not be delegated. Policy directives will not be supplemented.

2.2.1.2. (Added) For new and revised 21 SW Policy Directives (PD), the certification level resides with the chief of 21 SW staff offices, group commanders, deputy group commanders, squadron commanders and flight chief or higher.

2.2.8.2. The 21 SW Publishing Office does not publish or coordinate on unit operating instructions (OI). OPRs maintain the unit record set. Use format for 21 SW Instruction to develop the OI.

2.3.8. 21 SW visual aids do not require a prescribing publication. Record sets for permanent VAs are maintained by the 21 SW Publishing Office.

2.3.9.1.1. (Added) The Peterson Air Force Base Bulletin's primary objective is to disseminate general information to the base populace. The Peterson Base Bulletin (BB) is electronically published once a week on Friday mornings, except on holidays. Paper copies are no longer distributed. The current BB may be found at <https://petecentral/BBullet/current.doc>. Instructions for submitting input to the BB can be found at <https://petecentral/BBullet/howto.htm>.

3.2. Contact 21 CS/SCXI for guidance on issuing new policy memoranda.

3.4.7.4. Contact 21 CS/SCXIF for guidance on issuing publications that collect information that require licensing.

3.4.7.5. Contact 21 CS/SCXIF and AFSPC CSS/SCSPF for guidance on issuing forms that collect information internal or external to the Air Force.

3.8.1. 21 SW units will not issue publications that apply to Air Force Reserve Command (AFRC). If it is determined this requirement exists, the local publishing activity contacts AFSPC CSS/SCSPF for guidance.

3.9.1. 21 SW units will not issue publications that apply to the Air National Guard (ANG). If it is determined this requirement exists, the local publishing activity contacts AFSPC CSS/SCSP for guidance.

3.11. The 21 SW Publishing Office:

3.11.1. (Added) Assigns publication control numbers to new publications after all coordination is completed.

3.11.2. (Added) Verifies the series number identified by the OPR (see Attachment 8).

3.13. AFSPC CSS/SCSP has requested that 21 SW units use the AF Form 673OP_AFSPC vice the AF Form 673. The form is available on the AFSPC Forms web page, <https://midway.peterson.af.mil/pubs/formlinks/afforms.htm>. The reverse side of the new form defines the types of comments that may be submitted by coordinators, and also shows certification for releasability of the publication.

3.13.1. (Added) Mandatory coordination for content releasability consists of the Foreign Disclosure Office (HQ AFSPC/XPIF), Privacy Act (PA) Office (21 CS/SCXIF), Freedom of Information Act (FOIA) Office (21 CS/SCXIF), Operations Security (OPSEC) Manager (21 OG/OGVP), and Public Affairs Office (21SW/PA). The certifying signature of the organizational content approval authority must be O-5 or above.

3.17. Contact the 21 SW Publishing Office for mandatory coordination requirements. Coordination more than 180 days old must be reaccomplished prior to publication of the document.

3.20. The 21 SW Publishing Office dates all publications with the date on which they get forwarded to AFDPO for processing.

3.22. After developing the draft, it is recommended that the OPR send it to the 21 SW Publishing Office for review prior to sending it out for coordination.

3.23.1. The 21 SW Publishing Office is no longer required to provide editing services for publications.

3.24.3. AFSPC CSS/SCSPF manages 21 SW forms. Contact them once the need for a new or revised form is determined. **NOTE:** 21 SW may perform this function after start of new contract.

3.45.5.2. (Added) When an AF publication has been revised and there is a 21 SW supplement, the 21 SW Publishing Office will send an AF Form 399, **Request for Action on Implementation of Higher Headquarters Publication**, to the supplement's OPR. If the OPR determines the holdover supplement aligns properly with the basic and no changes are needed, then the OPR must submit an AF Form 673OP_AFSPC, and state in the remarks block that the supplement is not affected by the revised basic. The certifying and approving officials must sign the form. The only changes permitted are the date of the supplement, supersession line, OPR, certifying official, and signature block. Mandatory coordination is waived only under these circumstances. Any changes to the content of the publication will require mandatory coordination.

3.49.1. Only rescind 21 SW publications in their entirety, not by chapters, parts, or sections. This does not apply to the AFMAN 23-110 series. At the Wing level, approval and rescission authority resides at the 2-letter level of the organization that issued the publication. This authority may not be delegated. Mandatory notification for rescission of publications is: 21 CS/SCXIF (FOIA), AFSPC/IGI and AFSPC CSS/SCSPF (Forms). Recommend OPR notify other affected offices/agencies. Attach notification (e-mail, memorandum, etcetera) to the AF Form 1382 or memorandum and send complete package to 21 CS/SCXIP, 655 West Ent Avenue, Peterson AFB CO 80914-1645. For classified publications, include

whether the publication may be downgraded or declassified before being rescinded. Forms prescribed in rescinded publications are considered obsolete until they are prescribed in another publication.

3.50.2. Product Notification is now available on the AF e-Publishing web site. This self-service, self-managed, create your own profile feature allows one to register to receive automatic notification of new/revised publishing products being placed on the web site. If you need additional support, contact the e-Publishing Service Desk at <mailto:e-publishing@pentagon.af.mil>.

3.64. When an OPR transfers responsibility for a publication, it must obtain concurrence, in writing, from the new OPR. Forward a copy through the appropriate chain of command to 21 CS/SCXIP, 655 West Ent Avenue, Peterson Air Force Base CO 80914-1645. Use AF Form 1382 to change office symbols. This information is kept with the record set of the corresponding publication(s).

3.66. AF Forms 1382, **Request for Review of Publication and/or Form(s)**, are prepared by the 21 SW Publishing Office and sent to the OPR at least every 2 years in the anniversary publication month. Each OPR reviews its publication to determine whether the publication is current, requires revision, or can be rescinded. If there is no response from the OPR after the AF Form 1382 has been sent twice, the third request for review is sent to the CC of the unit through the 21SW/CC. The AF Form 1382 must be signed by a flight chief or higher, and returned to the 21 SW Publishing Office for inclusion in the publication's record set. If the publication is being rescinded, see paragraph **3.49.1**. If the publication that is being rescinded prescribes a form, state whether the form or forms will be prescribed by another publication. These forms will be considered obsolete until they are prescribed in another publication.

3.67. All local requests for print and reprint orders for 21 SW publications and forms must go thru the 21 SW Publishing Office before printing to verify that the publication is a legal, current copy. This includes permanent visual aids.

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