

**BY ORDER OF THE COMMANDER  
341ST SPACE WING**

**AIR FORCE INSTRUCTION 33-360 VOLUME 1**



**341ST SPACE WING  
Supplement 1**

**7 NOVEMBER 2003**

**COMMUNICATION AND INFORMATION**

**PUBLICATIONS MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

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OPR: Comm Services/SCABP  
(Mr. David Heatherly)  
Supersedes AFI 37-360V1\_MAFBSUP1,  
17 Oct 96

Certified by: 341 CS/CC (Lt Col Suzanne Dubose)

Pages: 4  
Distribution: F

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AFI 33-360, Volume 1, 6 May 2002, is supplemented as follows and applies to the 341st Space Wing and subordinate units, and to all organizations supported by the publications management section, Malmstrom AFB, MT. Maintain and dispose of records created as a result of prescribed processes in accordance with the *Records Disposition Schedule*.

### **SUMMARY OF REVISIONS**

This publication supersedes AFI 37-160V1/MAFBSUP1, 17 Oct 98. This publication defines levels of certifying official and approving official. This revision also changes guidelines for articles being submitted for publishing the Base Bulletin and rescinds Malmstrom Form 3, 1 Feb 1994.

1.7.1. Publishing Management Office. The Publications Management Office maintains 341st Space Wing publications under the “Related Links” heading on the Malmstrom internal website at <https://mafbi>. 341st Space Wing forms are maintained at <https://midway.peterson.af.mil/pubs/formlinks/sub2.htm#Malmstrom%20Forms>.

1.7.3. When coordinating draft 341st Space Wing publications, you must add the document header “**DRAFT – NOT FOR IMPLEMENTATION OR GUIDANCE**” and this must be placed at the top of each page of the draft publication. 341st Space Wing publications are drafts until they appear on the AF e-pubs official website (<http://www.e-publishing.af.mil>).

1.10.1.1. For new 341st Space Wing publications, the 341st Space Wing Commander is the approving authority. This authority may not be delegated. If the vice space wing commander is acting in the capacity of the 341st Space Wing commander during his absence, the vice commander may sign as the approving authority as “Acting Commander...” A copy of the appointment of the vice commander as acting commander must be included in the publications coordination package.

1.11. **Certifying Officials.** Certifying Officials for 341st Space Wing publications will be the squadron or group commander of the publication Office of Primary Responsibility (OPR).

1.13.1. Before beginning a new publication or revision, the OPR of the publication will make an appointment with the wing publishing manager to validate the need for publication and to receive basic instructions for completing publications.

1.13.14. The 341 SW Publishing Office maintains the official record sets for standard publications it publishes. To get a document published, the 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 673, AFSPC Overprint, any comments received during coordination with proof of their resolution, and any other supporting documentation. For visual aids or pamphlets that are Distribution F, submit a read-only document in either Word® or PowerPoint® format.

1.14.1. The wing publishing manager will no longer issue Publishing Bulletins. Additions, deletions, or changes to official 341 SW publications and forms will be announced on the 341 SW Publishing web page and in the Base Bulletin (BB).

2.1.1. (Added) On Malmstrom AFB, base publications are issued as 341st Space Wing publications.

2.2.8.2. The 341 SW Publishing Office does not publish or coordinate on unit operating instructions (OI). Unit OPRs will maintain the publication record set. Use the format of a 341 SW Instruction to develop the unit OI.

2.3.8. 341 SW Visual Aids (VA) do not require a prescribing publication. The 341 SW Publishing Office maintains the record sets for 341 SW VAs.

2.3.9.1.1. (Added) The primary objective of the Malmstrom Base Bulletin is to disseminate general information to the base populace. The BB is electronically published once a week on Tuesday mornings, except on holidays. Paper copies are no longer distributed.

2.3.9.1.2. (Added) Articles submitted for publishing in the Malmstrom Base Bulletin will be up to eight lines for official business and up to six lines for unofficial business. Official business articles will run for 3 weeks and will require resubmission to be published further. Unofficial business articles will run for 1 week and will require resubmission to be published further. Articles exceeding length will be published on a case-by-case basis after approval of the wing publishing manager. Submit articles for the Malmstrom Base Bulletin by sending e-mail to <mailto:publications.mgmt@malmstrom.af.mil>. Articles for submission will be in the Arial Font and 8-pitch type.

3.4.14.1. When requesting permission to use copyright material or asking for an author's permission to use material, include copies of all correspondence showing the request and approval to use requested material with the publication coordination documents. Original correspondence will be maintained by the publication OPR.

3.11. **Selecting a Series Number.** The 341 SW Publishing Office:

3.11.1. (Added) The 341st Space Wing Publishing Office assigns publication control numbers to new publications after all coordination is completed.

3.17. **Coordinating With Interested Staff Offices.** Contact the 341 SW Publishing Office for mandatory coordination requirements. Coordination more than 180 days old must be reaccomplished prior to publication of the document.

3.20. **Effective and Expiration Dates.** The 341 SW Publishing Office dates all publications with the date on which they get forwarded to AFDPO for processing.

3.22. **Minimum Processing Requirements .** After developing the draft, it is recommended that the OPR send it to the 341 SW Publishing Office for review prior to sending it out for coordination.

3.23.1. The 341 SW Publishing Office no longer provides editing services for publications. Use Attachment 4 of AFI 33-360V1 for guidance. Prior to final publication coordination, the OPR will make an appointment with the wing publishing manager to ensure all required actions have been completed to finalize the draft publications.

3.24.2. If an OPR requires a form in a publication, the form will be filled out with sample entries.

3.40. **Graphics and Artwork for Publications.** Illustrations that are used will be embedded within the draft publication. When presenting an electronic copy of the final publication for tagging, all illustration files will be included with the final publication document. Acceptable formats are .ppt, .gif, .jpg, or .tif.

3.41. **Marking Revised Material.** OPRs must include a complete *SUMMARY OF REVISIONS* paragraph for revised publications. A *SUMMARY OF REVISIONS* is not required for new or first issue publications.

3.43. **Restricted Categories.** Restricted distribution publications will be marked Distribution X. These publications are to be stocked and issued by the OPR.

3.43.2.3. 341st Space Wing publications that are marked Distribution X will not be coordinated on electronically. Either hand carry the draft publication to the required OPR for coordination or use the BITC service. If using the BITC service, properly safeguard the draft publication.

3.43.2.4. (Added) Distribution X publications will be stocked and issued by and obtained from the OPR of the publication. The wing publishing manager will maintain the official record set.

3.45.5.2. (Added) When an AF publication or Information Management Tool (IMT) has been revised; the wing publishing manager will receive notification via e-mail. The wing publishing manager will then forward the notice electronically to the appropriate action office or commander support staff. If the OPR determines action is required against a wing level publication, they will contact the wing publishing manager for appropriate steps to be taken. Any changes to the content of the publication will require mandatory revision and coordination.

3.45.8.5. The OPR's counterpart at HQ AFSPC will coordinate on all 341st Space Wing supplements to Air Force Instructions (AFI) or Air Force Space Command Instructions (AFSPCI).

3.49.1. Only rescind 341 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 with the 341st Space Wing Commander. This authority may not be delegated. The OPR of a publication to be rescinded will notify other affected offices/agencies. Attach notification (e-mail, memorandum, et cetera) to the AF Form 1382, **Request for Review of Publication and/or Form(s)** or memorandum and send complete package to the wing publishing manager. 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.

3.50.1. Do not issue EMC or IC changes for any 341st Space Wing publication. If a significant change is made, revise the publication in its entirety.

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. **Transfer of Responsibilities for a Publication.** When an OPR transfers responsibility for a publication, they must obtain concurrence, in writing, from the new OPR. A copy of the transfer letter will be sent to the wing publishing manager for inclusion with the record set of the corresponding publication(s).

3.66. **Initiating Review of Publications.** AF Forms 1382, **Request for Review of Publication and/or Form(s)**, are prepared by the 341 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 commander of the unit. The AF Form 1382 must be signed by the certifying authority for the OPR and returned to the 341 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.

C. DONALD ALSTON, Colonel, USAF  
Commander