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PUBLICATIONS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This volume implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3). It prescribes and explains how to create and manage Air Force publications and to whom they apply. It covers the procedures and standards that govern management of standard publications throughout the Air Force. It also carries out the tenets of Executive Order (E.O.) 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993; and E.O. 12866, *Regulatory Planning and Review*, September 30, 1993. It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications. Refer recommended changes and conflicts between this and other publications to HQ AFCA/ITPP, 203 West Losey Street, Room 1060, Scott AFB IL 62225-5233, on Air Force (AF) Form 847, **Recommendation for Change of Publication**. Send an information copy to HQ AFCIC/SYSM, 1250 Air Force Pentagon, Washington, DC 20330-1250. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their printed supplement to HQ AFCIC/SYSM and HQ AFCA/ITPP; other organizations send one copy of each printed supplement to the next higher headquarters. ***NOTE:*** Any reference to MAJCOMs and FOAs also includes DRUs. See **Attachment 1** for a glossary of references and supporting information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. ***NOTE:*** This volume references Air Force publications under the old publications scheme (Air Force regulations [AFR] and manuals [AFM]) which remain in force until converted to the new types of publications described in paragraphs **2.2.** and **2.3.**

(341SW) 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 change incorporates interim change (IC) 2002-1 (**Attachment 12**). It updates paragraphs **3.4.16.** and **3.4.17.2.**; deletes paragraph **3.20.1.**; adds six (6) new mandatory coordinators (paragraph **3.21.** and **Table 3.2.**); adds verbiage on complying with Section 508 of the Rehabilitation Act (paragraph **3.21.4.**); updates developing supplements (**Section 3F**); clarifies marking revised material (paragraph **3.41.**); clarifies SUMMARY OF REVISIONS requirements (paragraph **3.51.**); adds Publications Libraries (**Chapter 7**); reinstates and updates pertinent policy and procedures for establishing and maintaining publication libraries (**Section 7A** and **Section 7B**); reinstates inventories and spot checks of libraries (**Section 7C**); and updates **Attachment 1** and **Attachment 2**.

(341SW) 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.

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Chapter 1

PROGRAM DESCRIPTION

Section 1A—The Air Force Publishing System

1.1. System Overview--Publishing Corporate Information. The Air Force-wide publications management function:

1.1.1. Describes the officially sanctioned categories for organizing and publishing information, dependent on the purpose; e.g., policy is in policy directives, procedures are in instructions, lists of publications are in indices, etc. Categories also describe whether the information is directive or nondirective.

1.1.2. Provides the procedures for creating, staffing, and approving each of the categories of publications at all Air Force levels. These procedures are necessary to ensure all affected areas review information in Air Force publications to eliminate conflicting processes or procedures and to consider any legal, safety, or security requirements.

1.1.3. Establishes and maintains the lists of all standard and specialized publications (currently in indices) and provides updates as changes occur. Air Force customers can determine the currency and whether the information is authentic via the indices on the web site at **http://afpubs.hq.af.mil**.

1.1.4. Prescribes the distribution system that makes the information available to everyone in the Air Force. Today, a very large, independently managed distribution system is in place to handle the tremendous amount of paper we depend on to distribute official information. It includes distribution centers at departmental level and major commands (MAJCOM), publishing distribution offices (PDO) at every Air Force installation, and customer accounts in every unit. Planning is well underway to downsize the paper distribution effort and provide information, using the rapidly evolving digital infrastructure. Publications are available electronically through the Air Force Publishing Distribution Library (AFPDL), limited to PDO channels; the Air Force Electronic Publishing Library (AFEPL) customers on compact disc-read only memory (CD-ROM), available on all bases; and via the World Wide Web (WWW) at **http://afpubs.hq.af.mil**.

1.1.5. Is the link between getting information of the entire Air Force to people to do their job. The Air Force is organized to do that via the publications management program. On the practical side, OPRs choose the type of directive or nondirective publication that best fits their needs, such as directives for policies, instructions for procedures, or pamphlets for informational products.

1.2. Advantages of Using Publications. Publications are the most effective and economical way to state policies and procedures. They are produced under controlled procedures that ensure coordination, review, certification, and approval, and are maintained in an official record set (**Attachment 2**) to meet historical and legal requirements. As technology advances, Air Force will migrate to Department of Defense (DoD)-wide publishing systems. To take advantage of these systems, potential users who want their publications published must conform their products to the standards in this instruction and other volumes of AFI 37-160 (will convert to volumes of AFI 33-360).

1.3. Statutory Authority. Authority for this instruction is Title 44, United States Code (U.S.C.), *Public Printing and Documents*, 1988 Edition; and the P.L. l04-13, *Paperwork Reduction Act of 1995*, May 22,

1995. Other authorities are executive orders (E.O.), the *Government Printing and Binding Regulations*, the *Code of Federal Regulations*, *Federal Acquisition Regulations*, and issuances from the Office of Management and Budget (OMB) and the General Services Administration (GSA).

1.4. Complying With Publications. The Air Force expects its personnel (military and civilian) to comply with the requirements and standards in its publications (paragraph **3.4.**). If the publication places a duty on the individual which is not discharged, some ways to enforce compliance are reflection of deficiencies in personnel ratings, recommendations, withholding of promotions, and other administrative actions; administrative reprimands, disciplinary actions, counseling, etc.; and nonjudicial punishment or court-martial under Article 92(3), *Uniform Code of Military Justice* (UCMJ), for dereliction of duty. In some cases, violation of a publication or technical order (T.O.) may be punishable under another article; e.g., if a publication calls for a specified tire pressure and the service member overinflates or underinflates the tires, resulting in damage, this might be a basis for a charge of negligent damage of military property under Article 108, UCMJ. Whether a publication is "punitive" (see definition, **Attachment 1**), determines the level of compliance expected and the severity of the punishment for violating Air Force direction.

1.5. Standard and Specialized Publications. These are the two systems of Air Force publications that are further broken down into categories and types, and used at all organizational levels of the Air Force. Both systems include directive and nondirective publications. See **Chapter 2** for categories and types of publications.

1.5.1. Standard Publication System. The Secretary of the Air Force; Chief of Staff, United States Air Force (USAF); commanders; and staff officials at all levels issue standard publications to announce policies, assign responsibilities, prescribe procedures, direct actions, and inform people.

1.5.1.1. Departmental Publications. Departmental publications are Air Force-level documents. ***NOTE:*** Air Force regulations (AFR) and Air Force manuals (AFM) remain in effect as transitional publications, until they are superseded by other standard departmental publications. Departmental publications apply to a minimum of two MAJCOMs or FOAs. Departmental publications are issued by, or by order of, The Secretary of the Air Force.

1.5.1.2. Field Publications. Field publications originate at MAJCOM, FOA, DRU, wing, base, or unit level and apply to all units under the control of the issuing headquarters.

1.5.1.3. Installation Publications. The installation commander has the authority to issue installation publications. Unless limited by distribution, or waivers granted under host-tenant agreements (AFI 25-201, *Support Agreements Procedures),* installation publications apply to all units assigned or attached to the installation. They also apply to off-base and remote-site units of the same or different parent MAJCOMs or FOAs, if the subject matter covers the support and services given them by the issuing installation. The installation commander issues installation publications (e.g., Scott AFB Instruction XX-XXX) when they apply to support or services for all units physically located on the installation, regardless of unit affiliation or designation; e.g., a publication pertaining to traffic rules on Scott AFB.

1.5.1.4. Unit Publications. For publications that pertain exclusively to an individual unit, regardless of physical location (e.g., 439 AMW and its geographically separated units and detachments, etc.) publish a unit publication.

1.5.2. Special Publication System. For a unique publishing requirement involving many publications that affect a narrowly defined audience, a special publication system may meet the need. A special publication system is a "standalone" system, approved via this instruction. **Section 3J** explains how to establish and use these systems. They do not interface with, change, override, or supersede any standard publication, form, or report that a standard publication prescribes; they can only refer to such a publication. Do not establish a special publication system to bypass the normal publishing process. T.O.s, Computer System Manuals, and information protection publications are examples of special publications.

1.5.3. Non-Air Force Publications. These are any publications of another Federal agency, including DoD and its components, that are directive on, or of interest to, the Air Force. This does not include commercial enterprise publications or publications of foreign, State, and local governments. For direction on implementing DoD publications, see AFI 90-101, *Implementing Department of Defense Issuances*. Non-Air Force publications are indexed in Air Force Index (AFIND) 4, *Department of Defense (DoD), Chairman of Joint Chiefs of Staff (JCS) and the Joint Staff, Interservice Publications, Combined Publications, Air Force Contract Requirements Documents (AFCRD), and Miscellaneous Federal Government, and Commercial Publications*.

1.5.3.1. How Non-Air Force Publications Apply. These publications apply to Air Force organizations if they are acceptable as written, are directive on the Air Force, or prescribed for use in Air Force publications, **Section 2B**. To introduce this type of publication into the Air Force, the functional OPR must review the non-Air Force publication, coordinate it as prescribed in this volume, and inform Secretary of the Air Force (SAF)/AAD, by an AF Form 673, to authorize procurement. If a publication is not acceptable or you cannot distribute it as written, extract or paraphrase the pertinent material and add its subject matter to an Air Force publication. This then becomes Air Force language. Upon rescission of the prescribing Air Force publication, discontinue the use of the Federal agency's publication.

1.6. What's Not in the Publishing System. Certain documents are not publications, even when printed to meet distribution requirements. Examples of uncontrolled printed material include plans, programs, histories, staff studies, statistical summaries, reports, training materials, statistical digests, staff digests, vision documents, white papers, strategic plans, policy memoranda, and similar documents.

1.7. Official Versions and Official Sources of Air Force Publications and Forms.

1.7.1. Physical and Digital Sources. The source of your publications and forms is the key to determining whether you have a current, official version. Only the PDO or publishing manager can establish or designate official online sources for publications or forms repositories. Contact your publishing manager if you want your source designated as official. Local area networks, bulletin boards, or web sites not controlled or designated as official by the publishing manager are not reliable sources for publications and forms; use them only for preliminary research. ***NOTE:*** CD-ROMs are published monthly and are current only for the month published. Interim changes (IC) and EMCs issued during the interim are available from online sources and supplement the CD-ROM distribution method.

1.7.1. (341SW) 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**.

1.7.1.1. All official publication electronic sites are listed on the Air Force primary site at **http://afpubs.hq.af.mil**. Publishing managers must send all requests for official designation to SAF/AAD.

1.7.2. Formal Requirements. If you have online access to an official electronic source of publications and forms, **do not** establish formal paper version requirements through the PDO. If, however, you have a mission-related need for paper publications, provide justification to the PDO. ***NOTE:*** PDOs **must** provide paper copies to users who request or have a need for paper, unless printing funds have been decentralized to unit level to support implementation of Defense Automated Printing Service (DAPS). If printing funds have been decentralized, the unit pays to print copies of publications and forms. The purpose of a digital publication is to reduce the number of copies produced on a media, both paper and CD-ROM; however, users who need the paper copy because they are unable to access an electronic source should maintain requirements with the PDO.

1.7.3. Draft Publications. Air Force draft publications are working documents, not for implementation or compliance (paragraphs **3.15.** and **3.16.**) until certified and approved by the three-letter and two-letter Air Staff functional principals and published. Staffs at all levels must follow the policy and guidance contained in an existing publication until such time as it is amended by a policy memorandum, an IC, an EMC, or superseded by a revised publication. ***NOTE:*** The title-page footnote of a new or revised publication must not state that it **supersedes** or **replaces** a draft.

1.7.3. (341SW) 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**).

Section 1B—Roles and Responsibilities

1.8. Responsibilities of the Air Force Central Printing and Publications Management Official (CPPMO). HQ USAF/SC is the CPPMO as required by Title 44, U.S.C., and is responsible for Air Force publications management policies and procedures. HQ AFCIC/SYSM directs and manages the *Air Force Publications Management Program*, develops policy, and establishes procedures and standards for authenticating, controlling, procuring, producing, issuing, storing, and distributing Air Force publications. HQ AFCIC/SYSM:

1.8.1. Establishes overall policies and procedures for commands to administer their publications program.

1.8.2. Prescribes standards, methods, and techniques on how to prepare artwork and how to format, number, index, file, and maintain publications.

1.8.3. Authorizes project officers to establish special systems of publications, when necessary.

1.8.4. Evaluates effectiveness and efficiency of each command's publications management program, including reviewing MAJCOM, FOA, and DRU supplements in the 33 series (communications and information).

1.8.5. Evaluates and continually improves the *Publications Management Program*.

1.8.6. Provides technical advice on publications management to Air Force personnel.

1.9. Approving Officials. At Headquarters US Air Force (HQ USAF), approving officials include heads of Secretariat activities, HQ USAF Deputy Chiefs, Assistant Chiefs of Staff, and other offices reporting directly to the Chief of Staff. These officials are responsible for policies and procedures that pertain to their functional areas. ***NOTE:*** Since establishing Air Force policy is an authority that rests with the Secretary of the Air Force, the Secretary will review, approve, and authenticate **all** AFPDs, paragraph **2.2.1.** Approval officials at all levels:

1.9.1. Enforce policies and procedures governing publications, periodicals, and forms within their activities and subordinate elements.

1.9.2. Review, comment on, and approve draft manuscripts of publications when coordination or approval is required. They ensure the proposed publications do not conflict with higher headquarters directives or the policies and procedures in their areas of responsibility.

1.9.3. Approve publications on the AF Form 673, block 21, that verifies the publication is in consonance with Air Force doctrine, existing law, National, DoD, and Air Force policy, and is approved for publication. The signature block (name, rank, and title) of the approval authority appears on the last page of the publication, before the attachments.

1.9.4. Approve, as Air Force original classification authority (OCA), all security classification guidance contained in a publication. The OCA makes sure the classification guidance complies with AFI 31-401, *Information Security Program Management.*

1.9.5. Normally, the approving official is a minimum of one organizational level above the certifying official.

1.10. Delegation of Approving Authority.

1.10.1. Directive Departmental Publications:

1.10.1.1. For new directive departmental publications, the two-letter approving official must approve them the first time published. This authority may not be delegated.

1.10.1.1. (341SW) 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.

1.10.1.2. Approving authority and functional coordination may be delegated for revisions of existing departmental publications. However, the minimum mandatory coordination may not be delegated.

1.10.1.3. Even though the approving authority is delegated, the signature block in the publication is that of the two-letter Air Staff functional principal.

1.10.1.4. The delegation of authority, whether for a single publication or a blanket request for several publications, must be in writing, signed, and dated, and must accompany the AF Form 673 and the revised draft. As an alternative, you may also state the delegation of authority in the purpose paragraph of the publication.

1.10.2. Nondirective Departmental Publications:

1.10.2.1. Approving authority and functional coordination may be delegated for new or revised nondirective departmental publications. However, the minimum mandatory coordination may not be delegated.

1.10.2.2. Even though the approving authority is delegated, the signature block in the publication is that of the two-letter Air Staff functional principal. ***NOTE:*** For the definitions of new and revised publications, see **Attachment 1**.

1.11. Certifying Officials. Normally, the certifying official is a minimum of one organizational level above the OPR and certifies the need for the publication, to include currency of information, applicability to the Air Force, propriety of content, and ensures the publication is in good taste, by signing the AF Form 673, block 18. ***NOTE:*** Before signing the AF Form 673, block 18, it is the responsibility of the certifying official to make sure publications are not less restrictive than the basic publication. If needed, they can be more restrictive.

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

1.12. Responsibilities of MAJCOM, FOA, DRU, and Base Lead Wing Commanders. Commanders make sure an individual is designated as the publishing manager (paragraph **1.15.**) to manage the organization's portion of the Air Force's official publications program.

1.12.1. Send the designee's name, organizational designation, functional address symbol (FAS), E-mail address, and telephone number to the next higher headquarters. MAJCOM, FOA, and DRU send information to HQ AFCIC/SYSM, with a copy to SAF/AAD. Air National Guard (ANG) field unit publishing managers are not required to send designee information to ANG/SCIM.

1.12.2. MAJCOMs (including NGB/CF) or FOA commander may establish certification and approval levels for MAJCOM or FOA publications. MAJCOM and FOA commanders may either establish levels for their field activities or authorize commanders of field activities to establish levels locally.

1.13. Offices of Primary Responsibility (OPR) Who Write (Author) Publications.

1.13.1. Consult with the publications and forms management offices before developing your publication and or form in order to adhere to publishing requirements.

1.13.1. (341SW) 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.

1.13.2. Make sure publications conform with requirements and standards of this volume. See AFI 33-360, Volume 2, *Forms Management Program*, for forms requirements and standards.

1.13.3. Ensure publication meets requirements for classified documents (if appropriate) and computer security requirements per governing directives.

1.13.4. Ensure the technical content of the publication is as restrictive as the higher-headquarters publications and does not contradict higher-headquarters publications.

1.13.5. Keep existing publications and prescribed forms current. Promptly rescind those publications and forms no longer needed.

1.13.6. Write simply and concisely, using short and familiar words and short sentences and paragraphs.

1.13.7. Do not include information that conflicts with, belongs in, or duplicates another publication.

1.13.8. Do not include information that could cause adverse public opinion of the Air Force.

1.13.9. Do not include advertisements or material that imply, in any way, the Air Force endorses, favors, or restricts the use of a commercial product, commodity, or service (paragraph **3.4.15.**).

1.13.10. Coordinate with offices having a functional interest (paragraph **3.17.**), as well as the minimum mandatory coordinators (paragraph **3.21.**).

1.13.11. Upon revision, coordinate the revised portions of departmental publications only with those organizations having a functional interest in the change (paragraph **3.17.**). However, you must obtain the minimum mandatory coordination according to paragraph **3.21.**

1.13.12. Conform with AFI 37-120, *Federal Register* (will convert to the 90 series), for publishing in the *Federal Register*; AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, when the publication prescribes a report; with DoD Regulation (DoD 5400.7-R)/AFSUP, *DoD Freedom of Information Act Program,* 22 July 1999; and AFI 33-332, *Air Force Privacy Act Program,* for Privacy Act (PA).

1.13.13. Tell SAF/AAD, via official correspondence, when transferring responsibility for a departmental publication to another organization. Correspondence should be "From" the owning activity "Thru" the gaining activity, to SAF/AAD. The gaining activity should indicate its concurrence with the transfer when sending correspondence to SAF/AAD. Use AF Form 1382, **Request for Review of Publication and/or Form**, to change office symbols.

1.13.14. Keep record sets for standard and specialized publications. This applies to OPRs who develop standard departmental publications, at the Secretariat and Air Staff level. However, MAJCOM or FOA publishing activities may determine who will maintain the record sets at their locations (**Attachment 2**).

1.13.14. (341SW) 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.

1.13.15. Write stand-alone supplements. ***NOTE:*** OPRs will not integrate their supplements into the basic Air Force-level publication. This policy does not apply to supplements to DoD-level publications; they are formatted differently.

1.13.16. Will, after notification from the publishing manager, notify the targeted audience via E-mail, correspondence, or FAX when a publication or form is officially published. Notification is for new, revised, changed, and rescinded information. See also paragraph **3.50.2.**

1.13.17. Formalize new policy issued via a memorandum or message in an official publication within the specified 120-calendar days (paragraph **3.2.**) after the date of the memorandum or message.

1.14. Publications and Forms Users.

1.14.1. Read Publishing Bulletins (PB). PBs announce additions, deletions, or changes to official publications and forms. The system depends on publication users reading, understanding, and complying with the announcements in PBs.

1.14.1. (341SW) 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).

1.14.2. Maintain currency of Publications and Forms. Users of publications (including supplements) and forms must make sure they are always using the current, officially published version. Whether you have an electronic access or a paper copy of an Air Force publication, you should verify your version against the official Air Force sources (posted Air Force Indices or officially designated online sites). Publications and forms available from the publishing distribution system (PDS) in paper or electronic medium are official versions, even if appearance is different. Contractors working for the Air Force must follow the version of the Air Force publications as prescribed under terms of their contract, when specific dated publications are prescribed. Otherwise, contractors also follow the current version.

1.15. Publishing Managers.

1.15.1. Supervise and manage their publishing program and recommend improvements to HQ AFCIC/SYSM (through channels below MAJCOM or FOA level).

1.15.2. Implement the policies and procedures in this volume.

1.15.3. Manage and implement the *Air Force Electronic Publishing Program* and participate in Air Force working groups or project teams, as requested.

1.15.4. Evaluate and approve requests to establish special publication systems (**Section 3J**).

1.15.5. Review field command supplements to publications pertaining to matters that have impact on publishing activities and responsibilities.

1.15.6. Visit publications management offices of field activities, as needed.

1.15.7. Serve as the interface to contractors to prioritize program requirements and services, as prescribed in this publication, command, and local directives, where contractor-operated publishing functions are in place.

1.15.8. Provide editable rich text format (.rtf) files to OPRs that can be used to revise and or supplement publications.

1.15.9. Track publications from the time of US Air Force two-letter functional principal's approval until release to the publisher.

1.15.10. Review all publications before sending them to the publishing transform activity to ensure structure and format are correct.

1.15.11. Provide a .pdf file to the OPR and request a 24-hour **last chance** review.

1.15.12. Review the SGML tagged files for accuracy and quality of graphics, then release to the publisher. ***NOTE:*** SAF/AAD will return publications that are incorrectly tagged to the publications managers for reaccomplishment.

1.15.13. Will integrate supplements for OPRs.

1.15.14. Notify OPRs via E-mail, correspondence, or FAX when a publication or form is officially published. Notification is for new, revised, changed, and rescinded information. See also paragraph **3.50.2.**

Chapter 2

CHOOSING A PUBLICATION TYPE

Section 2A—Air Force Publications

2.1. Categories of Publications. There are two categories of Air Force publications, directive (paragraph **2.2.**) and nondirective (paragraph **2.3.**). In choosing a publication type, first check the directive and nondirective definitions (paragraphs **2.2.** and **2.3.** or **Attachment 1**) then choose the type of publication that best fits your information requirements. These two categories are used as a descriptive way to quickly determine whether compliance with a publication is mandatory or if it is informational. However, refer to the individual publication to determine the exact nature of required compliance.

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

2.2. Directive Publications. Those publications that are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. The language used within the individual publication describes the nature of compliance required. Air Force personnel must comply with these publications. ***NOTE:*** All departmental publications, directive and nondirective, must have an antecedent AFPD. Publications in the directive category follow:

2.2.1. Policy Directives (PD). PDs are orders of the Secretary of the Air Force and contain directive policy statements of the Office of the Secretary of the Air Force and HQ USAF to initiate, govern, or regulate actions of conduct, within their specified areas of responsibility, by Air Force activities at any level. AFPD 90-1, *Policy Formulation,* sets the tone for all policy development. PDs contain explanations of key terms, responsibilities and authority, and policy interfaces. As required, metrics are attached to measure compliance (**Attachment 3**). As a goal, the length of PDs (without attachments) is two composed pages. Procedures or detailed "how-to" instructions will not appear in PDs. Condense any absolutely essential parameters for action to the maximum extent possible and incorporate them into the body of the PD. You may not supplement AFPDs. ***NOTE:*** Since establishing Air Force policy is an authority that rests with the Secretary of the Air Force (paragraph **1.9.**), the Secretary will review, approve, and authenticate **all** AFPDs (paragraph **3.21.** and **Table 3.2.**). Subordinate activities may issue command PDs, that they will designate with the acronym of the command; e.g., ACCPD (for Air Combat Command Policy Directive). ***NOTE:*** MAJCOM and FOA PDs must remain as restrictive as the higher headquarters publications and must not contradict the higher-headquarters publications. Keep command-level PDs consistent with related AFPDs. AFPDs are indexed in AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications,* Section B.

2.2.2. Doctrine Documents. Doctrine documents are statements of officially sanctioned beliefs and warfighting principles that describe and guide the proper use of air and space forces in military action. Doctrine documents provide the foundation for Air Force policies that guide our personnel as they plan, employ, organize, train, equip, and sustain Air Force forces. Doctrine documents also provide the foundation for Air Force contributions to joint and combined doctrine development. Doctrine documents are authoritative, but require judgment in application. The Air Force develops doctrine at different levels and depths of detail in the forms of basic, operational, and tactical doctrine. Each level of doctrine plays an important role in describing and guiding the preparation (organizing, training, equipping, and sustaining) and employment of air and space forces.

2.2.2.1. Basic doctrine (1 series doctrine documents) states the most fundamental and enduring beliefs that describe and guide the proper use of air and space forces in military action. Basic doctrine is the foundation of all airpower doctrine. Because of its fundamental and enduring character, basic doctrine provides broad and continuing guidance on how forces are prepared and employed.

2.2.2.2. Operational doctrine (2 series doctrine documents) applies the principles of basic doctrine to operational actions by describing the proper use of air and space forces in the context of distinct objectives, force capabilities, and operational environments. Operational doctrine describes how the Air Force fights, and it anticipates changes and influences which may affect military operations, such as technological advances.

2.2.2.3. Tactical doctrine (3 series tactics, techniques, and procedures [TTP] and tactics, techniques, and procedures [interservice] [TTP{I}]) applies basic and operational doctrine to military actions by describing the proper use of specific weapon systems or detailed TTPs, to accomplish specific military operations. TTP(I) publications are approved for use by the Air Force and at least one other Service. TTP(I) publication format is similar to joint doctrine publications. ***NOTE:*** TTP and TTP(I) publications are not directive.

2.2.2.3.1. AFTTP(I)s are certified by the Air Force Doctrine Center (AFDC/CC) and are approved by ACC/CC. They require mandatory Air Staff coordination as outlined in paragraph **3.21.** and **Table 3.2.** Once finalized, AFDC/DJ submits the finalized camera-ready copy to SAF/AAD along with the fully coordinated and approved AF Form 673, **Request to Issue Publication**, and an electronic file for posting to the WWW.

2.2.2.3.2. AFTTP 3-1 and 3-3 publications are Air Force-level publications subordinate to Air Force doctrine documents. They are certified by the AFDC three-letter functional principal and are approved by the AFDC two-letter functional principal. They require mandatory Air Staff coordination as outlined in paragraph **3.21.** and **Table 3.2.** Once finalized, AFDC/DR submits the final copy to SAF/AAD along with the fully coordinated and approved AF Form 673, and an electronic file for posting to the WWW.

2.2.2.4. Command activities may not issue command doctrine documents, nor may they supplement Air Force doctrine documents (AFDD). The OPR for doctrine is located at the AFDC. Contact the AFDC regarding the format for 1 and 2 series doctrine documents. The format is similar to the joint doctrine publications. See also AFI 10-1301, *Air and Space Doctrine*, for guidance to develop doctrine publications. AFDDs and AFTTPs are indexed in AFIND 2, Section C.

2.2.3. Mission Directives (MD). MDs prescribe the mission, area or responsibility, organization, responsibilities, and command relationships of Air Force units. Only the unit described in the title may supplement MDs. Subordinate activities may also issue MDs, which they will designate with the acronym of the command; e.g., ACCMD (for Air Combat Command Mission Directive). Air Force MDs (AFMD) are indexed in AFIND 2, Section D.

2.2.4. Instructions. Instructions are orders of the Secretary of the Air Force and are approved in the Secretariat or the Air Staff (paragraph **1.9.**). They are usually drafted at the MAJCOM and FOA level and provide essential procedural guidance necessary to implement Air Force policy in the field. Use an instruction if you want to direct action, ensure compliance, or give detailed procedures to standard actions across the Air Force. You may supplement instructions at any level. Subordinate activities may also issue instructions, which they will designate with the acronym of the command; e.g., AFRCI (for Air Force Reserve Command Instruction). ***NOTE:*** MAJCOMs, FOAs, DRUs, wings, and bases

will keep their instructions as restrictive as the higher-headquarters publications and will ensure they do not contradict the higher-headquarters publications. These are specific instructions necessary to implement PDs at the field units and MAJCOM or local headquarters will write them. Instructions must contain the banner statement **"COMPLIANCE WITH THIS PUBLICATION IS MANDATORY"** across the top of the title page. **Compliance with instructions is mandatory at all Air Force levels—MAJCOM, FOA, DRU, Wing, and Base.** Air Force instructions (AFI) are indexed in AFIND 2, Section B.

2.2.4.1. Instruction Complements. Instruction complements are checklists and addenda and are subordinate to the parent instruction. They replace the existing single-command publications. The two types of complements are checklists (CL-number) and addenda (Addenda-alpha). Complements are separate, add-on, supporting documents referenced to the source (basic) instruction. Customers establish separate complement requirements based on unit mission taskings. Each complement will have a unique functional statement, index them in AFIND2, Section B, and publish them separately. Examples are: AFI 11-2C141, Volume 3, CL-1, *Combat Operations Checklist—Cockpit Crew*; AFI 11-C141, Volume 3, CL-2, *Combat Operations Checklist—Loadmaster*; and AFI 11-2C141, Volume 3, Addenda A, *Aircraft Configuration*. ***NOTE:*** Keep MAJCOM, FOA, DRU, wing, and base instruction complements as restrictive as the higher-headquarters publications and ensure they do not conflict or contradict the higher-headquarters publications. Index them in the appropriate index 2.

2.2.5. Manuals. Manuals are extensions of instructions and are, therefore, also directive publications. Use them as guidance documents for procedures that usually contain examples for performing standard tasks, or supporting education and training programs (AFI 36-2201, *Developing, Managing, and Conducting Training*). You may supplement manuals at any level. Subordinate activities may also issue manuals, which they will designate with the acronym of the command; e.g., AETCMAN (for Air Education and Training Command Manual). ***NOTE:*** MAJCOM, FOA, DRU, wing, and base manuals must be as restrictive as the higher-headquarters publications and must not contradict the higher-headquarters publications. As a course of routine, manuals are not printed with the banner statement, "COMPLIANCE IS MANDATORY" on the title page. If, due to the language of the manual, an OPR determines compliance is mandatory, the OPR may request the publisher include the "COMPLIANCE IS MANDATORY" statement on the title page. Highlight your request on the AF Form 673, block 16. Air Force manuals (AFMAN) are indexed in AFIND 2, Section B.

2.2.6. Interservice Publications (IP)--Formerly Joint Departmental Publications (JDP). ***NOTE:*** This revision changes the JDP category to IPS because the term "joint" conflicts with and is confusing to the joint publications designated by the JCS (paragraph **2.5.**). IPS contain mutually agreed-upon policies or procedures the Air Force and one or more of the military departments or DoD agencies, such as the defense logistics agency (DLA) need to carry out a common mission or function. IP types consist of those listed in paragraphs **2.2.4.**, **2.2.5.**, **2.3.1.**, **2.3.3.**, **2.3.4.**, and **2.3.5.** See also AFI 10-1301 for guidance to develop doctrinal publications. IPS are indexed in AFIND 2, Section B.

2.2.7. Supplements. Supplements add material to publications issued by higher headquarters or agencies. Each supplement bears the number of the parent publication; e.g., DoD 5120.43-R/Air Force Supplement. Secretariat and Air Staff (HQ USAF) activities that develop departmental publications must not supplement departmental publications. Subordinate commands may issue supplements, which they will designate with the acronym of the command; e.g., ACCS1 (for Air Combat Command Supplement 1). HQ USAF supplements a variety of DoD and Federal agency publications; likewise,

field commands may supplement certain publication types listed in paragraph **2.2.** Keep supplements as restrictive as the basic publication.

2.2.8. Operating Instructions (OI). OIs assign responsibilities, direct actions, and prescribe procedures within:

2.2.8.1. A headquarters--as headquarters OIs. ***NOTE:*** For HQ USAF(includes Secretariat and Air Staff) only: The focal point for Headquarters USAF operating instructions is SAF/AAX. HQ USAF personnel should see HOI 33-13, *Headquarters USAF Operating Instructions, Pamphlets, and Handbooks Management Program,* for format and coordination guidance. SAF/AA reviews, approves, and authenticates **all** HQ USAF operating instructions. ***NOTE:*** For MAJCOMs/FOAs/DRUs: Consider subject matter and purpose when deciding whether to use an OI or an instruction.

2.2.8.2. A branch--as a branch OI. Organizational elements, such as a headquarters staff office, flight, detachment, squadron, department, division, or similar units; e.g., a functional area, maintenance OIs, etc. ***NOTE:*** Consider subject matter and purpose when deciding whether to use an OI or an instruction; e.g., publish installation traffic rules in an instruction; however, a squadron or group can establish procedures for selecting a noncommissioned officer of the quarter in an OI. If the subject matter requires careful review of written procedures and a historical record, use an instruction.

2.2.8.2. (341SW) 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.

2.2.9. Previously Used Publications Types:

2.2.9.1. AFRs, AFMs, and Publications Using the Old Numbering Scheme. These publications are listed in AFIND 2, Section E, and will remain in effect until converted to the new publication types. ***NOTE:*** Once these types are converted to the new publications types, no organization may reference this obsoleted designation.

2.2.9.2. JDPs. An obsolete designation.

2.2.9.3. Multicommand Publications (MCP). Publications which affect two or more commands, but do not necessarily affect the entire Air Force (**Chapter 4**). MCPs are indexed in AFIND 2, Section G. The Air Force will discontinue MCPs as soon as all existing MCPs are converted to AFIs.

2.3. Nondirective Publications. Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Air Force personnel use these publications as reference aids, “how-to” guides, or as sources of official information; e.g., recurring periodicals. ***NOTE:*** You may not supplement nondirective publications, nor prescribe forms or RCSs in them, nor issue ICs or EMCs to them.

2.3.1. Pamphlets. Pamphlets are informational publications which normally are "how to" documents and may include procedures for implementing Air Force policies. You may write pamphlets in a more informal style than instructions, if warranted. In special cases, pamphlets need not follow the format prescribed for instructions. If you have a special or unique pamphlet, see your publishing manager for guidance before developing. Pamphlets may provide guidance regarding reports, but may not prescribe reports. They may cite forms and provide guidance on completing them, but may not prescribe

them (paragraph **3.21.3.**). Field commands and activities may issue pamphlets, which they will designate with the acronym of the command; e.g., ACCPAM (for Air Combat Command Pamphlet). For information and guidance on nonrecurring pamphlets; e.g., nonstandard pamphlets that are not revised, see **Section 3H**. Air Force Pamphlet (AFPAM) are indexed in AFIND 2, Section B.

2.3.2. Indices. Indices are informational publications that serve to guide, point out, or otherwise facilitate reference. Indices are not supplemented. Subordinate commands may issue indices, which they will designate with the acronym of the command; e.g., ACCIND (for Air Combat Command Index). AFIND 2 is the Air Force lead index and can point you to other indices (Section A) and all Air Force publications (Sections B through I). There is no requirement to use the AF Form 673 to process indices. Indices are listed in AFIND 2, Section A.

2.3.3. Directories. Directories are informational publications that are compilations serving to direct. They are systematically arranged, usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data. Subordinate commands may issue directories, that they will designate with the acronym of the command; e.g., ACCDIR (for Air Combat Command Directory). Air Force directories (AFDIR) are listed in AFIND 2, Section B.

2.3.4. Handbooks. Handbooks are concise reference books on the technical aspects of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. Subordinate commands may issue handbooks, which they will designate with the acronym of the command; e.g., ACCH (for Air Combat Command Handbook). Air Force Handbooks (AFH) are listed in AFIND 2, Section B.

2.3.5. Catalogs. Catalogs are informational publications that are detailed listings which describe or list a collection of information according to some plan. Subordinate commands may issue catalogs, which they will designate with the acronym of the command; e.g., ACCCAT (for Air Combat Command Catalog). Air Force catalogs (AFCAT) are listed in AFIND 2, Section B.

2.3.6. Recurring Publications. These are nondirective magazines, periodicals, or newsletters. **Section 3H** explains how to establish and issue these publications. Air Force recurring periodicals (AFRP) are indexed in AFIND 2, Section F.

2.3.7. Nonrecurring Publications. These include nondirective classified or unclassified pamphlets not subject to revisions, not shown in an index, and usually not numbered.

2.3.8. Visual Aids (VA). VAs usually do not require fill-in information. They are posters or graphic illustrations. OPRs issue them for display on walls, bulletin boards, desks, and other places. OPRs should combine and issue VAs at the highest levels, when possible. Where practical, OPRs may have two different VAs printed on one page (back to back). Prescribe the use of departmental VAs by a publication. Indicate on the face of the VA the prescribing publication; e.g., "AFVA 33-3 (prescribed by AFI 33-360, Volume 1)." MAJCOMs and FOAs may establish their own guidance on VAs. VAs are indexed in AFIND 2, Section H. There are two kinds:

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

2.3.8.1. Permanent VAs. These explain or instruct. An example is a chart portraying military insignia. Number, date, and index these VAs just like other publications, complete AF Form 673, and maintain a record set (**Attachment 2**).

2.3.8.2. Temporary VAs. These inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 90-calendar days or less. Show an expiration date in small type at the bottom of the VA; e.g., "Expires 30 December 1997." If the VA shows the date of an event, you may eliminate the expiration date. Do not number or index these VAs. Temporary VAs do not require an AF Form 673, maintenance of a record set, or a prescribing publication.

2.3.9. Official Bulletins.

2.3.9.1. Base or Headquarters Official Bulletins. These contain temporary announcements, notices, and instructions. Each base issues only one bulletin, but a large headquarters located on a base may issue one separately. A base may issue the bulletin at regular intervals; e.g., weekly, or as needed. Besides PBs, base or headquarters official bulletins are the only other types of bulletins authorized.

2.3.9.1.1. (Added-341SW) 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-341SW) 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.

2.3.9.2. Publishing Bulletins. PBs announce processing and rescission actions on Air Force publications and forms according to AFI 37-161, *Distribution Management* (will convert to AFI 33-361).

Section 2B—Non-Air Force Publications

2.4. Department of Defense Publications (DoD). DoD directives, instructions, publications, and their changes.

2.5. Joint Publications. The JCS provide instructions to the Military Departments. AFIND 4 lists these publications. Usually the PDS distributes these publications, but some are available through other channels as shown in AFIND 4.

2.6. Defense Intelligence Agency (DIA) Publications. DIA issues instructions, regulations, manuals, and guidance letters that the Secretariat, Air Staff, MAJCOMs, and FOAs may supplement. HQ USAF/XOI is the focal point for receiving, assigning action, and implementing these publications. AFIND 15, *Numerical Index of Specialized USAF Intelligence (USAFINTEL) Publications,* lists these publications.

2.7. Defense Information Systems Agency (DISA) Publications. DISA issues two types of publications--DISA Circulars and DISA Notices (DISAN). They are directive on Air Force activities operating and maintaining elements of the Defense Information System Network and certain other communications facilities. DISAN 210-0-1 indexes them and outlines requisitioning procedures and other information.

2.8. Publications of the Army, Navy, DLA, and Defense Finance and Accounting Service Impacting on the Air Force. Usually, these activities issue publications as IPs. IPs are issued under procedures explained in paragraphs **2.14.** and **2.15.**

2.9. The National Imagery and Mapping Agency (NIMA) Publications. NIMA issues instructions and manuals. If directive on Air Force activities requiring NIMA products and services, index these documents in AFIND 4. AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services,* lists NIMA catalogs of cartographic products and instructions for ordering.

2.10. Department of Labor Publications on Occupational Safety and Health. The Department of Labor issues standards and other publications that implement the Occupational Safety and Health Act (OSHA). The Air Force maintains safety and health standards consistent with OSHA standards. Safety and health offices requisition OSHA standards through the PDS. AFIND 17, *Index of Air Force Occupational Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications*, lists OSHA standards and other related publications. AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Standards,* contains additional information on the Air Force's Occupational Safety and Health Program.

2.11. National Institute for Occupational Safety and Health (NIOSH) Publications. The Department of Health and Human Services issues NIOSH publications that are directive on the Air Force. AFIND 17 lists those currently in use within the Air Force and explains the basis of issue.

2.12. National Security Telecommunications and Information Systems Security Committee (NSTISSC) Publications. The NSTISSC issues instructions that are directive on the Air Force. HQ AFCIC/SY implements these directives as departmental publications in the 33 series--*Communications and Information,* or as specialized publications listed in AFIND 5*, Numerical Index of Specialized Information Protection Publications*.

2.13. Other Non-Air Force Documents and Directives. An AFI must prescribe the use of other Federal agency publications that Air Force activities need for operation or information. The Air Force may implement the policies and laws in the following documents in either an AFPD, AFI, or AFMAN: E.O.s; Public Laws; Federal Procurement Management Regulations (GSA); OMB Bulletins, Circulars, and Notices; GSA Federal Management Circulars and Notices; Environmental Protection Agency Regulations; and Department of Commerce Circulars, Bulletins, and Notices. Other examples are publications issued by the Federal Aviation Administration, General Accounting Office, and Department of Health and Human Services. AFIND 4 indexes them. The Air Force OPR must send a functional (F) statement to SAF/AAD to establish functional requirements within the Air Force.

2.14. Participation of the Air Force and One or More DoD Agencies in an Interservice Publication (IP). The Military Department or agency that publishes an IP is the "executive agent" for that publication. All participants in an IP mutually agree on the policies and procedures needed to carry out their mission. To identify a publication as an IP, add a (I) after the publication number; e.g., AFI 33-410(I), AFPAM 33-490(I), etc. If a participant adds to these policies or procedures because of unique operating procedures, it indicates applicability to that service or agency only. All participants in an IP must mutually agree to revise or rescind it. However, one service or agency may issue a change or rescind the publication

as it pertains to that activity. The issuing agency must coordinate the change or rescission with the other participants and send them a printed copy. The DoD-component OPR then decides whether to issue a change, based on its own policies and procedures.

2.15. Air Force as the Executive Agent on an Interservice Publication (IP). When the Air Force (Secretariat or Air Staff) is the executive agent, the Air Force publication number, command approval, and distribution formula precede those of the other Military Departments or agency. ***NOTE:*** On IPs for which Air Force is the executive agent, place the distribution element as the last element in **Attachment 1**. Title the distribution element "Interservice Publication Distribution List" then follow with the services' distribution list. The other department's or agency's information is listed in order of precedence. The Air Force OPR develops and processes the publication according to this volume. The OPR sends the draft, by memorandum, to each military department or agency OPR for final approval. In the memorandum, specifically request the verification of publication number and approving authority, distribution formula, printing requirements, and shipping instructions. The OPR coordinates with the affected Secretariat and Air Staff offices identified in **Table 3.1.** and **Table 3.2.** for functional and mandatory coordinations. The OPR shows all coordination, including that obtained from other military departments, on the AF Form 673, and sends one copy of the double-spaced draft, a copy of the original, signed AF Form 673, and a disk, with an electronic copy of the publication to SAF/AADP.

2.16. Another Department of Defense Agency or Military Department as Executive Agent on an Interservice Publication (IP).

2.16.1. The executive agent's OPR develops and formats the publication according to the executive agent's policies and procedures, and sends the draft to the Air Force functional OPR for preliminary coordination.

2.16.2. The executive agent returns the draft to the Secretariat or Air Force functional OPR for final coordination.

2.16.3. The Air Force functional OPR works with the executive agent to develop the Air Force input, and gets Secretariat and Air Staff functional coordination. The OPR shows all coordination on the AF Form 673; has the approval authority sign it; and sends the approved draft, by memorandum, to the executive agent, with a copy to SAF/AAD. If there are differences raised during coordination, the OPR works with the executive agent to resolve them during Air Force coordination.

2.16.4. The executive agent sends the approved draft to the appropriate Military Department's publishing activity for processing. The executive agent's publishing activity sends a memorandum with a 30-calendar-day suspense to SAF/AAD requesting verification of publication number and approving authority, distribution formula, printing requirements, and shipping instructions. ***NOTE:*** If the OPR fails to send a copy of the fully coordinated and signed AF Form 673 to SAF/AAD at this stage, the Air Force cannot meet the 30-calendar-day suspense agreed to by all the other Military Departments and agencies. Consequently, the Air Force may not be able to participate in the publication.

2.16.5. SAF/AAD checks the draft for the Air Force publication number, approving authority, distribution formula, superseded publications, and accuracy of referenced forms. It then sends the executive agent's publishing activity a memorandum providing the information in paragraph **2.16.4.**

Chapter 3

RULES AND REQUIREMENTS

Section 3A—Planning, Researching, and Developing Publications

3.1. Planning and Research. If the publication is lengthy or complex, contact your publishing manager for guidance and refer to **Attachment 4**. Conduct in-depth research, as necessary. Inadequate research could result in issuing more than one publication on the same subject, issuing conflicting instructions, or publishing a nonessential or an incomplete publication. Be thorough when revising or changing a publication. Read each word carefully. Do not presume all provisions are current, particularly in publications several years old. Review indices to find out if any other publication has a similar subject. If there is a related publication, consider consolidating it. Review related field publications, if revising a publication. Add all suitable information to reduce or delete the need for supplements. Send copies to users who must comply with the publication for comments.

3.2. Issuing New Policy. You may issue a memorandum or message in place of a publication to prescribe a new policy or procedure that affects many people when there is not enough time to process, post, and, or distribute a publication. You **must** replace the memorandum or message by a revised publication **within** 120-calendar days after the date of the memorandum or message. To ensure conversion of policy memorandums and messages to publications, **all** policy memorandums and messages **must** contain an expiration. **This date cannot exceed the specified 120-calendar days.** In other words, OPRs cannot choose to date a policy memorandum or message with a date exceeding 120-calendar days. Additionally, you must also include the publishing function as an information addressee. ***REMINDER:*** It is the OPR's responsibility to formalize the policy in an official publication within the specified 120-calendar days. ***NOTE:*** Policy remains in effect, however, until rescinded, superseded, or replaced by a publication, regardless of the 120-day expiration.

3.3. Overly Restrictive Delegations or Overly Broad Requirements. Air Force publications must not impose overly restrictive requirements. This means a publication must not:

3.3.1. Overly restrict delegation of authority. If a publication states that commanders take certain action, they may delegate the action unless the publication or related laws or directives state that they must do it personally. Only impose such restrictions when there is a legal, financial, or other reason for the commander (or other official) to act personally. Use phrases such as "the commander (vice commander or other official) must personally. . . ." or "the commander may not delegate this authority."

3.3.2. Impose unnecessarily broad taskings or requirements on activities and installations. Such taskings may create hardships at geographically separated units and remote locations with a small staff. If some units (or none at all) need not comply with some requirements, particularly those that create committees or boards, state these exceptions in the publication.

3.3.3. Specify performing the function as an additional duty, or that a military member of a certain minimum grade or range of grades must perform a duty, unless legal requirements or other DoD or Air Force publications require such senior taskings. You must allow commanders to manage essential functions, assign additional duties, and decide which personnel they will use to get the job done.

3.4. Specific Legal Requirements.

3.4.1. Enforceability of Publications. Purpose statements must include, as warranted, specific enforceability language directing compliance by Government military and civilian personnel, including a description of the consequences of noncompliance. A combined purpose statement could read as follows:

"This directive sets forth policies regarding protest or political activities of Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard. Failure to observe prohibitions and mandatory provisions of this directive in paragraphs 1, 17, and 32 by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws."

3.4.2. Nature and Purpose of Punitive Publications. A "punitive" publication is one which is enforceable under Article 92(1) or 92(2) of the UCMJ. Article 92 has three subsections. Article 92(1) addresses a violation of, or failure to obey, any lawful general order or regulation. Article 92(2) addresses certain other lawful orders of which the individual accused has actual knowledge. Article 92(3) punishes "dereliction of duty." The three subsections carry different maximum punishments. Article 92(1) carries a maximum punishment of a dishonorable discharge, forfeiture of all pay and allowances, and confinement for 2 years. Article 92(2) carries a maximum punishment of a bad conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months. Article 92(3) carries a maximum punishment of a bad conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months, if the dereliction of duty was willful. If the dereliction was through neglect or culpable inefficiency, the maximum punishment is forfeiture of two-thirds pay per month for 3 months and confinement for 3 months. Reduction to E-1 is also possible for violations of any subsections of Article 92.

3.4.2.1. Punitive Versus Nonpunitive Publications. Not all publications, even though lawful, are "punitive;" i.e., punishable under Article 92(1) or (2). To be "punitive," a publication must clearly set forth the specific conduct of individual members to be regulated, using mandatory language. Specific portions of publications which provide only general guidance or advice, or which require further supplementation by others to give them effect, will not be considered punitive for the purpose of Article 92(1) prosecution. A nonpunitive publication, on the other hand, is one that provides general guidelines or advice in conducting military functions. Even though a nonpunitive publication may not be enforced under Article 92(1) or (2), its provisions may form the basis for a duty which can be enforced under Article 92(3) as dereliction of duty. ***NOTE:*** The nonpunitive nature of a publication does not mean compliance is optional. Compliance with both punitive and nonpunitive publications is mandatory.

3.4.2.2. General Order or Regulation. To be a "general order or regulation" for the purposes of Article 92(1), a publication must be (1) published by the President, Secretary of Defense, or Secretary of one of the Services, or (2) issued by an officer having general court-martial convening authority, a general or flag officer in command, or a commander superior to either of those officers. A punitive publication which is not a "general order or regulation" (i.e., it was issued by an authority other than one of the authorities listed above) can be enforced under Article 92(2) if the individual accused had actual knowledge of its existence.

3.4.2.3. Making a Publication Punitive. In some instances, the matter discussed in a publication is of such consequence that failure to adhere to its proscriptions or mandates should result in punitive sanctions under Article 92, or other articles, of the UCMJ. To be lawful, a punitive publication

must be reasonable in furtherance of, or connected to, military needs (promotes morale, discipline, and usefulness of command), specific as to time and place and definite and certain in describing the act or thing to do or omit, and not otherwise contrary to established law. Mandatory provisions place an affirmative duty upon an individual to do a certain act (e.g., lock a safe, follow a checklist, wear certain items, attend certain formations, etc.). Prohibitory provisions require that an individual not do something (e.g., enter a classified area, wear prohibited uniform combinations, drive in excess of a stated speed, etc.). Send all proposed punitive publications to the staff judge advocate (SJA) for review before issuance.

3.4.3. Structure of a Punitive Publication. Generally, for a publication to be punitive, it must place obligations on individuals. The purpose statement must specify clearly which parts of the publication contain punitive provisions; a service member should be able to tell by looking to the introductory provisions of a publication that it contains punitive provisions. Publications containing punitive provisions often provide nonpunitive information. Drafters must, therefore, identify clearly those portions that are punitive in nature, or place punitive provisions in a separate publication.

3.4.4. Specifying Punitive Portions in the Purpose Statement. A purpose statement must clearly specify which parts of a publication contain mandatory provisions and prohibitions enforceable against the individual. While such language standing alone in the purpose statement does not make a publication punitive, it becomes punitive when combined with punitive language in the body of the publication. It must state clearly to what categories of people the punitive provisions apply; for instance, to all service members or to all crewmembers, or to all persons driving automobiles on bases. It must say in the purpose statement that failure to observe the prohibitions and mandatory provisions in the publication is a violation of Article 92, UCMJ; or that noncompliance may result in punishment under Article 92, UCMJ.

3.4.5. Punitive Language. Most of the recommended language to use in publications does not readily place the reader on notice that the publication is punitive in nature. Use mandatory language such as, "will," "will not," "shall," "shall not," "must," "must not," etc. Paragraphs containing mandatory provisions or prohibitions must state that a failure to obey is a violation of Article 92, UCMJ. This statement should accompany each mandatory provision or prohibition, or may, if clear, refer to a series of mandatory provisions or prohibitions listed within a specific paragraph. See **Attachment 1** for the definition of the term punitive.

3.4.6. The Use of "By Order of the Secretary of the Air Force" for Nondirective Publications. We will continue to issue nondirective publications "By Order of the Secretary of the Air Force." Whether a publication is directive or nondirective, the authority to issue it derives from the inherent authority of the Secretary of the Air Force to administer the affairs of the Air Force pursuant to 10 U.S.C., Part 8013, *Secretary of the Air Force.*

3.4.7. Effect of the *Paperwork Reduction Act of 1995* on Publications. Each Air Force publication that authorizes collecting information internal or external to the Air Force is subject to the *Paperwork Reduction Act of 1995*. The Air Force must properly license collections with the proper control number. This includes information requirements developed to support all management functions, unless excluded in AFI 33-324 and information collected to satisfy statutory, congressional, and other interagency-imposed information requirements; the collection of information from the public; and information collected internally within the Air Force.

3.4.7.1. Information collections are defined as data or information used in determining policy; planning, controlling, and evaluating operations and performance; making administrative determinations; or preparing other reports.

3.4.7.2. Internal Air Force information requirements are licensed with a reports control symbol (RCS) number. Include the RCS number in the directive that requires the information and indicate the emergency status and precedence code to serve as a guide for reporting under emergency conditions. Specify whether respondents should transmit the report by message during periods of MINIMIZE. See also Allied Communications Publication (ACP) 121/USSUP1F, *(C) Communications Instructions--General (U)*, for policy on MINIMIZE.

3.4.7.3. The Air Force must license external information requirements either with an OMB approval number or an interagency report control number assigned by GSA. Reference the control numbers in the paragraphs that refer to the information collections. If the publication requests information from the public, OMB must approve and license the collection. If the publication requests information from other departments of the Federal Government (or vice versa), GSA licenses the information collection.

3.4.7.4. The OPR must coordinate with the Air Force information management control officer (IMCO), HQ AFCIC/ITIA, for departmental publications that collect information that require licensing.

3.4.7.5. When using forms, formats, or form memoranda to collect information internal or external to the Air Force, coordinate them with SAF/AAD for departmental forms, and the IMCO at HQ AFCIC/ITIA. Recipients should not honor information requirements not properly approved and symbolized (assigned an information requirements control symbol--RCS number). You must revalidate the RCS number and OMB licenses every 3 years.

3.4.8. Directing Issuance of Orders. Do not direct the issuance of orders in a publication unless there is a legal need or higher headquarters requires it.

3.4.9. Freedom of Information Act (FOIA). See paragraph **1.13.** for roles and responsibilities for OPRs.

3.4.10. Privacy Act (PA). Effect of the Privacy Act of 1974 (Title 5, U.S.C., Section 552a) on Publications:

3.4.10.1. Each Air Force publication will contain a PA warning statement if it provides for, or requires the Air Force to collect or maintain personal information in a PA system of records that is retrieved by personal identifier. Include this warning in all publications that direct collection of the social security number from the individual. The warning statement should cite legal authority, system of records number, and title (if applicable). ***NOTE:*** AFI 33-332 contains further guidance on PA statements. The following is a sample warning statement:

"This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are (U.S.C. *cite)* and or Executive Order *(number)*. Forms affected by the PA have an appropriate PA statement. System of records notice *(number and title)* applies."

3.4.10.2. The OPR must coordinate with the access programs manager, HQ AFCIC/ITC.

3.4.11. Publication in the *Federal Register* of Proposed and Adopted Publications Affecting the Public. The Air Force must notify the public of publications that affect the public, or will require public compliance. Make notification in the *Federal Register* as prescribed by 5 U.S.C. 552 and 553. AFI 37-120 (will convert to the 90 series) explains the policy, requirements, and procedures.

3.4.12. Public or Foreign Distribution. Determine the Air Force needs to make an unclassified publication available for public or foreign distribution under *the International Exchange Program*. See AFI 37-162, *Managing the Processes of Printing, Duplicating, and Copying* (will incorporate policy as a supplement to Department of Defense Directive [DoDD] 5330.3, *Defense Automated Printing Service (DAPS)*, June 25, 1997), and AFI 61-204, *Disseminating Scientific and Technical Information*, for distribution-limitation statements that prohibit distribution of a publication.

3.4.13. Sale to the Public. Use Government Printing Office (GPO) Form 3868, **Notification of Intent to Publish**, to notify the GPO superintendent of documents if the publication is placed on sale to the public. You must complete all information on the form and ensure it is accurate so the superintendent of documents can determine whether there is enough public interest to warrant placing it on sale.

3.4.14. Copyrighted and contributed or loaned material:

3.4.14.1. The Air Force may use copyrighted material, or material contributed or loaned by non-government sources in a publication. However, first obtain the required copyright release or author's permission. It is unnecessary to obtain new copyright releases for the same material for each publication. Sample formats at **Figure 3.1.** and **Figure 3.2.** show how to obtain permission to publish voluntarily submitted copyrighted manuscripts, and how to request free permission to use copyrighted materials.

3.4.14.1. (341SW) 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.

Figure 3.1. Sample Format to Obtain Permission to Publish Voluntarily Submitted Copyrighted Manuscripts.

I am the author and owner of the copyrights in an article titled *(title of article)*, which has been submitted for publication in *(title of publication)*, a publication of the Department of the Air Force. I hereby grant the United States Government, royalty free, permission (1) to print the article therein; (2) to reproduce and distribute copies of, make derivative works of, and perform or display publicly the article; and (3) to authorize others to do so for governmental purposes. I *(do)(do not)* desire that a copyright notice accompany the publication of the article. (For copyright notice purposes, the year of first publication of the article is [*year*]).

(Signature of the author)

Figure 3.2. Sample Format for Request for Free Permission to Use Copyrighted Materials.

(Letterhead)

(Name of Company)
(Address)

(Salutation)

RELEASE

We are preparing manuscript material for a publication we will issue for defense purposes under the title *(insert title)*.

Request permission to include in this publication the following material: *(Insert specific information regarding the pages and lines of the illustration and or text matter for release)* from the work titled *(insert title)*, written by *(author's name)*, which your company published.

Please indicate on one copy of this letter, in the space provided below, whether we may use this material in the publication we are preparing for dissemination via the Air Force Publishing Distribution Library, the Air Force Electronic Publishing Library, and the world wide web, and whether you desire an appropriate credit line. Please use the enclosed self-addressed envelope for your response.

(Signature of requester)
(Title)

Publisher's permission:

Release to use requested material is hereby granted, royalty free.

The material covered by this release *(may)* *(may not)* be placed on sale by the US Government Printing Office.

If the Government publication is made available to the public for inspection and copying according to the Freedom of Information Act or any other law, the material covered by this release may be similarly made available for inspection and copying in context.

Credit line *(is)* *(is not)* requested.

(Name of copyright owner or authorized agent)
By *(Company officer)*
(Title)

(Date)

3.4.14.1.1. To show the presence of copyrighted material in a draft, indicate on the AF Form 673, block 16, that the draft contains copyrighted or loaned material.

3.4.14.1.2. At the bottom of the title page, centered below all other information, place the following statement in bold capital letters: **THIS PUBLICATION CONTAINS COPYRIGHTED MATERIAL.**

3.4.14.2. For publications with a cover, in addition to placing the statement on the title page, also place the statement in bold capital letters, centered below all other information on the cover.

3.4.14.3. In the text, place an asterisk at the beginning of the copyrighted material. In a footnote on the same page (or below a figure), show the name of the copyrighted work, the year the work was first published, the copyright symbol ©, and the name of the owner of the copyrighted work (the name on the copyright release). See **Figure 3.3.** for examples of copyright footnotes.

Figure 3.3. Examples of Copyright Footnotes.

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[1]From *Crusade in Europe*, by Dwight D. Eisenhower. 1948 © by Doubleday & Co., Inc. Reprinted by permission of the publisher.

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[2]Reprinted from *Life With Groucho*, by Arthur Marx, by permission of Simon and Schuster. Copyright 1954.

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[3]*Women's Secret Language*, by Elsie McCormick. Reprinted with permission from the September 1956 *Reader's Digest*. Copyright 1956 by the Reader's Digest Association, Inc.

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[4]From *General Kenney Reports*, by George C. Kenney, Copyright 1949 by Duell, Sloan, and Pearce, Inc., New York. Reprinted by permission.

3.4.15. Trade Names. When using a trade name or mark of a commercial manufacturer or service to clarify the text, include the following disclaimer as the last sentence in the publication's purpose statement: "The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force." A trade name is simply the name of the commercial enterprise, such as the XYZ Company; special treatment in the text is optional. Distinguish each use of a trademark by quotations or preferably by using all capital letters, and follow the first use by an acknowledgment in the text or in a footnote such as: "A trademark of the XYZ Company."

3.4.16. Prescribing Information Collections and Reports. Identify a report in the publication title if the main purpose of the publication is to prescribe the report; e.g., RCS: HAF-SCT(A)9201, *Title of the Report*. If the report is a minor element of the publication, identify the RCS number and title in the title of the part, chapter, section, or paragraph. Coordinate with the Air Force IMCO, HQ AFCA/ITCM, for departmental reports, as soon as the need for the report is known. You must get the report approved and licensed according to AFI 33-324 before publication. Do not prescribe reports in nondirective publications (paragraph **3.21.3.**).

3.4.17. Managing Records. The execution of processes and procedures prescribed in standard publications result in the creation of records that document the business of the Air Force. The process owner, and normally the originator of the publication, must ensure maintenance and disposition criteria for those records is documented and published in AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4).

3.4.17.1. The OPR must identify the records that will be created as a result of the processes and ensure they are listed in AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4). If not, a recommended change to AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4) must be submitted using AF Form 525, **Records Disposition Recommendation**, as discussed in AFI 37-138, *Records Disposition--Procedures and Responsibilities* (will convert to AFMAN 33-322,

Volume 3). The assistance of the supporting records manager during the publication development may be required.

3.4.17.2. The final coordination includes a review by the Air Force Records Office, HQ USAF/ILCX, where the information in AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4) will be checked against the publication. Actions to modify disposition criteria or add or modify records will be required at that time and may delay the publication.

3.4.17.3. Users of the publication are required to properly maintain and dispose of records they create. Add the following to the purpose statement of all publications: "Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4)." This negates using similar terminology throughout the publication."

Section 3B—Applicability of Publications

3.5. Conflicting Publications. When guidance in a publication issued by a field unit conflicts with the guidance issued by a higher-level unit, the higher-level publication takes precedence. When a unit issues a publication that conflicts with one of its own publications, each activity noting the discrepancy should inform the issuing OPR of the conflict and ask for clarification. Pending clarification, comply with the publication with the most current date.

3.6. Validity of a Publication. When a commander is reassigned, any publication showing the individual's signature element remains in effect until rescinded or revised. When a unit's designation changes, its current publications remain valid and in effect until officially superseded or rescinded. Beginning on the effective date of redesignation, issue all new and revised publications, indices, and supplements with the new designation. However, do not reissue current publications merely to show a new designation or new commander.

3.7. Applicability of Departmental Publications to the Air Force Reserve Command (AFRC). All departmental publications apply to the AFRC unless there is a stated exception in the purpose paragraph of the publication (see AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*). ***NOTE:*** HQ USAF/RE determines whether a departmental publication applies, not the OPR. As a result, you must coordinate all departmental publications with HQ USAF/RE. HQ USAF/RE will provide the applicability or exception statement to the OPR for inclusion in the purpose paragraph. If there is an exception, state in the purpose paragraph; e.g., "This publication does not apply to Air Force Reserve Command (AFRC), individual mobilization augmentees, and other individual reservists administered by HQ ARPC." Project officers must coordinate departmental publications via AF Form 673 with HQ USAF/RE.

3.8. Applicability of Major Command Publications to Air Force Reserve Command (AFRC) Units.

3.8.1. MAJCOM policy directives do not automatically apply to USAFR units (see AFI 10-301). MAJCOM publications only apply to AFRC units when HQ AFRC concurs with proposed draft. If an OPR in a MAJCOM that gains AFRC units upon mobilization believes that MAJCOM publications should apply to AFRC units, that OPR must coordinate the draft with the appropriate AFRC OPR by sending an electronic or paper copy direct to the HQ AFRC functional OPR, 155 2d Street, Robins AFB GA 31098-1635, to determine applicability or nonapplicability. The HQ AFRC primary functional OPR must obtain necessary coordination from other interested functional areas within AFRC. If

the AFRC OPR agrees the publication is applicable, as written or with exceptions, the HQ AFRC functional OPR advises the MAJCOM OPR by E-mail or written memorandum. Electronic coordination is authorized according to paragraph **3.14.** The issuing MAJCOM must designate in the purpose statement:

3.8.1.1. When the entire publication applies, include the statement "This publication applies to Air Force Reserve Command (AFRC) units."

3.8.1.2. When only specific portions apply, include a statement such as, "Chapter 3 (or paragraph 4.5 and paragraph 7.3, etc.) of this publication applies to Air Force Reserve Command (AFRC) units."

3.8.1.3. When specific portions do not apply, include a statement such as, "Chapter 6 and Chapter 10 (or paragraph 5.1, paragraph 7.3, and paragraph 9.5, etc.) of this publication do not apply to Air Force Reserve Command (AFRC) units and members," or "This instruction applies to Air Mobility Command (AMC) gained Air Force Reserve Command (AFRC) units unless specifically exempted."

3.8.2. Nonapplicability. Besides the procedures in paragraphs **3.8.1.2.** and **3.8.1.3.**, issuing MAJCOM OPRs must add a statement of applicability or nonapplicability after each paragraph number; e.g., "4.9. (Also applies to AFRC units). Title." or "4.9. (Does not apply to AFRC units). Title." or "4.9. (Applies to AFRC Associate units). Title." or "4.9. (Does not apply to AFRC KC-10 units). Title."

3.8.2.1. Indicate applicability or nonapplicability in supplements before or after the leadline or in specific paragraphs as in paragraph **3.8.1.1.**

EXCEPTIONS: When the HQ AFRC OPR takes exception to specific portions of a MAJCOM publication, the gaining MAJCOM (GMAJCOM) must not publish it until the exceptions are resolved. Send unresolved issues to the Secretariat or Air Staff for resolution according to AFI 10-301.

3.8.3. Final Review. When HQ AFRC/SCSIP receives written notice of applicability of a GMAJCOM publication in its publishing bulletin (PB) or similar announcement, it announces applicability in the next AFRC PB and includes it in the next issue of AFRCIND 2, *Numerical Index of Applicable Gaining Command Publications*. If the final publication changes after coordination of the draft, and the applicable or nonapplicable status of the publication changes, the GMAJCOM must issue a revision to comply with the HQ AFRC OPR request or to comply with AFI 10-301 on unresolved issues. ***NOTE:*** It takes a minimum of 3 weeks, after receipt, to coordinate on draft publications; the maximum is 5 weeks.

3.9. Applicability of Air Force and MAJCOM Publications to the Air National Guard (ANG).

3.9.1. The Chief, ANG (NGB/CF), will task the National Guard Bureau (NGB) or ANG OPR to review all departmental and designated MAJCOM publications for content and applicability. Final approval authority of ANG coordination of MAJCOM and Air Force publications is the responsibility of the chief of that office. The Chief will give approval on the AF Form 673. Send your request for coordination to the following addresses: ANG/AQ, DO, FM, HC, LG, SC, or XP, ATTENTION: Work Flow Manager, 1411 Jefferson Davis Highway, Arlington VA 22202. ANG/CE, DP, LG, and SG, ATTENTION: Work Flow Manager, 3500 Fetchet Avenue, Andrews AFB MD 20762-5157. ***NOTE***: Do not include NGB/CF on the AF Form 673.

3.9.2. All departmental publications apply to the ANG only when coordinated with the appropriate ANG office. ***NOTE:*** ANG determines whether a departmental publication applies, not the OPR. All publications must be coordinated with the ANG. The ANG will provide applicability or exception statements to the OPR of the publication for inclusion in the purpose paragraph. When requested by ANG functional managers, OPRs of publications will provide a camera-ready copy of the publication for final review before publishing. If coordination of an existing publication is in doubt, or not evident, the ANG will not consider the publication applicable until coordination or verification with the appropriate ANG office is accomplished.

3.9.3. If there is an exception, state in the purpose paragraph "This publication does not apply to the Air National Guard (ANG)," or "This publication applies to the Air National Guard (ANG) only upon mobilization." When selected portions do not apply, the purpose paragraph of a publication must state "Selected (Chapters, Paragraphs, etc.) of this publication do not apply to the Air National Guard." MAJCOM publications are applicable only when stated as such in the purpose paragraph of the publication. *NOTE:* The ANG will determine when MAJCOM publications apply, not the OPR. MAJCOM publications may also state applicability upon mobilization. NGB-SDA will list applicable MAJCOM-level publications and any exceptions in the ANGIND2.

3.9.4. The ANG will not list AFPDs and AFIs in the ANGIND2. The ANG will flag nonapplicability identified by a "@," or applicability only upon mobilization, identified by a "#," in the publication's listing in the AFIND2. No marking indicates that the publication is applicable to the ANG in its entirety, with no exceptions.

3.9.5. When an existing ANG and an applicable departmental or MAJCOM publication conflict, the ANG publication governs until the proponent OPR and appropriate ANG Chief resolve the conflict. Resolve conflicts at the MAJCOM-level by including either an ANG-specific chapter or publishing of a replacement ANG publication.

3.9.6. If a MAJCOM publication applies, ANG will list it in the ANGIND2. If there are numerous exceptions, additions, or inclusions, ANG will publish a separate publication. The ANG will publish supplements identified as ANG supplements to both departmental and MAJCOM publications, using the same numerical designation as the parent publication.

3.9.7. When selected portions of a publication do not apply to the ANG units and members, OPRs of departmental and MAJCOM publications must add after the portion (chapter, section, paragraph) number or memorandum "does not apply to the ANG."

3.9.8. Only the MAJCOM publications listed in the ANGIND2, by series and date will apply. The ANG OPR notifies NGB-SDA, through NGB/CF, of revisions to publications. These publications are announced in the NGB PB, then placed in the ANGIND2.

3.9.9. OPRs of departmental and MAJCOM publications must send all draft publications (with AF Form 673) to the appropriate ANG office for coordination and determination of applicability. See paragraph **3.9.1.** for office addresses. ***NOTE:*** ANG takes a minimum of 2 weeks, after receipt, to coordinate on draft publications; the maximum is 4 weeks.

3.9.10. Interservice NGB Publications. The Director, ANG, delegates and authorizes The Chief, NGB, to publish interservice publications (IP).

3.9.10.1. The originator of the publication must ensure that all concerned publishing offices (NGB and MAJCOM) coordinate and provide authorization to publish the IP.

3.9.10.2. NGB-ADP provides authority to publish from the ANG. The publishing activity must provide a camera-ready copy before NGB-ADP provides this authority.

3.9.10.3. Proponent OPRs should contact NGB-ADP to ensure the publication lists the proper publication header and approval elements.

3.10. Applicability of MAJCOM Publications to the Civil Air Patrol (CAP). The CAP is the official auxiliary of the United States Air Force. In this capacity, the CAP performs Air Force missions as approved in the HQ USAF/CAP memorandum of understanding. Coordination of those publications relating to noncombat missions is highly encouraged. Approval of policies and procedures affecting the auxiliary must follow the normal chain of command. Contact CAP-USAF/IM to coordinate matters relating to CAP. No direct coordination with CAP and the OPR is authorized without the approval of CAP-USAF/IM. The CAP is part of the Air Education and Training Command and Air University, and is headquartered at Maxwell AFB, Alabama.

Section 3C—Processing the Publication

3.11. Selecting a Series Number. **Chapter 6** contains guidance on selecting the appropriate series for your publication. SAF/AAD assigns departmental publication numbers in order to provide an appropriate, unique number to each publication in the air force publications index system. NOTE: Due to database (index) considerations, SAF/AAD will assign a unique number to every departmental publication. The cataloger (SAF/AAD) has the authority to make all departmental publications conform.

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

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

3.12. Selecting a Title. When developing a new publication, select a meaningful title and express it in as few words as possible--preferably no more than 10. Use only commonly known abbreviations, such as "US." Do not use terms such as "handbook," “pamphlet,” “catalog,” "guide," or "book," etc., in the title for that type of publication. The category of publication denotes the type. If the main purpose of a directive publication is to prescribe a form, see paragraph **3.24.**

3.12.1. Identify each standard publication (**Section 2A**) with one of the series numbers in **Chapter 6**. If a publication is new, select the series that most closely describes the function. If it is a revision, it bears the same series number as the one it supersedes. Publishing managers assign the control number. Place the series number and title on the cover if used (paragraph **3.23.1.5.**) and on the first page of the publication.

3.13. Completing the AF Form 673. Complete the AF Form 673 in its entirety, including all prescribed forms (Section III), and the certified by and approval signatures, **Figure 3.4.** Conspicuously mark and or highlight any special publishing information on the AF Form 673, block 16. Show all coordination on the form. If you use other means to obtain coordination, type in the required information on the master AF Form 673, and keep the individually signed AF Forms 673 for your record set (**Attachment 2**). List both the forms prescribed and adopted in the particular publication. ***NOTE:*** You must send a fully coordinated and signed AF Form 673 along with each publication for processing; without it, we cannot publish your draft.

Figure 3.4. Sample AF Form 673.

REQUEST TO ISSUE PUBLICATION
*(Complete this form by using a typewriter or electronically generate it. * A second page is provided in the EF version of this form.)*

DATE: 18 Aug 97

SECTION I - FOR USE BY THE OFFICE OF PRIMARY RESPONSIBILITY (OPR)

1. TO: PUBS MGMT (Functional Address Symbol (FAS), Base, State, and 9-digit ZIP Code)	2. FROM: (FAS, Base, State, and 9-digit ZIP Code)	3. NAME OF PROJECT OFFICER (Last, First, Middle Initial)	4. GRADE/ RANK	5. TELEPHONE NO. (DSN)
SAF/AAD BOLLING AFB DC 20332-1111	HQ AFCIC/SYS (See Block 16, Note 1)	Hill, Ms Novella S.	GS-13	225-7227

6. PUBLICATION TITLE (If classified, give title to be shown in index.)	7. PUBLICATION NO. (If new, show series number.)	8. PUBLICATION IS:
Publications Management Program	AFI 33-360, Volume 1	NEW: [ ] REVISED: [X] CHANGE NO.: [ ] SUPPLEMENT TO: [ ]

9. SUPERSEDED PUBLICATION NUMBER AND DATE	10. NO. OF DRAFT PAGES SUBMITTED	11. ADVANCE COPIES REQ'D	12. DISTRIBUTION ("F" submit functional statement.)
(See Block 16, Note 2)	133	-0-	F

13. CLASSIFICATION (Enter highest level of classification or "N/A".)	14. HIGHER HEADQUARTERS PUBLICATION NO. (If none implemented, enter "N/A".)	15. REQUIRED IMPLEMENTATION DATE (Enter date and explain in "REMARKS".)
N/A	E.O.s 12861 and 12866	

SECTION II - COORDINATION AND CONCURRENCE *(See AFI 37-160, V1, Table 3.1.)*

FUNCTIONAL ADDRESS SYMBOL	NAME (Typed or Printed and Signature)	DATE	TELEPHONE NO. (DSN)
SAF/AAD			
AF/JAG			
AFDC/AFL			
AF/RE			
AF/SCXX			
NGB/CF			

SECTION III - FORMS
(Enter an "X" in status. Submit a DD Form 67 (see AFI 37-160V8) for new or revised forms. Continue on separate sheet for more space".)

FORM NO.	CURRENT	NEW	REVISED	OBSOLETE
AF 399	X			
AF 673	X			
AF 1382	X			
AF 1478				X
DD 1909				X

16. REMARKS *(Continue remarks on plain bond paper and attach to this form.")*
1. HQ AFCIC/SYS, 1250 AIR FORCE PENTAGON, WASHINGTON DC 20330-1250

2. Supersedes AFI 37-160, Volume 1, 15 October 1996; Volumes 4, 5, and 6, 30 November 1993; EMC 96-1, 14 August 1996; and Appendices to AFI 37-160, Volumes 1, 4, and 6, November 1994.

I certify that the attached manuscript meets Air Force requirements for necessity, good taste, and applicability to the Air Force.

17. TYPED NAME, RANK, TITLE, AND FAS OF CERTIFYING AUTHORITY	18. SIGNATURE (Please use ink.)	19. DATE
DANNY W. WEBB, Lt Col, USAF Chief, Policy Division		22 Aug 97

I approve the attached manuscript for publication and verify that it is in consonance with Air Force doctrine, existing law, and National, Department of Defense, and Air Force policy.

20. TYPED NAME, RANK, TITLE, AND FAS OF APPROVING AUTHORITY	21. SIGNATURE (Please use ink.)	22. DATE
WILLIAM J. DONAHUE, Lt GEN, USAF Director, Communications and Information		29 Aug 97

SECTION IV - FOR USE BY THE PUBLICATIONS MANAGEMENT OFFICE

23. DATE ASSIGNED	24. NAME OF EDITOR	25. TELEPHONE NO.	26. DATE RECEIVED	27. SUSPENSE DATE

28. PROCESSING ACTIONS *(Enter all actions taken up to time publication is sent to printer.)*

29. CONTROL NO.	30. NAME/TELEPHONE NO. (DSN) OF PRINTING SPEC.	31. PROOFS NEEDED	32. PGS.MSCRIPT:	33. PGS.ART'WK:
		YES / NO	34. PGS. CAMERA-READY TEXT:	

35. DATE RELEASED FOR PUBLICATION	36. SIGNATURE OF PERSON RELEASING COPY (Please use ink.)	37. DATE

AF FORM 673, MAY 93 *(EF-V1)* (PerFORM PRO) PREVIOUS EDITIONS ARE OBSOLETE.

3.14. Electronic Coordination of Draft Publications. This instruction authorizes the use of an alternative method to coordinate publications, electronically, for those OPRs and field organizations who have E-mail, facsimile, or electronic coordination capabilities. Specifically, it authorizes the use of electronic coordination of the AF Form 673 using E-mail or facsimile. This method allows you to assume the sender's authenticity for documenting coordination.

3.15. Procedures Governing Draft Publications. OPRs may send out drafts of publications for information and planning only--not for implementation or compliance. Since PDOs do not distribute drafts,

some functional users may not receive copies. Also, since agencies must not base actions on a draft document, there should be no questions about their need to comply, entitlements, benefits, and losses.

3.16. Issuing Drafts. Air Force drafts are for information and planning purposes only. Print, stamp, or type, in bold capital letters, **"DRAFT--NOT FOR IMPLEMENTATION OR COMPLIANCE"** across the top of **each** page of the draft (including electronic drafts). If you have E-mail, facsimile, or electronic coordination capability, refer to paragraph **3.14.** for further guidance on how to coordinate draft publications. If you do not have E-mail, facsimile, or electronic coordination capability, coordinate drafts by submitting paper copies to your recipients.

3.16.1. Air Force **drafts are not for implementation or compliance.** The AFPDL (bulletin board) and the AFEPL (CD-ROM) are media for posting official documents only. You may, however, post draft publications, properly marked as such, on your WWW homepages, to obtain review and comment during the coordination cycle. ***NOTE:*** Comply with DoD draft issuances according to current DoDD and policy guidance. Only post draft publications that you originate. ***NOTE:*** Caveat your WWW homepage with the following language when posting drafts for review and comments during the coordination cycle.

"Electronic draft versions of Air Force publications are intended to provide broad public access to the text of Air Force publications and other key information. Do not, however, treat draft electronic versions as authoritative. The only official versions of Air Force documents are printed or hard copy materials obtained from the PDC or from the three official Air Force electronic sources—the WWW at **http://afpubs.hq.af.mil**, the AFPDL (bulletin board), or the AFEPL (CD-ROM)."

3.17. Coordinating With Interested Staff Offices. For departmental publications, new or revised, coordinate them with all staff offices who have a technical or functional interest (**Table 3.1.**) in the content. Refer to paragraph **3.21.** and **Table 3.2.** for the required minimum mandatory coordination. **NOTE:** The minimum mandatory coordination offices may not delegate this responsibility. Coordinating officials show concurrence by signing the AF Form 673, Section II, or by the alternative methods identified in paragraph **3.14.**

3.17. (341SW) 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.

3.18. Approval Requirements. The Secretary of the Air Force and HQ USAF functional staffs have approval authority. However, approving officials may delegate the approving authority for revisions of existing departmental publications (paragraph **1.10.1.2.**).

3.18.1. Higher headquarters approval for supplements. Indicate in your purpose statement whether commands must send their supplements to the higher headquarters functional OPR for review and coordination, **Section 3F**, before publication.

3.19. Coordination Requirements.

3.19.1. Review of Comments and Recommendations. After coordination, annotate the draft to reflect revisions made during final coordination. If there is disagreement or an impasse on a nonconcurrence, take it to the next higher authority. The publisher cannot release any drafts for publication with an unresolved nonconcurrence or insufficient coordination.

3.19.1.1. Lower-Level Organizational Reviews. If time permits, send the draft to users in the next lower headquarters for comments. This may reduce the need for MAJCOMs, etc., to create supplements of their own.

3.20. Effective and Expiration Dates. Usually, the effective date of a publication is the issuance date the publishing manager assigns. The OPR may, in unusual instances, require and provide specific effective or expiration dates. ***NOTE:*** Publications will not be backdated under any circumstances. You may, however, future date publications, if needed.

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

3.20.1. **DELETED**

3.21. New and Revised Departmental Publications. New and revised departmental publications require the minimum mandatory coordination from HQ USAF/JAG, HQ USAF/ILCX, HQ USAF/RE, HQ USAF/XP, HQ AFCA/ITCM, AF-CIO/P, ANG, SAF/FMBMM, AFDPO/PPP, HQ AFDC/AFL, and SAF/PAS. SAF/PAS will conduct a mandatory security and policy review according to AFI 35-101, *Public Affairs Policies and Procedures*. This review will ensure that material proposed for public release does not contain classified material and does not conflict with established Air Force, DoD, or US Government policy. For AFPDs, in addition to the minimum mandatory coordination listed above, also coordinate them with SAF/AAX for review and approval (paragraph **2.2.1.**). SAF/MR coordination is required on all departmental publications for which it provides policy oversight; i.e., Military and Civilian Personnel; Medical Readiness and Health Care Programs and Benefits; Family Readiness and Support; Quality of Life; Services and MWR; Manpower Management Programs and Techniques; E.O. Programs; Reserve Component Affairs, Civil Air Patrol; Installations; Environment, Safety, and Occupational Health; Mobilization Planning Contingency and Crisis Management. Air Staff agencies that have a functional relationship with SAF/MR in these areas bear primary responsibility for formulating and executing policy. They will ensure that SAF/MR coordination is obtained by coordinating the policy content of their publications. All mandatory (except SAF/AA on AFPDs) and functional coordination must be completed before obtaining SAF/MR and SAF/PAS coordination. This ensures that all others have had an opportunity to review and comment before these final two reviews. ***NOTE:*** HQ USAF/JAG will determine if SAF/GC needs to coordinate on publications on a case-by-case basis. For AFDDs and AFTTPs, in addition to the minimum mandatory coordination listed above, also coordinate them with HQ AFDC/DR (**Table 3.2.**). ***EXCEPTIONS:*** Specialized publications covered in **Section 3J** do not require the minimum mandatory coordination. For T.O.s, complete coordination according to T.O.s 00-5-1 and 00-5-3. ***NOTE:*** The OPR will coordinate classified publications with only those organizations that have a need to know.

3.21.1. Directive publications may prescribe forms and reports control symbol (RCS).

3.21.2. Submit a completed DD Form 67, **Forms Processing Action Request**, along with the draft of the new and or revised forms to SAF/AADF, according to AFI 33-360, Volume 2 before submitting the new publication.

3.21.3. Nondirective publications may not prescribe forms or RCSs.

3.21.4. Complying with Section 508 of the *Rehabilitation Act*:

3.21.4.1. Section 508 was amended in 1998 (P.L. 105-220). It requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, Federal employees and

the general public with disabilities have access to and use of information that is comparable to access to and use of information by people without disabilities.

3.21.4.2. Individuals with disabilities may have a range of functional limitations. These include deafness and, or hard of hearing; dexterity disabilities; blindness and, or low vision; cognitive and, or learning disabilities; and communication disabilities.

3.21.4.3. AFDPO as the *Air Force Publishing* lead command will ensure that all new and revised Air Force-level departmental publications and forms are Section 508 compliant. All graphics and, or images must be properly identified by a number and a descriptive caption.

Table 3.1. Coordinating a Publication--Functional Rules.

RULE	**A**	**B**	**C**
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
1	affects manpower authorizations or contents of workload data reporting systems	Manpower.	HQ USAF/XPMR, 1070 Air Force Pentagon, Washington DC 20330-1710; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
2	involves additional funding, affects budgeting responsibilities, or budget policy	Financial management.	SAF/FMB, 1130 Air Force Pentagon, Washington DC 20330-1130.
3	Authorizes the activation, organization, redesignation, reorganization, inactivation, or discontinuance of any Air Force unit whose commander exercises (or is directed by the proposed publication to exercise) courts-martial jurisdiction	SJA.	HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.

RULE	A	B	C
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
4	involves security policy, including safeguarding classified information, training on classified information, security classification and declassification, personnel security, industrial security, installation security, weapons systems security, and security police or Security Forces matters (for guidance contact your security manager)	Security Police or Security Forces.	HQ USAF/XOF, 1340 Air Force Pentagon, Washington DC 20330-1340; and HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
5	affects or involves Air Force Attaches		HQ AFAAO, 1080 Air Force Pentagon, Washington DC 20330-1080.
6	prescribes preparation and retention of documents in military personnel records	Military personnel records office and SJA.	HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB TX 78150-4721; and HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420.
7	involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials	Environmental coordinators; SJA.	HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260; SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SGOA, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.

RULE	A	B	C
		then coordinate	
	If a publication	a field publication with	a departmental publication with
8	affects the AFOSH standards or Department of Labor OSHA Program	Bioenvironmental engineering service wing safety office; SJA.	HQ AFSA/SEG, 9700 G Avenue, SE, Kirtland AFB NM 87117-5670; SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ AFMOA/SGOE, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050; HQ AFCESA/CEXF, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319.
9	establishes a committee, council, board, or similar body (as defined in DoDD 5105.4 or 5106.18)	Committee management officer.	SAF/AA 1720 Air Force Pentagon, Washington DC 20330-1720; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
10	affects military personnel functions flight (MPF) performed at MAJCOM or FOA level or below (see note 1)	MAJCOM or FOA MPF management division (or comparable office); and HQ AFPC/DPMYCO, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.	HQ AFPC/DPSFM, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.
11	creates documentation requirements on base-level organizations that use core automated maintenance system	Director of Maintenance.	HQ USAF/ILM, 1030 Air Force Pentagon, Washington DC 20330-1030.
12	applies to AFRC units (see paragraph **3.8.**)	HQ AFRC appropriate OPR, 155 - 2nd Street, Robins AFB GA 31098-1635 (see note 1).	HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.

RULE	A	B	C
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
13	applies to AFRC, Air Force Reserve Personnel Center, and Individual Mobilization Augmentees (paragraph **3.8.**)		HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
14	applies to ANG (paragraph **3.9.**)	Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**)	Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**).
15	applies to the CAP units--includes departmental, nondepartmental, and MAJCOM publications at any level (paragraph **3.10.**)	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.
16	applies to CAP members (paragraph **3.10.**)	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.
17	involves acquisition, management, or disposal of Air Force-controlled property	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260.
18	directs ancillary training not Air Force-specialty related, such as drug and alcohol or traffic safety training	All directorates within the respective MAJCOM or FOA.	All Secretariat and Air Staff agencies, and HQ USAF/DPPE, 1040 Air Force Pentagon, Washington DC 20330-1040.
19	applies to military or civilian personnel matters	Military and civilian personnel and family support.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/DP, 1040 Air Force Pentagon, Washington DC 20330-1040.

RULE	A	B	C
	If a publication	**then coordinate**	
		a field publication with	**a departmental publication with**
20	applies to morale, welfare, recreation, and services	Services.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SV, 1790 Air Force Pentagon, Washington DC 20330-1790.
21	applies to military health affairs	MAJCOM surgeon general.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SG, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.
22	applies to manpower management matters	Management engineering team.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/XPMR, 1070 Air Force Pentagon, Washington DC 20330-1070.
23	applies to equal opportunity and treatment of military or civilian personnel	Social actions.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/DP, 1040 Air Force Pentagon, Washington DC 20330-1040.
24	applies to military installations and real property facilities	Civil engineer.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260.
25	applies to base closure and disposal matters	MAJCOM/XP.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.

NOTE: Send classified paper publications to HQ AFRC appropriate OPR, 155 2d Street, Robins AFB GA 31098-1635.

Table 3.2. Mandatory Coordination for New and Revised Standard Departmental and Field Publications.

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate	**Coordinate a field publication with**	Mandatory coordinating offices for new and revised standard departmental publications. (See **Note 1.**) ***NOTE:*** This column contains six (6) NEW coordinators, for standard departmental publications. For the specific area of coordination and or review, see notes 3, 4, 5, 6, 7, and 8.
1	a standard departmental publication, directive or nondirective, with the offices identified in column C. See **Notes 1** through **8**.	SJA; appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); HQ AFRC (for unit members); HQ ARPC/XP (for IMAs); records management; privacy and FOIA office; information collections reports managers; AFDC/AFL; and SC forms and publications managers.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030; HQ AFCA/ITCM, Scott AFB IL 62225-5222; AF-CIO/P, 1155 Air Force Pentagon, Washington, DC 20330-1155; HQ USAF/XP, 1070 Air Force Pentagon, Washington, DC, 20330-1070; HQ AFDC/AFL, 1480 Air Force Pentagon, Washington DC 20330-1480; SAF/FMBMM, 1130 Air Force Pentagon, Washington DC 20330-1130; AFDPO/PPP, 200 McChord St., Box 94, Bolling AFB DC 20332-1111; and counterparts at MAJCOMs and FOAs preparing manuscripts; SAF/PAS, 1690 Air Force Pentagon, Washington DC 20332-1690--the last stop in the coordination process for mandatory security and policy review of publicly accessible publications and forms. ***NOTE:*** In addition to the above coordination, for AFPDs only, also route them for review, coordination, and approval (paragraphs **2.2.1.** and **3.21.**) to: SAF/AAX, 1720 Air Force Pentagon, Washington DC 20330-1720.

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate	**Coordinate a field publication with**	Mandatory coordinating offices for new and revised standard departmental publications. (See **Note 1.**) ***NOTE:*** This column contains six (6) NEW coordinators, for standard departmental publications. For the specific area of coordination and or review, see notes 3, 4, 5, 6, 7, and 8.
2	a doctrine document or tactics, techniques, and procedures (TTP)		HQ AFDC/DR, 155 North Twining Street, Maxwell AFB AL 36112-6112.
3	a publication that contains mailing addresses and functional address identifiers		HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030; and counterparts at MAJCOMs and FOAs preparing manuscripts. (See **Note 1**.)
4	a publication that prescribes the use of a specific class or service of mail		HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030; and counterparts at MAJCOMs and FOAs preparing manuscripts. (See **Note 1**.)
5	a publication that affects or involves communications and information systems	communications systems officer.	HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1250; and HQ AFCA/ITPP, 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222.

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate	**Coordinate a field publication with**	Mandatory coordinating offices for new and revised standard departmental publications. (See **Note 1.**) ***NOTE:*** This column contains six (6) NEW coordinators, for standard departmental publications. For the specific area of coordination and or review, see notes 3, 4, 5, 6, 7, and 8.
6	a publication that sets policy on visual information (VI) matters; combat cameras, video teleconferencing, base-level support (still photography, graphics, presentations) or includes authorizing VI hardware or acquiring and using VI products (audiovisual productions; e.g., films, video tapes, video disks, etc.) to support operations, training, corporate communications, public affairs programs, etc.		HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030; and counterparts at MAJCOMs and FOAs preparing manuscripts. (See **Note 1**.)
7	a publication that includes an explanation of terms	SC (communications and information).	HQ AFDC/AFL, 1480 Air Force Pentagon, Washington DC 20330-1480.
8	a publication that prescribes, adopts, or cites forms or includes formats		AFDPO/PPP, 200 McChord St., Box 94, Bolling AFB DC 20332-1111; and counterparts at MAJCOMs and FOAs preparing manuscripts.

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate	**Coordinate a field publication with**	Mandatory coordinating offices for new and revised standard departmental publications. (See **Note 1.**) ***NOTE:*** This column contains six (6) NEW coordinators, for standard departmental publications. For the specific area of coordination and or review, see notes 3, 4, 5, 6, 7, and 8.
9	a publication that requires coordination or revision of IPs.		AFDPO/PPP, 200 McChord St, Box 94, Bolling AFB DC 20332-1111.
10	a publication that is marked For Official Use Only and authorized to be withheld from general public disclosure, has legal implications, or contains copyrighted material.	SJA.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; and HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030.
11	a publication that pertains to ANG matters.	appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**).	appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); and SAF/MR, 1660 Air Force Pentagon, Washington DC 20330-1660.
12	a publication that pertains to AFRC matters.	HQ AFRC appropriate OPR, 155 - 2ND Street, Robins AFB GA 31098-1635 (for unit and members); HQ ARPC/XP, 6760 East Irvington Place, Suite 1000, Denver CO 80280-5000 (for IMAs, see **Notes 1** and **2**).	HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MR, 1660 Air Force Pentagon, Washington DC 20330-1660.

NOTES:

1. See paragraph **3.21.** for the minimum mandatory coordination for new and revised departmental publications.

2. Send AF Form 525, **Records Disposition Recommendation**, to the records manager when AFMAN 37-139 (will convert to AFMAN 33-322, Volume, 4), does not cover disposal of records.
3. Coordinate with HQ USAF/ILCX for records management.
4. Coordinate with HQ AFCA/ITCM for reports control symbol and information collection budget.
5. Coordinate with AF-CIO/P for FOIA, *Privacy Act*, and *Federal Register*.
6. Coordinate with HQ USAF/XP for manpower impact.
7. Coordinate with SAF/FMBMM for fiscal impact.
8. Coordinate with SAF/PA for security review of publications released on the public web site.

3.22. Minimum Processing Requirements. After developing the draft, process it for MAJCOM or lower-level review, and Air Staff coordination. After completing all coordination, edit the draft and release it for final review and approval, as prescribed in paragraph **3.23.** If acceptable, release it for publishing.

3.22. (341SW) 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. Minimum Editorial Requirements for Offices of Primary Responsibility (OPR).

3.23.1. OPR Accountability and Responsibility. OPRs are fully accountable and totally responsible for their publications. Therefore, OPRs must ensure accuracy, currency, integrity, good taste, and the expected compliance in all publications. ***NOTE:*** SAF/AAD no longer provides editing service for publications.

3.23.1. (341SW) 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.

3.23.1.1. **Attachment 4**, **Section A4F**, is a guide for editors and project officers to use when creating drafts. At **Section A4G** is a guide that lists requirements for publications as a last check before you submit your draft publication to the publishing manager for final processing. Ensure the correct type of publication (policy directive, doctrine document, mission directive, instruction, manual, pamphlet, supplement, etc.), and series are selected as specified in **Chapter 6**. See complete list of publication types in **Chapter 2**.

3.23.1.2. Review parts for accuracy (heading, subject and main titles, title-page footnote, and signature element). Check the numbering and use of elements (parts, chapters, sections, paragraphs, attachments, figures, tables) (**Figure 3.5.**). For paper publications, if the draft has a table of contents make sure the main paragraph titles and paragraph numbers match the text exactly. Also for paper publications, include figures, tables, attachments, and forms prescribed in the table of contents.

3.23.1.3. Edit for correct grammar, spelling, punctuation, capitalization, and use of references, abbreviations, acronyms, and terms (**Attachment 1** and **Attachment 4**). Check references to other publications and internal cross references for accuracy and necessity. Make sure you comply with procedures in this volume. A publication must meet all of these standards as well as the plain English standards.

3.23.1.4. Make sure illustrations are necessary and correctly identified.

3.23.1.5. If a paper publication needs a cover, the project officer must justify a need for it on the AF Form 673, block 16. Most standard publications kept in three-ring binders do not need covers.

3.23.1.6. As OPR you must comply with the distribution requirements of AFI 37-161 (will convert to AFI 33-361). Send copies of field publications to addressees as shown in **Table 3.3.**

3.23.1.7. Ensure each main paragraph has a meaningful title, including key words. Using key words enables readers of publications in electronic format to conduct electronic key word searches. Key words may be highlighted in brackets; e.g., "Accounting and Finance Officer [Qualifications]. For subparagraphs, titles are optional. If any subparagraphs have titles, ensure they all have titles at that level.

3.24. Prescribing or Adopting Forms. You must use a directive publication to prescribe a form. To adopt a form prescribed in another publication, list the form number and title in the body of the publication. List both the prescribed and adopted forms on the AF Form 673, in the table of contents, and in the forms prescribed and adopted paragraphs. Review AFI 33-360, Volume 2, for specific guidance.

Figure 3.5. Elements of a Publication.

NOTE: The following elements are the only ones authorized for use in Air Force publications.

Division or Part	*Identification*
Volumes	Number consecutively, using Arabic numerals; e.g., Volume 1, Volume 2, etc.
Parts	Number consecutively, using Arabic numerals; e.g., Part 1, Part 2, etc.
Chapters	Number consecutively throughout the publication, using Arabic numerals; e.g., Chapter 1, Chapter 2, etc.
Sections	Use capital letters in alphabetical order preceded by a numeral; e.g., Section 1A, Section 1B, Section 2A, Section 2B; etc., throughout the publication or within each chapter. If formatting publications in sections only, do not precede the section identification with a numeral. In this case, then simply format as Section A, Section B, Section C. etc., throughout.
Paragraphs	Number consecutively throughout the publication, using Arabic numerals; e.g., 1, 2, etc. For publications divided into chapters, use a two-part Arabic numeral. The first numeral represents the chapter, the second represents the numerical sequence of the paragraph within the chapter, e.g., 1.1, 1.2, for the first chapter, 2.1, 2.2, for the second chapter, etc. If only in sections, begin with 1 and number sequentially throughout the body. Do not begin resequencing in the next section.
Subparagraphs	Use Arabic numerals in sequence, separated by periods, progressing from the main paragraph number. ***NOTE:*** These examples are for a publication in chapters. 1.1.1. for the first subparagraph. 1.1.1.1. for the first paragraph under the first subparagraph. 1.1.1.1.1. for the first paragraph under the first sub-subparagraph, etc.
Figures	Use: Arabic numerals-Figure 1, Figure 2, Figure 3, etc., consecutively in publications without chapters. Two-part Arabic numerals in publications with chapters, the first number identifies the chapter, and the second number identifies the figure sequence number within the chapter, e.g., Figure 1.1, Figure 2.1, etc.; and for figures within the attachment; e.g., Figure A1.1, Figure A1.2, etc., for figures in Attachment 1; and Figure A2.2, etc., for figures in Attachment 2.
Tables	Follow the applications specified for figures.
Attachments	Use Arabic numerals-Attachment 1, Attachment 2, Attachment 3, etc., in sequence. Paragraphs in attachments will take the first number from the number of the attachment; e.g., Attachment 3 would have paragraph A3.1, A3.2, A3.3, etc. **NOTE:** If attachments have sections, identify them as sections A1A, A1B, A1C, or A2B, A2C, etc.

Table 3.3. Submitting Copies of Field Publications.

RULE	A	B	C
	If a field activity is (see note 1)	**then send one copy of**	**to**
1	a MAJCOM	subject and numerical indices	**11 CS/SCSR**, 1620 Air Force Pentagon, Washington DC 20330-1620.
2			**HQ AFCIC/SYSM**, 1250 Air Force Pentagon, Washington DC 20330-1250.
3		policy directives, instructions, manuals, indices, pamphlets, directories, handbooks, mission directives, catalogs, and supplements	**HQ AFIS/IMP**, 9700 G Avenue, SE, Kirtland AFB NM 87117-5670.
4		supplements or separate publications issued instead of supplements	OPR in **HQ USAF**.
5	below MAJCOM	supplements or separate publications issued instead of supplements (see note 2)	OPR at the next higher headquarters.
6		indices of publications (see note 2)	publications management office in the next higher headquarters.

NOTES:

1. AFI 36-2303, Documents and Publications for the Air University Library, gives instructions on sending copies to the AU Library.
2. A higher headquarters may specify more copies.

3.24.1. Identify a form in the publication title if the main purpose of the directive is to prescribe the form; e.g., PREPARATION AND USE OF AF FORM 96, **PASSENGER MANIFEST**. If the form and procedure it supports are minor elements of the publication, identify the form in the title of the paragraph, section, chapter, or part where it is prescribed.

3.24.2. In the text, explain who completes the form, number of copies needed, what to do with each copy, and how to process the form (AFI 33-360, Volume 2). You may place this information, plus filled in samples and or examples, in nondirective publications such as pamphlets, handbooks, etc., as long as a directive publication prescribes the actual form. ***NOTE:*** You should not include blank forms in Air Force departmental publications.

3.24.2. (341SW) If an OPR requires a form in a publication, the form will be filled out with sample entries.

3.24.3. If the publication prescribes forms, allow enough time to design, reproduce, and distribute the new or revised form. Submit draft form with completed DD Form 67, as directed by AFI 33-360, Volume 2, to SAF/AADF, before submitting the new publication. It may take longer to produce a form than its prescribing directive. Forms must be in place before you can implement the supported procedures. Contact SAF/AADF for departmental forms when the need for a new or revised form is known.

3.24.4. List prescribed and adopted forms in the last paragraph of the publication by form designator and number and in numerical sequence. Show (PA) after the title to indicate the form is subject to the *Privacy Act*; indicate (Safeguard) or (Accountable) if appropriate.

3.25. Multicolor Printing. Printing in two or more colors generally increases costs. Consequently, all Air Force managers must ensure that all multicolor printing projects are necessary, that minimum color printing is used, and that the extra cost provides a significant value to the Air Force. Therefore, print all documents in one color, unless additional color is integral to the purpose (examples are maps and illustrations of medical specimens or diseases, plants, flags, uniforms, safety, fire prevention, attention-catching recruiting posters, etc.). Do not use color solely for its decorative effect or for prestige. Unless color adds value to the end product, do not use it as "nice to have." ***NOTE:*** Avoid using excessive printing specifications; e.g., coated paper, multicolor inks, embossing, die-cutting, foil stamping, etc., when less expensive methods and items will suffice.

3.25.1. Justifying Multicolor Printing or Excessive Printing Specifications. For standard publications, the OPR must justify the use on AF Form 673, block 16. For other publications, where an AF Form 673 is not currently required, the OPR must justify the need for excessive printing specifications (coated paper, embossing, die-cutting, foil stamping, etc.) via a memorandum or other form.

Section 3D—Formatting and Editing

3.26. Writing Styles. Make the style of a publication appropriate for the user and for the purpose intended (**Attachment 4**). Write in a direct, active voice with simple, concise sentences as much as possible. Writing styles depend on whether the information you are presenting is directive or informational. The differences are discussed below:

3.27. Mood, Tense, and Voice. The imperative mood ("do"), the future tense ("will"), and the word "must" are the language of command. Since they indicate no choice of action, use them in publications that are directive and those that prescribe procedures. Use "can" and "may" to permit a choice and express a guideline. "Should" is advisory and indicates a desirable procedure. The present tense ("does" and "is") is descriptive rather than directive. Use it to explain standard practice.

3.28. Personal Pronouns. Second person pronouns ("we" and "you") are acceptable in directive, doctrinal, training, informational publications, and pamphlets. Third person singular pronouns ("he" or "she") must meet neutral language requirements.

3.29. Gender-Neutral Language. Comply with equal employment opportunity policy and prevent possible sex discrimination or perceptions thereof by avoiding sexually specific language. Particularly in personnel publications; e.g., use "spouse" instead of "husband" or "wife" and "he or she" instead of "he." Rewriting a sentence frequently eliminates the need for repetitive "he or she;" e.g., "Information managers complete their training" rather than "the information manager completes his or her training." Writers

will also find words such as "the" and "a" helpful. Of course, there will be times when "he or she" and "his or her" are necessary, but creative writing will eliminate unnecessary repetition.

3.30. Basic Organization. Use the paragraph as the basic element to organize as simply as possible. The use of other elements (**Figure 3.5.**) depends on the length and complexity of the text. If several paragraphs cover the same general subject, group them under a separate section. For more complex material, group sections under chapters and chapters under parts. A publication cannot have a single section, chapter, or part. Use a paragraph title consisting of more than one word for each main paragraph. Titles are optional for subparagraphs; however, stay consistent. If any subparagraphs of a paragraph have titles, they must all have titles at that level. Use attachments for material not immediately needed to understand the text. This includes subject indices, bibliographies, glossaries, lists, and form memoranda. Refer to each attachment in the text in numerical sequence.

3.30.1. Using an Outline. Use an outline to arrange the material in logical order, use descriptive titles for main parts of the publication, and the organizational elements (**Figure 3.5.**) to identify the elements (parts, chapters, sections, and paragraphs). When chapters are short, make them sections. Use volumes to publish a large amount of related information. Volumes are two or more publications with the same series and control number, plus a volume number; e.g., Volume 1, Volume 2, etc. When issuing a publication in volumes (Volume 1, 2, etc.), a number and title are assigned to each volume. Do not publish one segment under the basic publication title (AFI 33-360), and one segment as AFI 33-360, Volume 1. Rather, issue them as AFI 33-360, Volume 1, and AFI 33-360, Volume 2, etc.

3.31. Using Proper Terms in Publications.

3.31.1. Do not use terms, illustrations, and titles in an Air Force publication when they could discredit the Air Force, subject it to public ridicule, or offend readers of either sex or of any race, age group, religion, political affiliation, or nationality. A policy or procedure may appear neutral, yet contain misleading or offensive language. Do not use terms that show obsolete, stereotyped roles of personnel in the work force. Illustrations of people at work should show the career field as it exists; e.g., use illustrations showing both women and men as commanders, aircrew members, mechanics, office workers, and technicians.

3.31.2. Do not use terms in Air Force publications that are joke or gag names for people, bases, or office designations. Names usually appear in sample forms, formats, and memoranda. Instead of using an unusual name, use a common one. In referring to the location of an activity, use the actual name of an Air Force base, including State and ZIP Code plus 4. The activity mentioned need not exist at the base. Avoid terms that are not interchangeable. In standard publications, use official military titles (major, colonel, etc.) rather than pay grades to refer to military personnel. Use military pay grades (0-6, E-5, etc.) only when referring to the military pay system.

3.31.3. Do not use terms that are demeaning. Use the term "family member" or "spouse" instead of "dependent," if legally acceptable. You may use "dependent" to define some benefits and entitlements established by statute or policy. When there is no legal effect, change the term "dependent" to "family member" or "spouse." Avoid terms that may be misleading. Use the title "Ms" with the surname when the marital status of a woman addressee is unknown. If there is an indicated preference for "Miss" or "Mrs," use that title.

3.32. Using Notes, Footnotes, and Endnotes. Use a note within a paragraph to explain a word or statement. If a note pertains to the entire page, place it, flush left, at the bottom of the page; otherwise, insert it in the applicable paragraph as a run-in note. Make the word "note" bold and in upper case italics, followed by a colon (e.g., ***NOTE:***) Use a footnote or endnote to give credit for a legal cite, copyrighted, or quoted material, or explain in a statement in the text (**Figure 3.3.**). Identify the footnote or endnote by an Arabic superscript number or asterisk. Place the footnote at the bottom of the page that contains the reference. Separate it from the text by a hairline. Place the endnotes at the end of the body of the publication, before the attachments.

3.33. Specifications for Title-Page Footnotes. Departmental publications will use the following standards (do not show E-mail addresses or telephone numbers on the title-page footnote or in the body of departmental publications). ***NOTE:*** MAJCOMs and FOAs who develop departmental publications will show the OPR and certified by lines in the following formats:

3.33.1. OPR and certifying authority at the Secretariat or Air Staff:

OPR: SAF/AADD (Mr Brian Edward. Bennett)

Certified by: SAF/AAD (Mr Brandon Bernard. Sprowl)

3.33.2. OPR at MAJCOM or FOA; certifying authority at the Secretariat or Air Staff:

OPR: HQ AFPC/DPXX (Maj Bryan Anthony Wellington)

Certified By: HQ USAF/DPX (MAJ GEN ROBERT MARTEL LEWIS)

3.34. Forewords. Only nondirective publications may have a foreword to provide a personal message from a proponent. Limit the foreword to one page. Do not repeat the wording in the purpose statement. Do not number the page. Because a foreword precedes the title (first) page, the printed publication must have a cover--ordinarily of the same weight paper as the rest of the publication. Not all forewords are signed. ***EXCEPTION:*** Doctrine documents may have forewords.

3.35. Using Numbered Paragraphs Throughout Publications. For ease of electronic subparagraph searching in publications, number all subparagraphs using the digital numbering scheme shown in **Figure 3.5.** Also, use this publication as a visual sample for numbering paragraphs in your publication. ***NOTE:*** Do not use bullets in Air Force publications.

3.36. Citing References.

3.36.1. Limit the use of references. When citing a reference, tell readers why the referenced information is needed, unless the reason is obvious. Do not refer to or cite field (subordinate level) publications or forms in departmental publications, or use indefinite references. References such as "in current directives," "contained in existing instructions," and "as prescribed in pertinent publications" are vague and of little use. Refer only to other publications the reader must use or are authorized; e.g., do not reference the following: a publication with a special distribution; a nonindexed or non-Air Force publication, unless you give the readers the source of availability; or a classified publication with a specific distribution imposed by special-access programs or other security constraints. ***NOTE:*** List *all* references cited in the publication in **Attachment 1** titled, *Glossary of References and Supporting Information*.

3.36.2. When E.O.s, Public Laws, or other statutes have already been implemented by a DoD issuance, use the DoD issuance as the reference citation; e.g., use DoD 5400.7-R/AFSUP rather than Section 552 of Title 5, United States Code or Public Law 93-502. ***NOTE:*** A DoD issuance is defined as Department of Defense directives (DoDD), DoD instructions (DoDI), DoD publications, and their changes. However, when an Air Force publication directly implements a specific statute, you must cite it. Use a Public Law citation or a codified citation (United States Code); e.g., use Public Law 98-191, *Office of Federal Procurement Policy Act Amendments of 1983,* December 1, 1983, or Sections 401-420 of Title 41, United States Code. Verify proper statutory authority with the SJA activities during the draft coordination phase of the publication. See **Attachment 5** for style and format of reference citation frequently used.

3.36.3. Cite references as follows: To refer to a subparagraph within the same main paragraph, cite only the portions needed for clarity; e.g., to refer to the following subparagraph, say: "3.16.2.1,"--to a subparagraph in 3.16.2: "3.16.2.5." Omit the word "subparagraph" in reference, and do not use "above" or "below." To refer to another main paragraph, chapter, section, or part within the same publication, place the reference in parentheses or within a sentence; e.g. (paragraph 8.5.2.2); (Chapter 25); (Note 3); (Figure 8.1); (Figure A3.1); (Attachment 1). To refer to another Air Force publication, cite the number and the title; e.g., "AFI 33-101, *Communications and Information Management Guidance and Responsibilities.*" Type the publication title in italics. Omit the date and use the title to clarify the text the first time used. Thereafter, use only the publication number. List related publications in a paragraph or attachment. Refer to a form for the first time, by citing the form number and title; e.g., AF Form 673, **Request To Issue Publication**, thereafter, cite only the form designation and number. Type the form title in bold. To cite a form in the title of a publication or in the title of a part, chapter, section, or paragraph, see paragraph **3.24.1.** To refer to figures, tables, and attachments, always cite the number in numerical sequence; e.g., Figure 1.2, Figure 1.3; Table 2, Table 3; Attachment 12, Attachment 13; etc. To refer to legal papers or works, coordinate with the local SJA. To refer to a report, cite the number and then the title (e.g., RCS: HQ AFCIC/SYSM (A)9201), *Title of Report*. Set the title in italics. After that, refer to it by number or as the report. To cite a report in the title of a publication or in a part, chapter, section, or paragraph, see paragraph **3.4.16.** When citing other Government agency forms not listed in AFIND 9, tell readers where and how to obtain the forms.

3.36.4. When citing DoD publications in Air Force publications, do not reference a DoDD or DoDI in an Air Force publication, unless there is *no* Air Force implementing directive. Refer to the Air Force publication that implemented it; or extract and paraphrase the information for inclusion in the Air Force publication (see AFI 37-160, Volume 2 [will convert to the 90-series publications]). Refer to a DoD manual (DoDM), regulation (DoDR), catalog, handbook, list, guide, plan, directory, or a miscellaneous DoD publication by citing the type of publication exactly as referred to by DoD; e.g., DoD 7110.1-M, *Department of Defense Budget Guidance Manual*, May 1990. See paragraph **3.45.4.** on numbering Air Force supplements (e.g., DoD 5200.1-R/Air Force Supplement, DoD 5220.22-R/Air Force Supplement, etc.). ***NOTE:*** AFIND 4 shows, after the title, the DoD publication that the Air Force publication supplements. For further guidance, see AFI 37-160, volume 2 (will convert to the 90-series publications).

3.37. Using Illustrations.

3.37.1. Requirements of *Government Printing and Binding Regulations* (Senate Publication 101-9, February 1990), at paragraph 19, are as follows: Use illustrations only when they relate to Air Force business and are in the public interest; relate directly to the subject matter and are necessary to explain

the text; do not aggrandize any individual; are in good taste and do not offend proper sensibilities; are restrictive to the smallest size necessary to accomplish the purpose; and illustrate employees actually engaged in an act or service related to their duties.

3.38. Writing the Purpose Statement. Write a purpose statement for all categories of publications (see **Attachment 3** for specific guidance on writing the purpose statement for PDs) as concisely as possible and include the antecedent policy directive and title. Explain what the publication covers; who must comply with it; e.g., all installation commanders, all Air Force military and civilian personnel (includes AFRC or ANG units and members); and if the publication implements a DoD or other Federal publication. If implementing a DoD publication, show the type implemented after "DoD" and then show the number, title, and date. If the publication contains material that relates to an OSHA standard, include "This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) standards or Department of Labor Occupational Safety and Health Act (OSHA) standard (or standards) (number)." If the publication contains material specifically enforced as to military and civilian personnel (paragraph **3.4.**), explain that failure to comply with such material is punishable as a violation of Article 92, UCMJ (paragraph **3.4.4.**), or the consequences of noncompliance for civilian personnel (paragraph **1.4.**). If the publication is subject to the PA of 1974, indicate that fact. Indicate if the publication does or does not apply to the US Air Force Reserve, ANG, or the CAP (paragraphs **3.7.** through **3.10.**). To recommend changes, conflicts, suggestions, or recommendations to departmental publications, use the AF Form 847 and route it through the publishing channels to the OPR for the publication. (***NOTE:*** HQ USAF/RE and NGB/CF will provide the applicability or exception statement to the OPR for inclusion in the purpose paragraph. Closely coordinate purpose statements with HQ USAF/JAG, and servicing SJAs.).

3.39. Using Standard Tables, Decision Logic Tables (DLT), or Specified Action Tables (SAT). Use these tables to clarify procedures in a publication for ease of use (**Attachment 6**). To help users view DLTs and SATs on a video screen, use "portrait" orientation. DLTs and SATs meet a special need in Air Force publication writing. Consider using them when you need to explain a choice of actions that depends on a condition or set of conditions; or when a narrative description of such a choice would be complex or wordy.

3.40. Graphics and Artwork for Publications. In the word processing application, place the frame for the graphic as close to the citation as possible, preferably on the same page. Place the caption above the graphic. See the Air Force web site at **http://afpubs.af.mil** for more details.

3.40. (341SW) 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. Continue to use a star (H) to show revised material by paragraph, subparagraph, chapter, section, parts, figure, table, or attachment in any part of the publication. If the publication received a major rewrite where most paragraphs changed, only place a star (H) in front of the publication title (paragraph **3.51.**). When this is the case, the following language will appear in bold type as the first sentence of the ***SUMMARY OF REVISIONS***: **"This document is substantially revised and must be completely reviewed."** The use of this statement does not relieve the OPR of providing an actual summary of specific and significant changes. ***NOTE:*** When the final draft publication is processed through the SGML software, it will automatically convert the stars to a revision bar (|).

3.41. (341SW) Marking Revised Material. OPRs must include a complete ***SUMMARY OF REVISONS*** paragraph for revised publications. A ***SUMMARY OF REVISONS*** is not required for new or first issue publications.

3.42. Format of Publications Indices. In the heading, show the cutoff date by entering "period ending (date)" below the issue date. List all publications in numerical sequence by type under each subject series. Show each publication's number, date (complete date or month and year), security classification, and title (or short title). Show "(PA)" if it is subject to the Privacy Act of 1974, OPR, number of pages, and distribution symbol. Give the security classification and the distribution symbol of a classified supplement, unless they are the same as the basic publication. List in the obsolete section any superseded publications (if the number or type changed) or rescinded publications (since the last edition). Follow the style and format of AFIND 2.

Section 3E—Establishing Distribution and Access

3.43. Restricted Categories.

3.43. (341SW) Restricted Categories. Restricted distribution publications will be marked Distribution X. These publications are to be stocked and issued by the OPR.

3.43.1. Classified Standard Publications.

3.43.1.1. Marking Classified Publications. Usually, a standard publication is not classified. However, if classified, the project officer must classify and portion mark the entire draft (title, paragraphs, pages, etc.) and any transmittal documents such as the AF Form 673. See AFI 31-401 for guidance on marking classified documents.

3.43.1.2. Restrictions for Classified Publications. Do not include classified information in a publication if you cannot provide the security protection required by AFI 31-401. Do not include classified information in bulletins and staff digests. See AFI 31-401 when a change or supplement has a security classification that differs from the basic publication. Limit the distribution of a classified supplement to those activities receiving the basic publication.

3.43.2. For Official Use Only (FOUO). Properly safeguard FOUO information.

3.43.2.1. Distribution Restriction Statement. This statement tells users that the publication contains technical or operational information that is FOUO and that may prove harmful to United States interests if released to foreign governments. If your publication contains such information, use the appropriate statement from AFI 61-204 and its Attachment 2, on your title page in the purpose paragraph. Write the statement exactly as it appears in AFI 61-204.

3.43.2.2. Limited (L) Distribution. Use L distribution when you want to restrict the distribution to a limited audience. The OPR approves or disapproves all non-DoD requests for an L-distribution publication. Identify an L-distribution publication by the following statement at the top of the title page: "Distribution Limited to DoD--Refer Other Requests to the OPR." The distribution statement in the title-page footnote must show the system manager's FAS; e.g., "Distribution: L (AFCSM Manager: SSG/SCD)." The Air Force will not place “L” distribution publications on the AFPDL bulletin board, AFEPL (CD-ROM), or WWW sites.

3.43.2.3. Special (X) Distribution. If the publication receives X distribution or is a supplement with a classification different from the basic publication, contact your publishing manager for

instructions. You may use X distribution for classified publications. When using X distribution, the OPR will stock and issue all extra copies of the publication, once initial distribution is made. PDOs will not order copies of X distribution publications for their customers. The Air Force will not place "X" distribution publications on the AFPDL (bulletin board), AFEPL (CD-ROM), or WWW sites.

3.43.2.3. (341SW) 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-341SW) 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.

3.43.3. Unrestricted Distribution.

3.43.3.1. Functional (F) Distribution. The Air Force uses the F method of distribution for most publications. This method of distribution is available to the public; no restrictions apply. All "F" distribution publications appear on the APPDL (bulletin board), AFEPL (CD-ROM), and WWW sites. Under this system, the *Air Force Publishing Bulletin* (AFPB) carries the F statement to alert intended users that SAF/AAD is processing a publication. The OPR prepares an F statement for a new publication; for a revision of a classified publication more than 1 year old; when the intended audience of the publication changes; or when a single publication combines two or more publications. Include in the F statement the publication's purpose; any higher-headquarters' publication implemented; organizational levels that must use it; any publications it supersedes; type of distribution; and OPR FAS. A typical F statement is:

"AFI 33-360, Volume 1, *Publications Management Program,* gives the procedures for developing and revising Air Force publications. It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications. It supersedes AFI 37-160, Volume 1, 15 October 1996; and Volumes 4, 5, and 6, 30 November 1993; EMC 96-1, 14 August 1996; and Appendices to AFI 37-160, Volumes 1, 4, and 6, November 1994. Distr: F. OPR: HQ AFCIC/SYSM."

3.43.3.1.1. Send the statement to SAF/AAD as soon as possible as it takes 6 to 8 weeks to obtain worldwide consolidated requirements for departmental publications. The statement is issued in the AFPB early in the publishing process to avoid a delay in distribution. Affected organizations submit requirements through their PDOs.

Section 3F—Developing Supplements

3.44. Purpose of Supplements.

3.44.1. To add an additional level of guidance to material in higher headquarters publications. The policy is to issue supplements rather than separate publications to avoid extensive duplication. The goal is to issue them at the highest level possible, preferably at the MAJCOM or FOA level. Therefore, before completing the final draft, request input from subordinate units. Issue supplements only to add essential local information. ***NOTE:*** MAJCOMs and bases are required to process publications for tagging through the AFDPO CTO (central tagging operation). It is the responsibility of each activity requesting tagging and integration support to ensure the extranet is updated and that all files are prop-

erly named. For more guidance, contact AFDPO. Generally, supplements to higher headquarters publications are required only when:

3.44.1.1. The basic publication specifically requires the issuance of supplements to carry out certain provisions.

3.44.1.2. Due to local unique operating conditions, the OPR has issued a waiver to certain provisions, thereby requiring a supplement to apply the waiver.

3.44.2. Supplements consist of numbered paragraphs (chapters and or sections), figures, tables, and attachments, which add material in the corresponding numbered paragraphs (chapters and or sections), figures, tables, and attachments in the basic publication. Therefore, when developing a supplement, add supplementary material by arranging it according to the basic publication. The paragraph method is the only authorized way to supplement.

3.44.3. Although a supplement is distributed as a separate publication, it is an integral part of, and must be filed and cross-referenced with the basic publication. Users must refer to the basic publication and all of its supplements for complete policy and procedural guidance to carry out the mission. If the supplement adds to, or otherwise increases the users' ability to perform their jobs, then the supplement is useful.

3.44.4. When volumes are involved, supplement each one individually, as they are separate publications.

3.44.5. Supplements cannot be less restrictive than the basic publication; however, if needed, they can be more restrictive.

3.45. Restrictions on Issuing Supplements.

3.45.1. When Not to Issue Supplements. Do not issue supplements to:

3.45.1.1. Emphasize the need to comply with provisions of the basic publication.

3.45.1.2. Correct publication errors (notify the OPR to correct errors in the next revision).

3.45.1.3. Clarify the basic publication.

3.45.1.4. Supersede or change requirements or procedures in the basic publication.

3.45.1.5. Add minor procedural details that are already clear in the basic publication.

3.45.1.6. Duplicate or repeat for the purpose of emphasis any policy or procedure of the basic publication.

3.45.1.7. A MAJCOM or FOA supplement applies only to the issuing headquarters' staff elements and its subordinate activities. A base commander issues a base publication whenever the contents of a parent MAJCOM or FOA supplement must apply to tenant units on a base.

3.45.2. Issuing a Separate Publication. Issue a separate publication instead of a supplement if a higher headquarters:

3.45.2.1. Has not issued a publication with related material.

3.45.2.2. Publication is not distributed or accessible to the activities that must receive the supplement.

3.45.2.3. Publication format, purpose, size, or content make it unsuitable for supplementation. An example is a pocket-sized publication.

3.45.3. Technical Order Supplements. T.O. 00-5-1, *Air Force Technical Order System,* and AFPD 21-3, *Technical Orders,* contain special instructions or limitations on issuing supplements. If authorized by T.O. managers, process MAJCOM and base-level T.O. supplements by the base's supporting publication function.

3.45.4. Numbering Supplements. If more than one supplement to a basic publication is required, number each supplement in sequence; e.g., AFI 91-204/AFSPC1 and AFI 91-204/AFSPC2. Avoid issuing more than two to a basic publication.

3.45.5. Keeping Supplements Current. When you supersede a basic publication, its supplements automatically stay in effect. File and or cross-reference them with the new basic publication. These are called holdover supplements that provide interim direction or information until they are revised or rescinded. If the material in a holdover supplement must remain in effect indefinitely, publish a revised supplement immediately. The revised holdover supplement must be issued within 120-calendar days after receiving the publication for action. MAJCOM and FOA OPRs must report to their MAJCOM publishing manager on supplements that are not revised within 120-calendar days from the date of receipt of the new basic. MAJCOM publishing managers are authorized to track and work with the OPR to ensure the holdover supplement is revised in a timely manner. If the OPR determines the new basic publication eliminates the need for the supplement, the project officer requests the publishing manager to immediately rescind it. Material previously included in a supplement may be included in the revised basic publication with minor rewording, when necessary. The OPR of a supplement determines whether a change to the basic public publication affects the supplement. If it does, revise or rescind the supplement, as appropriate. ***NOTE:*** All units should have already rescinded or superseded supplements to publications under the old publication nomenclature; e.g., AFR, AFM, etc. If any still exist, the publishing manager is authorized to initiate action and work with the OPR to clear them from the inventory.

3.45.5.1. Holdover Supplements. Mark holdover supplements in quotation marks as *"**HOLDOVER**"* in bold, italic, capital letters, and centered on the title page of the publication two line spaces below the date. Display in the same font size and type as the remainder of the publication. Insert two line spaces after the word "***HOLDOVER***," then place the following two statements in quotation marks, centered in bold, italic, lettering. ***"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."*** Insert two line spaces after these two statements, then continue with the remainder of the title-page information from the series forward (**Figure 3.6.**). ***NOTE:*** For specific guidance on publishing standards, formats, and examples, visit the air force web site at
http://afpubs.hq.af.mil.

3.45.5.2. (Added-341SW) 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.

3.45.6. Types of Supplements. The two types of supplements are stand-alone (**Figure 3.7.**) and integrated (Figure 3.12). The page method is not authorized.

3.45.6.1. Do not supplement supplements.

3.45.7. Preparing a Paper Supplement. **Figure 3.7.** illustrates a sample format for a MAJCOM paragraph supplement.

3.45.7.1. Prepare the first page to include a heading, title, leadline, and title-page footnote. Place the supplement number as shown, use the basic publication's title, and cite the number and date of the publication supplemented. Begin the supplement immediately below the leadline and continue paragraph by paragraph as shown in **Figure 3.7.**

3.45.7.2. To supplement an existing paragraph in the basic publication, use the same paragraph or subparagraph number as the basic publication. Keep the text as brief as possible, but include enough information to reduce the need for field supplements. Add new subparagraphs, if needed.

3.45.7.3. Add a new paragraph when the supplementary material does not relate to a paragraph in the basic publication. To add a paragraph between two paragraphs in the basic publication, identify it by a point number and the words "Added" and "AF and or your organization" in parentheses; e.g., a new paragraph following paragraph 4.1. would be shown as 4.1.1. (Added)(AF) Title. To add a paragraph at the end of a chapter or at the end of a publication that does not have chapters, use the next available number and show "Added" (e.g., 11.1. (Added)(AF) Title). Add a subparagraph if the material logically continues existing material of the basic publication. Show added subparagraphs by inserting (Added) and “AF and or your organization” in parentheses after the paragraph number; e.g., "2.1.2.3 (Added)(AF)."

3.45.7.4. Add a new figure, table, or attachment when required and place the words "Added" and "AF" after the figure, table, or attachment number. ***NOTE:*** DoD issuances use the term "enclosure." However, do not duplicate figure, table, or attachment (enclosure) numbers already in the basic--start with the next number. Numbering must agree with the format in the basic publication; e.g., publications with chapters--Figure 2.1, Table 3.1, etc.; without chapters--Figure 1, Table 1, etc.

3.45.8. Preparing an Integrated Air Force Publication. This method is the most efficient from an electronic publishing standpoint, as it enables the user to see the higher headquarters and the supplementary MAJCOM material in one integrated file.

3.45.8.1. Print the Air Force material word for word, without editing. Edit your MAJCOM material to meet Air Force standards in this volume.

3.45.8.2. Identify the Air Force publication being supplemented in the purpose paragraph. Make sure paragraph numbering and format of the MAJCOM supplement correspond or agree with the numbering and format of the Air Force publication. Identify an integrated publication in the upper right-hand corner of the title page in ***bold, italic*** type as follows:

3.45.8.2.1. The publication number on the first line in all capital letters (e.g., ***AIR FORCE INSTRUCTION 91-204***).

3.45.8.2.2. The date of the basic publication on the second line in all capital letters (e.g., ***3 FEBRUARY 2002***).

3.45.8.2.3. The MAJCOM name on the third line in all capital letters (e.g., ***AIR COMBAT COMMAND***).

3.45.8.2.4. The word "Supplement" and an Arabic numeral on the fourth line in initial capital and lower-case letters (e.g., ***Supplement 1***).

3.45.8.2.5. The date of the supplement on the fifth line in initial capital and lower-case letters (e.g., ***5 April 2002***).

3.45.8.2.6. For publications with covers, also show this information on the cover.

3.45.8.2.7. All integrated publications will have ***BY ORDER OF THE SECRETARY OF THE AIR FORCE*** and display the Air Force seal.

3.45.8.3. Follow software requirements and the integrated supplement format as shown on the *Air Force Publishing* web site. Show the "(MAJCOM)" name before the supplemented material; e.g., "(AFMC) Within HQ AFMC . . . ." Include added material (main paragraphs [chapters and or sections], figures, tables, and or attachments) in the table of contents, if used. Show "(Added)" before the title.

3.45.8.3.1. To supplement an existing paragraph in the basic publication:

3.45.8.3.1.1. Number the supplementary paragraph the same as the related paragraph or subparagraph of the basic publication. Keep the supplementary material as brief as possible, but include enough information to minimize the need for further supplementation by subordinate organizations.

3.45.8.3.1.2. Try to avoid subparagraphing in the supplement if at all possible. If impossible, use the next lower paragraph breakdown. If the paragraph being supplemented already has subparagraphs, disregard them. For identification purposes, the subdivisions of the supplementary paragraph must be independent of those in the basic publication. For example, you need to supplement paragraph 3.1 of the basic publication, which has subparagraphs "3.1.1.", and "3.1.2.", you would type "3.1" on the manuscript, followed by your supplementary material. If the material requires subparagraphs of its own, they too would be "3.1.1", "3.1.2", etc.

3.45.8.3.1.3. Using the preceding example, suppose you also have supplementary material that relates directly to one of the "disregarded" subparagraphs of the basic publication. Identify the basic subparagraph in the normal way, then state the supplementary material. For example, using the supposition in paragraph **3.45.8.3.1.2.**, if you also must supplement paragraph 3.1.1 of the same basic publication, you would type "3.1.1" on the manuscript followed by the supplementary material. Subparagraphs to that material, if needed, would be "3.1.1.1", "3.1.2.1", etc.

3.45.8.3.2. To add a new paragraph. Add a new main paragraph if the supplementary material bears no direct relation to a specific paragraph or subparagraph of the basic publication, or if adding to a paragraph would complicate the text. Identify the new paragraph with the digital numbering scheme. For example, a new paragraph following paragraph 5.3 would be shown as: "(Added)(AFMC)" before the supplemented material; e.g., "(Added)(AFMC)" 5.3.1. (Added)(AFMC) Controlled Hardware", "5.3.1.1. (Added)(AFMC) Classified Hardware", "5.3.1.2. (Added)(AFMC) Unclassified Hardware."

3.45.8.3.3. To add a paragraph at the end of a chapter or at the end of a publication that does not have chapters, use the next available number and show "(Added)"; e.g., "(Added)(AFMC) 11. Paragraph Title."

3.45.8.3.4. Add a subparagraph if the supplementary material is a logical continuation of existing subparagraphs of the basic publication. Show added subparagraphs by inserting (Added)(AFMC) 4.6.7.9, 8.4.2.3, etc.

3.45.8.3.5. To show additional paragraphs, chapters, sections, figures, tables, or attachments, show "(Added)(AFMC)" before the title. Examples: "(Added)(AFMC) 2.3. Paragraph Title"; "(Added)(AFMC) Chapter 6, Chapter Title"; "(Added)(AFMC) Section 5G, Section Title"; "(Added)(AFMC) Figure 10.4, Figure Caption"; "(Added)(AFMC) Table 9.8, Table Caption"; or "(Added)(AFMC) Attachment 13, Attachment Title.

3.45.8.3.6. For figures, tables, and or attachments, the numbering scheme must agree with the format in the basic publication (i.e., publications with chapters: "Figure 4.2", "Table 5.4", "Attachment A8.1", etc.; without chapters: "Figure 3", "Table 8", "Attachment 6", etc.).

3.45.8.4. When the publishing production system becomes operational, it will consist of a single web site for **all** Air Force, MAJCOM, and base-level publications. Each organization will maintain its own data on the site, and users will be able to choose, for instance, the Air Force publication, its MAJCOM supplement, and even the base supplement and push the **integrate button** which will automatically integrate all the publications simultaneously. The **third view** of a publication will not have to be maintained separately. ***NOTE:*** We currently only have this automatic integration capability at the MAJCOM publishing staff level. This functionality is possible because we have well-structured documents (avoiding bullets, etc.), which is a payoff for following all the structure rules. For specific guidance on publishing standards, formats, and examples, visit the Air Force web site at **http://afpubs.hq.af.mil**.

3.45.8.5. Obtain prior approval of supplements. When developing proposed supplements, coordinate drafts with the OPR of the basic publication to obtain concurrence. The objective is to keep the number of supplements below MAJCOM and FOA levels to as few as possible.

3.45.8.5. (341SW) 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).

Figure 3.6. Sample "Holdover" Supplement Title Page.

BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND

AIR FORCE INSTRUCTION 16-107

AIR MOBILITY COMMAND
Supplement 1

21 MAY 1997

"HOLDOVER"

"The basic publication has been revised; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remain unaffected."

Operations Support

INTERNATIONAL PERSONNEL EXCHANGE PROGRAM (PEP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 16-107, 10 August 1994, is supplemented as follows: (This supplement does not apply to Air National Guard and US Air Force Reserve units.)

2.2. Send new foreign exchange proposals through the Numbered Air Force (NAF) to HQ AMC/INF.

2.3.1. HQ AMC/INF (Foreign Disclosure Office (FDO) coordinates the proposal with AMC headquarters staff, i.e., DP and functional area, and sends to the Air Force Attache Affairs Office (AFAAO) and SAF/IAD (Disclosure Division) for final approval.

3.2.3.2. The exchange officer's supervisor sends a request for tour length adjustment to HQ AMC/INF. HQ AMC/INF approves adjustments up to 36 months (including training) providing AFPC/DPAJC and parent service concur. HQ AMC/INF will send requests for over 36 months (including training) to AFAAO for final decision.

3.6.1. When an exchange officer's unit of assignment changes, the supervisor notifies HQ AMC/INF in writing, with an information copy to SAF/IAD, AFAAO, and AFPC/DPAJC.

3.6.2.1(Added). Changes to the DCMIS are sent to HQ AMC/INF. Indicate if the disclosure is on a one-time basis or an amendment to the current DCMIS. Include justification for each document and/or equipment item added.

3.6.2.2(Added). Review the DLL to ensure the additional requirement does not conflict with established limitations.

3.6.3. When the duty description significantly changes, but the location remains the same, the supervisor sends a revised PD and DCMIS according to paragraph 2.2.(supplemented). When the duty location changes, the supervisor notifies HQ AMC/INF in writing, with an information copy to HQ AFPC/DPAJC, SAF/IAD, and AFAAO.

4.1. HQ AMC/INF will notify the exchange officer's unit of assignment when the assigned position requires revalidation. If there are no changes to the PD and DCMIS, the supervisor will send a letter stating the PD and DCMIS are current and do not require change. If there are significant changes, send an updated PD and DCMIS to HQ AMC/INF.

4.1.3.2. HQ AMC/INF sends the approved package with disclosure guidance to the foreign exchange officer's supervisor;

Supersedes AFI 16-107/AMC1, 22 June 1997.
OPR: HQ AMC/INF (Mrs Donna M. Hubbard)
Certified by: HQ AMC/INF (Mr Art Simon)
Editor: Ms Mary S. Burns
Pages: 2/Distribution: F; X
SAF/IAD, 1010 Air Force Pentagon, Washington DC 20330-1010
HQ AFPC/DPAJC, 550 C Street West, Suite 32, Randolph AFB TX 78150-4735
AFAAO, 1080 Air Force Pentagon (5B284), Washington DC 20330-1080

Figure 3.7. Sample MAJCOM Paragraph Supplement.

BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND

AFI91-204/AFSPC1
1 November 1997

Safety

SAFETY INVESTIGATIONS AND REPORTS

AFI 91-204, 1 December 1996, Safety Investigations and Reports, is supplemented as follows. It applies to Air Force Space Command (AFSPC) commanders, managers, supervisors, safety staffs, and persons who investigate and report Air Force mishaps, and those persons who handle mishap reports is supplemented as follows: The reporting requirements in this supplement are licensed as "Safety Investigation Reports" (RCS: HAF-SE(AR)9404). This supplement does not apply to Air Force Reserve or Air National Guard units. Send a copy of nonappropriated fund and unit supplements changes to this supplement to HQ AFSPC/SE, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4260, for approval before publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS
This supplement contains numerous changes to comply with the latest AFI 91-204 revision. A star (★) indicates new material supplemented from the basic Air Force instruction or changes from the last AFSPC supplement.

Paragraph
Forms Prescribed (Added)
AFSPC Form 87, On or Off Duty Ground Mishap Report 11.4
AFSPC Form 123, Follow-up/Closeout Action Summary 6.1

Page
Page 7, Attachments
3(Added). Transmittal Letter for Mishap Report 5
4(Added). Fatality/Suicide Briefing Checklist 6
5(Added). Mishap Message Format 9

1.2.5. A radar station is not an Air Force Base. The station commander will render assistance commensurate with the installation capabilities.

1.2.5.1(Added). Explosive ordnance disposal support.

1.4.2.2. AFSPC/CC has delegated convening authority for on-duty Class B mishaps to NAF/CCs and has delegated convening authority for on-duty Class C mishaps to the appropriate Wing/CC or 321 MG/CC.

|3.3.2. TDY travel orders and funding are the responsibility of the individual's unit of assignment. Unit budget offices may seek reimbursement from HQ AFSPC/FM on an after-the-fact funding basis.

3.6. Send qualified Safety Inspection Board (SIB) member lists to appropriate NAF/SE and HQ AFSPC/SE.

OPR: AFSPC/SEF (Lt Col Doug Banker)
Certified by: AFSPC/SE (Col Kirby M. Fetzer)
Supersedes AFI 91-204AFSPC1, 30 August 1996.
Pages: 9/Distribution: F;X (HQ USAF/SE, 9700 G Avenue SE, Suite 240, Kirtland AFB NM 87117-5670...1)

3.46. Supplementing DoD Publications.

3.46.1. Preparing a Combined Publication to Supplement DoD Publications. This method is the most efficient from an electronic publishing standpoint, as it enables the user to see the higher headquarters and the supplementary material in one integrated file. **Figure 3.8.** illustrates a sample format for a DoD paragraph supplement.

3.46.1.1. Print the DoD material word for word, without editing. Edit the Air Force material to meet Air Force standards in this volume. Show DoD material as bold text, with Air Force material not bold.

3.46.1.2. Identify the DoD publication you are supplementing in the purpose paragraph. Ensure paragraph numbering and format of the Air Force supplement agree with the numbering and format of the DoD publication. Identify a combined publication by both the DoD number and the Air

Force supplement, in that order; e.g., DoD 5200.1-R/Air Force Supplement. Show this on the cover, if used, and in the upper right corner of the title page.

3.46.1.3. Obtain an electronic file of the DoD material from the OPR and insert the Air Force supplementary material. Follow software requirements and the integrated supplement format as shown on the Air Force primary web site at **http://www.afpubs.af.mil**. Show "(AF)" before the supplemented material; e.g., "(AF) Within HQ USAF . . . ." Include added material (main paragraphs, figures, etc.) in the table of contents, if used. Show "(Added)" before the title. To add a new paragraph, show "(Added)(AF)" before the supplemented material; e.g., "(Added)(AF) See Figure 5.1 . . . ."; or "4.300.1 (Added)(AF) Classified Hardware." To add a chapter, table, etc., show "(Added)(AF)" before the title.

Figure 3.8. Sample DoD Paragraph Supplement.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

DOD 7750.7/AIR FORCE SUPPLEMENT
1 NOVEMBER 1997

DoD FORMS MANAGEMENT PROGRAM PROCEDURES MANUAL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

DoD 7750.7-M, August 14, 1996, is supplemented as follows:

Definitions

3a. (Added)(AF) An Air Force (AF) form is considered a component form.

Abbreviations and or Acronyms

(Added)(AF)	AF Form	Air Force Form
(Added)(AF)	S&I	Stocked and Issued
(Added)(AF)	S&U	Stocked and Used

Chapter 1

D.3. (Added)(AF) HQ AFCIC/SYSM designates the individual who performs the duties of Air Force forms manager.

E.1. (Added)(AF) Reporting will not be made below Secretariat level.

Chapter 6

C. (Added)(AF) Once forms are converted and published as electronic forms, they are considered local reproduction authorized (LRA) forms. Printed copies of these forms will no longer be stocked and distributed from the Air Force publishing distribution center (AFPDC).

Chapter 8

D. (Added)(AF) Stocked and Issued (S&I) and Stocked and Used (S&U) Forms. Review departmental forms shown in AFIND 9 as S&I and S&U before each reprint. Send requests to SAF/AAD, 500 Duncan Avenue, Box 94, Bolling AFB DC 20332-1111.

WILLIAM J. DONAHUE, Lt General, USAF
Director, Communications and Information

Supersedes AFI 37-160, Volume 8, 24 April 1994.
OPR: HQ AFCIC/SYSM (Ms Lynnette F. Wentworth)

Certified by: HQ USAF/SCXX (Lt Col Webb)
Pages: 1/Distribution: F

Section 3G—Keeping Publications Current

3.47. Requesting a Waiver. When you find complying with a higher headquarters publication is impractical due to unique local situations, you may request a waiver that the OPR must file with the record set (**Attachment 2**) of the publication's approving official. A waiver remains in effect until the approving official cancels it in writing, or revises the publication. When the approving official revises the publication, the requester must renew the waiver. ***NOTE:*** Waivers to 91-series instructions containing nuclear weapon system safety rules are not authorized. The Secretary of Defense approves safety rules for nuclear weapon systems on the condition the Air Force will not change them without completing a lengthy study,

coordination, and approval process. AFI 91-102, *Nuclear Weapon System Safety Studies, Operational Safety Reviews, and Safety Rules*, details the change process.

3.48. Rescinding a Publication. When the approving official authorizes the rescission of a publication, delete it from the appropriate index and add it to the list of obsolete publications in that index. Also, announce the rescinded publication in the appropriate PB. If the publication prescribes or adopts forms or reports, tell the forms manager and reports control officer, who will take action to annotate the appropriate AFIND. If the publication prescribes an internal or external information collection, notify the Air Force IMCO or MAJCOM or FOA information reports requirements manager (IRRM) as required by paragraphs **3.4.7.3.** and **3.4.7.4.**

3.49. How to Rescind a Publication.

3.49.1. The approving official authorizes the publishing manager to rescind a publication by preparing a memorandum requesting rescission, advises all interested staff offices by providing them a copy of the memorandum for coordination, and having it signed by the designated functional certifying and approving authorities. The directorate level official indicates on AF Form 1382, **Request for Review of Publication and/or Form(s)**, to rescind the publication and advises staff offices affected by the rescission. If the publication prescribes a report, the directorate level official sends a copy of the request for rescission to the Information Reports Management and Control Office.

3.49.1. (341SW) 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.

3.49.2. If the publication prescribes forms or reports, list their status and state whether they should be rescinded or prescribed in another publication on Air Force Form 673. If the publication is classified and not subject to automatic declassification, state whether you can declassify it before rescinding. If the publication implements a current DoD publication, advise the Office of the Secretary of Defense OPR and SAF/AAX what other documents will implement it per AFI 90-101.

3.50. Revising a Publication.

3.50.1. When to Revise a Publication. OPRs can either revise publications or issue an EMC or IC to publications when added or different material is needed. To prepare and submit an EMC or IC to a departmental publication, follow the guidelines according to paragraphs **3.53.** and **3.54.** Do not revise a publication merely to update FASs, organizational titles, distribution lists, series numbers and titles, signature elements, or references (unless these items cause significant problems).

3.50.1. (341SW) 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. Notification Process. Publishing managers will notify OPRs via E-mail, correspondence, or FAX when a publication or form is officially published, and the OPRs will notify the targeted audience. Notification is for new, revised, changed, and rescinded material. This process will remain in effect until a push method is implemented on the WWW that automatically notifies the end user or user groups when material is new, revised, changed, or rescinded.

3.50.2. (341SW) 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**.

3.51. Summary of Revisions. A "***SUMMARY OF REVISIONS***" is mandatory for all revised departmental publications, including HQ USAF HOIs. It helps orient readers to matters that are different from the previous edition, and is a central and consistent place in a publication where readers can find that type of information. The summary identifies major changes by citing the paragraphs, subparagraphs, chapters, sections, parts, figures, tables, or attachments in which they appear (paragraph **3.41.**). Also include, if applicable, publication conversion from one series to another and the transfer of the approval authority. For ICs, indicate that the attachment "IC 2001-X" is the last attachment of the publication. Also cite new, revised, or obsolete forms, and new, revised, or rescinded recurring reports. Place the summary immediately after the purpose paragraph. When a star (H**)** precedes the publication title, it denotes a major or significant revision from the previous edition--the reader must read the publication in its entirety. When this is the case, the following language will appear in bold type as the first sentence of the summary or revisions: "**This document is substantially revised and must be completely reviewed.**" The use of this statement does not relieve the OPR of providing an actual summary of specific and significant changes. When there is no major or significant change to the publication, show the star (H) preceding the paragraph number, section, part, or chapter title; or figure, table, or attachment caption. ***NOTE:*** Do not include a summary of revisions for new departmental publications.

3.52. Publication Changes. Because Air Force publications are now published in multiple media; i.e., on paper in a few cases, on CD-ROM, and posted on the WWW, it is critical that you process publication changes through the publishing managers. It is a legal requirement that all versions of Air Force publications contain the same information; publishing managers maintain version control via the change processes. For procedures on preparing and submitting departmental publication changes (EMCs and ICs), contact your publishing manager. ***NOTE:*** Once a publication is posted to the official publications and forms web site on the WWW in the upcoming publications directory, it is official and will not be pulled down for changes without the OPR issuing an IC to revise it. Publications are placed in the upcoming publications directory for OPR use and to allow advance planning and or supplementing by subordinate units before the effective date.

3.53. Authorized Types of Changes.

3.53.1. Interim Changes (IC). ICs replace what was previously known as the interim message change. They are issued to announce only critical information needed to meet a mandatory effective date set by Public Law, E.O., or DoDD. They delete or modify a procedure that could involve public controversy or create adverse public opinion of the Air Force, are considered mission essential, or are wasting Air Force funds, work hours, or other critical resources. ***NOTE:*** OPRs may issue only five (5) ICs

to Air Force departmental publications. After the fifth IC, you must totally revise the publication and process it for the minimum mandatory coordination.

3.53.2. Emergency Message Changes (EMC). Issue EMCs to delete or modify a procedure that could result in loss of life, personal injury, or destruction of property.

3.53.2.1. EMC Processing. Prepare the text of the change in regular message format per AFMAN 33-326, *Preparing Official Communications*, and cite the type of change, change number, the publication being changed, and its date. Show write-in or paragraph changes for only one basic publication. ***NOTE:*** HQ AFCIC/SYSM granted the OPR for AFMAN 23-110, *USAF Supply Manual*, a waiver to the policy in paragraph **3.53.2.2.**

3.53.2.2. Converting EMCs to ICs. When an OPR issues an EMC to a publication, other than FOUO and classified, the OPR must convert the message to an IC or revise the publication within 30-calendar days.

3.53.3. Electronic Page Changes for Paper-Based Users. This publication authorizes electronic page changes for paper-based users. It also authorizes the publisher to create a new title page containing the header information **only** that reflects the new publication date and the IC number.

3.53.3.1. To issue electronic page changes, process them through the normal publishing channels and identify them by paragraph number **only**. When published, the user receives the page with the revised paragraph from the normal publishing distribution channels, the PDO. The user then updates the publication by inserting the page with the revised paragraph behind the existing page in the particular publication. Using the pen and ink method, the user crosses out the old paragraph number and material on the existing page of the publication.

3.53.3.2. Upon receipt of the new title page from the PDO, the user attaches it to the existing publication as the first page of the document. ***NOTE:*** For further information on electronic page changes for paper-based users, visit the Air Force web site at **http://afpubs.af.mil**.

3.53.4. Page Changes For Official Use Only (FOUO) and Classified Publications. To issue changes to either of these two publications, integrate the actual changes, EMC or IC, in the message itself. Indicate on the subject line of the message following the publication title whether the publication is FOUO or classified. ***NOTE:*** Do not disregard the classification of the EMC or IC itself. OPR determines the level of distribution based on a the need to know (paragraph **3.54.6.6.**).

3.53.5. Numbering. The OPR assigns a number to each change. Use the last two digits of the calendar year, followed by a hyphen and a control number; e.g., EMC 97-1; IC 97-2; IC 97-3, etc. Start a new control number sequence, beginning with "1" each calendar year.

3.54. Interim Change (IC) Processing. The following instructions apply:

3.54.1. Publication approving officials issue IC notification messages (**Figure 3.9.**) alerting functional publication users and Address Indicating Group AIG 9411/PDO that an IC (**Figure 3.10.**) has been electronically posted and is available for downloading.

3.54.1.1. The official download sites for departmental publications are the AFPDL bulletin board and the WWW site.

3.54.1.2. After the two-letter approving authority or delegated designee signs the IC notification, approving the IC, the OPR sends, by fax, a signed copy of the IC notification message and the

approved IC with the date assigned by the OPR (including the summary of revisions) to the publications management office for posting to the electronic media **before** issuing the IC notification message. ***NOTE:*** A brief description of the change is authorized, but the actual changes must not appear in the IC notification message. The IC notification message is merely the vehicle used to alert, notify, and inform users and PDOs that an IC has been posted and is available for downloading.

3.54.1.3. Submit the IC in MS Word format.

3.54.2. Upon receipt of both the signed IC notification message and the approved IC, the publishing manager posts the IC on the electronic media (AFPDL and WWW) and notifies the OPR, via telephone, that it is posted and available for downloading. After the publishing manager notifies the OPR that the IC is posted, the OPR then releases the signed IC notification message. ***NOTE:*** It is imperative that you follow these procedures to make sure the IC is posted to the electronic media **before** issuing the IC notification message.

3.54.3. Within 30-calendar days, the publishing manager revises the basic publication by integrating the IC, changing the date on the title page to reflect the date of the IC, updating the supersession line, and, in some cases, the signature block. The publishing manager then attaches the IC to the revised publication as the last attachment. Next, the publishing manager files the copy of the IC notification message and the IC in the background folder. ***NOTE:*** Publishing managers must not post ICs to the electronic media **without** a copy of the signed releasing document from the two-letter functional principal or designee. Also, publishing managers must not post ICs to the electronic media that did not process through the established publishing channels. For version control purposes, notify HQ AFCIC/SYSM immediately if you receive an IC issued by unauthorized means (paragraph **3.68.**).

3.54.4. The publishing manager for HQ USAF OPRs is SAF/AAD.

3.54.5. The IC notification showing the signature of the two-letter approving official or delegated approving official is a substitute for the AF Form 673 as the authority to publish the EMC or IC. ***NOTE:*** There is no requirement to coordinate an IC unless the OPR deems it necessary. When deemed necessary, the OPR must obtain the identified coordination before obtaining the two-letter approving official's or delegated approving official's signature on the IC notification message. OPRs must file a copy of the signed releasing document, IC notification message, and the IC in the record set (**Attachment 2**) for the publication.

3.54.6. Identify changed material in the IC via use of the star (H). The only authorized changes are those that do not require you to renumber the paragraphs. If the changes require renumbering of the paragraphs, then you must revise the publication instead. OPRs must provide changes in complete paragraphs, for example:

3.54.6.1. One-for-one Changes. Paragraph 3 will completely replace paragraph 3. Provide all of paragraph 3 even if only one word or one sentence changed.

3.54.6.2. Add Paragraphs That do not Cause Publication Renumbering. You can add paragraph 3.1.1. between paragraphs 3.1. and 3.2.

3.54.6.3. Deletions. Delete a paragraph like this: 3.77. DELETED.

3.54.6.4. Figures, Tables, and Attachments. Completely delete or provide a completely new figure, table, or attachment to replace the current figure, table, or attachment. You can add figures, tables, and attachments, as long as there is a corresponding reference to them in a paragraph.

Figure 3.9. Sample IC Notification Message.

NOTE: Do not issue the approved IC notification message until your publishing manager notifies you the approved IC is posted to the AFPDL and the WWW, and is available for downloading. Also, **do not** include the actual change in the IC notification message. If desired, however, you may provide a **brief** description of the IC as shown in this sample.

HQ USAF//JA

AIG 9411//SC

INFO: ALMAJCOM-FOA-DRU//CC//JA//DO//

UNCLASS

PASS TO PDO

SUBJECT: INTERIM CHANGE (IC) NOTIFICATION 97-1 TO AFI 51-604, *APPOINTMENT TO AND ASSUMPTION OF COMMAND*

1. IC 97-1 IS APPROVED AND IS POSTED ON THE AIR FORCE PUBLISHING SITE AT HTTP://AFPUBS.HQ.AF.MIL AND ON THE AIR FORCE PUBLISHING DISTRIBUTION LIBRARY (AFPDL).

IC 97-1 CONVERTS AFI XX-XXX, VOLUME X, TO AFI XX-XXX, VOLUME X, AND TRANSFERS THE OPRSHIP AND THE APPROVAL AUTHORITY TO HQ USAF/XX.

3. IC 97-1 ALLOWS NONRATED CREWMEMBERS, SUBJECT TO OTHER RESTRICTIONS CONTAINED IN THE INSTRUCTION, TO COMMAND FLYING UNITS TO WHICH THEY ARE ASSIGNED AND IN WHICH THEY OCCUPY AN ACTIVE FLYING POSITION. THE REQUIREMENT THAT A COMMANDER OF A FLYING ORGANIZATION BE "RATED" IS DELETED FROM PARAGRAPHS 5.1 THROUGH 5.3.2.

4. IT IS MANDATORY FOR PAPER-BASED USERS TO POST ICS.

5. THE SERVICING PUBLICATIONS MANAGEMENT OFFICE MUST UPDATE AND INTEGRATE THE IC WITHIN 30-CALENDAR DAYS OF ISSUANCE FOR DIGITAL PUBLICATION USERS.

NOTES:

1. The two-letter approving authority (or delegated designee) must approve and sign the releasing document for the IC notification message.
2. AIG 9411//SC provides copies of the IC notification message to all publication holders.
3. "INFO:" to all interested recipient as determined by the approval authority.

Figure 3.10. Sample IC.

NOTE: Submit, by fax, a copy of the signed releasing document, the approved IC notification message, and the approved IC with the date assigned by the OPR to your publishing manager for posting to the AFPDL and the WWW **before** issuing the approved IC notification message. Upon posting, your publishing manager will notify you when to issue the IC notification message.

IC 97-1 TO AFI 51-604, APPOINTMENT TO AND ASSUMPTION OF COMMAND

1 OCTOBER 1997

★SUMMARY OF REVISIONS

This change converts AFI XX-XXX, Volume X, to AFI XX-XXX, Volume X, and transfers the OPRship and the approval authority to HQ USAF/XX. It also incorporates interim change (IC) 97-1 which allows line of the Air Force officers who are nonrated crewmembers occupying active flying positions within the organization to command flying organizations (paragraph 5.1); and provides new guidance regarding eligibility for command of Air Force flying organizations (paragraphs 5.2 and 5.3.1). See the last attachment of the publication, IC 97-1, for the complete IC. A star (★) indicates revision from the previous edition.

★5.1. Only line of the Air Force crewmembers occupying active flying positions can command flying organizations.

★5.1.1. EXCEPTION: Officers from other Military Departments who have US Air Force-equivalent crewmember ratings or certifications can command consolidated flying training organizations according to appropriate interservice agreements. For purposes of military justice administration, commanders of consolidated flying training units are subject to the same restrictions applicable to joint commanders under the provisions of AFI 51-202, Nonjudicial Punishment, paragraph 2.2.

★5.2. These officers must hold a currently effective aeronautical rating or crewmember certification, and must be qualified for aviation service in the currently effective aeronautical rating or crewmember certification.

★5.3.1. The commander of a subordinate flying organization (such as a base operations squadron) or a director of operations and training is delegated responsibility for the flying portion of the mission. If this authority is vested in a director of operations and training, that person must meet the eligibility requirements for command of a flying organization. Delegate this authority only by special orders.

3.54.6.5. Posting ICs. It is mandatory for paper-based users to post ICs. For further guidance, see AFI 37-160, Volume 7, *Publications Libraries and Sets* (will include as a chapter in AFI 33-361). The servicing publications management office must integrate the IC within 30-calendar days of issuance for digital publication users. ***NOTE:*** Assign a new publication date to reflect the integrated revision (date of the IC), update the supersession line, summary of revisions, and in some cases, update the signature block and number of pages.

3.54.6.6. Issuing ICs and EMCs for FOUO and Classified Publications. To issue an IC or EMC to an FOUO or classified publication, combine the actual change language in the IC or EMC. The OPR identifies the distribution based on the need to know (paragraph **3.53.4.**).

3.55. Reporting Errors and Suggesting Revisions to Publications. Any Air Force member or employee may report errors or suggest revisions to standard publications and recommend corrective

action to the OPR (through command functional channels), by using AF Form 847, **Recommendation for Change of Publication**.

3.55.1. Revise, change, or supplement T.O.s according to T.O. 00-5-2 and T.O. 00-5-3. Contact the T.O. OPR, HQ USAF/ILMM, for additional information and or guidance.

Section 3H—Periodicals and Nonrecurring Pamphlets

3.56. Content. Devote the content of periodicals and nonrecurring pamphlets only to the work of the publishing command or activity. Present the missions and accomplishments of the command or agency, the Air Force, and the Nation in a positive, logical manner. Do not include material that does not transact the public business, as the law requires. ***NOTE:*** DoD canceled the DoD-level periodical program in December 1995. This section provides pertinent information on Air Force periodicals and nonrecurring pamphlets. New periodicals and recurring pamphlets require funding. Functional areas transfer baseline dollars to publishing managers to establish new products.

3.56.1. The Air Force encourages differing opinions, commentaries, and guest editorials (military and civilian) in its periodicals. However, when an article includes both facts and opinion, note the opinions by identifying the opinion and naming the person who expresses it.

3.56.2. Do not put the following in periodicals and nonrecurring pamphlets:

3.56.2.1. Articles intended only to encourage or obtain the support of persons outside the Government.

3.56.2.2. Editorials, book reviews, or articles that are political, representing clear attempts to lobby for or against increased appropriations or legislation.

3.56.2.3. Partisan political campaign articles or editorials.

3.56.2.4. Limit personal items such as routine assignments, promotions, or retirement of personnel, or greeting and farewell messages to field activities.

3.57. Criteria. The publication must serve a clearly defined purpose in support of the mission of the functional activity. Do not publish a periodical or nonrecurring pamphlet if you can present the information in official US Air Force, command, or activity publications; Air Force newspapers and commercial enterprise publications authorized by AFI 35-101; or official correspondence under provisions of AFMAN 33-326. See **Attachment 1** for a definition of nonrecurring pamphlets, and for other excluded publication categories. Publish periodicals and nonrecurring pamphlets at the highest headquarters concerned to ensure broad coverage of the subject matter, eliminate duplication, and provide effective distribution. Commanders will ensure that their headquarters and subordinate activities publish only approved periodicals and nonrecurring pamphlets. Restrictions governing the printing of Air Force publications apply to periodicals and nonrecurring pamphlets.

3.58. Limits on Financing and Assisting Non-DoD Publications. Do not use appropriated or nonappropriated funds to defray costs in publishing non-DoD periodicals or nonrecurring pamphlets issued by a private firm, corporation, organization, or individual. Do not assign Air Force personnel (military or civilian) to serve on the editorial, production, or business staffs of non-DoD periodicals or nonrecurring pamphlets published by a private firm, corporation, organization, or individual.

3.59. Approval Authority. See paragraphs **1.9.** and **1.10.** for guidance on approving officials and delegation of approving authority.

3.60. Numbering Periodicals. See paragraph **6.3.4.**

3.61. Typography and Design.

3.61.1. Illustrations. Illustrate periodicals only to reinforce the subject matter and show people doing their official duties.

3.61.2. Mandatory Statements for Periodicals. Each issue of an approved periodical (**Figure 3.11.**) will contain the following information:

3.61.2.1. Disclaimer. Include a statement indicating that the views and opinions expressed in the periodical are not necessarily those of the Department of the Air Force or of the publishing agency or command.

3.61.2.2. Masthead. Include in the masthead the name of the recurring periodical and periodical volume, number; and date, the approval statement, the periodical type and number, readership ratio, frequency of distribution; the name of the publishing activity including the address and ZIP Code plus 4 or Air Post Office numbers; the commercial and Defense Switched Network (DSN) telephone numbers; the name of the Secretary of the Air Force; the name of the activity head or commander of the publishing activity or command; the name of the executive or managing editor, feature editor, photo editor, or their equivalents (do not use any other names); purpose of the periodical and its disclaimer, information on how to submit contributions, suggestions, criticism, and direct questions and seek information; subscription information, and mailing statement information; if applicable.

3.61.2.3. Home Pages. As you create publication-based home pages, consider the minimum web page needs such as those identified in paragraphs **3.61.2.**, **3.61.2.1.**, and **3.61.2.2.**

3.61.3. Low-Cost Periodicals. Periodicals that are low cost, as defined in **Attachment 1**, are exempt from these mandatory statements, but, as a minimum, will include: organization and office symbol of the publishing office, name of the approving authority, date, and name and telephone number of the point of contact at the publishing activity. If these are paper products, include the signature of the approving authority.

Figure 3.11. Sample Periodical Masthead.

The Air Force Civilian Personnel Newsletter	Name of Recurring Periodical
Volume 22, No. 7, November 1997	Volume, number, and date
The Under Secretary of the Air Force determined that the publishing of this periodical is necessary in the transaction of the public business, as required by law of the Department. New periodicals and recurring pamphlets require funding. Functional areas transfer baseline dollars to the publishing manager to establish this product (approval date) according to AFI 33-360, Volume 1, *Publications Management Program*, section 3H.	Approval statement
US Air Force Recurring Periodical (AFRP) 36-2	
(Readership Ratio 6 to 1)	Periodical type and number
The Air Force Civilian Personnel Newsletter is published quarterly by HQ USAF/DPC, 1040 Air Force Pentagon, Washington DC 20330-1040 (703) 614-2408, or DSN 224-2408.	Readership ratio Frequency of publication. Name of the publishing activity (including the address and ZIP Code plus 4, or Air Post Office numbers, and commercial and DSN telephone numbers
Honorable Brendan K. Westoverton Secretary of the Air Force	Name of the Secretary of the Air Force
Mrs. Kimberly Y. Dades Director of Civilian Personnel, HQ USAF	Name of the activity head or commander of the publishing activity or command
Ms. Eileen L. Lawes Executive Editor	Name of the executive, managing, or feature editor
Mr. Anthony K. Davenport Photo Editor	Name of the photo editor
The Air Force Civilian Personnel Newsletter is an official, nondirective departmental publication. Its purpose is to transmit technical information pertaining to civilian personnel management to command and base civilian personnel staffs. The views and opinions expressed herein, unless otherwise specifically indicated, are those of the individual author. They ***do not*** purport to express the views of the Director of Civilian Personnel, HQ USAF; the Department of the Air Force, or any other department or agency of the United States Government.	Purpose of the periodical and its disclaimer
Contributions, suggestions, and criticism are welcome. Final selection of material for publication is made on the basis of suitability, timeliness, and space availability. Make telephone calls to (703) 614-2408 or DSN 224-2408. Address written communications to:	Submitting contributions, suggestions, and or criticism; Directing questions and seeking information
The Air Force Civilian Personnel Newsletter HQ USAF/DPC Executive Editor 1040 Air Force Pentagon Washington DC 20330-1040	
Subscriptions are available from the Superintendent of Documents, US Government Printing Office (GPO), Washington DC 20402. Annual rates are $0.00 domestic and $00.00 outside the United States. The GPO stock number is 000-000-00000-0.	Subscription information
Entered at a second-class rate at Washington DC. **POSTMASTER:** Send address changes to *The Air Force Civilian Personnel Newsletter*, HQ USAF/DPC, 1040 Air Force Pentagon, Washington DC 20330-1040.	Mailing statement

3.62. Keeping Record Sets. The OPR of a recurring periodical or nonrecurring pamphlet keeps a record set that includes each approval, a printed copy of each issue, and background material or correspondence. Maintain this material according to AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4).

3.63. Economical Distribution of Products.

3.63.1. Send periodicals to eligible individuals or organizations by the most economical means available. Use self-mailer courtesy reply techniques whenever they reduce mailing costs and preparation time. When possible, use bulk distribution through the Air Force Publishing Distribution Center (AFPDC). You may also use the United States Postal Service (USPS) third-class or fourth-class mail

or private carriers. Mail single copies sent directly to eligible individuals or organizations at the controlled circulation or bulk third-class rate.

3.63.2. Direct requests for exceptions to use first-class mail or military official mail to HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250.

3.63.3. Update mailing lists each year by requiring addressees to indicate that they wish to continue to receive the publication. If they fail to reply, eliminate them from the mailing list unless the publishing activity deems it necessary, in the conduct of official business, to continue mailing to the addressee.

3.63.4. Publishing activities send one copy of each issue of their periodical (on publication date) to AFIS, 601 North Fairfax Street, Alexandria VA 22314-2007.

3.63.5. Online customers can access and download periodicals from the official Air Force publishing WWW site or other web sites as designated on the Air Force site.

3.63.6. Consider requests from non-DoD agencies, activities, private citizens, or organizations for periodicals under the Freedom of Information Act (FOIA) Program or refer them to the Superintendent of Documents, GPO, if available for countersale or subscription.

Section 3I—Managing Standard Publications

3.64. Transfer of Responsibilities for a Publication. When a functional OPR transfers responsibility for developing or approving a departmental publication, the transferring official must notify SAF/AAD via a memorandum signed by the two-letter functional principal, to transfer the record set (**Attachment 2**) of the publication to the new functional OPR.

3.64. (341SW) 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).

3.65. Implementing Publications of Higher Headquarters. Publishing managers designate an OPR for publications issued by higher headquarters. Use AF Form 399, **Request for Action on Implementation of Higher Headquarters Publication**. Also, send this form upon receipt of revisions, EMCs, or ICs.

3.66. Initiating Review of Publications. The publishing manager initiates reviews every 2 years in the anniversary month using AF Form 1382 or comparable electronic product. The publishing manager sends the AF Form 1382 to the OPR before revising documents or forms. If the OPR has given status of publications or forms in a special review within the last 90-calendar days, postpone the review until the next cycle. Bulletins and staff digests do not require a review. The OPR annotates where required, signs and returns the AF Form 1382 to the publishing manager.

3.66. (341SW) 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 Pub-

lishing 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. Authorizing Reprints of Publications. The publishing manager verifies the status of publications with the OPR before reprinting them (applies to nonelectronic publications only). If the OPR reviewed the item within 30-calendar days, call to verify its status, then annotate this verification on the current AF Form 1382. For an inexpensive publication, the publishing manager asks the OPR for approval to reprint it (if nonelectronic), if the publication was not reviewed within the last 90-calendar days.

3.68. Recipients of Revisions to a Departmental Publication Issued by Unauthorized Means. When an activity receives a revision to a departmental publication issued by methods other than those prescribed in this chapter (e.g., an unnumbered EMC or IC, or an incorrectly formatted and/or released EMC or IC), notify the OPR, and HQ AFCIC/SYSM by fax, E-mail, or memorandum, with a courtesy copy to SAF/AAD.

3.69. Authorization to Adjust Approved Publications to Meet Digital Processing Requirements. In order to meet requirements to publish across all media, publishing managers are authorized to adjust publications to include formatting, changing hierarchical structure, or adding mandatory elements such as the table of contents.

Section 3J—Developing and Managing Specialized Publications

3.70. Basis for Setting up a System of Special Publications.

3.70.1. For a unique publishing requirement involving many publications, a special publication system may meet the need (paragraph **1.5.2.**). Special publications must identify in the purpose paragraph the linkage with the parent publication for that particular series. This system does not interface with, change, override, or supersede any standard publication, form, or report that a standard publication prescribes. It can only refer to such a publication. Do not establish a special publication system to bypass the normal publishing process. ***NOTE:*** Specialized publications can be either directive or nondirective (see paragraph **3.73.**).

3.70.2. If the specialized publication prescribes reports that are not exempt from the criteria, you must coordinate the reports with the reports control manager.

3.70.3. Most security, intelligence, and classified information are exempt from licensing regarding reporting requirements; however, there are some instances that do require licensing. The following exemptions apply to internal reporting requirements: substantive intelligence reporting; counterintelligence; personnel security; other investigative surveys and reports that relate to safeguarding defense information, protecting DoD functions and property; and civil disturbances within the United States and its territories and possessions.

3.70.4. Interagency reporting exempts security classified information; however, nonsecurity classified information is not exempt, even if such information is later given a security classification by the requesting agency. The following exemptions apply to public information collections: collection of

information during the conduct of intelligence activities, or successor orders; or, during the conduct of cryptologic activities that are communications security activities.

3.70.5. Certifying officials for specialized publications must be a member of one organizational level higher than the OPR, and approving officials a minimum of two levels higher.

3.71. How to Prescribe a Special System. For an Air Force-level system, obtain approval to create the system from HQ AFCIC/SYSM. Then SAF/AAD will work with you to establish the system. Describe the proposed system, including type of publications you will issue; publication specifications; approximate cost; and proposed distribution. Explain why standard publications are not suitable. Attach a draft of the prescribing directive.

3.72. The Prescribing Directive. Develop an instruction in an appropriate functional series to prescribe a specific system. Include in the instruction the following information, as applicable:

3.72.1. Name of the unit authorized to develop and issue special publications.

3.72.2. Title, purpose, and intended users.

3.72.3. Type of subject matter included.

3.72.4. Format prescribed (attach a sample format of the special publication to the prescribing directive).

3.72.5. How to number publications.

3.72.6. How to revise or supplement publications.

3.72.7. Organizational levels that certify and approve publications.

3.72.8. Method of distribution.

3.72.9. Who will maintain backup stock and how to submit requisitions.

3.72.10. Security classification guidance. See AFI 31-401 for policy on security classification guidance in a publication.

3.72.11. Who establishes, maintains, and disposes of record sets (**Attachment 2**).

3.72.12. How users maintain and keep each special publication current.

3.72.13. Whether publication is directive or nondirective.

3.73. Current Air Force Specialized Publications and Their Prescribing Directive.

3.73.1. AFSSI and AFSSM--AFI 33-206, *Air Force Specialized Information Protection Publications.*

3.73.2. CFEPT, JQS, STS--AFMAN 36-2245, *Managing Career Field Education and Training.*

3.73.3. Air Force Manpower Standards--AFI 38-201, *Determining Air Force Manpower Requirements.*

3.73.4. Tables of Allowance--AFMAN 23-110V2CD, *USAF Supply Manual (FOUO)*.

3.73.5. Personnel Tests--AFI 36-2605, *Air Force Military Personnel Testing System*.

3.73.6. CEX Training--AFI 32-4001, *Disaster Preparedness Planning and Operations.*

3.73.7. Civilian Personnel--AFI 36-502, *Managing Civilian Personnel Resources.*

3.73.8. Air Traffic Control--AFI 36-2222, *Air Traffic Control Training Publications.*

3.73.9. Computer Manuals--AFI 33-122, *Air Force Computer Systems Manuals.*

3.73.10. Air Force Occupational--AFI 91-302.

3.73.11. Technical Orders--AFPD 21-3.

3.73.12. Safety Mishap Prevention Publications--AFI 91-202, *US Air Force Mishap Prevention Program.*

3.74. Rescission of AFI 37-161, *Distribution Management.* This publication rescinds AFI 37-161. Pertinent guidance from AFI 37-161 is now codified in AFMAN 33-361, *Publishing Processes and Procedures*.

3.75. Newly Developed AFMAN 33-361. AFI 33-360, Volume 1, prescribes the use of the newly developed companion publication, AFMAN 33-361. You must use this AFMAN along with AFI 33-360, Volume 1, as you develop, revise, and issue ICs to publications. The new AFMAN 33-361 implements the policy in AFI 33-360, Volume 1. It provides guidance for developing, accessing, and disseminating Air Force publishing products. It applies to all Air Force personnel who prepare and use publications, and includes guidance on ordering social protocol stationery as well as statutory products.

Chapter 4

CONVERSION OF MULTICOMMAND PUBLICATIONS (MCP) AND THEIR ASSOCIATED FORMS TO AIR FORCE DEPARTMENTAL PUBLICATIONS AND FORMS

4.1. Multicommand Publications (MCP) and Their Associated Forms. The Chief of Staff of the Air Force directed the conversion of MCPs and their associated forms to Air Force departmental publications and forms. ***NOTE*:** New MCPs and multicommand forms are not authorized. However, if needed, you may "maintain" existing MCPs by issuing an IC notification message and an IC, or an EMC (paragraph **3.53.**), or by revising the MCP to ensure accuracy and currency to meet the Air Force mission. The maintenance or revision of existing MCPs to meet implementation, compliance, and mission needs is not considered a "new" MCP. See **Attachment 1** for the definitions of "maintain," "new publication," and "revised publication." If you maintain an MCP via an IC or revise it before conversion to an AFI or AFMAN, notify SAF/AAD by paper publication, letter, or memorandum to update the AFIND 2.

4.1.1. MCPs are now listed and tracked in the Air Force publication inventory in the AFIND 2, Section G. Functional OPRs must convert the MCPs and associated forms listed in the AFIND 2 to Air Force departmental publications as directed by the Chief of Staff. After all MCPs are converted, the Air Force will discontinue the category.

4.2. Guidelines for Conversion of MCPs.

4.2.1. MCP OPRs:

4.2.1.1. Contact your MAJCOM, FOA, or DRU publishing manager to provide an expected timeline for conversion (for planning purposes) and obtain an MS Word publication template. Publication template and help are available through SAF/AAD.

4.2.1.2. Contact SAF/AADD for an Air Force publication number to replace your MCP number and to provide a publication F statement (paragraph **3.43.3.1.**).

4.2.1.3. Contact your MAJCOM forms manager for guidance on multicommand forms design and coordination requirements, if your publication contains forms.

4.2.1.4. Link the converted publication to its parent AFPD and or AFI in the purpose paragraph. For an example, see the purpose paragraph of this volume.

4.2.1.5. Identify the lead command in the last sentence of the purpose paragraph; e.g., ***NOTE:*** HQ AMC is the lead command for this publication.

4.2.1.6. Ensure all converted publications include a summary of revisions (paragraph **3.51.**). Identify revised portions by paragraph, section, chapter, figure, table, or attachment, as applicable.

4.2.1.7. Ensure the supersession line on the title-page footnote reflects the superseded MCP and any EMCs, ICs, or revisions along with the superseded date. See paragraph A4.6.1 for additional guidance.

4.2.1.8. Obtain approval from functional counterpart at HQ USAF, two-letter level, for the converted Air Force publication. Once converted, your HQ USAF approval authority may delegate approval for further changes to the MAJCOM.

4.2.1.9. May obtain HQ USAF coordination concurrently with MAJCOM coordination, using the AF Form 673. For the minimum mandatory coordinations for departmental publications, see paragraph **3.21.** and **Table 3.2.**

4.2.1.10. Are responsible, as the lead MAJCOM, for obtaining internal coordination required by this volume. See paragraph **3.19.**

4.2.2. MAJCOM Publishing and Forms Managers:

4.2.2.1. Retain responsibility, as the lead MAJCOM, for producing the Air Force publications converting from MCPs, to include standard generalized markup language (SGML) conversion. Contact SAF/AAD, in advance, for advice on publications that have unique formatting requirements. SAF/AAD will process the final files for electronic posting and print copies, if needed.

4.2.2.2. Search Air Force web site at **http://afpubs.hq.af.mil** for publishing standards, formats, examples, and samples for use. This includes information on designing and formatting publications as well as graphics requirements.

4.2.2.3. Lead MAJCOMs will retain responsibility for multicommand forms that require conversion to Air Force forms. MAJCOM forms managers must:

4.2.2.3.1. Contact SAF/AADF for the forms designer checklist and Air Force form numbers.

4.2.2.3.2. Submit a fully coordinated DD Form 67, **Form Processing Action Request,** and FormFlow electronically designed form to SAF/AADF.

4.2.2.3.3. Convert all multicommand forms to Air Force forms.

4.2.2.4. SAF/AADF will test, approve, and release the form to the field.

4.2.2.5. Lead MAJCOMs will continue to maintain and distribute MCPs and multicommand forms, as needed, until converted. See note at paragraph **4.1.**

4.3. Operational Publications.

4.3.1. Operational publications will migrate to a unique numbering system. Develop all mission design series (MDS) AFIs under AFPD 11-2, *Aircraft Rules and Procedures*.

4.3.2. There will be three major volumes in each MDS-specific AFI. They will provide standardized guidance in their area and will each have a “lead command” author.

4.3.3. AFI 11-2XX, Volume 1, *Training*. This publication will provide the basic training framework for all flyers to abide by. It will include most of the information in MCI 10-202 (HQ AMC is the lead command) and ACC 11-MDS, Volume 1, publications. It will also include training-specific guidance in AFI 11-401, *Flight Management*.

4.3.4. AFI 11-2XX, Volume 2, *Standardization/Evaluation Procedures*. This will replace AFI 11-408, *Aircrew Standardization/Evaluation Program Organization and Administration*, and provide basic guidance on how to set up and monitor a standardized evaluation program. It will also include a standard form set for all users. This will eliminate the need for user commands to run several different evaluation programs if they fly weapons systems for different commands. For example, HQ USAFE/DOV must currently keep two different flight evaluation folders for HQs ACC- and AMC-based pilots, requiring different tracking for each.

4.3.5. AFI 11-2XX, Volume 3, *General Operations Procedures*. AFI 11-206, *General Flight Rules*, will be the basic publication incorporated into this AFI. It will provide the basic operational framework for all flyers to abide by, and MAJCOMs will supplement it to meet their appropriate needs. This level of operations guidance will provide a single point of reference to hold users to the high operational standards that currently exist.

4.3.6. Each individual MDS, as identified in AFPD 10-9, *Lead Operating Command Weapons Systems Management*, will have its own AFI set, with MDS-specific numbering.

4.3.6.1. AFI 11-2C130, Volume 1, *Training*. Covers the mission specific training program, to include upgrade, continuation, and mission.

4.3.6.2. AFI 11-2C130, Volume 2, *Evaluation Criteria*. Covers mission and airframe specific evaluation criteria. Uses the AFI 11-2XX, Volume 2, forms and standardized evaluation program to implement and monitor the program.

4.3.6.3. AFI 11-2C130, Volume 3, *Operations Procedures*. Provides the regulatory guidance for general operation of the MDS. This AFI will cover much of the employment procedures.

4.4. Multicommand Manuals 3-1 and 3-3. Current MCM 3-1 and MCM 3-3 publications will be redesignated AFTTP 3-1 and AFTTP 3-3, respectively (paragraph **2.2.2.3.**).

Chapter 5

PUBLISHING STANDARDS AND CONCEPT

5.1. Standards and Publishing. Standards for paper-based publishing (paper size, composition rules, etc.) are being replaced by digital standards to enable the automated development, storage, management, and distribution of all information products in the inventory. Federal Information Processing Regulations, the Technical Architecture Framework for Information Management and the Continuous Acquisition and Lifecycle Support, also known as Commerce At Light Speed, strategy mandates the use of standards. Air Force publishing standards are a subset (specifically, those that are information based) of existing international and national standards. These standards are chosen to meet the requirements of the information products produced under the authority of this volume and are mandatory on all publishers.

5.2. Why Standards are Important. Standards are an agreed upon set of principles by which we do business. The correct selection of standards can create an environment for rapid, positive change. The WWW is an excellent example of the power of an information-based standard. Hypertext markup language (HTML) became the catalyst for a system in which information is easily created, managed, and distributed. HTML was not sophisticated nor a technical breakthrough. It was merely the adoption of HTML as the single information-based standard that allowed the web to grow. Similarly, Air Force publishing standards are necessary if we are to create a system in which we can search, access, merge, link, and generally manage information in a logical and cost-effective manner.

5.3. Standards Identification and Adoption.

5.3.1. Requirement Identification. Send all requirements for standards development and adoption to HQ AFCIC/SYSM. Upon receipt, HQ AFCIC/SYSM will work with Air Force publishers through the Air Force publishing standards, products, and media working group to evaluate each request for applicability to the *Air Force Publishing Program* and identify all areas where the requirement applies. The *Air Force Electronic Master Program Guide 1996-1997*, and its Attachment 1, identify many areas in need of standardization. They are available on the AFPDL (bulletin board) and the AFEPL (CD-ROM).

5.3.2. Standards Research. Once the request is validated, HQ AFCIC/SYSM will direct the research of the existing suite of international, national, and military standards to identify applicable standards that meet the requirement. If a standard that meets the requirements does not exist, we will identify and adopt an alternative solution.

5.3.3. Prototype Development and Testing. Once applicable standards are identified, HQ AFCIC/SYSM will direct the prototype development and or testing.

5.3.4. Release and Maintenance. HQ AFCIC/SYSM is the responsible organization for the release and maintenance of the Air Force application of the standard and or standard solution.

5.4. Publishing Standards and Formats. For specific guidance on publishing standards, formats, examples, and samples visit the Air Force web site at **http://www.e-publishing.af.mil/policy.asp**.

Chapter 6

NUMBERING PUBLICATIONS

6.1. Numbering System. This chapter prescribes the Air Force numbering system for publications and periodicals.

6.2. Background Information on Numbering Publications. Publication series numbers correspond to nine functional areas. This numbering system links organization, Air Force specialty classifications, policies, and procedures. The first two numbers of a publication refer to the series; a control number follows the hyphen; e.g., 33-360. Assign series numbers according to the rules in this chapter.

6.2.1. Use of Series. Writers (OPR) use one of the series described in this chapter when creating a publication, whether it is a standard, periodical, or special publication.

6.2.2. Series and Title Descriptions. The series titles listed in **Attachment 7** and the descriptions listed in **Attachment 8** come from the Secretariat, Air Staff, MAJCOM, FOA, or DRU offices of collateral responsibility for departmental publications. These organizations must approve any changes or additions.

6.3. Assigning Numbers.

6.3.1. Standard Publications. Use **Attachment 7** and **Attachment 8** to choose the series number whose description most closely matches your subject. The publishing manager assigns the control number. AFI control numbers reflect the connection between AFIs and their parent AFPD. For example, if the parent AFPD is numbered AFPD 33-3, then the first Air Force publication under this number will be 33-301. Publications published thereafter (under the parent AFPD) will be numbered 33-302, 33-303, etc. If the parent AFPD is numbered AFPD 33-10, then the first Air Force publication under this number will be 33-1001. Publications published thereafter (under the same parent AFPD) will be numbered 33-1002, 33-1003, etc. For other publication types, such as doctrine documents, mission directives, publications indices, and recurring periodicals, control numbers start with the Arabic number 1 for each series and continue in sequence. SAF/AAD assigns all control numbers for departmental publications and other Air Force publications indexed by SAF/AAD. ***EXCEPTION:*** HQ AFDC assigns the numbers for doctrine documents, and HQ USAF/XOCD assigns the numbers for mission directives.

6.3.2. Supplements. For supplements to higher headquarters publications, repeat the basic publication number. Next, designate the supplementing headquarters using an abbreviation. Finally, add the supplement number. For example, an Air Force Space Command (AFSPC) supplement to this instruction would receive this number: AFI 33-360, Volume 1 (basic publication number)/AFSPC (supplementing headquarters abbreviation) and 1 (supplement number); i.e., AFI 33-360V1/AFSPC1. See **Figure 3.7.**

6.3.3. Staff Digests and Bulletins. Number staff digests and bulletins in sequence, starting with the Arabic number 1 at the beginning of each calendar year.

6.3.4. Recurring Periodicals (RP). Identify periodicals by subject series and control numbers. Start control numbers with the Arabic number 1 for each series. For example, the first periodical in the 33 series from HQ USAF would be AFRP 33-1; the first one from HQ ACC would be ACCRP 33-1.

After you identify the series number, request a control number from the publishing manager. To avoid confusion with pamphlets, use the prefix "RP" with the assigned numbers; e.g., *Airpower* Journal is referred to as AFRP 10-1, *Airman* is referred to as AFRP 35-1. You may also show number, month, season, or volume number. Show a magazine's or newsletter's periodical number on the front cover, first page, or masthead.

6.3.5. Special Publications. Use the appropriate publication series designation to number special publications.

6.3.6. Interservice Publications. Use a (I) following the publication number to denote an IP; e.g., AFI 33-410(I), AFMAN 33-809(I), AFPAM 33-490(I), etc.

6.4. Reusing Control Numbers. Do not use a rescinded control number for a specific publication type for at least 1 year after it has been discontinued. Give different control numbers to different types of standard publications (except operating instructions) in the same series. If two publications have the same control number, assign a new number to the one revised first.

6.5. Converting Publications to a New Series. If SAF/AAD adds or changes a series, do not reissue existing publications just to change their series numbers or titles. Wait until further changes are needed.

6.6. Series Numbers, Titles, and Descriptions. See **Attachment 7** and **Attachment 8**.

Chapter 7

PUBLICATIONS LIBRARIES

Section 7A——Establishing a Functional Publications Library (FPL)

7.1. Due to the Air Force-wide closure of the publications distribution offices, and the Air Force's commitment to convert physical, paper products to digitized products for distribution across the World Wide Web for customer availability and accessibility, it is no longer an Air Force-wide requirement for bases or comparable major installations to establish and maintain an FPL. AFDPO, as the *Air Force Publishing* lead command, will not maintain an FPL; it will maintain the official master catalog of Air Force-wide publishing products on the *Air Force Publishing* web site.

7.1.1. Commanders of organizations involved in flight operations ONLY are authorized to establish and maintain an FPL containing 11-series departmental- and field-level publications according to procedures outlined in this chapter.

7.1.2. Establish FPLs by providing written notification to the servicing publishing manager. Identify the activity responsible for the library, its location, and appoint a primary and alternate library custodian. Officials establishing FPLs will ensure its contents are both current and essential, and will ensure custodians are properly trained on publications management.

7.2. Contents of FPLs. These libraries contain only 11-series departmental- and field-level publications (and supplements, as appropriate) that specifically apply to the organization, a copy of this publication, the applicable master catalog of publications, and product announcements.

7.3. Availability of Publications. The FPLs furnish publications as follows. An FPL can serve several offices within the same organization. Keep FPLs open to personnel of other staff offices in the organization. Sharing publications may reduce the size or number of FPLs. Publications kept in an FPL may be loaned to authorized persons for official use. Loaning publications is optional and depends on local needs. When a publication is loaned, complete and file an AF Form 614 or 614a, **Charge Out Record**, in place of the publication. Set a time for return of the publication and get a receipt for each classified publication, if needed (DoD 5200.1-R, *Information Security Program*; AFI 31-401, *Information Security Program Management*).

7.4. Public Use of FPLs. Do not allow the general public to view, copy, or borrow any publication from an FPL (DoD 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*). Since FPLs are not open to the public, you may file FOUO publications with other publications.

7.5. Obtaining Publications. Request paper-based publications from the Document Automation Production Service (DAPS), at unit expense, via the online ordering desk on the *Air Force Publishing* web site. Use of office equipment (printers or copiers) to produce these publications is prohibited.

Section 7B—Maintaining Publications

7.6. Maintaining a Functional Publications Library. FPL custodians will review product announcements and the master catalog on the *Air Force Publishing* web site to ensure publications contained in the library are current and essential.

7.7. Filing a New or Revised Publication. First, look for a supersession line on the title page of the publication. If there is no supersession line, it is a new publication; file it in the proper binder. If there is a supersession line, it is a revision. Be sure to check whether the new publication supersedes more than one publication or supersedes portions of publications. Remove the superseded publication or publications from the binder. If a portion of a publication is superseded, post it to show deleted material, and the authority for deletion. If the revision has a future effective date, set up an informal suspense, and remove the superseded publication on the effective date.

7.8. Filing Publications.

7.8.1. Normally, users file publications in three-ring, loose-leaf binders. File publications without the three-hole punch separately and place an AF Form 614 or 614a, **Charge Out Record**, in the binder in place of the publication. Indicate the location of the publication on this form.

7.8.2. Custodians who file publications in filing cabinets, rather than in binders, should use standard guides, folders, and labels (AFMAN 37-123, *Management of Records* [will convert to AFMAN 33-322, Volume 2]). Send requests for filing equipment to the records manager for approval according to AFMAN 37-123 (will convert to AFMAN 33-322, Volume 2).

7.8.3. Custodians send requests for powered or other mechanized filing equipment to the command records manager; coordinate the request through communications and information staff channels. Table of Allowance 006 lists equipment authorized.

7.8.4. Separate each headquarters' publications (except supplements) in separate binders. However, you may file these publications together if they fit into a few binders.

7.8.5. File publications in numerical sequence, first by series number and then by control number (e.g., AFPD 20-1, AFMAN 20-25, AFI 21-201, AFPAM 25-18, etc.).

7.8.6. File classified publications separately from unclassified publications. In a secure area, however, you may file classified and unclassified publications in the same binders.

7.8.7. File specialized publications, periodicals, visual aids, bulletins, and staff digests in separate binders if you keep them in the library.

7.9. Posting and Filing a Change. Formal changes to Air Force departmental-level publications are issued via interim changes (IC) only.

7.9.1. Post and file changes in the order in which they are issued. File ICs to departmental publications with the basic publication; posting is optional. If a line, sentence, paragraph, or section is changed, line through it and write in the word "Deleted" or "Replaced." Write the words over the lines or in the margin. In the margin, identify the authorizing change by writing the change number (e.g., IC 2002-1 to AFI 33-360, Volume 1, etc.).

7.9.2. If a paragraph is added, write in its number and the word "Added." Identify the change in the left margin.

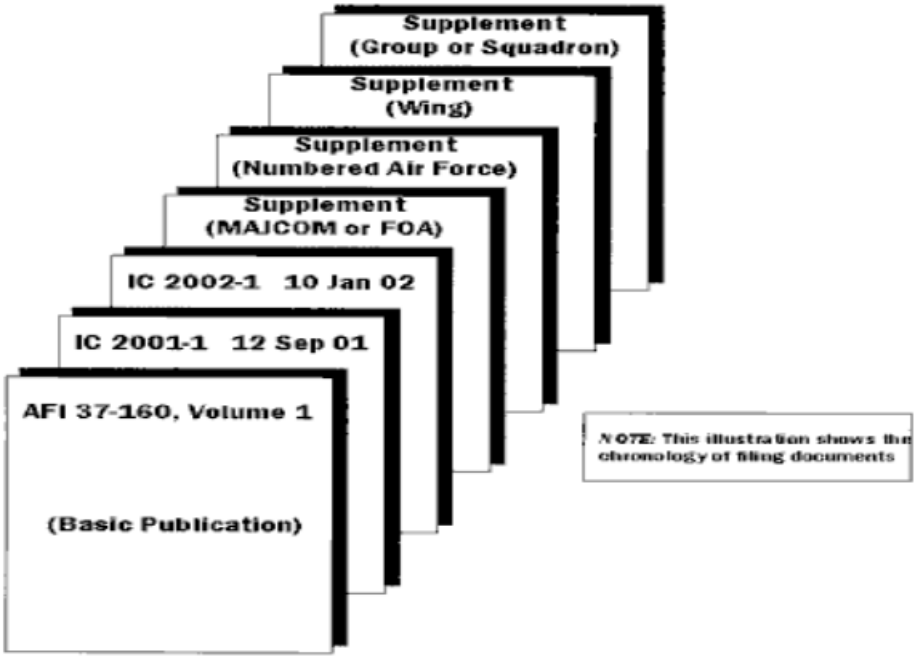
7.9.3. If you posted a supplement to a removed page, write "see supplement" at the top of the new page, or post the supplement to the new page.

7.9.4. File the change transmittal page, followed by message changes in the order in which they are issued in the back of the basic publication. If the change pertains to a specific volume, file it in back of that volume.

7.9.5. When you receive an IC to a field publication, post the change. Write in the IC control number in the margin next to the changed portion of the publication. File the IC in back of the basic publication.

7.10. Posting and Filing a Supplement. A supplement adds information to a basic publication. Post a supplement to corresponding paragraphs, tables, figures, etc., in the basic publication. File supplements in the back of the publication according to organizational level (e.g., MAJCOM or FOA, Numbered Air Force, Wing, Group or Squadron) (**Figure 7.1.**).

Figure 7.1. Sample - How to File Changes and Supplements.



7.10.1. Post a supplement in the paragraph format as follows:

7.10.1.1. Circle the number or letter of the supplemented paragraph, table, figure, etc. In the margin, write in the supplement number and the issuing headquarters.

7.10.1.2. Write in the number of an added paragraph, followed by the word "Added." Then identify the supplement in the margin.

7.10.1.3. File the supplement behind the basic publication. If the supplement pertains only to a specific volume of a publication, file it in back of that volume. Posting any part of a supplement that does not apply to users of your files is optional (e.g., posting a paragraph that is for "headquarters only").

7.10.2. Post a supplement in the page-insert format as follows:

7.10.2.1. File each page insert according to the instructions on the transmittal sheet.

7.10.2.2. File the supplement behind the basic publication.

7.10.2.3. When a basic publication is superseded, its supplements automatically stay in effect. These holdover supplements give interim guidance until the OPR revises or rescinds them. **Do not post holdover supplements**. File the supplements in back of the new basic publication. On the front page of the new basic, write "see supplements."

7.10.2.4. When a basic publication is rescinded, its supplements are rescinded. The publications manager announces rescissions in the activity's publishing or base bulletin and master catalog.

7.11. Filing a Publication That Has a Future Effective Date:

7.11.1. At the top of the first page of the superseded publication, write in a publication that replaces it (e.g., "to be superseded by AFI 33-399, effective 4 January 2002"). Keep the superseded publication in file until the effective date.

7.11.2. On the first page of the new publication, write in a reference to the superseded publication (e.g., "do not implement until 4 January 2002--see AFI 33-399, 16 November 1999").

7.11.3. If the new publication has the same number, file it directly behind the publication being replaced. If the new publication has a different number, file it in the proper numerical sequence.

7.11.4. On the effective date, remove the superseded publication from the binder. Delete the warning notice from the new publication.

7.11.5. If a change indicates a publication with a future effective date, file the complete change in front of the basic publication. Insert the new pages on their effective date.

7.11.6. If a change affects specific paragraphs of the basic publication at a future date, file the complete change in front of the basic publication. Post the affected paragraphs on the effective date.

7.12. Obsolete Publications. A publication becomes obsolete when another publication supersedes it or when the OPR rescinds it. An entry in the obsolete section of the master catalog or a notice in product announcement announces the rescision. A publication may also expire (e.g., a statement such as "Expires 16 November 2001" means the publication is automatically obsolete as of that date unless the OPR supersedes or rescinds it before that date). If custodians keep obsolete publications, maintain them as follows:

7.12.1. On the top of the first page of the obsolete publication, write in the number and date of the publication that superseded it, or the action that rescinded it (e.g., the notice in the product announcements or master catalog).

7.12.2. File these publications in separate binders clearly marked "Obsolete Publications."

7.12.3. File obsolete classified publications separately, unless they are kept in a secure area where they may be filed with obsolete unclassified publications.

7.12.4. Screen obsolete publications as required and discard those no longer needed.

7.12.5. Post the date of the last review of the obsolete publication on its first page or cover, or keep a record on a sheet of bond paper that shows the obsolete file is necessary and dates of review, then file the review record with the obsolete publications.

Section 7C—Inventories and Spot Checks of Libraries

7.13. Inventory of FPLs. Review and inventory the contents of the FPL annually to ensure publications are current and essential. Document the inventory, discrepancies noted, corrective action taken, and individual conducting inventory. Dispose of inventory records according to Table 37-7, Rule 27 of AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4).

7.14. Spot Checks of FPLs. The staff official responsible for an FPL may require spot checks of the FPL. Record the date and names of persons who conducted the check, if desired. You may note discrepancies and corrective action taken. Dispose of spot-check records according to AFMAN 33-139 (will convert to AFMAN 33-322, Volume 4).

7.15. Inventory and Spot Check Checklist.

7.15.1. Does the assigned custodian keep publications?

7.15.2. Are current and needed publications in files or on order?

7.15.3. Are changes and supplements promptly and properly posted to and filed with the basic publications or on order?

7.15.4. Have rescinded and superseded publications been removed from current file to obsolete file, or discarded if no longer needed?

7.15.5. Is the current master catalog kept?

7.15.6. Are product announcements reviewed to determine specific needs?

7.15.7. Have classified, FOUO, and L-distribution publications been segregated, when necessary?

7.15.8. Are spot checks or inventories conducted as required?

7.16. Information Collections, Records, and Forms.

7.16.1. Information Collections. No information collections are created by this publication.

7.16.2. Records. No records are created by this publication.

7.16.3. Forms Prescribed.

7.16.3.1. Adopted Forms: No forms are adopted in this publication.

7.16.3.2. Prescribed Forms. AF Forms 399, **Request for Action of Implementation of Higher Headquarters Publication,** 673, **Request to Issue Publication,** and 1382, **Request for Review of Publication and/or Forms**.

JOHN L. WOODWARD, JR., Lt Gen, USAF
DCS/Communications and Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

E.O. 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993

E.O. 12866, *Regulatory Planning and Review*, September 30, 1993

Public Law 104-13, *Paperwork Reduction Act of 1995*, May 22, 1995

Title 44 U.S.C., *Public Printing and Documents,* 1988 edition

Senate Publication 101-9, *Government Printing and Binding Regulations,* February 1990

ACP 121/USSUP1F, (C) *Communications Instructions--General (U)*

Uniform Code of Military Justice (UCMJ)

JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*

DoDD 5105.4, *Department of Defense Federal Advisory Committee Management Program*, September 5, 1989

DoD 5200.1-PH, DoD *Guide to Marking Classified Documents,* March 1989

DoD 5200.1-R, *Information Security Program*, January 1997

DoDD 5330.3, *Defense Automated Printing Service (DAPS)*, June 25, 1997

DoD 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*, 22 July 1999

AFPD 21-3, *Technical Orders*

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFPD 90-1, *Policy Formulation*

AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*

AFI 10-1301, *Air and Space Doctrine*

AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services*

AFI 25-201, *Support Agreements Procedures*

AFI 31-401, *Information Security Program Management*

AFI 33-322, *Records Management Program* (will convert to AFMAN 33-322, Volume 1)

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFMAN 33-326, *Preparing Official Communications*

AFI 33-332, *Air Force Privacy Act Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2303, *Documents and Publications for the Air University Library*

AFI 37-120, *Federal Register* (will convert to AFI 33-320)

AFI 37-122, *Air Force Records Management Program* (will convert to AFI 33-322)

AFMAN 37-123, *Management of Records* (will convert to AFMAN 33-322, Volume 2)

AFDIR 37-135, *Air Force Address Directory* (converted to a database)

AFI 37-138, *Records Disposition - Procedures and Responsibilities,* Chapter 9 (will become AFMAN 33-322, Volume 3

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4)

AFI 37-160, Volume 7, *The Air Force Publications and Forms Management Programs—Publication Libraries and Sets* (will include as a chapter in AFI 33-361)

AFI 37-160, Volume 8, *The Air Force Publications and Forms Management Programs—Developing and Processing Forms* (will convert to AFI 33-360, Volume 2)

AFMAN 33-361, *Publishing Processes and Procedures*

AFI 37-162, *Managing the Processes of Printing, Duplicating, and Copying* (will incorporate policy as an integrated supplement to DoDD 5330.3)

AFI 61-204, *Disseminating Scientific and Technical Information*

AFI 90-101, *Implementing Department of Defense Issuances* (formerly AFI 37-160, Volume 2, *The Air Force Publications, and Forms Management Program--Implementing Department of Defense Instructions and Issuances; and Managing Joint Staff Publications)*

AFI 91-102*, Nuclear Weapon System Safety Studies, Operational Safety Reviews, and Safety Rules*

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Standards*

AFH 33-337, *The Tongue and Quill*

AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*

AFIND 4*, Department of Defense (DoD), Chairman of the Joint Chiefs of Staff (JCS) and the Joint Staff, Interservice Publications, Combined Publications, Air Force Contract Requirements Documents (AFCRD), and Miscellaneous Federal Government and Commercial Publications*

AFIND 5, *Numerical Index of Specialized Information Protection Publications*

AFIND 9*, Numerical Index of Departmental Forms*

AFIND 15*, Numerical Index of Specialized USAF Intelligence (USAFINTEL) Publications*

AFIND 17, *Index of Air Force Occupational Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications*

Air Force Electronic Publishing Program (available on AFEPL [CD-ROM])

HOI 33-13, *Headquarters USAF Operating Instructions, Pamphlets, and Handbooks Management Program*

ANGIND 2, *Numerical Index of Air National Guard and Applicable Publications*

T.O. 00-5-1, *Air Force Technical Order System*

AFRP 10-1, *Aerospace Power Journal*

AFRP 35-1, *Airman Magazine*

Abbreviations and Acronyms

ACC—Air Combat Command

ACP—Allied Communications Publication

ADPS—Automated Data Processing System

AF—Air Force (as used on forms)

AFCAT—Air Force Catalog

AFDC—Air Force Doctrine Center

AFDD—Air Force Doctrine Document

AFDIR—Air Force Directory

AFDPO—Air Force Departmental Publishing Office

AFEPL—Air Force Electronic Publishing Library

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIND—Air Force Index

AFM—Air Force Manual (old designation)

AFMAN—Air Force Manual (new designation)

AFMD—Air Force Mission Directive

AFOSH—Air Force Occupational Safety and Health

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFPDC—Air Force Publishing Distribution Center

AFPDL—Air Force Publishing Distribution Library

AFR—Air Force regulation (an obsolete designation—**do not** reference)

AFRC—Air Force Reserve Command

AFRP—Air Force Recurring Publications

AFTTP—Air Force Tactics, Techniques, and Procedures

AFTTP(I)—Air Force Tactics, Techniques, and Procedures (Interservice)

AIG—Address Indicating Group

ANG—Air National Guard

ANGIND—Air National Guard Index

AU—Air University

CAP—Civil Air Patrol

CONUS—Continental United States

CD-ROM—Compact Disc-Read Only memory

CPPMO—Central Printing and Publications Management Official

DAPS—Document Automation Production Service

DD—Department of Defense (as used on forms)

DIA—Defense Intelligence Agency

DISA—Defense Information Systems Agency

DISAN—Defense Information Systems Agency Notices

DLA—Defense Logistics Agency

DLT—Decision Logic Table

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DoDR—Department of Defense Regulation

DRU—Direct Reporting Unit

DSN—Defense Switched Network

EMC—Emergency Message Change

E.O.—Executive Order

F—Functional Distribution (see definition of terms in this attachment)

FAS—Functional Address Symbol

FOIA—Freedom of Information Act

FOA—Field Operating Agency

FOUO—For Official Use Only

FPL—Functional Publications Library

GMAJCOM—Gaining Major Command

GPO—Government Printing Office

GSA—General Services Administration

HQ USAF—Headquarters United States Air Force

HQ AFRC—Headquarters Air Force Reserve Command

HTML—Hypertext Markup Language

IBM—International Business Machines

IC—Interim Change (formerly interim message change [IMC])

IP—Interservice Publication (formerly joint departmental publication [JDP])

IMCO—Information Management Control Officer

IRRM—Information Reports Requirements Manager

JCS—Joint Chiefs of Staff

JDP—Joint Departmental Publication (***NOTE:*** JDP is an obsolete category and acronym)

JP—Joint Publication

L—Limited Distribution (see definition of terms in this attachment)

MAJCOM—Major Command

MCP—Multicommand Publication

MD—Mission Directive

MDS—Mission Design Series

MINIMIZE—See "***Terms***" in this attachment

MPF—Military Personnel Functions Flight

MS—Microsoft

MS-DOS—See "***Terms***" in this attachment

NGB—National Guard Bureau

NGB-ADP—Army Administration Services Printing and Distribution Center

NIMA—National Imagery and Mapping Agency (formerly DMA)

NIOSH—National Institute of Occupational Safety and Health

NSTISSC—National Security Telecommunications and Information Systems Security Committee

OAR—Organization account representative

OCA—Original Classification Authority

OF—Optional Form

OI—Operating Instruction

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Act

PA—*Privacy Act of 1974*

PB—Publishing Bulletin

PD—Policy Directive

PDS—Publishing Distribution System

RCS—Reports Control Symbol

RP—Recurring Periodicals

SAF—Secretary of the Air Force

SAT—Specified Action Table

SF—Standard Form

SGML—Standard Generalized Markup Language

SJA—Staff Judge Advocate

T&E—Test and Evaluation

T.O.—Technical Order

TTP—Tactics, Techniques, and Procedures

TTP(I)—Tactics, Techniques, and Procedures (Interservice)

UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

USAFR—United States Air Force Reserve

USPS—United States Postal Service

U.S.C.—United States Code

VA—Visual Aid

VI—Visual Information

WWW—World Wide Web

X—Controlled Distribution (see "***Terms***" in this attachment)

ZIP—Zone Improvement Plan (a USPS term)

Terms

Air Force-Wide—Includes HQ USAF (Secretariat and the Air Staff), MAJCOMs, FOAs, DRUs, centers, wings, bases, and below.

Custodian—A person who receives publications to post, file, and keep in the publication library.

Department of Defense (DoD) Issuance—DoD directives, instructions, publications, and their changes.

Directive Publication—One that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. The language used within the individual publication describes the nature of compliance required. Air Force personnel are expected to comply with these publications. ***NOTE:*** All departmental publications, directive and nondirective, must have an antecedent policy directive.

Emergency Message Change—One issued to delete or modify a procedure that could result in loss of life, personal injury, or destruction of property.

Execution—The doing of something. To implement policies by putting into effect the procedures and processes of a program or project. The operation and maintenance of a program or project.

F—A term used in publishing bulletins meaning functional distribution.

Figure—An illustration such as a map, drawing, photograph, graph, or flowchart, or other pictorial device inserted into a publication. Additionally, a figure can also be an illustration that is set in type such as a sample format or memorandum.

Functional Principal—The two-letter approving official who signs the AF Form 673, **Request to Issue Publication**, block 20, and whose name appears as the authenticator on the last page of the publication. Air Staff examples are: HQ USAF/IL, HQ USAF/XO, and HQ USAF/DP. Secretariat examples are: SAF/AQ, SAF/FM, SAF/AA.

Functional Publications Library (FPL)—A unit or staff office library that contains only publications needed for the mission in a specific functional area.

Headquarters Air Force—The Secretariat and the Air Staff.

Holdover Supplement—An existing supplement that goes into holdover status as a result of the basic publication changing. Holdover supplements will be updated and or revised within 120-calendar days.

Implement—To carry out via various procedures and processes the means to accomplish a program, project, or task.

Historical Reference Publications—Publications kept by historians for reference and research (***NOTE:*** These are exempt from this instruction).

Interim Change—A formal change issued to alter, add to, or remove text from a publication. It announces only critical information needed to meet mandatory effective date set by Public Law, Executive Order, or Department of Defense directive; delete or modify a procedure that could involve public controversy or create adverse public opinion of the Air Force, is considered mission essential, is wasting Air Force funds, work hours, or other critical resources, or for operational and safety of flight reasons.

L—A term used in publishing bulletins meaning limited distribution.

Manage—To handle or direct with a degree of control, skill, and authority.

Master Catalog—An electronic, comprehensive central database index of *Air Force Publishing* products.

Maintain—As related to multicommand publications (MCP), this term means that, if there is a need, the office of primary responsibility may issue an interim change notification and an interim change, an emergency message change, or revise the MCP to meet mission needs until it is converted to an Air Force instruction or manual.

MINIMIZE—A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically. MINIMIZE applies to all users of DoD communications systems, including originators of card and tape traffic. When MINIMIZE is imposed, users of DoD electrical communications must determine that: (1) the information to be sent is required to avoid a seriously detrimental impact on mission accomplishment or safety of life; and (2) electrical transmission is the only way to get the information to the addressee in sufficient time to accomplish the purpose. (ACP 121/US Supplement 1.)

MS-DOS—A standard, single-user operating system of International Business Machines (IBM) and IBM-compatible computers that runs the microprocessor.

New Publication—One never before printed in a given category.

Nondirective Publication—One that is informational and suggests guidance that can be modified to fit the circumstances. Compliance with publications in this category is expected, but not mandatory; e.g., the *Air Force Address Directory*, should be used as the official source for addressing correspondence to ensure mail is efficiently delivered. Air Force personnel use these publications as reference aids, "how to" guides, or as sources of official information; e.g., recurring periodicals. ***NOTE:*** Nondirective publications will not be supplemented, nor will they prescribe forms or reports control symbols.

Nonrecurring Pamphlets—Nondirective classified or unclassified publications printed once. They are usually published to inform, motivate, increase knowledge, or improve performance. The term includes leaflets, bulletins, folders, booklets, reports (e.g., special after-action reports, reports with less than 10-percent-statistical information), and similar nonrecurring pamphlets. Nonrecurring pamphlets may contain official or unofficial information or both. The term does not include memoranda; authenticated, numbered, administrative pamphlets published under this volume as a part of an activity's or command's official publications system; directives and instructions, regulations, legal opinions and decisions, proceedings, programs for ceremonies, press releases, environmental impact statements and assessments, planning documents, and purely administrative materials, but does include pamphlets produced to complement any of the foregoing types of publications. Other exclusions include: (1) Official instructional or informational documents of a permanent nature published to supplement U.S. Air Force, other agency, or subordinate command directive publications. (2) Low cost, single-sheet newsletters no larger than 14 inches by 22 inches which may be printed on both sides and may be folded, without color photographs. These are produced in-house without requiring a printing contract, and are distributed internally to a headquarters staff, local installation staff, or work force. (3) Authorized Air Force and commercial enterprise publications under authority of AFI 35-101. ***NOTE:*** Correspondence governed by AFMAN 33-326. (4) Research and development reports that result from research contracts and are distributed to Federal Government employees and the involved contractor. (5) Primarily (90 percent or more) statistical materials. This exception does not apply to publications containing statistics from published sources other than Air Force or analytical and interpretive text. (6) Technical books, monographs, and journal articles that commercial publishers and professional associations publish. (7) Annual instructional information publications made available to the public to inform them of laws and regulations and to assist them in complying with reporting regulations. (8) Recruiting pamphlets published as a part of a comprehensive recruiting campaign, and individual Reserve Officers' Training Corps unit recruiting pamphlets.

Obsolete Publication—A rescinded or superseded publication.

Office of Primary Responsibility—Any headquarters, agency, or activity having primary functional

interest in, and responsibility for a specific action, project, plan, or program.

Periodical—Any classified or unclassified Air Force magazine or newsletter publication (with a consistent format, content, and purpose) published at least once a year to provide information pertinent to the publishing activity. Its purpose is to disseminate information and material necessary to the issuing activity. Periodicals may refer to or quote directive information, but are not directive publications. There are three types of periodicals: (1) Magazine Periodicals: Educate, inform, motivate, and update readers on policies, programs, plans, and news of the publishing activity. They are generally printed on letter-size stock; have 20 or more pages with self-cover or separate cover, with saddle- or side-wire or perfect binding. The term includes, but is not limited to, publications referred to as magazines, news magazines, journals, professional bulletins, technical bulletins, and the like. This term does not include base newspapers printed in a magazine format. (2) Newsletter Periodicals: Contain brief articles which relate to a single subject or theme (e.g., personnel, safety, total quality management, etc.), published to provide information which contributes to the performance, conduct, efficiency, or general welfare of intended readers. They are usually printed on economical, letter-size stock; may consist of a single sheet printed on both sides or as many as 20 pages; may be unbound, stapled, or with saddle-wire binding. Low-cost newsletters (less than $25,000 annually) include those produced in-house without requiring a printing contract, and which are distributed internally to a headquarters staff or local installation staff or work force. (3) Flagship Periodicals: The two are: AFRP 10-1, *Aerospace Power Journal*, the professional flagship periodical of the United States Air Force (USAF), which contains focused, professional themes of relevance to the Air Force. AFRP 35-1, *Airman Magazine*, the premier periodical of the USAF and contains official and unofficial statements of service officials, news and features on service policies, programs, missions, and personnel, and articles covering major themes of relevance to the USAF.

Policy—Statement of important, corporate-level direction which guide Air Force decisions. It is enforceable, and compliance with it is measurable. Policy is the framework connecting the abstract ideas or principles contained in vision, mission, and purpose statements to the specific and concrete statements of plans, goals, and objectives. Policy can be viewed as establishing bounds within which the organization will operate. Policy provides both a focus for Air Force action and a guide for the behavior of the organization and its members.

Posting—Adding or removing pages, or writing in changes or items from a supplement to a basic.

Procedures—The specific instructions on how to comply with a policy; the exclusive purview of MAJCOMs and FOA (except where there is no supportive FOA). As a general rule, Air Force policy directives will not spell out detailed procedures in order to give field organizations the greatest latitude possible to determine how a given policy is to be implemented under local conditions. Generically, a specific, documentable event that causes an activity to occur. A series of steps conducted in a methodical order or manner. An established way of completing a task, project, or program.

Process—A course or series of actions, proceedings, or operations progressing to an end in an orderly and organized manner.

Product Announcement—An information tool used to inform customers of product changes in the Air Force Publishing Program.

Production Manager—One who has the responsibility for workflow management, job tracking, cost estimation, budgeting, and overall management of the publishing production process. This individual receives notification from the point of contact for a local product when a local product is distributed, and updates the inventory count for that product. When an inventory facility stock runs low, this individual

restocks the inventory via a requisition to the Defense Automated Printing Service (DAPS) for additional products. The production manager is also responsible for the final review and acceptance of products and the authorization of publication products. This individual deletes line items from the physical inventory database when rescissions occur, and enters information into the workflow management system for finalized products. Such information could reflect that transformation is required for a product, that a product is to be published on CD-ROM, that a hard copy request is in progress, or the DAPS print order submission date and the expected print order completion date. ***NOTE:*** In some instances, the production manager and the publishing manager are the same individual.

Publication—An officially produced, published, and distributed document issued for public use (i.e., for compliance, implementation, and or information).

Publication Set—One or more publications directly related to one or several person's duties.

Public Access—Open access to the public; no restrictions apply.

Published—Fully coordinated, certified, and authenticated manuscripts and forms that were processed through the publishing management office, AFDPO, posted, and either printed or distributed or made accessible via the official Air Force Publishing web site on the World Wide Web (WWW), the Air Force Publishing Distribution Library, and the Air Force Electronic Publishing Library, or announced in the Product Announcement. Once posted to the WWW and, or published in paper, manuscripts and forms are official documents.

Publishing—The process for creating and distributing information through officially sanctioned parameters and procedures as described in the Air Force publications management program via AFI 33-360, Volume 1. Publishing includes the process of creating and distributing instructions, manuals, etc., the *Aerospace Power Journal* and *Airman Magazine*, which are official Air Force recurring periodicals, technical orders, career development course materials, and forms. ***NOTE:*** This definition of publishing *does not* include items that are published outside of the *Air Force Publishing* system (paragraph **1.6.**).

Publishing Distribution Office System (PDOS)—An automated system for the base-level publishing distribution offices (PDO), which is an automated means for PDOs to collect customer requirements and order publications and forms from various sources. PDOS manages the inventory, keep adequate stocks, and maintain records of publications and forms transactions.

Publishing Manager—One who supervises and manages the publications program, creation through dissemination, and recommends improvements to HQ USAF/ILCX (through channels below MAJCOM or FOA level). Is the primary focal point for publication and distribution issues.

Publishing Policy—Statements of important, high-level direction which guides decisions and actions throughout the Air Force. It translates the ideas, goals, and principles contained in the mission, vision, and strategic plan into actionable directives. The guidance that creates and directs the Air Force Publications Management Program.

Punitive Publication—A punitive publication is enforceable under Article 92(1) or 92(2) of the *Uniform Code of Military Justice*. It constitutes a lawful general order applicable to members of the armed forces which is properly published by the President, Secretary of Defense, or Secretary of the Air Force, and those orders, regulations, or instructions which are generally applicable to the command of the officer issuing them throughout the command or a particular subdivision thereof which are issued by: (1) an officer having general court-martial jurisdiction, (2) a general or flag officer in command, (3) a commander superior to the above officers. In order to be a punitive instruction, it must clearly identify

specific conduct to be regulated, using mandatory language. In addition, the instruction must state that it is punitive, indicating that a failure to obey with its provisions is a violation of *Uniform Code of Military* Justice, Article 92. Civilian personnel who violate such instructions may be subject to disciplinary action under AFI 36-704, *Discipline and Adverse Actions*.

Repository—A place, room, container, warehouse, receptacle, or web site where items are deposited or stored and can be retrieved in physical or electronic form.

Restricted Access—Limited access to the public. Restricted to For Official Use Only and other selected sensitive and copyrighted information.

Revised Publication—One that supersedes or changes a previous edition, related publications, or portions of related publications in a given category. Always assign a new date, supersession line, and, in some cases, update the signature block and page numbers.

Standard Publications—Doctrine documents, policy directives, instructions, mission directives, manuals, directories, handbooks, catalogs, operating instructions, supplements, pamphlets, visual aids, bulletins, and staff digests.

Standards—The criteria described in a desired end result. A description of a level of attainment used as a measure of adequacy.

Supplement—A document that adds material to a publication issued by a higher headquarters.

Table—A systematic listing of information in columns or rows used to explain, clarify, or replace narrative text in a publication. The two most common types are: Standard Table: Column heads run across the page and the information in each column runs down the page; Text Table: Column heads run down the page and the information for each head is entered beside the head. Column heads are usually repeated for each entry. See decision logic tables and specified action tables (paragraph **3.39.** and **Attachment 6**).

Transform Activity—DELETED

Upcoming Publications Directory—DELETED

X—A term used in the master catalog meaning controlled distribution.

Table A1.1. Addresses

AFIS
601 North Fairfax Street
Suite 370
Alexandria VA 22314-2007

HQ USAF/JAC
1420 Air Force Pentagon
Washington DC 20330-1420

NOTE: Since the majority of addresses in this volume are consolidated in the coordination tables, **Table 3.1.**, **Table 3.2.**, and **Table 3.3.** they are not repeated here. However, these two addresses are not included in those tables.

Attachment 2

RECORD SETS

A2.1. Record Sets of Standard and Specialized Publications. OPRs who develop standard departmental publications at the Secretariat and Air Staff level must maintain official record sets for standard and specialized publications and Headquarters USAF operating instructions. However, MAJCOM and FOA publishing activities may determine who will maintain the record sets at their locations. ***NOTE:*** Maintaining accurate and current record sets is an important responsibility—take it seriously! Include the background material of each standard publication in the record set. Record sets of indices, bulletins, staff digests, and OIs (other than HQ USAF OIs) will be maintained and disposed of according to AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4). Maintain a folder, arranged numerically by subject series, as follows, for each current publication.

A2.1.1. The edited copy of the draft and original AF Form 673. SAF/AAD maintains a copy of the original AF Form 673 for those departmental publications developed at the Secretariat and Air Staff. MAJCOM and FOA OPRs developing departmental publications will have their publishing managers maintain and or retire the original AF Form 673 in the record set according to AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4). When you receive the printed publication via the AFPDL, AFEPL (CD-ROM), or WWW, verify that it is correct, then destroy the draft.

A2.1.2. A copy of the printed basic publication.

A2.1.3. All documents that show coordination, comments, and other actions, such as exemptions, waivers, suggestions, etc.

A2.1.4. A printed copy of each prescribed form developed or revised during the current edition of the publication. Include a copy of each developed or revised form of a previous edition of a publication, if the current publication prescribes the form. Keep copies of DD Form 67 for each prescribed form here also. ***NOTE:*** If the publications and forms management functions are within the same office, maintain the forms and publication in the same folder.

A2.1.5. A copy of AF Form 1382 showing the latest review of the publication or comparable electronic product.

A2.1.6. A microform copy of archival quality, if computer output microfilm is used, bypassing paper to produce a publication. If the record set is in microform, then the microfilm must meet all standards in AFI 33-322, *Records Management Program* (will convert to AFMAN 33-322, Volume 1). Otherwise, create a durable printed paper copy to satisfy the permanent retention requirements. Viewer or printer copies are not authorized for this purpose. HQ USAF/ILCX must approve the use of archival microform.

A2.1.7. A copy of AF Form 130, **Application for a Report Control Symbol (RCS).** The OPR keeps the original AF Form 130. The IMCO, HQ AFCA/ITCM, or MAJCOM, or IRRM maintains the original AF Form 130.

A2.1.8. A printed paper copy if using magnetic media (disk) bypassing paper to produce a publication. The National Archives and Records Administration does not consider disks as permanent records, because they have an expected life of 2 to 10 years.

Attachment 3

POLICY DIRECTIVE DEVELOPMENT GUIDE

Section A3A—Body

A3.1. Does the opening paragraph contain a clear statement explaining why it is important for the Air Force to make policy statements about the subject of the policy directive? Is it a statement that concisely explains why the publication is needed? The first sentence should enable the reader to personally identify with the purpose statement by establishing the need and importance of the policies. Use a clear language style: it is acceptable to be more conversational than formal if it better conveys the purpose. The purpose statement should be two to four sentences long. ***NOTE:*** See AFPD 90-1 for additional guidance.

A3.2. Key elements of purpose statements are:

A3.2.1. Why do we need this policy? State the need, state importance to the Air Force, be clear and concise, and use the active voice as much as possible.

A3.2.2. What are the general functions covered by the PD? Use action verbs; e.g., secure, allocate, evaluate, protect, etc.

A3.2.3. Explain the goal of establishing the PD. What will the policy achieve?

A3.3. Do the statements of policy contain clear, important, corporate-level direction that can guide Air Force decisions? Use the following questions as a test for determining if the statements are policy:

A3.3.1. Are these policies enforceable?

A3.3.2. Do they support the Air Force vision and mission?

A3.3.3. Do they address the most important things that the organization should be doing? Is there a minimum of such policies?

A3.3.4. Can the policies guide the reader in selecting courses of action and decisionmaking?

A3.3.5. Are there sound reasons for each policy?

A3.3.6. Do the policies tell what to do rather than how to do it? That is, do the policies focus on "doing the right things" rather than "doing things right?"

A3.3.7. Are they enduring statements?

A3.3.8. Are they approved at the highest levels in the organization?

A3.3.9. Can compliance with policy be measured in some way? Is compliance going to be displayed and included in the Air Force Chief of Staff's Management Information System?

A3.4. Are responsibilities and authorities of key offices clearly identified? Consider the following when preparing this paragraph in the PD:

A3.4.1. What are the responsibilities and authorities of key Secretariat, Air Staff, and MAJCOM staffs?

A3.4.2. Have appropriate management levels been empowered to do their jobs right the first time?

A3.4.3. Who is accountable for what; and, if appropriate, who enforces and interprets the policy?

A3.5. An optional paragraph may be used that includes the explanation or definition of abbreviations, acronyms, or terms used in the PD only. If there are more than 10 combined items, abbreviations, acronyms, or terms, do not put them in the text but add them at **Attachment 1**, *Glossary of References and Supporting Information*, as shown in this publication. If there are enough items for an attachment, also include all references in that attachment as well. If there is no need for the optional paragraph, do not reserve it.

A3.6. Does the PD identify who must comply with it and where they are in the chain of command? Are enforceable provisions and prohibitions identified using words like "requires," "limits," and "prohibits," and stating that certain kinds of requirements apply to specific groups of people?

A3.7. Are Public Laws, DoD issuances, or other documents implemented by or related to the PD referenced by title and date?

A3.8. Specific policies may not stand alone, but may be interrelated with other policies, standards, and publications. Have source documents for those related policies, standards, and publications been referenced? Have related Air Force publications been listed to ensure continuity in policy implementation and interpretation?

A3.9. Have the titles of the attachment been identified?

Section A3B—Measuring Compliance With Policy

A3.10. As required (paragraph **2.2.1.**), have the measures used to show the degree of compliance with the PD been identified in **Attachment 1**? Measures may be a number, percentage, ratio, proportion, attribute, or similar figure. Have the measures displayed been sufficiently defined so that any required measurement or calculation can be done the same by any reader? The following questions may help define the measure:

A3.10.1. How is the measure described? What are the definitions of abbreviations, acronyms, or terms used in this description?

A3.10.2. Do the measures help in determining the desired outcome? That is, do they tell at what level we are complying with our policy?

A3.10.3. What is the population to be measured? What is the frequency of the measurement? What is the source of the measurement data?

A3.10.4. What mathematical equations must be used in calculating the measurement?

A3.11. Have subordinate command reporting requirements initiated by this PD been licensed with an RCS number obtained from HQ AFCIC/ITIA?

Section A3C—Displaying Compliance With Policy

A3.12. As required (paragraph **2.2.1.**) has a graphic display been shown in the attachment?

A3.12.1. What kind of graphic display is it? Under most circumstances, this display is a histogram or run chart of data plotted against an X and Y axis. However, various lines, bars, symbols, and shading are also commonly used techniques.

A3.12.2. Is the graphic used simple and easily interpreted?

Attachment 4

EDITORIAL GUIDE FOR DRAFTS AND GUIDANCE FOR PREPARING, REVIEWING, AND EDITING PUBLICATIONS

Section A4A—Setting Up the First Page (Title Page)

A4.1. Guidance. This attachment provides guidance for project officers and publishing personnel in preparing drafts of publications. For additional guidance, also use the *Government Printing Office (GPO) Style Manual* and AFH 33-337, *The Tongue and Quill*.

A4.2. Heading Format. For all publications, ensure the heading block (as in this instruction) is correct and the publication number matches the entry on AF Form 673.

A4.3. Series Title. Ensure the title agrees with the entries in **Attachment 7** and **Attachment 8**.

A4.4. Purpose Paragraph. Ensure that it includes a statement explaining the purpose of the publication, to whom it applies, and higher headquarters, DoD, and other agency publications implemented. ***NOTE:*** All standard departmental publications must implement an AFPD and, in some cases, link to an AFI and or an AFMAN.

A4.5. Summary of Revisions. Prepare a summary of revisions for all categories of revised publications. **NOTE:** Do not include a "summary of revisions" for new departmental publications. Describe the major changes and where they are in the publication (e.g., paragraphs, sections, chapters, figures, tables, attachments). Begin with the lowest numbered paragraph and end with the attachment references (paragraph **3.51.**).

A4.6. Table of Contents. Include a table of contents in any publication 20 pages or larger.

A4.7. Title-Page Footnotes. See paragraph **3.33.** for guidance on departmental publications developed by MAJCOMs and FOAs.

A4.7.1. Supersession Line. Give the publication number and date of the superseded publications. Ensure the supersession line indicates the EMC or IC number and date; see the title page of this volume for an example.

A4.7.2. Number of Printed Pages. Leave blank. The publishing office will enter this information.

A4.7.3. Office of Primary Responsibility (OPR). At Secretariat and Air Staff level, show the FAS and, in parentheses, the name of the project officer. Below Secretariat and Air Staff level, show the command abbreviation, FAS, and, in parentheses, the name of the project officer.

A4.7.4. Certified by. For departmental publications, show the FAS and, in parentheses, the name of the person who signed the AF Form 673, block 18.

A4.7.5. Distribution. Show approved symbol; e.g., F, X, or L.

Section A4B—Format Considerations

A4.8. Formatting Guidance. Use the elements shown in **Figure 3.5.** A publication cannot have a single part, chapter, or section. Main paragraphs must have titles that are descriptive and should consist of more than one word (paragraph **3.30.**). ***EXCEPTION:*** PDs are exempt from this guidance.

A4.9. References for Security Markings for Classified Publications. The project officer must mark the classified draft with the correct security classification markings (title, paragraphs, pages, etc.) and must classify any transmittal documents (AF Form 673, etc.). See paragraph **3.43.1.1.** and DoD Pamphlet (DoD 5200.1-PH), *Guide to Marking Classified Documents*, April 1997, for additional guidance.

A4.10. Numbering Procedures.

A4.10.1. Draft Pages. Number pages in the lower right corner. Begin with the Arabic number 1 and continue numbering without a break in sequence. Do not use point-page numbers or letter designations to add extra pages.

A4.10.2. Attachments. Do not single number paragraphs, but use letters and numbers for subparagraphs, as shown in the attachments in this volume. When there is more than one paragraph, use two-part Arabic numerals, with an "A" preceding the number. For example, number paragraphs in Attachment 1 as A1.1, A1.2, etc.; in Attachment 2, A2.1, A2.2, etc. ***NOTE:*** If attachments have sections, identify them as Section A1A, Section A1B; Section A2A, Section A2B, etc.

A4.10.2.1. Glossary of References and Supporting Information. When a paragraph or attachment includes references, abbreviations, acronyms, terms explained, or addresses, place them in alphabetical order, in this order. On IPs for which Air Force is the executive agent, place the distribution element as the last element in Attachment 1. Title the distribution element “Interservice Publication Distribution List” then follow with the services’ distribution list. ***NOTE:*** This revision authorizes a new element at Attachment 1, a listing of mailing addresses cited in this volume. It is the OPR’s responsibility to submit the listing for inclusion. The first time cited, include the complete address, thereafter, use only the unit or office symbol in the text and include the complete mailing address in Attachment 1. Do not include E-mail addresses or telephone numbers in the listing. ***EXCEPTION:*** If you have need to consolidate addresses in tabular format as shown in **Table 3.1.**, **Table 3.2.**, and **Table 3.3.**, this volume, do not repeat the addresses in **Attachment 1**. Only include those addresses that are not consolidated in tabular format.

A4.10.2.2. Tables and Figures Within an Attachment. Use two-part Arabic numerals for tables and figures, with an "A" preceding the table or figure number; e.g., Table A1.8, Table A2.4, Figure A3.10, Figure A4.6, etc.

A4.10.2.3. Forms Prescribed. List forms prescribed in the last paragraph of the publication just before Attachment 1, and on the AF Form 673, Section III.

Section A4C—Writing Style

A4.11. Sentence and Paragraph Length. Try to keep paragraphs short (seven to nine sentences, where possible, without losing clarity and continuity). Divide long paragraphs into subparagraphs or consider using main paragraphs. Try to keep sentence length to no more than 20 words. See AFH 33-337 for more information on sentences and paragraphs.

A4.12. Active Voice. Use the active voice, when possible. The active voice is preferred and is more natural and direct. ***NOTE:*** There are times when you cannot use the active voice to adequately convey the message. See AFH 33-337 for more information.

A4.13. Capitalization. Refer to the *GPO Style Manual* and AFH 33-337 for rules on capitalization. Use the *GPO Style Manual* as the first choice of reference and AFH 33-337 as the second choice.

A4.13.1. Using Capital Letters in Titles. Use an initial capital letter for nouns, verbs, objects, and prepositions and articles of four or more letters. Capitalize "to" when it precedes a verb. See AFH 33-337 for more information.

A4.13.2. Using Capital Letters in the Text. Do not capitalize the first letter of each word of an acronym or abbreviation unless the word is a proper noun. For example, do not capitalize the first letters of the words "major command" for the acronym "MAJCOM." However, capitalize the first letters of "Air Mobility Command" when referring to "AMC." Do not capitalize these terms in Air Force publications, unless they begin a sentence: government, state government, and active forces. ***EXCEPTIONS:*** Public Law, Federal Government, Executive Order, Services, Military Services, Military Departments, Armed Services, and Armed Forces. See AFH 33-337 for more information.

A4.14. Using USAF and AF. Spell out USAF and AF unless they are part of a long title, address, military title, publication or form designation, or must appear in a limited space in a table. When referring to HQ USAF in a departmental publication, do not use "AF;" e.g., AF/DP. Use "HQ USAF" followed by a FAS.

A4.15. Using the Term United States. Use this term when speaking of the continental United States (CONUS), Alaska, Hawaii, and its possessions and territories. ***EXCEPTION:*** United States when used in the adjective form is abbreviated as in "US citizen."

A4.16. Using Functional Address Symbols (FAS). Use FAS to tell users of your publication how to direct questions or comments, or respond to requirements. If needed for clarity, the first time you use a FAS, spell out the organization's name and then, parenthetically, indicate the FAS; e.g., "Directorate of Systems, Business Systems Division (HQ AFCIC/SYS), 1250 Air Force Pentagon, Washington DC 20330-1250." Also include the mailing address.

A4.17. Improving Readability.

A4.17.1. Substitute short, familiar words for longer words. Write directly to the reader. Try using the second person ("you" implied). Be concise. Brevity helps the user understand the intent of the publication. Do not use words ending in "ever" if the basic word will suffice. For example, try "when" instead of "whenever" and "where" instead of "wherever." See AFH 33-337 for more information.

A4.17.2. Do not hide main ideas. Place important phrases at the beginning of a sentence. Do not use smothered verbs. Most smothered verbs end in "ion," but there are others. Examples of smothered verbs and their original verb form are operations (operate), selection (select), classification (classify). Use pure verb forms, such as the original verb or its "ing" form. See AFH 33-337 for more information.

A4.17.3. Do not split predicates with prepositional phrases and clauses. Avoid separating a subject from its verb or a verb from its object or complement. For example, "Tom will, after carefully consid-

ering flight schedules, fly to Europe." Instead, say "After carefully considering flight schedules, Tom will fly to Europe." See AFH 33-337 for more information.

A4.17.4. Use parallel construction, even if it means rewriting the material. Parallelism is a similarity of grammatical form in subparagraphs . See AFH 33-337 for more information.

A4.17.5. Do not use the slash (or virgule) ("/") to combine ordinary terms, such as "and/or," "MAJCOM/FOA," etc. However, use the slash between organizational abbreviations and FAS; e.g., "HQ AFCIC/SYSM," and technical terms "Retention/Retirement Year." Also, you may use it in tables with limited space.

A4.18. Abbreviations. Spell out the abbreviation the first time you use it unless the abbreviation has taken on a life of its own and is more readily recognized than the term it replaces. For example, RADAR stands for **RA**dio **D**etecting **A**nd **R**anging; LASER stands for **L**ight **A**mplification by **S**timulated **E**mission of **R**adiation; SONAR stands for **SO**und **NA**vigation **R**anging, etc. Then follow it with the abbreviation in parentheses. Do not show the abbreviation if you use the term only once. Do not use punctuation with abbreviations, except for "No. of Printed Pages" in the title-page footnote and United States Code (U.S.C.). Consult AFH 33-337 and the *GPO Style Manual's* list of standard abbreviations of legal and other Latin phrases. Do not use an "s" the first time you use an abbreviation, even though the term is plural. Thereafter, use the "s" to show the plural form in text. Do not use an apostrophe to form the plural of an abbreviation. See AFH 33-337 for more information. ***NOTE:*** In large publications, for user friendliness, you may spell out the abbreviation in each chapter, followed by its abbreviation in parentheses, for clarity, ease of use, and continuity.

A4.19. Terms Explained. Regardless of whether you use an acronym or abbreviation in the text, spell out the term in a "Terms Explained" paragraph (paragraph **A3.5.**) or attachment. You must use definitions for those terms identified as approved for DoD in Joint Publication (JP)1-02, *Department of Defense Dictionary of Military and Associated Terms*, without change unless a distinctly different context or application is intended. Each term must stand on its own as a clearly understandable unit. OPRs frequently use the following terms in Air Force publications:

A4.19.1. Air National Guard (ANG). The federally recognized ANG of each state, the District of Columbia, Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

A4.19.2. Air Reserve Components. All units, organizations, and members of the USAFR.

A4.19.3. Air Staff. Offices below the Secretariat level (under and including the Chief of Staff, USAF).

A4.19.4. CONUS. United States territory including the adjacent territorial waters, located within North America between Canada and Mexico.

A4.19.5. HQ AFRC. A MAJCOM under HQ USAF.

A4.19.6. HQ USAF. All offices of the Secretariat and the Air Staff.

A4.19.7. Overseas. All locations, including Alaska and Hawaii, outside the CONUS. (Oversea is the adjective form and will be used as such in Air Force publications. Example:. . . oversea theater. . . .)

A4.19.8. Secretariat. The offices of the Secretary of the Air Force.

A4.19.9. USAFR. All Reserves of the Air Force.

A4.20. Gender-Neutral Language. Use gender-neutral terms when possible (paragraph **3.29.**). See AFH 33-337 for gender-neutral terms. ***NOTE***: The terms "airman," "manpower," "man-year," and "man-day" are still authorized for use.

A4.21. Miscellaneous Requirements.

A4.21.1. Copyright Material. See paragraph **3.4.14.** for guidance on copyrighted material or material contributed or loaned by nongovernment sources. Make sure the AF Form 673, block 16, indicates the draft contains copyrighted or loaned material.

A4.21.2. Trade Names. See paragraph **3.4.15.** when a publication contains a trade name or the name of a commercial manufacturer or service.

A4.21.3. Electrical Reporting During MINIMIZE. When a publication requires sending reports or data electrically (by message, telephone, etc.), state whether to send the information by airmail or to hold it for routine transmission during MINIMIZE. See paragraph **3.4.7.2.** AFI 33-324 offers additional guidance.

A4.21.4. Underlining Text. If you underline text, do so only for emphasis just as you would when you bold and or italicize for emphasis. Otherwise, use underlining sparingly or not at all. See AFH 33-337 for more information.

A4.21.5. Names of Bases and Cities. Do not use a comma between the name of a base or city and the State if you include the ZIP Code. For example, write "Randolph AFB TX 78150-5000"; do not write "Randolph AFB, TX 78150." Include the ZIP Code plus 4. Consult with HQ USAF/SCXX for specific ZIP Codes. Do not abbreviate the names of bases and cities. See AFDIR 37-135, *Air Force Address Directory*, to verify addresses (converted to a database).

A4.21.6. Using "(s)." Do not use "(s)" to show the plural of a noun; e.g., office(s). Use "one or more" or a similar phrase. Also, do not show the plural form of a noun in parentheses; e.g., office (offices). Use either the singular or plural form of the noun.

A4.21.7. Assure, Ensure, and Insure. Use these terms correctly in publications. To *assure* is to state with confidence that something will be done. *Ensure* is to make certain of something. *Insure* relates to insurance company matters. See AFH 33-337 for more information.

Section A4D—Preparing Illustrations

A4.22. Artwork for Publications. In the word processing application, place the frame for the graphic as close to the citation as possible, preferably on the same page. Place the caption above the graphic. See the Air Force web site at **http://afpubs.af.mil** for more details. Also, see paragraph **3.37.**

A4.23. Preparing Forms for Use as Illustrations. If illustrating a form as a figure, include instruction (near the figure) for filling out and using the form. Department of Defense (DD) and Air Force (AF) forms sometimes have instructions printed on reverse side; do not repeat this information in the text. Do not print blank forms in publications. Use hypothetical or sample entries.

A4.24. Using Figure Captions. Align figure captions above the figure, flush with the left side of the illustration. To continue the figure onto another page, show at the bottom of the page, centered, in parentheses (Figure continued on next page). At the top of the continued page, show the figure number and

"Continued;" e.g., "Figure 1. Continued." To help users view figures on a video screen, use "portrait" orientation where practical.

A4.25. Using Table Captions. Align table captions, above the table, flush with the left side of the table. To continue the table onto another page, show at the bottom of the page, centered, in parentheses (Table continued on next page). At the top of the continued page, show the table number and "Continued;" e.g., "Table 1. Continued." To help users view tables on a video screen, use "portrait" orientation.

Section A4E—Approval (Signature) Page

A4.26. Approval. Include a signature element. See paragraph **1.9.** for additional guidance.

Section A4F—Editor and OPR Guide for Drafts

A4.27. Research.

A4.27.1. Have you checked the indices for related publications and forms?

A4.27.2. Have you searched the background files for pending information?

A4.27.3. Have you verified publication numbers and supersession statement?

A4.27.4. Have you verified references, abbreviations, FAS, and addresses?

A4.27.5. Are referenced forms checked against the current indices?

A4.27.6. Are forms referred to by designator, number, and long title the first time they are mentioned in the publication. Are all prescribed and adopted forms listed on the AF Form 673 in Section III?

A4.27.7. Are titles of publications included the first time the publication is mentioned?

A4.27.8. Does the *Privacy Act of 1974* apply?

A4.27.9. Does the *Paperwork Reduction Act of 1995* apply regarding licensing information collections?

A4.27.10. Is it to be announced in the *Federal Register*?

A4.27.11. Does it need OSHA coordination?

A4.27.12. Does it need environmental protection coordination?

A4.27.13. Does research raise questions on essentiality of the new publication?

A4.27.14. Can it be combined with another publication?

A4.27.15. Is distribution appropriate?

A4.27.16. Does the manuscript include previously published EMCs or ICs?

A4.27.17. Have you verified the terms and acronyms in the glossary do not conflict with JP 1-02? ***NOTE:*** The current version of JP 1-02 is at **http://www.dtic.mil/doctrine/jel/doddict/**.

A4.28. Edit.

A4.28.1. Are all pages accounted for and numbered correctly?

A4.28.2. Is publication type (doctrine document, mission directive, policy directive, instruction, manual, pamphlet, etc.) appropriate for the material presented and for the desired enforceability?

A4.28.3. Are the subject series title and number in agreement with those in **Attachment 7** and **Attachment 8**?

A4.28.4. Does the subject title describe the text?

A4.28.5. Does the purpose statement explain what the publication is about and to whom it applies?

A4.28.6. If a table of contents is used, does it match the text exactly?

A4.28.7. Is the title-page footnote complete and correct (supersession, OPR, certification line, number of printed pages, distribution, etc.)?

A4.28.8. Are paragraph numbers in sequence and do all titles describe text exactly?

A4.28.9. Have you edited text for spelling, grammar, punctuation, and capitalization?

A4.28.10. Were you consistent in style and use?

A4.28.11. Are all elements included on signature page?

A4.28.12. Is approval complete and correct?

A4.28.13. Are illustrations identified and provided for at the appropriate place in the text?

A4.28.14. Are they reproducible?

A4.28.15. Have you coordinated your corrections with the project officer?

A4.28.16. Are forms prescribed by this publication listed in the last paragraph of the publication, just before **Attachment 1**?

A4.29. Check AF Form 673.

A4.29.1. Does the AF Form 673 have the proper certification and approval signatures, as well as the dates for each?

A4.29.2. Does it show coordination of all offices having a functional interest, as well as the minimum mandatory coordinations along with the dates?

A4.29.3. Are proofs recommended?

A4.29.4. Has the form been signed, indicating release to the OPR and or approval to print the publication?

A4.29.5. Has OPR shown superseded publications? Current, new, revised, or obsolete forms?

A4.29.6. Are all prescribed and adopted forms listed in Section III?

A4.30. Check Plain English Standards.

A4.30.1. Is the manuscript written mainly in the active voice as much as possible and in a plain, uncluttered style?

A4.30.2. Does it contain clearly constructed, grammatical sentences that average no more than 20 words?

A4.30.3. Does it contain simple, familiar words, rather than abstract words, unnecessary technical words, and jargon?

A4.30.4. Does it avoid illogical and inconsistent shifts in point of view (tense, person, or voice) within a paragraph?

A4.30.5. Does it present material in a logical, orderly sequence?

A4.30.6. Is each paragraph limited to one thought or subject?

A4.30.7. Is each paragraph as brief as possible?

A4.30.8. Does it use as many main paragraphs as possible, rather than drawn-out subparagraphing?

A4.30.9. Were one-syllable words substituted for multisyllable words?

A4.30.10. Does each paragraph contain no more than seven to nine sentences, where possible, without loosing clarity and continuity?

A4.30.11. Does it contain clear descriptive titles for parts, chapters, sections, and paragraphs?

Section A4G——Requirements for Air Force Publications Guide

A4.31. Requirements. Apply to a General Purpose Form.

A4.31.1. ELECTRONIC COPY:

A4.31.1.1. On 3.5-inch, high-density disk.

A4.31.1.2. In Microsoft Word format.

A4.31.1.3. Prepared in 12-point Times New Roman font.

A4.31.1.4. Double spaced, full-measure format, NOT dual-column format.

A4.31.1.5. 1-inch left, right, top, and bottom margins.

A4.31.1.6. Be sure to submit a single file for the publication with its figures, tables, attachments, and graphics integrated in the file. ***NOTE:*** It is an OPR responsibility to identify and place figures, tables, and graphics in the integrated file where they are to be printed.

A4.31.1.7. Also provide separate source graphics files for each figure in the publication.

A4.31.1.8. For consistency and ease of reference, place an “I,” “M,” “P,” “H,” etc., before the document name on the disk; e.g., AFI 23-201 will read “I23201,” AFMAN 33-327 will read “M33327,” AFPAM 33-306 will read “P33306,” AFH 33-337 will read “H33327,” and etc.

A4.31.1.9. For IPs, place a (I) following the number of the publication; e.g., AFI 33-410(I) will read “I33410(I),” AFMAN 90-1001 will read “M901001(I),” AFPAM 33-490(I) will read “P33490(I),” etc.

A4.31.2. HARD COPY (When Provided):

A4.31.2.1. Submit one double-spaced copy.

A4.31.2.2. Record the number of double-spaced pages. _____

A4.31.2.3. Record the number of pages of figures, tables, attachments, or graphics. _____

A4.31.2.4. Ensure the hard copy and the electronic file match!! ***NOTE:*** OPR responsibility!!!

A4.31.2.5. COPY OF AF FORM 673 (Mail or Fax):

A4.31.2.6. Ensure complete coordination (functional and minimum mandatory) in Section II before releasing draft for publishing.

A4.31.2.7. Obtain the certifying official's signature in block 18 before releasing draft for publishing.

A4.31.2.8. Obtain the approving official's signature in block 21 before releasing draft for publishing.

A4.31.2.9. Indicate in block 16, if the draft contains copyrighted or loaned material.

A4.31.2.10. Conspicuously mark and, or highlight any other special publishing information in block 16. Double check to be sure you have completed all requirements: Completed Package--Some commanders mail their package; some transmit electronically. Coordinate with your publisher to arrange your method of sending the completed package for processing. Put contents (AF Form 673, approved manuscript, 3.5-inch disk, delegation of approving authority correspondence, and any other publishing information) into a two-pocket folder. Staple this guide to the front of the folder and release.

A4.31.2.11. OPR _____

A4.31.2.12. Signature and Date

Attachment 5

SAMPLE OF FORMATS AND STYLE OF REFERENCE CITATIONS USED IN PUBLICATIONS

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Code of Federal Regulations	Title 32, Code of Federal Regulations, Part 40, *Standards of Conduct,* current edition	32 CFR Part 40
Decisions of the Comptroller	*Decisions of the Comptroller General*, Volume 9, page 23, 1989 *Decisions of the Comptroller General*, DCG File B-211373 File B-211373, March 20, 1985	General9 DCG 23 (1989)
DoD Directive	DoD Directive 1990.2, *Injury Compensation for DoD Employees,* March 10, 1980	DoD Directive 1990.2
DoD FAR Supplement (Defense FAR Supplement)	*Defense FAR Supplement (DFARS)*, current edition	DFARS
Defense FAR Supplement (DFARS)	*Omission of Examination of Records Clause,* April 1984	Subpart 25.9, DFARS, Subpart 25.9
DoD Instruction	DoD Instruction 1995.1, *Labor Unions and Management Agreements,* December 2, 1988	DoD Instruction 1995.1
DoD Publication	DoD 1990.2-R, *Regulations on Injury Compensation for DoD Employees,* August 1981, authorized by DoD Directive 1990.2, June 16, 1980	DoD 1990.2-R
Executive Order	Executive Order 12564, *Drug-Free Workplace,* September 15, 1986	E.O. 12564
Federal Acquisition Circular	Federal Acquisition Circular 85-49, *Free Enterprising With Incentive,* July 1,1987	FAC 85-49
Federal Acquisition Regulation	*Federal Acquisition Regulation*, current edition	FAR
	Federal Acquisition Regulation, Part 10, *Supply and Demand,* current edition	FAR, Part 10
Federal Personnel Manual	Federal Personnel Manual, Chapter 930, *Programs for Specific Positions*	FPM, Chapter 930

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Joint Travel	Joint Federal Travel Regulations, Volume 1, *Uniformed Service Members,* current edition	JFTR, Volume 1 Regulation
	Joint Travel Regulations, Volume 2, *Department of Defense Civilian Personnel,* current edition	JTR, Volume 2
Joint Military Publications	AR 320-3/AFR 50-10/OPNAVINST 3200.25, *DoD Food Program,* September 5, 1985	AR 320-3/AFR 50-10/ OPNAVINST 3200.25
Manual for Courts-Martial	*Manual for Courts-Martial, United States*, 1984	MCM, 1984
	Manual for Courts-Martial, United States, Paragraph 44, 1989	44 MCM, 1989
Memoranda	Secretary of Defense Memorandum, *Regulatory Relief Task Force,* October 15, 1989	Secretary of Defense Memorandum
	Assistant Secretary of Defense (Health Affairs) Memorandum, *Health Care for Employees,* May 13, 1990	ASD(HA) Memorandum
Memoranda of Understanding	*Memoranda of Understanding Between the Department of Defense and the Department of Education*, August 16, 1982	MOU
Military Handbook	MIL-HNBK-453, *Emergency Traffic Control,* December 20, 1982	MIL-HNBK-453
Military Specification	MIL-E-876, *Repair Levels for Electronic Modules,* February 11, 1989	MIL-E-876
Military Standard	MIL-STD-672A, *Aviation Calibrations,* June 9, 1986	MIL-STD-672A
National Decision Paper	National Decision Paper 1, *Disclosure of Nothing,* September 8, 1981	NDP 1
National Security Decision Directive	National Security Decision Directive 18, *International Trade and Transfer,* July 2, 1990	NSDD 18
Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, *Debt Collection,* April 27, 1981	OMB Bulletin 81-17

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Office of Management and Budget Circular	Office of Management and Budget Circular No. A-73, *Audit of Federal Operations and Programs,* March 15, 1978	OMB Circular A-73
Public Law	Public Law 92-463, *Federal Advisory Committee Act,* October 6, 1972	P.L. 92-463
	Public Law 88-647, *Reserve Officers'* P.L. 88-647 *Training Corps Vitalization Act of 1964,*October 13, 1964, as amended	P.L. 88-647
	Title II of Public Law 91-441, *Independent Research and Development* (84 Stat. 905)	P.L. 91-441, Title II
United States Code	*Title 10, United States Code*, Chapter 30	10 U.S.C. 30
	Title 10, United States Code, Chapter30, Section 2451, et seq.	Section 2451 of 10 U.S.C. 30
	Title 10, United States Code, Chapter 30 Subchapter III	Subchapter III of10 U.S.C. 30
	Title 12, United States Code, Section 1751	12 U.S.C. 1751
	Title 12, United States Code, Section 1757(a)	12 U.S.C. 1757(a)
	Title 12, United States Code, Section 1751-1755	12 U.S.C. 1751-1755
	Title 12, United States Code, Section 1756 Note	12 U.S.C. 1756 Note

Attachment 6

DECISION LOGIC TABLE (DLT) AND SPECIFIED ACTION TABLE (SAT) FORMATS

A6.1. Standard Tables. A standard table is data arranged in columns. The listed items are organized by some criterion such as alphabetical or numerical order. The format requirements for standard tables are not rigid; many variations are possible, depending on the kind of material you wish to place in a table. For examples of standard tables, see **Table 3.1.** and **Table 3.2.**, **Figure 3.5.**, and **Table 3.3.**, this volume.

A6.2. Decision Logic Tables (DLT).

A6.2.1. The DLT meets a special need in Air Force publication writing. Consider using it when you need to explain a choice of actions that depends on a condition or set of conditions; or when a narrative description of such a choice would be complex or wordy. **Figure A6.1.** shows a narrative procedure made into a DLT.

Figure A6.1. Converting Narrative Procedures Into a DLT and How to Read a Horizontal DLT.

Table A0.0. Steps in Approving an Order.

RULE	A	B	C	D
	If a credit limit is	**and pay experience is**	**and special clearance is obtained**	**then**
1	okay			approve order.
2	questionable	favorable		
3	not favorable	not favorable	yes	
4			no	return order to sales department.

NOTE: This DLT shows the following narrative: "If a customer's credit limit is okay, then approve the order. If the credit limit is questionable, but the customer's pay experience is favorable, then approve the order. If, on the other hand, the credit limit is not favorable and the pay experience is not favorable, and special clearance is obtained, then approve the order. Lastly, if the credit limit is not favorable and the pay experience is not favorable, and no special clearance was obtained, then return the order to the sales department." To read rule 3 of this DLT, follow the arrow. The rule should read as follows: "If the credit limit is not favorable, and if the pay experience is not favorable, and if special clearance is obtained, then approve the order."

A6.2.2. If your table will not show a choice of actions based on conditions, make it a standard table or a specified actions table (SAT); but always use the DLT for decision-making.

A6.2.3. There are two formats for DLTs, horizontal and vertical. The two formats are compared in **Figure A6.2.** The horizontal format is read across the page. It is the easier format to prepare and read;

therefore, it is the preferred format for a DLT. **Figure A6.1.** shows how to read a DLT in horizontal format. The vertical format is read from the top to the bottom of the page. Use the vertical format to present material with many actions and condition-action relationships that cannot be shown easily in the horizontal format. Also use it to avoid long, cumbersome horizontal tables or an excessive number of small ones. **Figure A6.3.** shows how to read a DLT in vertical format.

Figure A6.2. Horizontal and Vertical DLT Formats.

Table 0.0 ***(Table Number).*** **Horizontal DLT** ***(Table Title).***		
R	**A**	**B**
U	*(Condition stub header)*	*(Action stub header)*
L		
E	**If** *(Condition stub)*	**then** *(Action stub)*
1	*(Condition entry for rule 1)*	*(Action entry for rule 1)*
2	*(Condition entry for rule 2)*	*(Action entry for rule 2)*

A6.2.4. Distinguishing characteristics of the DLT are:

A6.2.4.1. DLT Elements**.** There are three elements--conditions, actions, and rules. The *conditions* (the *ifs* in the if-then relationship) are the potential circumstances that influence decisions. The *actions* (the *thens* in the if-then relationship) are the specific operations or tasks that must be performed when the various conditions occur. The *rules* are the combined conditions and actions that make up decisions (if + then = rule). Each DLT has several separate rules.

A6.2.4.2. The If-Then Relationship. The DLT always shows an if-then relationship; i.e., *if* this condition exists, *then* take this action. That relationship is the essence of the DLT. The following simple paragraph illustrates it:

If a PDO is in the CONUS (then) submit requisition for the first quarter by 1 September. *If* in the Pacific area (then) submit requisition by 1 February. *If* in another oversea area (then) submit requisition by 1 April.

Here an action is required (submit a requisition), but the date on which it is to be taken depends on the location of the PDO. Therefore, each PDO must make a decision about when to submit a requisition.

A6.2.4.3. The "And" Relationship Between Stub Headers. There is an "and" relationship between the DLT stub headers on each side of the heavy vertical lines; i.e., *if* this condition *and* this condition exist, *then* take this action *and* this action. There cannot be an "or" relationship between these parts; i.e., a rule may not state, "If this condition *or* that condition exists, *then* take this action *or* that action." Each separate action and condition must have its own rule.

A6.2.4.4. The "Or" Relationship Between Rules. There is an "or" relationship between rules of a DLT; i.e., use either this rule *or* that one. There is never an "and" relationship between rules. Each rule must be complete within itself and cannot depend on another to complete or supplement its meaning. (However, one rule on a table may refer to another on the same table to avoid repeating

long, complex entries.) Because each rule is complete within itself, the user of the table does not need to read the entire table. The user merely finds the pertinent condition and reads that rule.

A6.3. Specified Action Tables (SAT). The SAT shows actions that are usually taken in a certain order but that do not depend on any condition. If you just want to show a series of related actions or procedures, use the SAT. Some of the most frequent uses of the SAT are to show steps in a procedure (**Figure A6.4.**), to show how to complete a form (**Figure A6.5.**), and to show responsibilities (**Figure A6.6.**). You may prepare the SAT in either horizontal or vertical format. **Figure A6.7.** shows both formats. **Figure A6.5.** shows how to read a horizontal SAT and **Figure A6.6.** shows how to read a vertical SAT. The horizontal SAT is the easier format to prepare and read; therefore, it is the preferred format for a SAT. Notice in **Figure A6.7.** that the SAT looks somewhat like the DLT; however, there are some important differences. The SAT has two major divisions--headers and body. There are three headers--the table header contains the table number and title; the action header assigns a numerical designation to each action on the table; and the stub header assigns an alphabetical designation to each breakdown in the table body. The body has two parts--stubs and entries. They are separated by a heavy line. Stubs contain introductory material leading into action breakdowns in table entries. Entries complete the statement of actions begun in the stubs.

A6.4. SATs and DLTs Compared. Although these two techniques are similar in some ways, each has a distinct format. The following major differences will help you to distinguish one technique from another.

A6.4.1. Heavy Dark Lines. The SAT always has a heavy dark line to separate its stubs from its body. The line will be horizontal on a horizontal format, vertical on a vertical format. The SAT never has more than one heavy line. The DLT always has two, one horizontal and one vertical. It never has more, never less.

A6.4.2. Rule and Action Headers. The SAT has no rules (it directs actions but does not make decisions; i.e., does not give a choice of actions). Instead of a rule header, the SAT has an action header that assigns a number to each action the table specifies. The action header may begin with any short word that describes the actions on the table. The word RULE is never appropriate for the SAT; it is reserved for the DLT. The DLT has a rule header that assigns a number to each rule on the table. It always begins with the word "RULE."

A6.4.3. Stubs. The SAT has action stubs only, because it has no conditions. The DLT has conditions and action stubs.

A6.4.4. Relationship Among Parts.

A6.4.4.1. If-Then Relationship. The SAT does not have an if-then relationship. The DLT always shows an if-then relationship. It is an integral part of the decisionmaking process.

A6.4.4.2. "And" Relationships. SAT stubs and entry columns may, and SAT actions do, have "and" relationships with each other. The DLT stubs and entry columns have "and" relationships with each other. DLT rules never have "and" relationships with each other.

A6.4.4.3. "Or" Relationships. The SAT may show "or" relationships between stubs or between actions. The DLT never shows an "or" relationship between stubs; it always shows an "or" relationship between rules.

A6.5. Reading the SAT. You read the SAT much the same way as the DLT, with one major difference. When reading a DLT, you read only the rule that fits the particular situation with which you are con-

cerned. When reading the SAT, you must read the entire table, action by action. ***EXCEPTION:*** The SAT may list actions to be performed by various persons, at specific times, etc. In such instances, the user may read only the actions required for a particular circumstance. This exception applies only when several actions, all of which must be taken, are involved. Otherwise, a DLT would be appropriate. Broken arrows in **Figure A6.5.** and **Figure A6.6.** show how to read horizontal and vertical SATs.

Figure A6.3. How to Read a Vertical DLT.

Table 0.0 Test and Evaluation Requirements for PIPs.

LINE	If the PIP involves	RULE 1	RULE 2	RULE 3	RULE 4
A	RDTE funding (revision to current requirements document needed)	YES			
B	modification for software for BAS		YES		
C	funding other RDTE (no revision to current requirements documents needed) and is determined to be "User-Test Significant"			YES	
D	funding other than RDTE (no revision to current requirements documents needed) and is determined to be "User-Test Nonsignificant"				YES
E	DT and evaluation conducted per AFI XX-XXX	X	X		
F	OT and evaluation conducted per AFI XX-XXX	X	X		
G	PIP sponsor will coordinate with DT and OT test agencies to establish test scope, the agency or command to conduct OT, the independent evaluator, and a cost estimate for DT and OT	X	X		
H	CTP prepared per AFI XX-XXX	X	X		
I	TIWG, if needed, formed per AFI XX-XXX	X	X	X	
J	PIP sponsor coordinates with operational tester to determine extent of OT agency's part in operational phase of PIP verification test			X	
K	material developer does verification test with operational tester's participation (if any)			X	
L	abbreviated CTP prepared per AFI XX-XXX			X	X
M	material developer will design and conduct PIP verification test				X
N	TIWG not needed				X

NOTE: How to Read This Table. Find the condition that applies, then take the action marked "X" under the rule for that condition. For example, if your PIP involves RDTE funding (line A), then take the action marked "X" under rule 1. To read rule 4 of this DLT, follow the arrow. The rule should read as follows: "If the PIP involves "Nonsignificant," then the abbreviated CTP will be prepared per AFI XX-XXX, the material developer will design and conduct the PIP verification test, and the TIWG is not needed."

Figure A6.4. SAT Showing Steps in a Procedure.

Table 0.0 Computing Years of Service and Retired Pay of Members Authorized in This Chapter.		
STEP	**To compute**	**take these steps**
1	years of service and any fraction of a year	add each day of active duty, including active duty for training.
2		add each training or membership point credited after 30 June 1949.
3		add each year before 1 July 1949 at the rate of 50-calendar days per year and proportionately for each fraction of a year. Exclude active duty credited in step 1. Credit service in a Reserved Component of an Armed Force, in the Army, or the Air Force without component, or in any other category covered by table 9.1. (To obtain proportionate year point totals, add the periods, day for day, multiply the total by 5, and divide the product by 365.)
4		divide the sum of step 1, 2, and 3 above by 360, carry the quotient to three decimal places, and round off two decimal places. Example: 4734/360 = 13.150 or 13.
5	retired pay	multiply the results of step 4 by .025; round off product to four decimal places. Example: 13.15 X .025 = .32875 or .3288.
6		determine the monthly active duty basis pay the member would receive if serving (at the time granted such pay) on active duty in the highest temporary or permanent grade satisfactorily held by the member during the entire period of service. Multiply the monthly basic pay rate by the product of step 5 to determine monthly retired pay. Example: Basic pay $885.00 X .3288 = $290.99.

Figure A6.5. SAT Showing How To Complete a Form and How To Read A Horizontal SAT.

Table 0.0 How To Complete AF Form XXX.			
I.	A	B	C
T	To complete		
N			
E	Section	Item	enter
1	1	1	type of construction indicated on AF Form YYY.
2		2	condition indicated on AF Form YYY.
3		3	original construction date shown on AF Form XXX.
4		4	year in which facility was added to or major repairs (as outlined in AFI XX-XXX) were completed. If none, so state.
5	2	5	designed of later converted designation (use nomenclature and category code from AF Form YYY) as distinguished from the authorized change in use in the remarks column of AF Form YYY or AF Form ZZZ.
6		6	authorized change—input data will be the same as shown in the current RCS: XXX (AR) XXXX report for the corresponding facility number (the RCS XXX (AR) XXXX listing should agree with either the remarks block or the basic portion of AF Form ZZZ).
7	3	7	identification and category code from AFPD XX-X and AFI XX-XXX that describe actual use.

NOTE: To Read line 7 of this SAT, follow the arrow. The line should read as follows: "To complete Section 3, item 7, enter identification and category codes from AFPD XX-X and AFI XX-XXX that describe actual use."

Figure A6.6. SAT Showing Responsibilities and How To Read a Vertical SAT.

Table 0.0 Inventory Responsibilities.				
			Executor	
		1	2	3
Required actions		Unit commander	Installation commander	MAJCOM commander
A	Inventory Stock	X	X	
B	Prepare DD Form YYY	X		
C	Report findings		X	
D	Approved findings			X

NOTE: How To Read This Table. Actions for each executor are marked "X" in the proper executor column. To read the unit commander's portion of this SAT, follow the arrow. The entry should read as follows: "The unit commander's actions are to inventory stock and prepare DD Form YYY."

Figure A6.7. Horizontal and Vertical SAT Formats.

Table header

Table 0.0 (Table Number). Horizontal SAT (Table Title).			
	A	B	C
Entry	(Action stub)	(Action stub)	(Action stub)
1	(Action entry 1A)	(Action entry 1B)	(Action entry 1C)
2	(Action entry 2A)	(Action entry 2B)	(Action entry 2C)

Entry header

Action stub header

Action entries

Table header

Table 0.0 (Table Number). Horizontal SAT (Table Title).			
(Action stub lead-in or heading		ENTRY	
		1	2
		Entry identifier	Entry identifier
A	(Action stub)	X	
B	(Action stub)		X
C	(Action stub)		X
D	(Action stub)	X	X

Entry header

Action stub header

Action entries

NOTE: All SATs whether horizontal or vertical format, are divided into two parts by a heavy dark line. In a horizontal SAT, a heavy horizontal line separates action entries from action stubs and headers. In a vertical SAT, a heavy line separates action entries from action stubs and headers.

Attachment 7

SERIES TITLES

Subject	Series
Acquisition	63
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Chaplain	52
Civil Engineering	32
Command Policy	90
Communications and Information	33
Contracting	64
Dental	47
Developmental Engineering	62
Financial Management	65
Flying Operations	11
Health Services	41
History	84
Intelligence	14
Law	51
Logistics	20
Logistics Staff	25
Maintenance	21
Manpower and Organization	38
Medical	44
Medical Command	40
Services	34
Nursing	46
Operations	10
Operations Support	16
Personnel	36
Public Affairs	35
Safety	91
Scientific, Research, and Development	61
Security	31
Space, Missile, Command, and Control	13

Subject	Series
Special Investigations	71
Standardization	60
Supply	23
Test and Evaluation	99
Transportation	24
Weather	15

Attachment 8

SERIES NUMBER, TITLE, AND DESCRIPTION

10--Operations	Publications in this series govern policy and procedures on operations, and include these subjects: Unit mission directives Air Reserve Component (ARC) forces Operational readiness operations and mobilization planning Basing actions Mission needs and operational requirements Command and control warfare (C^2W), support to civil authorities Civilian use of US Air Force airfields Operations security (OPSEC) Command post and other emergency or contingency planning actions and programs Electronic combat Electronic countermeasures with United States and Canada Tactical deception Spectrum interference resolution Security for the single integrated operational plan (SIOP) and reconnaissance programs
11--Flying Operations	This series guides policies and procedures on flight operations conduct, flying-hour program, and life support. It includes weather for aircrews, flight publications, cockpit signals, participation in aerial events, weapons director procedures, and wear of MC-1 survival knife.
13--Space, Missile, Command, and Control	These publications cover policies and procedures for theater air control systems, and include these subjects: Deployable radar and nonradar equipped Theater Air Control Systems (TACS) elements, both airborne and ground-based. Management of air traffic control facilities, airfield management, special use airspace, and weapons training ranges. Responsibilities for tactical air control parties and forward air controllers, air operations centers, air support operations centers, air control squadrons, antihijacking procedures, overdue aircraft, and base-level aviation support services.
14--Intelligence	This series defines policies and procedures on a great range of intelligence activities. It includes these types of publications: Policies on doctrine development and planning in Service and joint-planning systems.

Management policies addressing foreign materiel exploitation, oversight of intelligence activities, and resources employed in functions governed by intelligence.

Collection, production, and application policies to:

Identify, validate, and document intelligence requirements.

Identify responsibilities for collection, production, targeting, and mapping, charting, and geodesy.

Monitor information sharing and customer satisfaction.

Highlight changes and update, as necessary.

Support system acquisition.

Security policies on information sharing, training to prevent unauthorized disclosures of information, and reporting of security violations.

15--Weather

This series gives policies, procedures, and technical guidance on atmospheric and space environmental support provided to United States Air Force (USAF), United States Army (USA), National programs, the Reserve and Guard activities of the USAF and USA, unified and specified commands, and other military and Government agencies. Includes policies and procedures on:

Ground and upper air weather observations, analyses, and forecasts.

Weather radar observations, meteorological techniques, and climatology.

Weather modification.

Solar, ionospheric, and geomagnetic observations, analyses, and forecasts. ***NOTE:*** Place publications on weather for aircrews in the 11 series.

16--Operations Support

This series covers policy and procedural guidance on various operations support issues. Includes these subjects:

International Affairs--Politico-Military and Security Assistance. Addresses the following:

- Politico-military affairs.
- Security assistance management.
- Joint security assistance training.
- Technology and information transfer.
- Disclosure policy and related activities.
- Attaché affairs.
- Officer exchange programs.

Professional military education and United States Air Force Academy (USAFA)positions offered to foreign countries.

Programming. Addresses such subjects as:

Priority assignments for material resources.

Program management and movement of Air Force units.

Aerospace vehicles.

Worldwide programming, assignment, transfer, distribution, accounting, and termination.

Special Access Programs. Addresses security administration of special access programs.

Arms Control. Explains how to implement and comply with arms control agreements.

20--Logistics

This series guides policies and procedures on supply, transportation, maintenance, and logistics plans organizations. Includes policy that:

Provides the baseline for logisticians at all subordinate echelons.

Identifies crucial logistics goals and develops roadmaps to achieve them.

Links the planning and programming efforts necessary to address these logistics support issues and advocates for them through the biennial Planning, Programming, and Budgeting System (PPBS).

Outlines a vision for improving support. ***NOTE:*** Publications on logistical policies and planning criteria, for specific subjects such as transportation, supply, and maintenance should go in the series covering that subject.

21--Maintenance

This series covers policies and procedures on aircraft maintenance, avionics, and munitions activities, and communications electronics maintenance. It addresses:

Quality control.

Inspection.

Supervisory and technical responsibilities regarding aircraft, avionics, munitions equipment, and components.

Supervisory and technical responsibilities for nuclear, explosive, toxic, chemical-biological, and incendiary devices.

Munitions, including bombs, warheads, mines, guided missiles and rockets, reentry vehicles, solid propellants, and ammunition.

Training in aerial bombing, gunnery, rocketry, and missilery.

Advising on installations defense, disaster preparedness, and tactical employment of aerospace munitions.

23--Supply

Publications in this series give policy and procedures on supply operations, and include the following topics:

Requisitioning, receiving, and issuing supplies and fuels.

Managing the inventory, to include fuels.

Accounting for property.

Controlling stock.

Redistributing or disposing of personal property the Air Force no longer needs. This includes excess local equipment and excess Security Assistance Program equipment and supplies returned to the Air Force for sale.

24--Transportation Transportation publications give policy on all aspects of Air Force transportation. Includes the following subjects:

Transportation facilities.

Motor vehicle management activities.

Packing, crating, and marking of freight to meet shipping requirements.

Movement of materiel, personnel, and personal property.

Spending transportation funds.

Use of transportation equipment.

Evaluation and analysis of transportation systems.

Use of modern documentation and data automation techniques.

Movements by air and surface military and commercial carriers.

In-transit losses.

Shortages and damage to materiel and personal property.

Transportation accidents.

Logistic phasing.

Contractual transportation.

Responsibilities for motor vehicles.

25--Logistics Staff

These publications cover all aspects of logistics planning in support of combat and contingency operations, including policies and procedures on:

Ensuring consistency among Air Force, Joint Staff, and Department of Defense planning documents for the various logistics disciplines such as:

Aircraft and munitions maintenance.
Space logistics.
Supply.
Transportation.
Communication-electronic (C-E) equipment.
Maintenance.
Fuels and energy management.

Management responsibility for the Defense Regional Interservice Support (DRIS) program.

Functional management for the 251X0/25XX career field.

Oversight of international logistics matters (such as Defense Planning Questionnaire, and War Reserve Stocks of Allies) pertaining to the North Atlantic Treaty Organization (NATO), the Middle East, Southwest Asia, and the Western Hemisphere. ***NOTE:*** Publications cover logistical policies and planning criteria for specific subjects as transportation, supply, and maintenance, should go in the series covering the subject.

31--Security

These publications give policy and procedures on the force protection of USAF warfighting resources, and include these subjects:

Force protection.

Weapon systems (aircraft and missiles), nuclear weapons, designated support systems, warning systems, and command and control systems.

Security police, security forces activities.

Law enforcement mission.

Protection of resources.

Traffic administration.

Confinement, corrections, rehabilitation, and correctional custody.

Use of military working dogs.

Antiterrorism.

Security police, security forces equipment management.

Cooperation with civilian law enforcement.

Off-installation enforcement.

Air base defense operations (including organizing, training, and equipping organic ground defense forces).

Organic USAF Point Air Defense (PAD) and Short Range Air Defense (SHORAD) operations.

Prisoners of war.

Classifying and declassifying classified information.

Safeguarding classified information

Training on classified information.

Investigations, clearances, and program requirements.

Industrial security.

Acquisition security.

32--Civil Engineering These publications guide policy and procedures on all aspects of Air Force Civil Engineering, including management of real property assets. They treat:

Contracting, design, construction, repair, and renovation.

Acquisition and transfer.

Management and maintenance.

Fire protection management.

Planning and management of contingency and wartime activities (including all RED HORSE, Prime BEEF, Air Base Operability, and Disaster Preparedness).

Government-owned or controlled housing used by the Air Force.

Implementation of National policy goals for environmental restoration, compliance, pollution prevention, planning, and cultural and natural resource protection.

33--Communications and Information These publications guide policy and procedures on all aspects of communications and information systems, including command, control, communications, and computer (C^4) systems that the Joint Chiefs of Staff and the Air Force use to support Department of Defense goals. It also includes publications that cover policy and procedures on managing information as a Department of Defense asset from its creation through its disposition. Includes policy on planning, budgeting, training, evaluating, and promoting information management.

34--Services This series covers policy and procedures on Services programs and activities. Includes policies and procedures that govern:

Child development and youth programs.

Appropriated fund food service activities.

Sports, fitness, and recreation.

Library and entertainment programs.

Lodging operations:

Clubs, bowling centers, and golf courses.

Control of alcoholic beverages.

Outdoor recreation programs.

Skills development programs.

Aero club operations.

Slot machine and other revenue generating activities.

Mortuary affairs programs (including military honors).

The Services civilian personnel program for nonappropriated fund personnel:

Use of nonappropriated funds (NAF) to support morale, welfare, and recreation programs under the purview of the Air Force Morale, Welfare, and Recreation (MWR) Advisory Board.

General Air Force Services programs such as patron eligibility, safety, customer affairs, and commercial sponsorship, NAF facility programming, marketing, and publicity, private organization management, and vending programs for the blind on Air Force property.

35--Public Affairs This series covers policy and procedures on public affairs programs by the United States Air Force (USAF) at all levels, and includes:

Public affairs management.

Communication programs to enhance internal and public understanding and support of the USAF mission.

36--Personnel This series covers policy on all aspects of civilian and military staffing (including procuring, promoting, training, and funding). It also covers policy on the Civil Air Patrol. Include the following topics relating to civilian personnel:

Staffing and internal placement.

Labor relations.

Equal employment opportunity.

Discrimination complaints.

Merit promotion.

Leave, health benefits, and retirements.

Include the following topics related to military personnel:

Accessions.

Use and classification.

Training and education.

Promotion and evaluation.

Retirements and separations.

38--Manpower and Organization

This series covers policy and procedures on all aspects of staffing, and includes subjects such as:

Planning, organizing, and using staff.

Improving management.

Increasing productivity.

Handling commercial activities.

40--Medical Command

This series covers policy and procedures on all aspects of health and well-being among Air Force personnel. Include the following topics:

Fitness standards, nutritional allowances, and education.

Family advocacy program.

Health promotions.

Smoking and alcohol rehabilitation programs.

Use of animals and human subjects in research and development.

Clinical investigations.

Control of radioactive materials.

41--Health Services

Publications in this series give policy and procedures on aeromedical evacuation systems. Include these subjects:

Moving patients by air.

Handling patients at casualty staging, patient in-transit, and medical treatment facilities (MTF).

Caring of patients aboard aircraft.

Operating MTFs, including medical centers, hospitals, and clinics.

Caring for eligible personnel.

Identifying beneficiaries.

Working with other Services or agencies.

Furthering medical training and education.

Managing and operating the Nutritional Medicine Service.

Managing supplies and logistics systems that are specific to medical operations and for which medical service personnel are responsible. Publications treating logistics functions that are not exclusively medical should go in the series covering the specific subject (e.g., supply logistics goes in series 23; civil engineering logistics goes in series 32).

44--Medical

This series covers policy and procedures on medical professional services. Include these subjects:

Providing patient care in specialized fields (such as psychiatry and neurology, cardiology, gastroenterology, pediatrics, dermatology, and physical medicine).

Performing, developing, and interpreting X-ray, fluoroscopic, and related examinations or treatments.

Operating a medical laboratory service.

Managing clinical dietetics (including setting standards of nutritional care and educating patients on dietary restrictions).

Managing the education and research functions of the Nutritional Medicine Service.

Reviewing care of beneficiaries.

Conducting research.

46--Nursing

This series covers policy and procedures on all aspects of nursing services and programs. It offers policy on:

Administrating nursing services.

Using nursing staff.

Setting standards for nursing practice.

Providing and evaluating nursing care in all patient care settings.

Establishing criteria for training and education programs for nursing service personnel and for selecting applicants.

Educating patients.

Managing research activities associated with nursing care and nursing personnel.

47--Dental

This series guides policy and procedures on dental services and programs. Include the following subjects:

Administration of dental clinics and dental prosthetic laboratories.

Dental investigation service.

Prevention of dental diseases.

48--Aerospace Medicine

This series covers policy and procedures on all aspects of aerospace medicine. Subjects include:

Medical investigations of aircraft accidents.

Aircrew and aerospace effectiveness programs (including aeromedical testing, training, and indoctrinating rated and flying personnel).

Activities of the School of Aerospace Medicine.

Hygiene and sanitation.

Occupational health and hazards.

Control of communicable diseases.

Sanitary control of food and water.

51--Law

Publications in this series govern policy and procedures on military law. Include policies on:

The Judge Advocate General's Department.

The Judge Advocate General's Department Reserve.

Military justice.

Civil litigation.

Compliance with the Law of Armed Conflict.

Military legal affairs.

Civil law for organizations and individuals.

International law.

Delivery of personnel to US civilian authorities for trial.

52--Chaplain

This series covers policy and procedures on the Chaplain Service, and includes these subjects:

Authority, mission, organization, and readiness capability.

Religious programs (including religious services, rites, and education).

Facilities, funds, and materiel.

Professional records and reports of chaplain service activities.

60--Standardization

This series guides policy and procedures on the use of Air Force, Department of Defense (DoD), and government (Federal, state, and local) resources. Includes:

Fnding.

Staffing.

Readiness.

Facilities.

Natural resources.

Participation in combat, contingency, and exercise operations with other Services and US allies.

61-Scientific, Research, and Development

Publications in this series give policy and procedures on all programs collectively termed the Science and Technology (S&T) program. Includes these subjects:

Management of research, development, and advanced technology.

Management of Air Force laboratories.

62--Developmental Engineering

This series covers policy and procedures on all aspects of developmental engineering, and includes systems, equipment, and supplies; and on engineering programs to improve end items.

63--Acquisition

This series covers policy and procedures on all aspects of the Air Force Acquisition System, including these subjects:

Starting new acquisition programs.

Modifying existing systems.

Managing acquisition systems to serve operational needs.

64--Contracting

This series encompasses policy and procedures governing the contracting for supplies and services the Air Force needs to accomplish its mission. Include policies to ensure that the Air Force contracting system meets customer needs, obtains reasonable prices, and meets all statutory and outside regulatory requirements. Exclude policies that must be published in a supplement to the Federal Acquisition Regulation (FAR). For guidance on contracting regulations, see FAR Subpart 1.3 and *Defense Federal Acquisition Regulation Supplement 201.3*.

65--Financial Management

This series covers policy and procedures on all aspects of financial management, including these subjects:

Accounting and finance.

Budget, cost, and economic analysis.

Internal controls.

Auditing, and audit follow-up.

71--Special Investigations

This series covers policy and procedures on all aspects of the Air Force Office of Special Investigations, including criminal, counterintelligence, and special investigative service.

84--History

This series covers policy and procedures on the handling of historical information to aid the Air Force in policy planning and decisions. Includes these subjects:

Collecting, preserving, organizing, retrieving, interpreting, and using historical information.

Providing research and reference services for commanders, staff, and others.

Collecting and preserving historical data during peacetime, wartime, contingency operations, and readiness exercises.

Researching and writing of special studies, monographs, books, and periodic histories with supporting documentation.

Conducting oral history interviews.

Managing micrographic and computerized data retrieval systems.

Managing permanent historical repositories and archives.

90--Command Policy This series covers policy that senior Air Force leadership create. Includes policies on:

Organizational strategic planning.

Policy formulation.

Performance measurement.

The Inspector General.

Liaison with the Congress.

91--Safety This series covers policy and procedures on administering the Air Force Nuclear Systems Surety and Safety Programs, and includes these subjects:

Monitoring, analyzing, and evaluating all phases of nuclear weapon design, operations, maintenance, modifications, and logistical movements.

Preventing nuclear accidents or incidents.

Overseeing ground-based nuclear reactor systems.

Reviewing procedures for nuclear power systems and the space or missile use of radioactive sources.

Setting safety rules for all operations with nuclear weapons and nuclear weapon systems.

Identifying and eliminating hazardous practices and conditions.

Investigating and reporting mishaps.

Creating reporting forms and procedures.

Analyzing and evaluating mishap reports.

Recommending measures to prevent mishaps.

Providing safety education.

Maintaining records of statistical mishap prevention data.

Ensuring flight, missile, ground, space, and explosive safety.

99--Test and Evaluation This series covers policy and procedures on test and evaluation (T&E) in the Air Force. Includes:

Planning, conducting, and reporting all types of T&E.

Managing T&E (including handling resources and investment in the T&E infrastructure).

Coordinating T&E with research and development.

Supporting the acquisition process.

Testing major command (MAJCOM) requirements definition.

Attachment 9

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Attachment 10

INTERIM CHANGE 98-1 TO AIR FORCE INSTRUCTION 33-360, VOLUME 1

IC 98-1 to AFI 33-360V1, *Publications Management Program*

31 JULY 1998

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 98-1. This change corrects the table of contents entry to multicommand manuals 3-1 and 3-3 (paragraph **4.4.**); updates formal requirements (paragraph **1.7.2.**); adds more responsibilities for OPRs (paragraph **1.13.**); adds more responsibilities for publishing managers (paragraph **1.15.**); identifies certifying and approval authorities for AFTTP(I)s (paragraph **2.2.2.3.1.**), and AFTTP 3-1 and 3-3 publications (paragraph **2.2.2.3.2.**); changes all references to Air Force Headquarters Operating Instructions (AFHOI) to HQ USAF Operating Instructions (throughout); clarifies issuing new policy (paragraph **3.2.**); clarifies that Air Force departmental publications will not be backdated (paragraph **3.20.**); clarifies the status of publications residing in the upcoming publications directory (paragraph **3.20.1.**); clarifies how to identify sections in publications without chapters (**Figure 3.5.**); includes publishing policy to supplement Air Force publications (paragraph **3.45.8.4.**); states the OPR should also notify SAF/AAX of changes to an Air Force implementing document send two copies of the implementing document to SAF/AAX (paragraph **3.49.2.**); adds policy on a notification process to OPRs (paragraph **3.50.2.**); adds policy that publications are official as soon as they are posted to the official publications and forms web site on the WWW (paragraph **3.52.**); specifies the number of ICs that can be issued to Air Force departmental publications (**3.53.1.**); includes guidance on low-cost periodicals (paragraph **3.61.3.**); corrects title (paragraph **4.4.**); updates the acronym and references listing (**Attachment 1**); includes the terms and definition of production manager, publication, and transform activity (**Attachment 1**); updates the definition for the term "published" (**Attachment 1**); defines the term "upcoming publications directory" (**Attachment 1**); updates records sets of standard and specialized publications (**Attachment 2**); updates **Attachment 4** (paragraph **A4.14.**); adds the entry, official versions and official sources to the subject index (**Attachment 9**); and adds the correct reference for the table of contents entry in the subject index (**Attachment 9**).

Chapter 4—CONVERSION OF MULTICOMMAND PUBLICATIONS (MCP) AND THEIR ASSOCIATED FORMS TO AIR FORCE PUBLICATIONS AND FORMS 73

4.1. Multicommand Publications (MCP) and Their Associated Forms. 73

4.2. Guidelines for Conversion of MCPs. 73

4.3. Operational Publications. 74

4.4. Multicommand Manuals 3-1 and 3-3. 75

1.7.2. Formal Requirements. If you have online access to an official electronic source of publications and forms, do not establish formal paper version requirements through the PDO. If, however, you have a mission-related need for paper publications, provide justification to the PDO**.** ***NOTE:*** PDOs must provide paper copies to users who request or have a need for paper, unless printing funds have been decentralized to unit level to support implementation of Defense Automated Printing Service (DAPS). If printing funds have been decentralized, the unit pays to print copies of publications and forms. The purpose of a digital publication is to reduce the number of copies produced on a media, both paper and CD-ROM; however, users who need the paper copy because they are unable to access an electronic source should maintain requirements with the PDO.

1.13.15. Write stand-alone supplements. ***NOTE:*** OPRs will not integrate their supplements into the basic Air Force-level publication. This policy does not apply to supplements to DoD-level publications; they are formatted differently.

1.13.16. Will, after notification from the publishing manager, notify the targeted audience via E-mail, correspondence, or FAX when a publication or form is officially published. Notification is for new, revised, changed, and rescinded information. See also paragraph **3.50.2.**

1.13.17. Formalize new policy issued via a memorandum or message in an official publication within the specified 120-calendar days (paragraph **3.2.**) after the date of the memorandum or message.

1.15.8. Provide editable rich text format (.rtf) files to OPRs that can be used to revise and or supplement publications.

1.15.9. Track publications from the time of US Air Force two-letter functional principal's approval until release to the publisher.

1.15.10. Review all publications before sending them to the publishing transform activity to ensure structure and format are correct.

1.15.11. Provide a .pdf file to the OPR and request a 24-hour last chance review.

1.15.12. Review the SGML tagged files for accuracy and quality of graphics, then release to the publisher. ***NOTE:*** SAF/AAD will return publications that are incorrectly tagged to the publications managers for reaccomplishment.

1.15.13. Will integrate supplements for OPRs.

1.15.14. Notify OPRs via E-mail, correspondence, or FAX when a publication or form is officially published. Notification is for new, revised, changed, and rescinded information. See also paragraph **3.50.2.**

2.2.2.3.1. AFTTP(I)s are certified by the Air Force Doctrine Center (AFDC/CC) and are approved by ACC/CC. They require mandatory Air Staff coordination as outlined in paragraph **3.21.** and **Table 3.2.** Once finalized, AFDC/DJ submits the finalized camera-ready copy to SAF/AAD along with the fully coordinated and approved AF Form 673, Request to Issue Publication, and an electronic file for posting to the WWW.

2.2.2.3.2. AFTTP 3-1 and 3-3 publications are Air Force-level publications subordinate to Air Force doctrine documents. They are certified by the AFDC three-letter functional principal and are approved by the AFDC two-letter functional principal. They require mandatory Air Staff coordination as outlined in paragraph **3.21.** and **Table 3.2.** Once finalized, AFDC/DR submits the final copy to SAF/AAD along with the fully coordinated and approved AF Form 673, and an electronic file for posting to the WWW.

2.2.8.1. A headquarters—as headquarters OIs. ***NOTE:*** For HQ USAF (includes Secretariat and Air Staff) only. The focal point for Headquarters USAF operating instructions is SAF/AAX. HQ USAF personnel should see HOI 33-13*, Headquarters USAF Operating Instructions, Pamphlets, and Handbooks Management Program*, for format and coordination guidance. SAF/AA reviews, approves, and authenticates all HQ USAF operating instructions. ***NOTE:*** For MAJCOMs/FOAs/DRUS: Consider subject matter and purpose when deciding whether to use an OI or an instruction.

3.2. Issuing New Policy. You may issue a memorandum or message in place of a publication to prescribe a new policy or procedure that affects many people when there is not enough time to process, post, and, or distribute a publication. You must replace the memorandum or message by a revised publication within 120-calendar days after the date of the memorandum or message. To ensure conversion of policy memorandums and messages to publications, all policy memorandums and messages must contain an expiration. This date cannot exceed the specified 120-calendar days. In other words, OPRs cannot choose to date a policy memorandum or message with a date exceeding 120-calendar days. Additionally, you must also include the publishing function as an information addressee. ***REMINDER:*** It is the OPR's responsibility to formalize the policy in an official publication within the specified 120-calendar days. ***NOTE:*** Policy remains in effect, however, until rescinded, superseded, or replaced by a publication, regardless of the 120-day expiration.

3.20. Effective and Expiration Dates. Usually, the effective date of a publication is the issuance date the publishing manager assigns. The OPR may, in unusual instances, require and provide specific effective or expiration dates. ***NOTE:*** Publications will not be backdated under any circumstances. You may, however, future date publications, if needed.

3.20.1. Even though the effective date of publications residing in the upcoming publications directory (**Attachment 1**) is always a future date, they are official as soon as they are posted in the directory. Do not

view them as drafts. For this reason, SAF/AAD will not pull down any publication to make changes without a request from the OPR to do so via the IC process.

Figure 3.5. Elements of a Publication.

Sections	Use capital letters in alphabetic order preceded by a numeral; e.g., Section 1A, Section 1B, Section 2A, Section 2B; etc., throughout the publication or within each chapter. If formatting publications in sections only, do not precede the section identification with a numeral. In this case, then simply format as Section A, Section B, Section C, etc., throughout.

3.21. New and Revised Departmental Publications. New and revised departmental publications require the minimum mandatory coordination from HQ USAF/JAG, HQ USAF/SCXX, HQ USAF/RE, NGB/CF, SAF/AAD, and HQ AFDC/AFL (**Table 3.2.**). For AFPDs, in addition to the minimum mandatory coordinations listed above, also coordinate them with SAF/AAX for review and approval (paragraph **2.2.1.**). Also for AFPDs only, after you have obtained all other coordinations, then you must obtain SAF/MI coordination according to AFPD 90-1, Policy Formulation. SAF/MI must be the last coordinator; it will not coordinate on any AFPD until you have obtained all other mandatory coordinations. NOTE: HQ USAF/JAG will determine if SAF/GC needs to coordinate on publications on a case-by-case basis. For AFDDs and AFTTPs, in addition to the minimum mandatory coordinations listed above, also coordinate them with HQ AFDC/DR (**Table 3.2.**). EXCEPTIONS: Air Force indices (paragraph **2.3.2.**), and specialized publications covered in **Section 3J** do not require the minimum mandatory coordinations. For T.O.s, complete coordination according to T.O.s 00-5-1 and 00-5-3. NOTE: The OPR will coordinate classified publications with only those organizations who have a need to know.

3.45.8.4. When the publishing production system becomes operational, it will consist of a single web site for all Air Force, MAJCOM, and base-level publications. Each organization will maintain its own data on the site, and users will be able to choose, for instance, the Air Force publication, its MAJCOM supplement, and even the base supplement and push the integrate button which will automatically integrate all the publications simultaneously. The third view of a publication will not have to be maintained separately. ***NOTE:*** We currently only have this automatic integration capability at the MAJCOM publishing staff level. This functionality is possible because we have well-structured documents (avoiding bullets, etc.), which is a payoff for following all the structure rules. For specific guidance on publishing standards, formats, and examples, visit the Air Force web site at **http://afpubs.hq.af.mil**.

3.49.2. If the publication prescribes forms or reports, list their status and state whether they should be rescinded or prescribed in another publication on Air Force Form 673. If the publication is classified and not subject to automatic declassification, state whether you can declassify it before rescinding. If the publication implements a current DoD publication, advise the Office of the Secretary of Defense OPR and

SAF/AAX what other document will implement it state what other publication implements it and that you have sent two copies of the implementing document to the DoD OPR and SAF/AAX per AFI 90-101, *Implementing Department of Defense Issuances*.

3.50.2. Notification Process. Publishing managers will notify OPRs via E-mail, correspondence, or FAX when a publication or form is officially published, and the OPRs will notify the targeted audience. Notification is for new, revised, changed, and rescinded material. This process will remain in effect until a push method is implemented on the WWW that automatically notifies the end user or user groups when material is new, revised, changed, or rescinded.

3.52. Publication Changes. Because Air Force publications are now published in multiple media; i.e., on paper in a few cases, on CD-ROM, and posted on the WWW, it is critical that you process publication changes through the publishing managers. It is a legal requirement that all versions of Air Force publications contain the same information; publishing managers maintain version control via the change processes. For procedures on preparing and submitting departmental publication changes (EMCs and ICs), contact your publishing manager. ***NOTE:*** Once a publication is posted to the official publications and forms web site on the WWW in the upcoming publications directory, it is official and will not be pulled down for changes without the OPR issuing an IC to revise it. Publications are placed in the upcoming publications directory for OPR use and to allow advance planning and or supplementing by subordinate units before the effective date.

3.53.1. Interim Changes (IC). ICs replace what was previously known as the interim message change. They are issued to announce only critical information needed to meet a mandatory effective date set by Public Law, E.O., or DoDD. They delete or modify a procedure that could involve public controversy or create adverse public opinion of the Air Force, are considered mission essential, or are wasting Air Force funds, work hours, or other critical resources. ***NOTE:*** OPRs may issue only five (5) ICs to Air Force departmental publications. After the fifth IC, you must totally revise the publication and process it for the minimum mandatory coordination.

3.61.3. Low-Cost Periodicals. Periodicals that are low cost, as defined in **Attachment 1**, are exempt from these mandatory statements, but, as a minimum, will include: organization and office symbol of the publishing office, name of the approving authority, date, and name and telephone number of the point of contact at the publishing activity. If these are paper products, include the signature of the approving authority.

4.4 . Multicommand Manuals 3-1 and **3.3.** Current MCM 3-1 and MCM 3-3 publications will be redesignated AFTTP 3-1 and AFTTP 3-3, respectively (paragraph **2.2.2.3.**).

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-1, *Policy Formulation* (formerly AFPD 90-1, *Strategic Planning and Policy Formulation*)

DELETE "AFI 37-160, Volume 2, *The Air Force Publications, and Forms Management Program—Implementing Department of Defense Instructions and Issuances; and Managing Joint Staff Publications"*

AFI 90-101, *Implementing Department of Defense Issuances* (formerly AFI 37-160, Volume 2, *The Air Force Publications, and Forms Management Program—Implementing Department of Defense Instructions and Issuances; and Managing Joint Staff Publications)*

HOI 33-13*, Headquarters USAF Operating Instructions, Pamphlets, and Handbooks Management Program*

Abbreviations and Acronyms

DELETE "AFHOI—Air Force Headquarters operating instruction" from the list

Terms

Production Manager—One who has the responsibility for workflow management, job tracking, cost estimation, budgeting, and overall management of the publishing production process. This individual receives notification from the point of contact for a local product when a local product is distributed, and updates the inventory count for that product. When an inventory facility stock runs low, this individual restocks the inventory via a requisition to the Defense Automated Printing Service (DAPS) for additional products. The production manager is also responsible for the final review and acceptance of products and the authorization of publication products. This individual deletes line items from the physical inventory database when rescissions occur, and enters information into the workflow management system for finalized products. Such information could reflect that transformation is required for a product, that a product is to be published on CD-ROM, that a hard copy request is in progress, or the DAPS print order submission date and the expected print order completion date. *NOTE:* In some instances, the production manager and the publishing manager are the same individual.

Publication—An officially produced, published, and distributed document issued for public use; i.e., for compliance, implementation, and or information.

Published—Fully coordinated, certified, and authenticated manuscripts that were processed through the publishing management office, posted, and either printed or distributed or made accessible via the official publications and forms World Wide Web (WWW) site, the Air Force Publishing Distribution Library, and the Air Force Electronic Publishing Library, or announced in the Publishing Bulletin. Once posted and or published, manuscripts are official documents.

Transform Activity—The electronic publishing component that transforms electronic publications to Standard Generalized Markup Language, and other distribution formats. The transform activity also performs electronic supplement integration.

Upcoming Publications Directory—An official holding directory where completed publications are posted awaiting the arrival of the publication's effective date. Once the effective date has arrived, the publications are moved from this directory and are posted on the primary web page. Availability of publica-

tions in this directory allows OPRs the opportunity to advance plan and or supplement them before the effective date.

Attachment 2

RECORD SETS

A2.1. Record Sets of Standard and Specialized Publications. OPRs who develop standard departmental publications at the Secretariat and Air Staff level must maintain official record sets for standard and specialized publications and Headquarters USAF operating instructions AFHOIs. However, MAJCOM and FOA publishing activities may determine who will maintain the record sets at their locations. ***NOTE:*** Maintaining accurate and current record sets is an important responsibility—take it seriously!! Include the background material of each standard publication in the record set. Record sets of indices, bulletins, staff digests, and OIs (other than HQ USAF OIs) will be maintained and disposed of according to AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4). Maintain a folder, arranged numerically by subject series, as follows for each current publication.

Attachment 4

EDITORIAL GUIDE FOR DRAFTS AND GUIDANCE FOR PREPARING, REVIEWING, AND EDITING PUBLICATIONS

A4.14. Using USAF and AF. Spell out USAF and AF unless they are part of a long title, address, military title, publications or form designation, or must appear in a limited space in a table. When referring to HQ USAF in a departmental publication, do not use “AF;” e.g., AF/DP. Use “HQ USAF” followed by a FAS.

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IC 2000-1 TO AFI 33-360, VOLUME 1, *PUBLICATIONS MANAGEMENT PROGRAM*

29 DECEMBER 2000

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2000-1. It adds records management requirements (paragraph **3.4.17.**); updates language that the Chief, ANG (NGB/CF), will task the NGB or ANG OPR to review all departmental and designated MAJCOM publications for content and applicability (paragraph **3.9.1.**); updates language for new and revised departmental publications, and spells out SAF/MI program oversight (paragraph **3.21.**); updates coordinating a publication--functional rules (**Table 3.1.**); updates mandatory coordinations for new and revised standard departmental and field publications (**Table 3.2.**); and updates forms language to include listing adopted forms; (paragraphs **3.13.**, **3.24.**, **3.24.4.**, **3.51.**, **A4.27.6.**, and **A4.29.6.**).

3.4.17. Managing Records. The execution of processes and procedures prescribed in standard publications result in the creation of records that document the business of the Air Force. The process owner, and normally the originator of the publication, must ensure maintenance and disposition criteria for those records is documented and published in AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4).

3.4.17.1. The OPR must identify the records that will be created as a result of the processes and ensure they are listed in AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4). If not, a recommended change to AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4) must be submitted using AF Form 525, **Records Disposition Recommendation**, as discussed in AFI 37-138 (will convert to AFMAN 33-322, Volume 3). The assistance of the supporting records manager during the publication development may be required.

3.4.17.2. The final coordination includes a review by the Air Force Records Office (through HQ USAF/SCXX) where the information in AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4) will be checked against the publication. Actions to modify disposition criteria or add/modify records will be required at that time and may delay the publication.

3.4.17.3. Users of the publication are required to properly maintain and dispose of records they create. Add the following to the purpose statement of all publications: "Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4)." This negates using similar terminology throughout the publication."

3.9.1. The Chief, ANG (NGB/CF), will task the National Guard Bureau (NGB) or ANG OPR to review all departmental and designated MAJCOM publications for content and applicability. Final approval authority of ANG coordination of MAJCOM and Air Force publications is the responsibility of the chief of that office. The Chief will give approval on the AF Form 673. Send your request for coordination to the following addresses: ANG/AQ, DO, FM, HC, LG, SC, or XP, ATTENTION: Work Flow Manager, 1411 Jefferson Davis Highway, Arlington VA 22202. ANG/CE, DP, LG, and SG, ATTENTION: Work Flow Manager, 3500 Fetchet Avenue, Andrews AFB MD 20762-5157. ***NOTE***: Do not include NGB/CF on the AF Form 673.

3.9.2. All departmental publications apply to the ANG only when coordinated with the appropriate ANG office. ***NOTE:*** ANG determines whether a departmental publication applies, not the OPR. All publications must be coordinated with the ANG. The ANG will provide applicability or exception statements to the OPR of the publication for inclusion in the purpose paragraph. When requested by ANG functional managers, OPRs of publications will provide a camera-ready copy of the publication for final review before publishing. If coordination of an existing publication is in doubt, or not evident, the ANG will not consider the publication applicable until coordination or verification with the appropriate ANG office is accomplished.

3.9.3. If there is an exception, state in the purpose paragraph "This publication does not apply to the Air National Guard (ANG)," or "This publication applies to the Air National Guard (ANG) only upon mobilization." When selected portions do not apply, the purpose paragraph of a publication must state "Selected (Chapters, Paragraphs, etc.) of this publication do not apply to the Air National Guard." MAJCOM publications are applicable only when stated as such in the purpose paragraph of the publication. ***NOTE:*** The ANG will determine when MAJCOM publications apply, not the OPR. MAJCOM publications may also state applicability upon mobilization. NGB-SDA will list applicable MAJCOM-level publications and any exceptions in the ANGIND2.

3.9.4. The ANG will not list AFPDs and AFIs in the ANGIND2. The ANG will flag nonapplicability identified by a "@," or applicability only upon mobilization, identified by a "#," in the publication's listing in the AFIND2. No marking indicates that the publication is applicable to the ANG in its entirety, with no exceptions.

3.9.5. When an existing ANG and an applicable departmental or MAJCOM publication conflict, the ANG publication governs until the proponent OPR and appropriate ANG Chief resolve the conflict. Resolve conflicts at the MAJCOM level by including either an ANG-specific chapter or publishing of a replacement ANG publication.

3.9.6. If a MAJCOM publication applies, ANG will list it in the ANGIND2. If there are numerous exceptions, additions, or inclusions, ANG will publish a separate publication. The ANG will publish supplements identified as ANG supplements to both departmental and MAJCOM publications, using the same numerical designation as the parent publication.

3.9.8. Only the MAJCOM publications listed in the ANGIND2, by series and date will apply. The ANG OPR notifies NGB-SDA, through NGB/CF, of revisions to publications. These publications are announced in the NGB PB, then placed in the ANGIND2.

3.9.9. OPRs of departmental and MAJCOM publications must send all draft publications (with AF Form 673) to the appropriate ANG office for coordination and determination of applicability. See paragraph **3.9.1.** for office addresses. *NOTE*: ANG takes a minimum of 2 weeks, after receipt, to coordinate on draft publications; the maximum is 4 weeks.

3.13. Completing the AF Form 673. Complete the AF Form 673 in its entirety, including all prescribed forms (Section III), and the certified by and approval signatures, **Figure 3.4.** Conspicuously mark and or highlight any special publishing information on the AF Form 673, block 16. Show all coordination on the form. If you use other means to obtain coordination, type in the required information on the master AF Form 673, and keep the individually signed AF Forms 673 for your record set (**Attachment 2**). List both the forms prescribed and adopted in the particular publication. ***NOTE:*** You must send a fully coordinated and signed AF Form 673 along with each publication for processing; without it, we cannot publish your draft.

3.21. New and Revised Departmental Publications. New and revised departmental publications require the minimum mandatory coordination from HQ USAF/JAG, HQ USAF/SCXX, HQ USAF/RE, ANG, SAF/AAD, and HQ AFDC/AFL (**Table 3.2.**). For AFPDs, in addition to the minimum mandatory coordinations listed above, also coordinate them with SAF/AAX for review and approval (paragraph **2.2.1.**). SAF/MI coordination is required on all departmental publications for which it provides policy oversight. Specifically, SAF/MI provides oversight for: Military and Civilian Personnel; Medical Readiness and Health Care Programs and Benefits; Family Readiness and Support; Quality of Life; Services and MWR; Manpower Management Programs and Techniques; E.O. Programs; Reserve Component Affairs, Civil Air Patrol; Installations; Environment, Safety and Occupational Health; Mobilization Planning Contingency and Crisis Management. Air Staff agencies that have a functional relationship with SAF/MI in these areas bear primary responsibility for formulating and executing policy. They will ensure that SAF/MI coordination is obtained by coordinating the policy content of their publications. All mandatory (except SAF/AA on AFPDs) and functional coordination must be completed before obtaining SAF/MI coordination. ***NOTE:*** HQ USAF/JAG will determine if SAF/GC needs to coordinate on publications on a case-by-case basis. For AFDDs and AFTTPs, in addition to the minimum mandatory coordinations listed above, also coordinate them with HQ AFDC/DR (**Table 3.2.**). *EXCEPTIONS:* Air Force indices (paragraph **2.3.2.**), and specialized publications covered in **Section 3J** do not require the minimum mandatory coordinations. For T.O.s, complete coordination according to T.O.s 00-5-1 and 00-5-3. ***NOTE:*** The OPR will coordinate classified publications with only those organizations who have a need to know.

3.24. Prescribing or Adopting Forms. You must use a directive publication to prescribe a form. To adopt a form prescribed in another publication, list the form number and title in the body of the publication. List both the prescribed and adopted forms on the AF Form 673, in the table of contents, and in the forms prescribed and adopted paragraphs. Review AFI 33-360, Volume 2, for specific guidance.

Table 3.1. Coordinating a Publication--Functional Rules.

RULE	A	B	C
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
1	affects manpower authorizations or contents of workload data reporting systems	Manpower.	HQ USAF/XPMR, 1070 Air Force Pentagon, Washington DC 20330-1710; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
2	involves additional funding, affects budgeting responsibilities, or budget policy	Financial management.	SAF/FMB, 1130 Air Force Pentagon, Washington DC 20330-1130.

RULE	A	B	C
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
3	Authorizes the activation, organization, redesignation, reorganization, inactivation, or discontinuance of any Air Force unit whose commander exercises (or is directed by the proposed publication to exercise) courts-martial jurisdiction	SJA.	HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
4	involves security policy, including safeguarding classified information, training on classified information, security classification and declassification, personnel security, industrial security, installation security, weapons systems security, and security police or Security Forces matters (for guidance contact your security manager)	Security Police or Security Forces.	HQ USAF/XOF, 1340 Air Force Pentagon, Washington DC 20330-1340; and HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
5	affects or involves Air Force Attaches		HQ AFAAO, 1080 Air Force Pentagon, Washington DC 20330-1080.
6	prescribes preparation and retention of documents in military personnel records	Military personnel records office and SJA.	HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB TX 78150-4721; and HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420.

RULE	A	B	C
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
7	involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials	Environmental coordinators; SJA.	HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260; SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SGOA, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.
8	affects the AFOSH standards or Department of Labor OSHA Program	Bioenvironmental engineering service wing safety office; SJA.	HQ AFSA/SEG, 9700 G Avenue, SE, Kirtland AFB NM 87117-5670; SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ AFMOA/SGOE, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050; HQ AFCESA/CEXF, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319.
9	establishes a committee, council, board, or similar body (as defined in DoD directive (DoDD) 5105.4 or 5106.18)	Committee management officer.	SAF/AA 1720 Air Force Pentagon, Washington DC 20330-1720; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
10	affects military personnel functions flight (MPF) performed at MAJCOM or FOA level or below (see note 1)	MAJCOM or FOA MPF management division (or comparable office); and HQ AFPC/DPMYCO, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.	HQ AFPC/DPSFM, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.
11	creates documentation requirements on base-level organizations that use core automated maintenance system	Director of Maintenance.	HQ USAF/ILM, 1030 Air Force Pentagon, Washington DC 20330-1030.

RULE	A	B	C
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
12	applies to AFRC units (see paragraph **3.8.**)	HQ AFRC appropriate OPR, 155 - 2nd Street, Robins AFB GA 31098-1635 (see note 1).	HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
13	applies to AFRC, Air Force Reserve Personnel Center, and Individual Mobilization Augmentees (paragraph **3.8.**)		HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
14	applies to ANG (paragraph **3.9.**)	Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**)	Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**).
15	applies to the CAP units--includes departmental, nondepartmental, and MAJCOM publications at any level (paragraph **3.10.**)	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.
16	applies to CAP members (paragraph **3.10.**)	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.
17	involves acquisition, management, or disposal of Air Force-controlled property	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260.
18	directs ancillary training not Air Force-specialty related, such as drug and alcohol or traffic safety training	All directorates within the respective MAJCOM or FOA.	All Secretariat and Air Staff agencies, and HQ USAF/DPPE, 1040 Air Force Pentagon, Washington DC 20330-1040.

RULE	A	B	C
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
19	applies to military or civilian personnel matters	Military and civilian personnel and family support.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/DP, 1040 Air Force Pentagon, Washington DC 20330-1040.
20	applies to morale, welfare, recreation, and services	Services.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SV, 1790 Air Force Pentagon, Washington DC 20330-1790.
21	applies to military health affairs	MAJCOM surgeon general.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SG, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.
22	applies to manpower management matters	Management engineering team.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/XPMR, 1070 Air Force Pentagon, Washington DC 20330-1070.
23	applies to equal opportunity and treatment of military or civilian personnel	Social actions.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/DP, 1040 Air Force Pentagon, Washington DC 20330-1040.
24	applies to military installations and real property facilities	Civil engineer.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260.
25	applies to base closure and disposal matters	MAJCOM/XP.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.

NOTE: Send classified paper publications to HQ AFRC appropriate OPR, 155 2d Street, Robins AFB GA 31098-1635.

Table 3.2. Mandatory Coordinations for New and Revised Standard Departmental And Field Publications.

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate	**Coordinate a field publication with**	**Mandatory coordinating offices for new and revised standard departmental publications**
1	a standard departmental publication, directive or nondirective, with the offices identified in column C. See notes 1 and 2.	SJA; Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); HQ AFRC (for unit members); HQ ARPC/XP (for IMAs); records management; privacy and FOIA office; information collections reports managers; AFDC/AFL; and SC forms and publications managers.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and the appropriate two-letter Secretariat and or Air Staff activity. (See note 1.) HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250; HQ AFDC/AFL, 1480 Air Force Pentagon, Washington DC 20330-1480; SAF/AAD, 200 McChord St., Box 94, Bolling AFB DC 20332-1111; and counterparts at MAJCOMs and FOAs preparing manuscripts. *NOTE:* In addition to the above coordinations, for AFPDs only, also route them for review, coordination, and approval (paragraphs **2.2.1.** and **3.21.**) to: SAF/AAX, 1720 Air Force Pentagon, Washington DC 20330-1720.
2	a doctrine document or tactics, techniques, and procedures (TTP)		HQ AFDC/DR, 155 North Twining Street, Maxwell AFB AL 36112-6112.
3	a publication that contains mailing addresses and functional address identifiers		HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250, and counterparts at MAJCOMs and FOAs preparing manuscripts. (See note 1).
4	a publication that prescribes the use of a specific class or service of mail		HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250, and counterparts at MAJCOMs and FOAs preparing manuscripts. (See note 1).

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate	**Coordinate a field publication with**	**Mandatory coordinating offices for new and revised standard departmental publications**
5	a publication that affects or involves communications and information systems	Communications systems officer.	HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250; and HQ AFCA/ITPP, 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222.
6	a publication that sets policy on visual information (VI) matters; combat cameras, video teleconferencing, base-level support (still photography, graphics, presentations) or includes authorizing VI hardware or acquiring and using VI products (audiovisual productions; e.g., films, video tapes, video disks, etc.) to support operations, training, corporate communications, public affairs programs, etc.		
7	a publication that includes an explanation of terms	SC (communications and information).	HQ AFDC/AFL, 1480 Air Force Pentagon, Washington DC 20330-1480.
8	a publication that prescribes, adopts, or cites forms or includes formats		SAF/AADF, 200 McChord St., Box 94, Bolling AFB DC 20332-1111, and counterparts at MAJCOMs and FOAs preparing manuscripts.

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate		
		Coordinate a field publication with	**Mandatory coordinating offices for new and revised standard departmental publications**
9	a publication that requires coordination or revision of IPs.		SAF/AADP, 200 McChord St, Box 94, Bolling AFB DC 20332-1111.
10	a publication that is marked For Official Use Only and authorized to be withheld from general public disclosure, has legal implications, or contains copyrighted material	SJA.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; and HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250.
11	a publication that pertains to ANG matters	Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**).	Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
12	a publication that pertains to AFRC matters	HQ AFRC appropriate OPR, 155 - 2ND Street, Robins AFB GA 31098-1635 (for unit and members); HQ ARPC/XP, 6760 East Irvington Place, Suite 1000, Denver CO 80280-5000 (for IMAs, see Notes 1 and 2).	HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.

NOTES:

1. See paragraph **3.21.** for the minimum mandatory coordinations for new and revised departmental publications.

2. Send AF Form 525, **Records Disposition Recommendation**, to the records manager when AFMAN 37-139 (will convert to AFMAN 33-322, Volume, 4), does not cover disposal of records.

3.24.4. List prescribed and adopted forms in the last paragraph of the publication by form designator and number and in numerical sequence. Show (PA) after the title to indicate the form is subject to the Privacy Act; indicate (Safeguard) or (Accountable) if appropriate.

3.51. Summary of Revisions. A **"SUMMARY OF REVISIONS"** is mandatory for all revised departmental publications, including HQ USAF HOIs. ***NOTE:*** Do not include a "summary of revisions" for new departmental publications. It helps orient readers to matters that are different from the previous edition, and is a central and consistent place in a publication where readers can find that type of information. The summary identifies major changes by citing the paragraphs, sections, parts, chapters, figures, tables, or attachments in which they appear. Also include, if applicable, publication conversion from one series to another and the transfer of the approval authority. When you issue an EMC or IC to a publication, indicate that fact in the summary of revisions. For ICs, indicate that the attachment "IC 97-X" is the last attachment of the publication. Also, cite new, revised, or obsolete forms (prescribed or adopted), and new, revised, or rescinded recurring reports. Place the summary immediately after the purpose paragraph. When a star (H) precedes the publication title, it denotes a major or significant revision from the previous edition--the reader must then read the publication in its entirety. ***NOTE:*** When this is the case, the following language will appear in bold type as the first sentence of the summary of revisions: "**This document is substantially revised and must be completely reviewed**." When there is no major or significant change to the publication, show the star (H) preceding the paragraph number, section, part, or chapter title; or figure, table, or attachment caption.

A4.27.6. Are forms referred to by designator, number, and long title the first time they are mentioned in the publication. Are all prescribed and adopted forms listed on the AF Form 673 in Section III?

A4.29.6. Are all prescribed and adopted forms listed in Section III?

Attachment 12

IC 2002-1 TO AFI 33-360, *VOLUME 1, PUBLICATIONS MANAGEMENT PROGRAM*

6 MAY 2002

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2002-1 (**Attachment 12**). It updates paragraphs **3.4.16.** and **3.4.17.2.**; deletes paragraph **3.20.1.**; adds six (6) new mandatory coordinators (paragraph **3.21.** and **Table 3.2.**); adds verbiage on complying with Section 508 of the Rehabilitation Act (paragraph **3.21.4.**); updates developing supplements (**Section 3F**); clarifies marking revised material (paragraph **3.41.**); clarifies SUMMARY OF REVISIONS requirements (paragraph **3.51.**); rescinds AFI 37-161 (paragraph **3.74.**), announces the newly developed AFMAN 33-361 (paragraph **3.75.**); adds Publications Libraries (**Chapter 7**); reinstates and updates pertinent policy and procedures for establishing and maintaining publication libraries (**Section 7A** and **Section 7B**); reinstates inventories and spot checks of libraries (**Section 7C**); and updates **Attachment 1** and **Attachment 2**.

3.4.16. Prescribing Information Collections and Reports. Identify a report in the publication title if the main purpose of the publication is to prescribe the report; e.g., RCS: HAF-SCT(A)9201, *Title of the Report*. If the report is a minor element of the publication, identify the RCS number and title in the title of the part, chapter, section, or paragraph. Coordinate with the Air Force IMCO, HQ AFCA/ITCM, for departmental reports, as soon as the need for the report is known. You must get the report approved and licensed according to AFI 33-324 before publication. Do not prescribe reports in nondirective publications (paragraph **3.21.3.**).

3.4.17.2. The final coordination includes a review by the Air Force Records Office, HQ USAF/ILCX, where the information in AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4) will be checked against the publication. Actions to modify disposition criteria or add or modify records will be required at that time and may delay the publication.

3.20.1. **DELETED**

3.21. New and Revised Departmental Publications. New and revised departmental publications require the minimum mandatory coordination from HQ USAF/JAG, HQ USAF/ILCX, HQ USAF/RE, HQ USAF/XP, HQ AFCA/ITCM, AF-CIO/P, ANG, SAF/FMBMM, AFDPO/PPP, HQ AFDC/AFL and SAF/PAS. SAF/PAS will conduct a mandatory security and policy review according to AFI 35-101, *Public Affairs Policies and Procedures*. This review will ensure that material proposed for public release does not contain classified material and does not conflict with established Air Force, DoD, or US Government policy. For AFPDs, in addition to the minimum mandatory coordination listed above, also coordinate them with SAF/AAX for review and approval (paragraph **2.2.1.**). SAF/MR coordination is required on all departmental publications for which it provides policy oversight; i.e., Military and Civilian Personnel; Medical Readiness and Health Care Programs and Benefits; Family Readiness and Support; Quality of Life; Services and MWR; Manpower Management Programs and Techniques; E.O. Programs; Reserve Component Affairs, Civil Air Patrol; Installations; Environment, Safety, and Occupational Health; Mobilization Planning Contingency and Crisis Management. Air Staff agencies that have a functional relationship with SAF/MR in these areas bear primary responsibility for formulating and executing policy. They will ensure that SAF/MR coordination is obtained by coordinating the policy content of their publications. All mandatory (except SAF/AA on AFPDs) and functional coordination must be completed before obtaining SAF/MR and SAF/PAS coordination. This ensures that all others have had an opportunity to

review and comment before these final two reviews. ***NOTE:*** HQ USAF/JAG will determine if SAF/GC needs to coordinate on publications on a case-bycase basis. For AFDDs and AFTTPs, in addition to the minimum mandatory coordination listed above, also coordinate them with HQ AFDC/DR (**Table 3.2.**). ***EXCEPTIONS:*** Specialized publications covered in **Section 3J** do not require the minimum mandatory coordination. For T.O.s, complete coordination according to T.O.s 00-5-1 and 00-5-3. ***NOTE:*** The OPR will coordinate classified publications with only those organizations that have a need to know.

3.21.4. Complying with Section 508 of the *Rehabilitation Act*:

3.21.4.1. Section 508 was amended in 1998 (P.L. 105-220). It requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, Federal employees and the general public with disabilities have access to and use of information that is comparable to access to anduse of information by people without disabilities.

3.21.4.2. Individuals with disabilities may have a range of functional limitations. These include deafness and, or hard of hearing; dexterity disabilities; blindness and, or low vision; cognitive and, or learning disabilities; and communication disabilities.

3.21.4.3. AFDPO as the *Air Force Publishing* lead command will ensure that all new and revised Air Force-level departmental publications and forms are Section 508 compliant. All graphics and, or images must be properly identified by a number and a descriptive caption.

Table 3.2. Mandatory Coordination for New and Revised Standard Departmental and Field Publications.

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate	**Coordinate a field publication with**	**Mandatory coordinating offices for new and revised standard departmental publications**
1	a standard departmental publication, directive or nondirective, with the offices identified in column C. See notes 1 and 2.	SJA; Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); HQ AFRC (for unit members); HQ ARPC/XP (for IMAs); records management; privacy and FOIA office; information collections reports managers; AFDC/AFL; and SC forms and publications managers.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and the appropriate two-letter Secretariat and or Air Staff activity. (See note 1.) HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250; HQ AFDC/AFL, 1480 Air Force Pentagon, Washington DC 20330-1480; SAF/AAD, 200 McChord St., Box 94, Bolling AFB DC 20332-1111; and counterparts at MAJCOMs and FOAs preparing manuscripts. *NOTE:* In addition to the above coordinations, for AFPDs only, also route them for review, coordination, and approval (paragraphs **2.2.1.** and **3.21.**) to: SAF/AAX, 1720 Air Force Pentagon, Washington DC 20330-1720.
2	a doctrine document or tactics, techniques, and procedures (TTP)		HQ AFDC/DR, 155 North Twining Street, Maxwell AFB AL 36112-6112.
3	a publication that contains mailing addresses and functional address identifiers		HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250, and counterparts at MAJCOMs and FOAs preparing manuscripts. (See note 1).
4	a publication that prescribes the use of a specific class or service of mail		HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250, and counterparts at MAJCOMs and FOAs preparing manuscripts. (See note 1).

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate		
		Coordinate a field publication with	**Mandatory coordinating offices for new and revised standard departmental publications**
5	a publication that affects or involves communications and information systems	Communications systems officer.	HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250; and HQ AFCA/ITPP, 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222.
6	a publication that sets policy on visual information (VI) matters; combat cameras, video teleconferencing, base-level support (still photography, graphics, presentations) or includes authorizing VI hardware or acquiring and using VI products (audiovisual productions; e.g., films, video tapes, video disks, etc.) to support operations, training, corporate communications, public affairs programs, etc.		
7	a publication that includes an explanation of terms	SC (communications and information).	HQ AFDC/AFL, 1480 Air Force Pentagon, Washington DC 20330-1480.
8	a publication that prescribes, adopts, or cites forms or includes formats		SAF/AADF, 200 McChord St., Box 94, Bolling AFB DC 20332-1111, and counterparts at MAJCOMs and FOAs preparing manuscripts.

NOTE: This table identifies the type of publication and each mandatory coordinating office.			
RULE	**A**	**B**	**C**
	Coordinate		
		Coordinate a field publication with	**Mandatory coordinating offices for new and revised standard departmental publications**
9	a publication that requires coordination or revision of IPs.		SAF/AADP, 200 McChord St, Box 94, Bolling AFB DC 20332-1111.
10	a publication that is marked For Official Use Only and authorized to be withheld from general public disclosure, has legal implications, or contains copyrighted material	SJA.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; and HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250.
11	a publication that pertains to ANG matters	Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**).	Appropriate ANG OPR (see list of addresses in paragraph **3.9.1.**); and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
12	a publication that pertains to AFRC matters	HQ AFRC appropriate OPR, 155 - 2ND Street, Robins AFB GA 31098-1635 (for unit and members); HQ ARPC/XP, 6760 East Irvington Place, Suite 1000, Denver CO 80280-5000 (for IMAs, see Notes 1 and 2).	HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.

NOTES:

1. See paragraph **3.21.** for the minimum mandatory coordination for new and revised departmental publications.

2. Send AF Form 525, **Records Disposition Recommendation**, to the records manager when AFMAN 37-139 (will convert to AFMAN 33-322, Volume, 4), does not cover disposal of records.

3. Coordinate with HQ USAF/ILCX for records management.

4. Coordinate with HQ AFCA/ITCM for reports control symbol and information collection budget.

5. Coordinate with AF-CIO/P for FOIA, *Privacy Act*, and *Federal Register*.

6. Coordinate with HQ USAF/XP for manpower impact.

7. Coordinate with SAF/FMBMM for fiscal impact.

8. Coordinate with SAF/PA for security review of publications released on the public web site.

3.41. Marking Revised Material. Continue to use a star (H) to show revised material by paragraph, subparagraph, chapter, section, parts, figure, table, or attachment in any part of the publication. If the publication received a major rewrite where most paragraphs changed, only place a star (H) in front of the publication title (paragraph **3.51.**). When this is the case, the following language will appear in bold type as the first sentence of the ***SUMMARY OF REVISIONS***: **"This document is substantially revised and must be completely reviewed."** The use of this statement does not relieve the OPR of providing an actual summary of specific and significant changes. ***NOTE:*** When the final draft publication is processed through the SGML software, it will automatically convert the stars to a revision bar (|).

3.44. Purpose of Supplements:

3.44.1. To add an additional level of guidance to material in higher headquarters publications. The policy is to issue supplements rather than separate publications to avoid extensive duplication. The goal is to issue them at the highest level possible, preferably at the MAJCOM or FOA level. Therefore, before completing the final draft, request input from subordinate units. Issue supplements only to add essential local information. ***NOTE:*** MAJCOMs and bases are required to process publications for tagging through the AFDPO CTO (central tagging operation). It is the responsibility of each activity requesting tagging and integration support to ensure the extranet is updated and that all files are properly named. For more guidance, contact AFDPO. Generally, supplements to higher headquarters publications are required only when:

3.44.1.1. The basic publication specifically requires the issuance of supplements to carry out certain provisions.

3.44.1.2. Due to local unique operating conditions, the OPR has issued a waiver to certain provisions, thereby requiring a supplement to apply the waiver.

3.44.2. Supplements consist of numbered paragraphs (chapters and or sections), figures, tables, and attachments, which add material in the corresponding numbered paragraphs (chapters and or sections), figures, tables, and attachments in the basic publication. Therefore, when developing a supplement, add supplementary material by arranging it according to the basic publication. The paragraph method is the only authorized way to supplement.

3.44.3. Although a supplement is distributed as a separate publication, it is an integral part of, and must be filed and cross-referenced with the basic publication. Users must refer to the basic publication and all of its supplements for complete policy and procedural guidance to carry out the mission. If the supplement adds to, or otherwise increases the users' ability to perform their jobs, then the supplement is useful.

3.44.4. When volumes are involved, supplement each one individually, as they are separate publications.

3.44.5. Supplements cannot be less restrictive than the basic publication; however, if needed, they can be more restrictive.

3.45. Restrictions on Issuing Supplements:

3.45.1. When Not to Issue Supplements. Do not issue supplements to:

3.45.1.1. Emphasize the need to comply with provisions of the basic publication.

3.45.1.2. Correct publication errors (notify the OPR to correct errors in the next revision).

3.45.1.3. Clarify the basic publication.

3.45.1.4. Supersede or change requirements or procedures in the basic publication.

3.45.1.5. Add minor procedural details that are already clear in the basic publication.

3.45.1.6. Duplicate or repeat for the purpose of emphasis any policy or procedure of the basic publication.

3.45.1.7. A MAJCOM or FOA supplement applies only to the issuing headquarters' staff elements and its subordinate activities. A base commander issues a base publication whenever the contents of a parent MAJCOM or FOA supplement must apply to tenant units on a base.

3.45.2. Issuing a Separate Publication. Issue a separate publication instead of a supplement if a higher headquarters:

3.45.2.1. Has not issued a publication with related material.

3.45.2.2. Publication is not distributed or accessible to the activities that must receive the supplement.

3.45.2.3. Publication format, purpose, size, or content make it unsuitable for supplementation. An example is a pocket-sized publication.

3.45.5. Keeping Supplements Current. When you supersede a basic publication, its supplements automatically stay in effect. File and or cross-reference them with the new basic publication. These are called holdover supplements that provide interim direction or information until they are revised or rescinded. If the material in a holdover supplement must remain in effect indefinitely, publish a revised supplement immediately. The revised holdover supplement must be issued within 120-calendar days after receiving the publication for action. MAJCOM and FOA OPRs must report to their MAJCOM publishing manager on supplements that are not revised within 120-calendar days from the date of receipt of the new basic. MAJCOM publishing managers are authorized to track and work with the OPR to ensure the holdover supplement is revised in a timely manner. If the OPR determines the new basic publication eliminates the need for the supplement, the project officer requests the publishing manager to immediately rescind it. Material previously included in a supplement may be included in the revised basic publication with minor rewording, when necessary. The OPR of a supplement determines whether a change to the basic public publication affects the supplement. If it does, revise or rescind the supplement, as appropriate. ***NOTE:*** All units should have already rescinded or superseded supplements to publications under the old publication nomenclature; e.g., AFR, AFM, etc. If any still exist, the publishing manager is authorized to initiate action and work with the OPR to clear them from the inventory.

3.45.6. Types of Supplements. The two types of supplements are stand-alone (**Figure 3.7.**) and integrated (figure 3.12). The page method is not authorized.

3.45.6.1. Do not supplement supplements.

3.45.8. Preparing an Integrated Air Force Publication. This method is the most efficient from an electronic publishing standpoint, as it enables the user to see the higher headquarters and the supplementary MAJCOM material in one integrated file.

3.45.8.2. Identify the Air Force publication being supplemented in the purpose paragraph. Make sure paragraph numbering and format of the MAJCOM supplement correspond or agree with the numbering and format of the Air Force publication. Identify an integrated publication in the upper right-hand corner of the title page in ***bold, italic*** type as follows:

3.45.8.2.1. The publication number on the first line in all capital letters (e.g., ***AIR FORCE INSTRUCTION 91-204***).

3.45.8.2.2. The date of the basic publication on the second line in all capital letters (e.g., ***3 FEBRUARY 2002***).

3.45.8.2.3. The MAJCOM name on the third line in all capital letters (e.g., ***AIR COMBAT COMMAND***).

3.45.8.2.4. The word "Supplement" and an Arabic numeral on the fourth line in initial capital and lower-case letters (e.g., ***Supplement 1***).

3.45.8.2.5. The date of the supplement on the fifth line in initial capital and lower-case letters (e.g., ***5 April 2002***).

3.45.8.2.6. For publications with covers, also show this information on the cover.

3.45.8.2.7. All integrated publications will have ***BY ORDER OF THE SECRETARY OF THE AIR FORCE*** and display the Air Force seal.

3.45.8.3. Follow software requirements and the integrated supplement format as shown on the *Air Force Publishing* web site. Show the "(MAJCOM)" name before the supplemented material; e.g., "(AFMC) Within HQ AFMC . . . ." Include added material (main paragraphs [chapters and or sections], figures, tables, and or attachments) in the table of contents, if used. Show "(Added)" before the title.

3.45.8.3.1. To supplement an existing paragraph in the basic publication:

3.45.8.3.1.1. Number the supplementary paragraph the same as the related paragraph or subparagraph of the basic publication. Keep the supplementary material as brief as possible, but include enough information to minimize the need for further supplementation by subordinate organizations.

3.45.8.3.1.2. Try to avoid subparagraphing in the supplement if at all possible. If impossible, use the next lower paragraph breakdown. If the paragraph being supplemented already has subparagraphs, disregard them. For identification purposes, the subdivisions of the supplementary paragraph must be independent of those in the basic publication. For example, you need to supplement paragraph **3.1.** of the basic publication, which has subparagraphs "3.1.1.", and "3.1.2.", you would type "3.1" on the manuscript, followed by your supplementary material. If the material requires subparagraphs of its own, they too would be "3.1.1", "3.1.2", etc.

3.45.8.3.1.3. Using the preceding example, suppose you also have supplementary material that relates directly to one of the "disregarded" subparagraphs of the basic publication. Identify the basic subparagraph in the normal way, then state the supplementary material. For example, using the supposition in paragraph **3.45.8.3.1.2.**, if you also must supplement paragraph 3.1.1 of the same basic publication, you would type "3.1.1" on the manuscript followed by the supplementary material. Subparagraphs to that material, if needed, would be "3.1.1.1", "3.1.2.1", etc.

3.45.8.3.2. To add a new paragraph. Add a new main paragraph if the supplementary material bears no direct relation to a specific paragraph or subparagraph of the basic publication, or if adding to a paragraph would complicate the text. Identify the new paragraph with the digital numbering scheme. For example, a

new paragraph following paragraph 5.3 would be shown as: "(Added)(AFMC)" before the supplemented material; e.g., "(Added)(AFMC)" 5.3.1. (Added)(AFMC) Controlled Hardware", "5.3.1.1. (Added)(AFMC) Classified Hardware", "5.3.1.2. (Added)(AFMC) Unclassified Hardware."

3.45.8.3.3. To add a paragraph at the end of a chapter or at the end of a publication that does not have chapters, use the next available number and show "(Added)"; e.g., "(Added)(AFMC) 11. Paragraph Title."

3.45.8.3.4. Add a subparagraph if the supplementary material is a logical continuation of existing subparagraphs of the basic publication. Show added subparagraphs by inserting (Added)(AFMC) 4.6.7.9, 8.4.2.3, etc.

3.45.8.3.5. To show additional paragraphs, chapters, sections, figures, tables, or attachments, show "(Added)(AFMC)" before the title. Examples: "(Added)(AFMC) 2.3. Paragraph Title"; "(Added)(AFMC) Chapter 6, Chapter Title"; "(Added)(AFMC) Section 5G, Section Title"; "(Added)(AFMC) Figure 10.4, Figure Caption"; "(Added)(AFMC) Table 9.8, Table Caption"; or "(Added)(AFMC) Attachment 13, Attachment Title.

3.45.8.3.6. For figures, tables, and or attachments, the numbering scheme must agree with the format in the basic publication (i.e., publications with chapters: "Figure 4.2", "Table 5.4", "Attachment A8.1", etc.; without chapters: "Figure 3", "Table 8", "Attachment 6", etc.).

3.45.8.5. Obtain prior approval of supplements. When developing proposed supplements, coordinate drafts with the OPR of the basic publication to obtain concurrence. The objective is to keep the number of supplements below MAJCOM and FOA levels to as few as possible.

3.51. Summary of Revisions. A "***SUMMARY OF REVISIONS***" is mandatory for all revised departmental publications, including HQ USAF HOIs. It helps orient readers to matters that are different from the previous edition, and is a central and consistent place in a publication where readers can find that type of information. The summary identifies major changes by citing the paragraphs, subparagraphs, chapters, sections, parts, figures, tables, or attachments in which they appear (paragraph **3.41.**). Also include, if applicable, publication conversion from one series to another and the transfer of the approval authority. For ICs, indicate that the attachment "IC 2001-X" is the last attachment of the publication. Also cite new, revised, or obsolete forms, and new, revised, or rescinded recurring reports. Place the summary immediately after the purpose paragraph. When a star (H**)** precedes the publication title, it denotes a major or significant revision from the previous edition--the reader must read the publication in its entirety. When this is the case, the following language will appear in bold type as the first sentence of the summary or revisions: "**This document is substantially revised and must be completely reviewed.**" The use of this statement does not relieve the OPR of providing an actual summary of specific and significant changes. When there is no major or significant change to the publication, show the star (H) preceding the paragraph number, section, part, or chapter title; or figure, table, or attachment caption. ***NOTE:*** Do not include a summary of revisions for new departmental publications.

Chapter 7

PUBLICATIONS LIBRARIES

Section 7A—Establishing a Functional Publications Library (FPL)

7.1. Due to the Air Force-wide closure of the publications distribution offices, and the Air Force's commitment to convert physical, paper products to digitized products for distribution across the World Wide Web for customer availability and accessibility, it is no longer an Air Force-wide requirement for bases or comparable major installations to establish and maintain an FPL. AFDPO, as the *Air Force Publishing* lead command, will not maintain an FPL; it will maintain the official master catalog of Air Force-wide publishing products on the *Air Force Publishing* web site.

7.1.2. Commanders of organizations involved in flight operations ONLY are authorized to establish and maintain an FPL containing 11-series departmental- and field-level publications according to procedures outlined in this chapter.

7.1.3. Establish FPLs by providing written notification to the servicing publishing manager. Identify the activity responsible for the library, its location, and appoint a primary and alternate library custodian. Officials establishing FPLs will ensure its contents are both current and essential, and will ensure custodians are properly trained on publications management.

7.2. Contents of FPLs. These libraries contain only 11-series departmental- and field-level publications (and supplements, as appropriate) that specifically apply to the organization, a copy of this publication, the applicable master catalog of publications, and product announcements.

7.3. Availability of Publications. The FPLs furnish publications as follows. An FPL can serve several offices within the same organization. Keep FPLs open to personnel of other staff offices in the organization. Sharing publications may reduce the size or number of FPLs. Publications kept in an FPL may be loaned to authorized persons for official use. Loaning publications is optional and depends on local needs. When a publication is loaned, complete and file an AF Form 614 or 614a, **Charge Out Record**, in place of the publication. Set a time for return of the publication and get a receipt for each classified publication, if needed (DoD 5200.1-R, *Information Security Program*; AFI 31-401, *Information Security Program Management*).

7.4. Public Use of FPLs. Do not allow the general public to view, copy, or borrow any publication from an FPL (DoD 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*). Since FPLs are not open to the public, you may file FOUO publications with other publications.

7.5. Obtaining Publications. Request paper-based publications from the Document Automation Production Service (DAPS), at unit expense, via the online ordering desk on the *Air Force Publishing* web site. Use of office equipment (printers or copiers) to produce these publications is prohibited.

Section 7BMaintaining Publications

7.6. Maintaining a Functional Publications Library. FPL custodians will review product announcements and the master catalog on the *Air Force Publishing* web site to ensure publications contained in the library are current and essential.

7.7. Filing a New or Revised Publication. First, look for a supersession line on the title page of the publication. If there is no supersession line, it is a new publication; file it in the proper binder. If there is a supersession line, it is a revision. Be sure to check whether the new publication supersedes more than one publication or supersedes portions of publications. Remove the superseded publication or publications from the binder. If a portion of a publication is superseded, post it to show deleted material, and the authority for deletion. If the revision has a future effective date, set up an informal suspense, and remove the superseded publication on the effective date.

7.8. Filing Publications:

7.8.1. Normally, users file publications in three-ring, loose-leaf binders. File publications without the three-hole punch separately and place an AF Form 614 or 614a, **Charge Out Record**, in the binder in place of the publication. Indicate the location of the publication on this form.

7.8.2. Custodians who file publications in filing cabinets, rather than in binders, should use standard guides, folders, and labels (AFMAN 37-123, *Management of Records* [will convert to AFMAN 33-322, Volume 2]). Send requests for filing equipment to the records manager for approval according to AFMAN 37-123 (will convert to AFMAN 33-322, Volume 2).

7.8.3. Custodians send requests for powered or other mechanized filing equipment to the command records manager; coordinate the request through communications and information staff channels. Table of Allowance 006 lists equipment authorized.

7.8.4. Separate each headquarters' publications (except supplements) in separate binders. However, you may file these publications together if they fit into a few binders.

7.8.5. File publications in numerical sequence, first by series number and then by control number (e.g., AFPD 20-1, AFMAN 20-25, AFI 21-201, AFPAM 25-18, etc.).

7.8.6. File classified publications separately from unclassified publications. In a secure area, however, you may file classified and unclassified publications in the same binders.

7.8.7. File specialized publications, periodicals, visual aids, bulletins, and staff digests in separate binders if you keep them in the library.

7.9. Posting and Filing a Change. Formal changes to Air Force departmental-level publications are issued via interim changes (IC) only.

7.9.1. Post and file changes in the order in which they are issued. File ICs to departmental publications with the basic publication; posting is optional. If a line, sentence, paragraph, or section is changed, line through it and write in the word "Deleted" or "Replaced." Write the words over the lines or in the margin. In the margin, identify the authorizing change by writing the change number (e.g., IC 2002-1 to AFI 33-360, Volume 1, etc.).

7.9.2. If a paragraph is added, write in its number and the word "Added." Identify the change in the left margin.

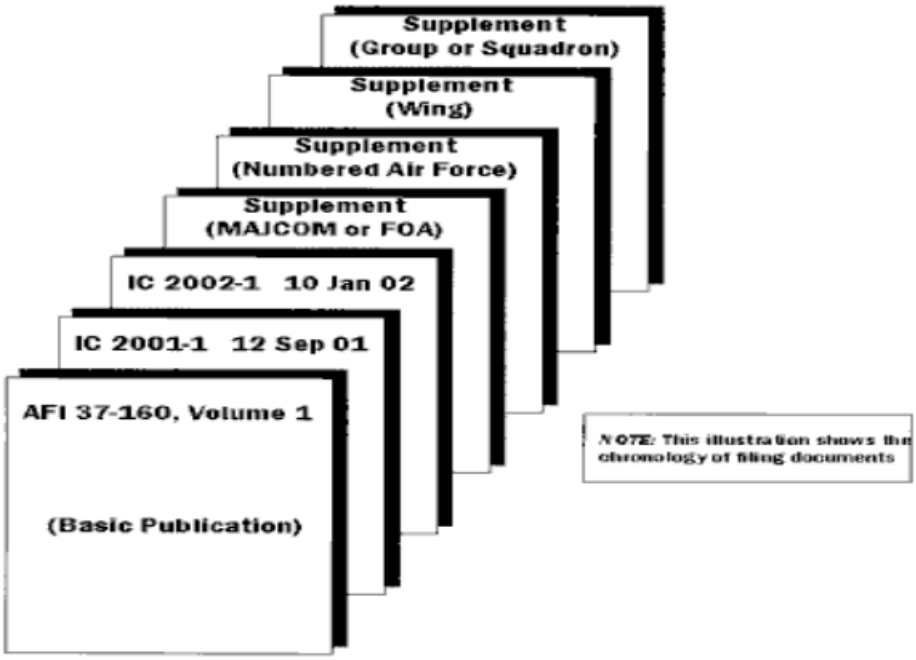
7.9.3. If you posted a supplement to a removed page, write "see supplement" at the top of the new page, or post the supplement to the new page.

7.9.4. File the change transmittal page, followed by message changes in the order in which they are issued in the back of the basic publication. If the change pertains to a specific volume, file it in back of that volume.

7.9.5. When you receive an IC to a field publication, post the change. Write in the IC control number in the margin next to the changed portion of the publication. File the IC in back of the basic publication.

7.10. Posting and Filing a Supplement. A supplement adds information to a basic publication. Post a supplement to corresponding paragraphs, tables, figures, etc., in the basic publication. File supplements in the back of the publication according to organizational level (e.g., MAJCOM or FOA, Numbered Air Force, Wing, Group or Squadron) (**Figure 7.1.**).

Figure 7.1. Sample—How to File Changes and Supplements.



7.10.1. Post a supplement in the paragraph format as follows:

7.10.1.1. Circle the number or letter of the supplemented paragraph, table, figure, etc. In the margin, write in the supplement number and the issuing headquarters.

7.10.1.2. Write in the number of an added paragraph, followed by the word “Added.” Then identify the supplement in the margin.

7.10.1.3. File the supplement behind the basic publication. If the supplement pertains only to a specific volume of a publication, file it in back of that volume. Posting any part of a supplement that does not apply to users of your files is optional (e.g., posting a paragraph that is for “headquarters only”).

7.10.2. Post a supplement in the page-insert format as follows:

7.10.2.1. File each page insert according to the instructions on the transmittal sheet.

7.10.2.2. File the supplement behind the basic publication.

7.10.2.3. When a basic publication is superseded, its supplements automatically stay in effect. These holdover supplements give interim guidance until the OPR revises or rescinds them. **Do not post holdover supplements**. File the supplements in back of the new basic publication. On the front page of the new basic, write "see supplements."

7.10.2.4. When a basic publication is rescinded, its supplements are rescinded. The publications manager announces rescissions in the activity's publishing or base bulletin and master catalog.

7.11. Filing a Publication That Has a Future Effective Date:

7.11.1. At the top of the first page of the superseded publication, write in a publication that replaces it (e.g., "to be superseded by AFI 33-399, effective 4 January 2002"). Keep the superseded publication in file until the effective date.

7.11.2. On the first page of the new publication, write in a reference to the superseded publication (e.g., "do not implement until 4 January 2002--see AFI 33-399, 16 November 1999").

7.11.3. If the new publication has the same number, file it directly behind the publication being replaced. If the new publication has a different number, file it in the proper numerical sequence.

7.11.4. On the effective date, remove the superseded publication from the binder. Delete the warning notice from the new publication.

7.11.5. If a change indicates a publication with a future effective date, file the complete change in front of the basic publication. Insert the new pages on their effective date.

7.11.6. If a change affects specific paragraphs of the basic publication at a future date, file the complete change in front of the basic publication. Post the affected paragraphs on the effective date.

7.12. Obsolete Publications. A publication becomes obsolete when another publication supersedes it or when the OPR rescinds it. An entry in the obsolete section of the master catalog or a notice in product announcement announces the rescision. A publication may also expire (e.g., a statement such as "Expires 16 November 2001" means the publication is automatically obsolete as of that date unless the OPR supersedes or rescinds it before that date). If custodians keep obsolete publications, maintain them as follows:

7.12.1. On the top of the first page of the obsolete publication, write in the number and date of the publication that superseded it, or the action that rescinded it (e.g., the notice in the product announcements or master catalog).

7.12.2. File these publications in separate binders clearly marked "Obsolete Publications."

7.12.3. File obsolete classified publications separately, unless they are kept in a secure area where they may be filed with obsolete unclassified publications.

7.12.4. Screen obsolete publications as required and discard those no longer needed.

7.12.5. Post the date of the last review of the obsolete publication on its first page or cover, or keep a record on a sheet of bond paper that shows the obsolete file is necessary and dates of review, then file the review record with the obsolete publications.

Section 7CInventories and Spot Checks of Libraries

7.13. Inventory of FPLs. Review and inventory the contents of the FPL annually to ensure publications are current and essential. Document the inventory, discrepancies noted, corrective action taken, and indi-

vidual conducting inventory. Dispose of inventory records according to Table 37-7, Rule 27 of AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4).

7.14. Spot Checks of FPLs. The staff official responsible for an FPL may require spot checks of the FPL. Record the date and names of persons who conducted the check, if desired. You may note discrepancies and corrective action taken. Dispose of spot-check records according to AFMAN 33-139 (will convert to AFMAN 33-322, Volume 4).

7.15. Inventory and Spot Check Checklist:

7.15.1. Does the assigned custodian keep publications?

7.15.2. Are current and needed publications in files or on order?

7.15.3. Are changes and supplements promptly and properly posted to and filed with the basic publications or on order?

7.15.4. Have rescinded and superseded publications been removed from current file to obsolete file, or discarded if no longer needed?

7.15.5. Is the current master catalog kept?

7.15.6. Are product announcements reviewed to determine specific needs?

7.15.7. Have classified, FOUO, and L-distribution publications been segregated, when necessary?

7.15.8. Are spot checks or inventories conducted as required?

7.16. Information Collections, Records, and Forms:

7.16.1. Information Collections. No information collections are created by this publication.

7.16.2. Records. No records are created by this publication.

7.16.3. Forms Prescribed.

7.16.3.1. Adopted Forms. No forms are adopted in this publication.

7.16.3.2. Prescribed Forms. AF Forms 399, **Request for Action of Implementation of Higher Headquarters Publication,** 673, **Request to Issue Publication,** and 1382, **Request for Review of Publication and/or Forms**.

JOHN L. WOODWARD, JR., Lt Gen, USAF

DCS/Communications and Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

E.O. 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993

E.O. 12866, *Regulatory Planning and Review*, September 30, 1993

Public Law 104-13, *Paperwork Reduction Act of 1995*, May 22, 1995

Title 44 U.S.C., *Public Printing and Documents,* 1988 edition

Senate Publication 101-9, *Government Printing and Binding Regulations,* February 1990

ACP 121/USSUP1F, (C) *Communications Instructions--General (U)*

Uniform Code of Military Justice (UCMJ)

JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*

DoDD 5105.4, *Department of Defense Federal Advisory Committee Management Program*, September 5, 1989

DoD 5200.1-PH, DoD *Guide to Marking Classified Documents,* March 1989

DoD 5200.1-R, *Information Security Program*, January 1997

DoDD 5330.3, *Defense Automated Printing Service (DAPS)*, June 25, 1997

DoD 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*, 22 July 1999

AFPD 21-3, *Technical Orders*

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFPD 90-1, *Policy Formulation*

AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*

AFI 10-1301, *Air and Space Doctrine*

AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services*

AFI 25-201, *Support Agreements Procedures*

AFI 31-401, *Information Security Program Management*

AFI 33-322, *Records Management Program* (will convert to AFMAN 33-322, Volume 1)

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFMAN 33-326, *Preparing Official Communications*

AFI 33-332, *Air Force Privacy Act Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2303, *Documents and Publications for the Air University Library*

AFI 37-120, *Federal Register* (will convert to AFI 33-320)

AFI 37-122, *Air Force Records Management Program* (will convert to AFI 33-322)

AFMAN 37-123, *Management of Records* (will convert to AFMAN 33-322, Volume 2)

AFDIR 37-135, *Air Force Address Directory* (converted to a database)

AFI 37-138, *Records Disposition - Procedures and Responsibilities,* Chapter 9 (will become AFMAN 33-322 Vol. 3

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4)

AFI 37-160, Volume 7, *The Air Force Publications and Forms Management Programs—Publication Libraries and Sets* (will include as a chapter in AFI 33-361)

AFI 37-160, Volume 8, *The Air Force Publications and Forms Management Programs—Developing and Processing Forms* (will convert to AFI 33-360, Volume 2)

AFI 37-161, *Distribution Management* (will convert to AFI 33-361)

AFI 37-162, *Managing the Processes of Printing, Duplicating, and Copying* (will incorporate policy as an integrated supplement to DoDD 5330.3)

AFI 61-204, *Disseminating Scientific and Technical Information*

AFI 90-101, *Implementing Department of Defense Issuances* (formerly AFI 37-160, Volume 2, *The Air Force Publications, and Forms Management Program--Implementing Department of Defense Instructions and Issuances; and Managing Joint Staff Publications)*

AFI 91-102*, Nuclear Weapon System Safety Studies, Operational Safety Reviews, and Safety Rules*

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Standards*

AFH 33-337, *The Tongue and Quill*

AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*

AFIND 4*, Department of Defense (DoD), Chairman of the Joint Chiefs of Staff (JCS) and the Joint Staff, Interservice Publications, Combined Publications, Air Force Contract Requirements Documents (AFCRD), and Miscellaneous Federal Government and Commercial Publications*

AFIND 5, *Numerical Index of Specialized Information Protection Publications*

AFIND 9*, Numerical Index of Departmental Forms*

AFIND 15*, Numerical Index of Specialized USAF Intelligence (USAFINTEL) Publications*

AFIND 17, *Index of Air Force Occupational Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications*

Air Force Electronic Publishing Program (available on AFEPL [CD-ROM])

HOI 33-13, *Headquarters USAF Operating Instructions, Pamphlets, and Handbooks Management Program*

ANGIND 2, *Numerical Index of Air National Guard and Applicable Publications*

T.O. 00-5-1, *Air Force Technical Order System*

AFRP 10-1, *Aerospace Power Journal*

AFRP 35-1, *Airman Magazine*

Abbreviations and Acronyms

ACC Air Combat Command

ACP Allied Communications Publication

ADPS Automated Data Processing System

AF Air Force (as used on forms)

AFCAT Air Force Catalog

AFDC Air Force Doctrine Center

AFDD Air Force Doctrine Document

AFDIR Air Force Directory

AFDPO Air Force Departmental Publishing Office

AFEPL Air Force Electronic Publishing Library

AFH Air Force Handbook

AFI Air Force Instruction

AFIND Air Force Index

AFM Air Force Manual (old designation)

AFMAN Air Force Manual (new designation)

AFMD Air Force Mission Directive

AFOSH Air Force Occupational Safety and Health

AFPAM Air Force Pamphlet

AFPD Air Force Policy Directive

AFPDC Air Force Publishing Distribution Center

AFPDL Air Force Publishing Distribution Library

AFR Air Force regulation (an obsolete designation—**do not** reference)

AFRC Air Force Reserve Command

AFRP Air Force Recurring Publications

AFTTP Air Force Tactics, Techniques, and Procedures

AFTTP(I) Air Force Tactics, Techniques, and Procedures (Interservice)

AIG Address Indicating Group

ANG Air National Guard

ANGIND Air National Guard Index

AU Air University

CAP Civil Air Patrol

CONUS Continental United States

CD-ROM Compact Disc-Read Only memory

CPPMO Central Printing and Publications Management Official

DAPS Document Automation Production Service

DD Department of Defense (as used on forms)

DIA Defense Intelligence Agency

DISA Defense Information Systems Agency

DISAN Defense Information Systems Agency Notices

DLA Defense Logistics Agency

DLT Decision Logic Table

DoD Department of Defense

DoDD Department of Defense Directive

DoDI Department of Defense Instruction

DoDM Department of Defense Manual

DoDR Department of Defense Regulation

DRU Direct Reporting Unit

DSN Defense Switched Network

EMC Emergency Message Change

E.O. Executive Order

F Functional Distribution (see definition of terms in this attachment)

FAS Functional Address Symbol

FOIA Freedom of Information Act

FOA Field Operating Agency

FOUO For Official Use Only

FPL Functional Publications Library

GMAJCOM Gaining Major Command

GPO Government Printing Office

GSA General Services Administration

HQ USAF Headquarters United States Air Force

HQ AFRC Headquarters Air Force Reserve Command

HTML Hypertext Markup Language

IBM International Business Machines

IC	Interim Change (formerly interim message change [IMC])
IP	Interservice Publication (formerly joint departmental publication [JDP])
IMCO	Information Management Control Officer
IRRM	Information Reports Requirements Manager
JCS	Joint Chiefs of Staff
JDP	Joint Departmental Publication (***NOTE:*** JDP is an obsolete category and acronym)
JP	Joint Publication
L	Limited Distribution (see definition of terms in this attachment)
MAJCOM	Major Command
MCP	Multicommand Publication
MD	Mission Directive
MDS	Mission Design Series
MINIMIZE	See terms in this attachment
MPF	Military Personnel Functions Flight
MS	Microsoft
MS-DOS	See terms in this attachment
NGB	National Guard Bureau
NGB-ADP	Army Administration Services Printing and Distribution Center
NIMA	National Imagery and Mapping Agency (formerly DMA)
NIOSH	National Institute of Occupational Safety and Health
NSTISSC	National Security Telecommunications and Information Systems Security Committee
OAR	Organization account representative
OCA	Original Classification Authority
OF	Optional Form
OI	Operating Instruction
OMB	Office of Management and Budget
OPR	Office of Primary Responsibility
OSHA	Occupational Safety and Health Act
PA	Privacy Act of 1974
PB	Publishing Bulletin
PD	Policy Directive
PDS	Publishing Distribution System

RCS	Reports Control Symbol
RP	Recurring Periodicals
SAF	Secretary of the Air Force
SAT	Specified Action Table
SF	Standard Form
SGML	Standard Generalized Markup Language
SJA	Staff Judge Advocate
T&E	Test and Evaluation
T.O.	Technical Order
TTP	Tactics, Techniques, and Procedures
TTP(I)	Tactics, Techniques, and Procedures (Interservice)
UCMJ	Uniform Code of Military Justice
USAF	United States Air Force
USAFR	United States Air Force Reserve
USPS	United States Postal Service
U.S.C.	United States Code
VA	Visual aid
VI	Visual Information
WWW	World Wide Web
X	Controlled Distribution (see definition of terms in this attachment)
ZIP	Zone Improvement Plan (a USPS term)

Terms

Air Force-Wide—Includes HQ USAF (Secretariat and the Air Staff), MAJCOMs, FOAs, DRUs, centers, wings, bases, and below.

Custodian—A person who receives publications to post, file, and keep in the publication library.

Department of Defense (DoD) Issuance—DoD directives, instructions, publications, and their changes.

Directive Publication—One that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. The language used within the individual publication describes the nature of compliance required. Air Force personnel are expected to comply with these publications. ***NOTE:*** All departmental publications, directive and nondirective, must have an antecedent policy directive.

Emergency Message Change—One issued to delete or modify a procedure that could result in loss of life, personal injury, or destruction of property.

Execution—The doing of something. To implement policies by putting into effect the procedures and processes of a program or project. The operation and maintenance of a program or project.

F—A term used in publishing bulletins meaning functional distribution.

Figure—An illustration such as a map, drawing, photograph, graph, or flowchart, or other pictorial device inserted into a publication. Additionally, a figure can also be an illustration that is set in type such as a sample format or memorandum.

Functional Principal—The two-letter approving official who signs the AF Form 673, **Request to Issue Publication**, block 20, and whose name appears as the authenticator on the last page of the publication. Air Staff examples are: HQ USAF/IL, HQ USAF/XO, and HQ USAF/DP. Secretariat examples are: SAF/AQ, SAF/FM, SAF/AA.

Functional Publications Library (FPL)—A unit or staff office library that contains only publications needed for the mission in a specific functional area.

Headquarters Air Force—The Secretariat and the Air Staff.

Holdover Supplement—An existing supplement that goes into holdover status as a result of the basic publication changing. Holdover supplements will be updated and or revised within 120-calendar days.

Implement—To carry out via various procedures and processes the means to accomplish a program, project, or task.

Historical Reference Publications—Publications kept by historians for reference and research (***NOTE:*** These are exempt from this instruction).

Interim Change—A formal change issued to alter, add to, or remove text from a publication. It announces only critical information needed to meet mandatory effective date set by Public Law, Executive Order, or Department of Defense directive; delete or modify a procedure that could involve public controversy or create adverse public opinion of the Air Force, is considered mission essential, is wasting Air Force funds, work hours, or other critical resources, or for operational and safety of flight reasons.

L—A term used in publishing bulletins meaning limited distribution.

Manage—To handle or direct with a degree of control, skill, and authority.

Master Catalog—An electronic, comprehensive central database index of *Air Force Publishing* products.

Maintain—As related to multicommand publications (MCP), this term means that, if there is a need, the office of primary responsibility may issue an interim change notification and an interim change, an emergency message change, or revise the MCP to meet mission needs until it is converted to an Air Force instruction or manual.

MINIMIZE—A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically. MINIMIZE applies to all users of DoD communications systems, including originators of card and tape traffic. When MINIMIZE is imposed, users of DoD electrical communications must determine that: (1) the information to be sent is required to avoid a seriously detrimental impact on mission accomplishment or safety of life; and (2) electrical transmission is the only way to get the information to the addressee in sufficient time to accomplish the purpose. (ACP 121/US Supplement 1.)

MS-DOS—A standard, single-user operating system of International Business Machines (IBM) and IBM-compatible computers that runs the microprocessor.

New Publication—One never before printed in a given category.

Nondirective Publication—One that is informational and suggests guidance that can be modified to fit the circumstances. Compliance with publications in this category is expected, but not mandatory; e.g., the *Air Force Address Directory*, should be used as the official source for addressing correspondence to ensure mail is efficiently delivered. Air Force personnel use these publications as reference aids, "how to" guides, or as sources of official information; e.g., recurring periodicals. ***NOTE:*** Nondirective publications will not be supplemented, nor will they prescribe forms or reports control symbols.

Nonrecurring Pamphlets—Nondirective classified or unclassified publications printed once. They are usually published to inform, motivate, increase knowledge, or improve performance. The term includes leaflets, bulletins, folders, booklets, reports (e.g., special after-action reports, reports with less than 10-percent-statistical information), and similar nonrecurring pamphlets. Nonrecurring pamphlets may contain official or unofficial information or both. The term does not include memoranda; authenticated, numbered, administrative pamphlets published under this volume as a part of an activity's or command's official publications system; directives and instructions, regulations, legal opinions and decisions, proceedings, programs for ceremonies, press releases, environmental impact statements and assessments, planning documents, and purely administrative materials, but does include pamphlets produced to complement any of the foregoing types of publications. Other exclusions include: (1) Official instructional or informational documents of a permanent nature published to supplement U.S. Air Force, other agency, or subordinate command directive publications. (2) Low cost, single-sheet newsletters no larger than 14 inches by 22 inches which may be printed on both sides and may be folded, without color photographs. These are produced in-house without requiring a printing contract, and are distributed internally to a headquarters staff, local installation staff, or work force. (3) Authorized Air Force and commercial enterprise publications under authority of AFI 35-101. ***NOTE:*** Correspondence governed by AFMAN 33-326. (4) Research and development reports that result from research contracts and are distributed to Federal Government employees and the involved contractor. (5) Primarily (90 percent or more) statistical materials. This exception does not apply to publications containing statistics from published sources other than Air Force or analytical and interpretive text. (6) Technical books, monographs, and journal articles that commercial publishers and professional associations publish. (7) Annual instructional information publications made available to the public to inform them of laws and regulations and to assist them in complying with reporting regulations. (8) Recruiting pamphlets published as a part of a comprehensive recruiting campaign, and individual Reserve Officers' Training Corps unit recruiting pamphlets.

Obsolete Publication—A rescinded or superseded publication.

Office of Primary Responsibility—Any headquarters, agency, or activity having primary functional interest in, and responsibility for a specific action, project, plan, or program.

Periodical—Any classified or unclassified Air Force magazine or newsletter publication (with a consistent format, content, and purpose) published at least once a year to provide information pertinent to the publishing activity. Its purpose is to disseminate information and material necessary to the issuing activity. Periodicals may refer to or quote directive information, but are not directive publications. There are three types of periodicals: (1) Magazine Periodicals: Educate, inform, motivate, and update readers on policies, programs, plans, and news of the publishing activity. They are generally printed on letter-size stock; have 20 or more pages with self-cover or separate cover, with saddle- or side-wire or perfect bind-

ing. The term includes, but is not limited to, publications referred to as magazines, news magazines, journals, professional bulletins, technical bulletins, and the like. This term does not include base newspapers printed in a magazine format. (2) Newsletter Periodicals: Contain brief articles which relate to a single subject or theme (e.g., personnel, safety, total quality management, etc.), published to provide information which contributes to the performance, conduct, efficiency, or general welfare of intended readers. They are usually printed on economical, letter-size stock; may consist of a single sheet printed on both sides or as many as 20 pages; may be unbound, stapled, or with saddle-wire binding. Low-cost newsletters (less than $25,000 annually) include those produced in-house without requiring a printing contract, and which are distributed internally to a headquarters staff or local installation staff or work force. (3) Flagship Periodicals: The two are: AFRP 10-1, *Aerospace Power Journal*, the professional flagship periodical of the United States Air Force (USAF), which contains focused, professional themes of relevance to the Air Force. AFRP 35-1, *Airman Magazine*, the premier periodical of the USAF and contains official and unofficial statements of service officials, news and features on service policies, programs, missions, and personnel, and articles covering major themes of relevance to the USAF.

Policy—Statement of important, corporate-level direction which guide Air Force decisions. It is enforceable, and compliance with it is measurable. Policy is the framework connecting the abstract ideas or principles contained in vision, mission, and purpose statements to the specific and concrete statements of plans, goals, and objectives. Policy can be viewed as establishing bounds within which the organization will operate. Policy provides both a focus for Air Force action and a guide for the behavior of the organization and its members.

Posting—Adding or removing pages, or writing in changes or items from a supplement to a basic.

Procedures—The specific instructions on how to comply with a policy; the exclusive purview of MAJCOMs and FOA (except where there is no supportive FOA). As a general rule, Air Force policy directives will not spell out detailed procedures in order to give field organizations the greatest latitude possible to determine how a given policy is to be implemented under local conditions. Generically, a specific, documentable event that causes an activity to occur. A series of steps conducted in a methodical order or manner. An established way of completing a task, project, or program.

Process—A course or series of actions, proceedings, or operations progressing to an end in an orderly and organized manner.

Product Announcement—An information tool used to inform customers of product changes in the Air Force Publishing Program.

Production Manager—One who has the responsibility for workflow management, job tracking, cost estimation, budgeting, and overall management of the publishing production process. This individual receives notification from the point of contact for a local product when a local product is distributed, and updates the inventory count for that product. When an inventory facility stock runs low, this individual restocks the inventory via a requisition to the Defense Automated Printing Service (DAPS) for additional products. The production manager is also responsible for the final review and acceptance of products and the authorization of publication products. This individual deletes line items from the physical inventory database when rescissions occur, and enters information into the workflow management system for finalized products. Such information could reflect that transformation is required for a product, that a product is to be published on CD-ROM, that a hard copy request is in progress, or the DAPS print order submission date and the expected print order completion date. ***NOTE:*** In some instances, the production manager and the publishing manager are the same individual.

Publication—An officially produced, published, and distributed document issued for public use (i.e., for compliance, implementation, and or information).

Publication Set—One or more publications directly related to one or several person's duties.

Public Access—Open access to the public; no restrictions apply.

Published—Fully coordinated, certified, and authenticated manuscripts and forms that were processed through the publishing management office, AFDPO, posted, and either printed or distributed or made accessible via the official Air Force Publishing web site on the World Wide Web (WWW), the Air Force Publishing Distribution Library, and the Air Force Electronic Publishing Library, or announced in the Product Announcement. Once posted to the WWW and, or published in paper, manuscripts and forms are official documents.

Publishing--The process for creating and distributing information through officially sanctioned parameters and procedures as described in the Air Force publications management program via AFI 33-360, Volume 1. Publishing includes the process of creating and distributing instructions, manuals, etc., the *Aerospace Power Journal* and *Airman Magazine*, which are official Air Force recurring periodicals, technical orders, career development course materials, and forms. ***NOTE:*** This definition of publishing *does not* include items that are published outside of the *Air Force Publishing* system (paragraph **1.6.**).

Publishing Distribution Office System (PDOS)—An automated system for the base-level publishing distribution offices (PDO), which is an automated means for PDOs to collect customer requirements and order publications and forms from various sources. PDOS manages the inventory, keep adequate stocks, and maintain records of publications and forms transactions.

Publishing Manager—One who supervises and manages the publications program, creation through dissemination, and recommends improvements to HQ USAF/ILCX (through channels below MAJCOM or FOA level). Is the primary focal point for publication and distribution issues.

Publishing Policy—Statements of important, high-level direction which guides decisions and actions throughout the Air Force. It translates the ideas, goals, and principles contained in the mission, vision, and strategic plan into actionable directives. The guidance that creates and directs the Air Force Publications Management Program.

Punitive Publication—A punitive publication is enforceable under Article 92(1) or 92(2) of the *Uniform Code of Military Justice*. It constitutes a lawful general order applicable to members of the armed forces which is properly published by the President, Secretary of Defense, or Secretary of the Air Force, and those orders, regulations, or instructions which are generally applicable to the command of the officer issuing them throughout the command or a particular subdivision thereof which are issued by: (1) an officer having general court-martial jurisdiction, (2) a general or flag officer in command, (3) a commander superior to the above officers. In order to be a punitive instruction, it must clearly identify specific conduct to be regulated, using mandatory language. In addition, the instruction must state that it is punitive, indicating that a failure to obey with its provisions is a violation of *Uniform Code of Military* Justice, Article 92. Civilian personnel who violate such instructions may be subject to disciplinary action under AFI 36-704, *Discipline and Adverse Actions*.

Repository—A place, room, container, warehouse, receptacle, or web site where items are deposited or stored and can be retrieved in physical or electronic form.

Restricted Access—Limited access to the public. Restricted to For Official Use Only and other selected sensitive and copyrighted information.

Revised Publication—One that supersedes or changes a previous edition, related publications, or portions of related publications in a given category. Always assign a new date, supersession line, and, in some cases, update the signature block and page numbers.

Standard Publications—Doctrine documents, policy directives, instructions, mission directives, manuals, directories, handbooks, catalogs, operating instructions, supplements, pamphlets, visual aids, bulletins, and staff digests.

Standards—The criteria described in a desired end result. A description of a level of attainment used as a measure of adequacy.

Supplement—A document that adds material to a publication issued by a higher headquarters.

Table—A systematic listing of information in columns or rows used to explain, clarify, or replace narrative text in a publication. The two most common types are: Standard Table: Column heads run across the page and the information in each column runs down the page; Text Table: Column heads run down the page and the information for each head is entered beside the head. Column heads are usually repeated for each entry. See decision logic tables and specified action tables (paragraph **3.39.** and **Attachment 6**).

Transform Activity--DELETED

Upcoming Publications Directory--DELETED

X--A term used in the master catalog meaning controlled distribution.

Table A1.1. Addresses

AFIS
601 North Fairfax Street
Suite 370
Alexandria VA 22314-2007

HQ USAF/JAC
1420 Air Force Pentagon
Washington DC 20330-1420

NOTE: Since the majority of addresses in this volume are consolidated in the coordination tables, **Table 3.1.**, **Table 3.2.**, and **Table 3.3.**, they are not repeated here. However, these two addresses are not included in those tables.

Attachment 2

RECORD SETS

A2.1.6. A microform copy of archival quality, if computer output microfilm is used, bypassing paper to produce a publication. If the record set is in microform, then the microfilm must meet all standards in AFI 33-322, *Records Management Program* (will convert to AFMAN 33-322, Volume 1). Otherwise, create a durable printed paper copy to satisfy the permanent retention requirements. Viewer or printer copies are not authorized for this purpose. HQ USAF/ILCX must approve the use of archival microform.

A2.1.7. A copy of AF Form 130, **Application for a Report Control Symbol (RCS).** The OPR keeps the original AF Form 130. The IMCO, HQ AFCA/ITCM, or MAJCOM, or IRRM maintains the original AF Form 130.