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OPR: 460 CS/SCSAP (Ms. Latonda Harden)

Certified by: 460 CS/CC (Lt Col Stephen Smith)

Pages: 15

Distribution: F

The OPR for this supplement is 460 CS/SCSAP (Ms. Latonda Harden). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360, Volume 1, *Publications Management Program*, and AFI 33-360V1_AFSPCSUP1, *Publications Management Program*, 1 October 2002. The AFI is published word-for-word without editorial review. 460th Air Base Wing (460 ABW) supplemental material is indicated in bold face. This supplement describes the 460 ABW procedures and standards that govern management of standard publications. This publication applies to all 460 ABW units and subordinate units assigned, attached and supported by the 460 ABW to include the Air National Guard and Air Force Reserve personnel. Send proposed/recommended changes to this supplement to 460 CS/SCSAP, 18950 East Crested Butte Avenue, Stop 91, Buckley Air Force Base (BAFB), Colorado 80011-9522. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (to become the Air Force Disposition Schedule located on Web RIMS). Comply with Air Force Instruction (AFI) 33-332, *Air Force Privacy Act Program*, for documents containing: "Privacy Act Information." For "Official Use Only (FOUO)" information comply with Department of Defense Regulation (DoD) 5400.7-R/AFSUP_AFSPCSUP1, *DoD Freedom of Information Act Program*, **Chapter 4**.

1.5.1.3. On Buckley Air Force Base, Colorado, base publications are issued as 460th Air Base Wing publications.

1.5.1.4. Units should prepare supplements to Air Force Instructions (AFI) or Air Force Space Command Instructions (AFSPCI), when possible. If an AFI or AFSPCI does not exist, or a 460 ABW Instruction (460 ABWI) is not appropriate, units will prepare a unit instruction, i.e., 140th Wing Instruction (140 WGI), 460th Mission Support Group Instruction (460 MSGI), etc.

1.5.1.4.1. (Added) Unit instructions pertain exclusively to subordinate organizations under their purview; for example, a 460 MSGI would pertain to the 460th Mission Support Squadron (460 MSS), 460th Communications Squadron (460 CS), 460th Civil Engineering Squadron (460 CES), 460th Security Forces Squadron (460 SFS), 460th Logistics Readiness Squadron (460 LRS), 460th Contracting Squadron (460 CONS) and 460 MSG Services Division (460 MSG/SVD).

1.5.1.4.1.1. (Added) If a unit does not have any subordinate organizations, i.e., Detachments, the unit should publish an Operating Instruction (OI) (paragraph 2.2.8.).

1.6. **What's Not in the Publishing System.** Contact the 460th ABW Plans office (460 ABW/XP) for guidance on writing 460 ABW Plans. Plans are not considered a part of the publishing system.

1.7.1. The Air Force e-publishing web site is "The Official Source Site for Air Force Publications and Forms." The 460 ABW Publications Manager maintains a backup repository for 460 ABW publications and forms on the Buckley intranet website (<https://intraeb/BaseIM>). A secondary CD-ROM backup is also maintained by 460 CS/SCSAP.

1.7.3. 460 ABW publications are DRAFTS until they appear on the Air Force e-publishing web site. Each draft publication will contain the statement "**DRAFT – NOT FOR IMPLEMENTATION OR GUIDANCE**" on the top of each page and page numbers at the bottom of each page.

1.9. **Approving Officials.** 460 ABW/CC is the approval authority for 460 ABW publications.

1.10.1.1. For new, first issue, 460 ABW publications, the 460 ABW/CC is the approving authority. This authority may not be delegated. If the vice commander is acting in the capacity of the commander during his or her absence, the vice commander may sign as the approving authority.

1.10.1.2. For revisions of existing 460 ABW publications, the approval authority and functional coordination may be delegated by the 460 ABW/CC. Forward memorandum, in writing, to 460 CS/SCSAP. Minimum mandatory coordination for 460 ABW publications may not be delegated.

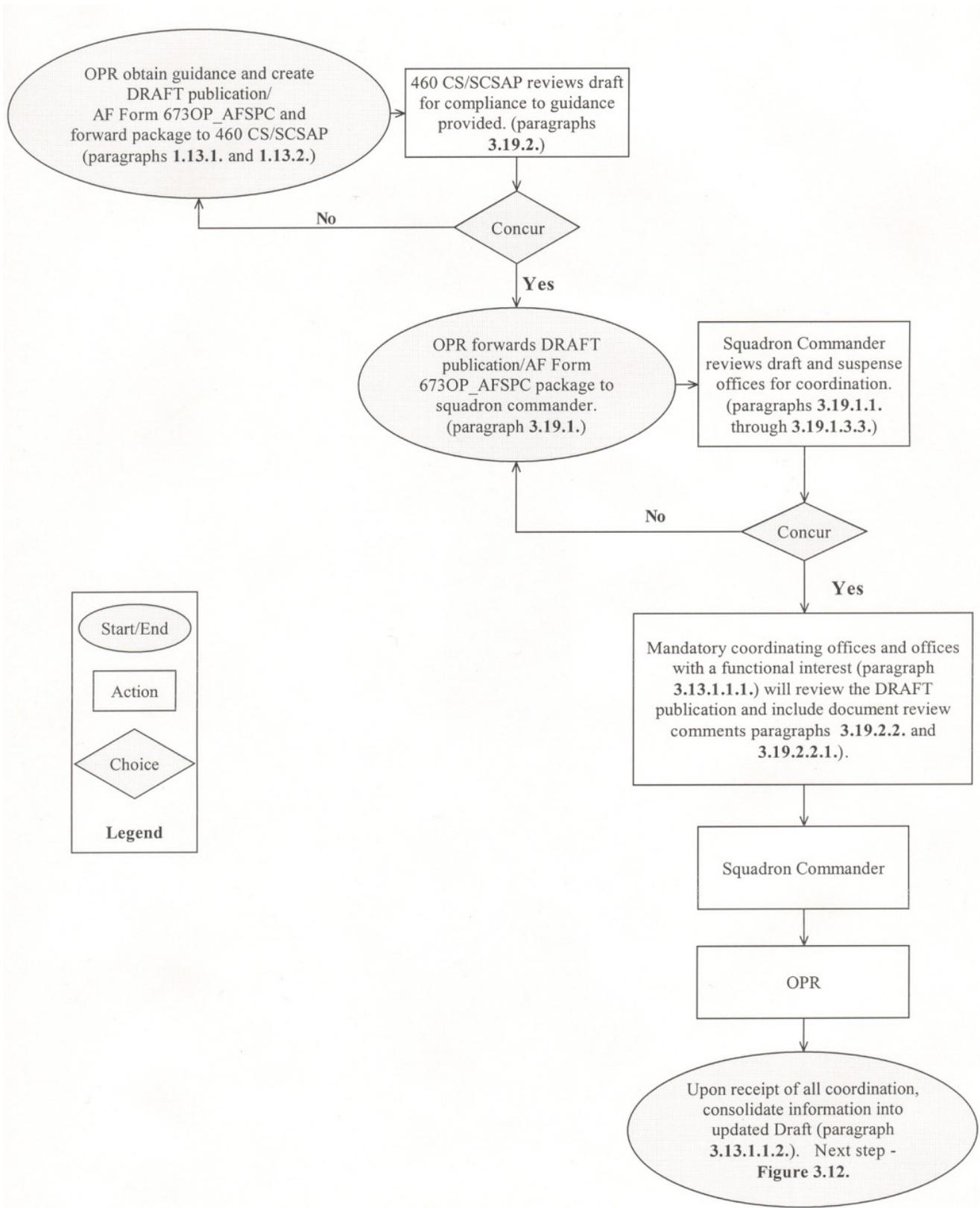
1.11. **Certifying Officials.** The Certifying official for squadron-level OPRs will be the squadron commander. The Certifying official for 460 ABW agencies will be the 460 ABW/CV.

1.12. **Responsibilities of MAJCOM, FOA, DRU, and Base Lead Wing Commanders.** The wing publishing office (460 CS/SCSAP) is designated as the 460th Air Base Wing Publications Manager and appointed in writing by the 460th Communications Squadron Commander (460 CS/CC).

1.13.1. OPRs contact 460 CS/SCSAP to obtain the latest written guidance, examples and mandatory coordination requirements prior to writing a new publication or revising an existing publication. See [Figure 1.1. \(Added\)](#) for initial publication tasking requirement.

1.13.2. OPRs forward initial draft to 460 CS/SCSAP for review prior to distributing to other offices for coordination.

Figure 1.1. (Added) Publication and AF Form 673OP_AFSPC Tasking Requirement.



1.13.14. 460 CS/SCSAP will maintain the record set for published 460 ABW publications. Before publishing, the OPR will provide all the required documentation for the record set, to include: signed AF Form 673OP_AFSPC, **Request to Issue Publication**, approved publication, comments received during coordination, supporting documentation, etcetera. The OPR may also maintain a copy of the publication record set for which they are responsible.

1.15.12. 460 CS/SCSAP will ensure that content releasability certification for 460 ABW publications has been completed by the OPR prior to Air Force placing 460 ABW publications on the Air Force web site.

1.15.12.1. (Added) 460 CS/SCSAP will forward "F" distribution publications to the Air Force Departmental Publishing Office (AFDPO) Access and Dissemination via the files transfer protocol (ftp) system set up by Air Force for standard generalized markup language (SGML) tagging.

1.15.12.2. (Added) 460 CS/SCSAP will forward unclassified "X" distribution publications to AFDPO Access and Dissemination for tagging via the ftp system. AFDPO will format the publication into an Adobe Acrobat Reader portable document format (PDF) file. The 460 ABW Publications Manager will download the PDF file and provide OPRs a CD-ROM with the current version of the publication. The OPR will disseminate IAW AFI33-360V1, paragraph **1.13.16**.

2.2.7. Supplements to 460th Air Base Wing publications are not authorized. Organizations must either create a unit instruction or Operating Instruction (OI). The unit commander will be the approving authority (i.e. 460 MSG/CC is the approval authority for the 460MSGI36-2807 *Recognition of Outstanding Personnel*). OPRs from different functional areas who have input must work together to produce one mutually combined publication.

2.2.8. If the organization must task another unit outside of its purview, then the OI must become a 460 ABW publication. Contact 460 CS/SCSAP if the time constraint of publishing a 460 ABW publication does not meet the immediate or urgent need to provide policy and guidance.

2.2.8.1. An OI is applicable only to the organization that publishes the document. It cannot nor does not task any other organization (above, below or lateral) within or outside its purview.

2.3.8. 460 ABW visual aids (VA) do not require a prescribing publication.

2.3.8.1. Permanent VA. Number, date and index VA just like other publications, and complete an AF Form 673OP_AFSPC. Provide all the required documentation for the record set to 460 CS/SCSAP. OPRs may also maintain copies of record sets.

2.3.9.2. The 460 ABW Bulletin will serve as the 460 ABW Publishing Bulletin.

3.2. **Issuing New Policy.** OPRs will include 460 CS/SCSAP, as an information addressee, when issuing new policy in memorandums or messages. Policy memorandum and messages must contain an expiration date and must not exceed 120-calendar days. To ensure conversion of policy memorandum and messages into a 460 ABW publication, OPR must contact 460 CS/SCSAP for processing requirements.

3.2.1. (Added) OPRs are required to maintain a list of new policy in memorandums or messages; they would also be the ones responsible for converting the information into a 460 ABW publication (paragraph **3.2.**).

3.2.2. (Added) OPRs are responsible for the currency of their policy memorandums or messages and are required to do a review of their policy memorandums or messages at least once a year and discard obsolete policy.

3.13. Completing the AF Form 673. OPRs will complete an AF Form 673OP_AFSPC, **Request to Issue Publication.**

3.13.1. (Added) Completion of the AF Form 673OP_AFSPC is a two-step process:

3.13.1.1. (Added) Step 1: Front Side – Sections I through III.

3.13.1.1.1. (Added) Obtain the following minimum **mandatory coordination** in addition to any other coordination deemed necessary (i.e. coordination of all offices having a functional interest).

3.13.1.1.1.1. (Added) **460th Air Base Wing Vice Commander (460 ABW/CV).**

3.13.1.1.1.2. (Added) **460th Mission Support Group Commander (460 MSG/CC).**

3.13.1.1.1.3. (Added) **460th Air Base Wing Staff Judge Advocate (460 ABW/JA).**

3.13.1.1.1.4. (Added) **460th Air Base Wing Public Affairs Office (460 ABW/PA).**

3.13.1.1.1.5. (Added) **460th Security Forces Squadron Commander (460 SFS/CC) (Security Issues Only).**

3.13.1.1.1.6. (Added) **460th Air Base Wing Operations Security (OPSEC) Manager (460 ABW/XP).**

(**NOTE:** Must be the 460 ABW OPSEC Manager or alternate for 460 ABW publications). If a Tenant organization is the OPR for a 460 ABW publication, they must also coordinate through their OPSEC Manager in addition to the 460 ABW OPSEC Manager. Coordination must reflect “OPSEC Manager” if member has dual responsibilities in the coordination process.

3.13.1.1.1.7. (Added) **460th Communications Squadron Privacy Act Office (460 CS/SCSA).**

3.13.1.1.1.8. (Added) **460th Communications Squadron Freedom of Information Act (FOIA) Office (460 CS/SCSA).**

3.13.1.1.1.9. (Added) **460th Communications Squadron Information Assurance Office (460 CS/SCBI).**

3.13.1.1.1.10. (Added) **460th Communications Squadron Records Management Office (460 CS/SCSAR).**

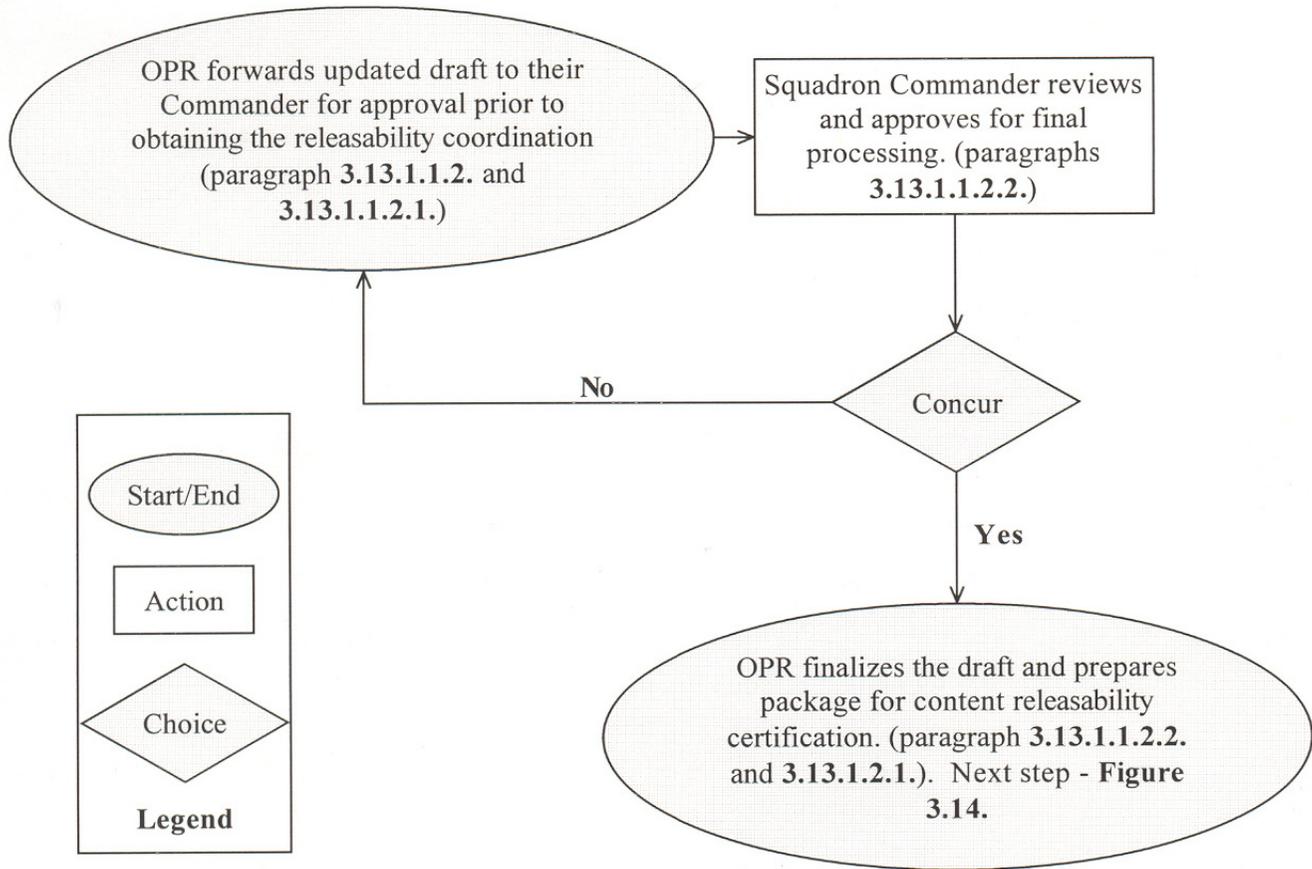
3.13.1.1.1.11. (Added) **460th Communications Squadron Forms Management Office (460 CS/SCSAP).**

3.13.1.1.2. (Added) The OPR receives all coordination, resolves any differences and integrates inputs into an updated draft, **Figure 3.12. (Added)**

3.13.1.1.2.1. (Added) The OPR forwards the updated draft and all coordination through their squadron commander prior to finalizing the publication.

3.13.1.1.2.2. (Added) Upon approval of the updated draft from the OPR’s squadron commander, the OPR will finalize the draft and remove the "DRAFT" statement and page numbers from the header and footer prior to obtaining content releasability certification (reverse of AF Form 673OP_AFSPC), paragraph **3.13.1.2. (Added)**

Figure 3.12. (Added) Updated/Finalized Draft Coordination.



3.13.1.1.2.3. (Added) Create Master AF Form 673OP_AFSPC. Show all consolidated office symbols, names, dates and phone numbers on the front side of the AF Form 673OP_AFSPC. If additional space is needed, use front side of another AF Form 673OP_AFSPC, **Figure 3.13. (Added)**

Figure 3.13. (Added) Example Master AF Form 673OP_AF (Front Side).

REQUEST TO ISSUE PUBLICATION					DATE		
<i>(Complete this form by using a typewriter or electronically generate it. * A second page is provided in the EF version of this form.)</i>					20040101		
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)
460 CS/SCSAP, STOP 91		460 CS/SCSAP, STOP 91 Buckley AFB CO 80011-9542		Ready, Ima		Contr	677-0000
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				AFI33-360V1460ABWSup		<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> CHANGE NO. <input type="checkbox"/> 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.)		
None			16	N/A	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")		
UNCLASSIFIED			AFI33-360V1, 6 May 02		NOT APPLICABLE		
SECTION II - COORDINATION AND CONCURRENCE (See AFI 37-160, V1, Table 3.1.)					SECTION III - FORMS		
FUNCTIONAL ADDRESS SYMBOL	NAME (Typed or Printed and Signature)	DATE	TELEPHONE NO. (DSN)	<i>(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.)</i>			
460 ABW/CV	Col Charlton Houston (see attached AF Form 1768)	20031121	877-0001	FORM NO.	CURRENT	NEW	REVISED
460 ABW/CCE	Capt Liddie MacGuire (see attached AF Form 673)	20030429	877-0002	AF 399	<input checked="" type="checkbox"/>		
460 MSG/CC	Lt Col Jonathan Wayne (see attached AF Form 1768)	20030502	877-0003	AF 673	<input checked="" type="checkbox"/>		
460 MSG/CCE	1Lt Bradley Pitt (see attached email)	20030502	877-0004	AF 1382	<input checked="" type="checkbox"/>		
460 ABW/JA	Lt Col Alexander Baldwin (see attached ltr/AF Form 673)	20030812	877-0005				
460 ABW/PA	Joe Schmoe (see attached email)	20030503	877-0006				
OPSEC Manager	Clark Kint (see attached AF Form 673)	20030515	877-0007				
460 SFS/CC	Major Merry Poppins (see attached AF Form 673)	20030423	877-0008				
460 CS/SCBI	MSgt William Shakes (see attached email)	20030519	877-0009				
460 CS/SCS	1Lt Doogie Hauser (see attached OF 41)	20030722	877-0010				
460 CS/SCSA	MSgt Melvin Gibs (Privacy Act/FOIA) (see attached email)	20030606	877-0011				
460 CS/SCSAR	Julianna Roberts (see attached email)	20030404	877-0012				
460 CS/SCSAP	Tessa Banks (see attached OF 41)	20030612	877-0013				
16. REMARKS (Continue remarks on plain bond paper and attach to this form.)							
PLEASE GROUP YOUR COMMENTS INTO ONE OF THE FOLLOWING CATEGORIES: (SEE REVERSE, SECTION V). (AFI33-260V1_AFSPCSUP1, para 3.19.1.2.)							
Additional coordination for Section II on attached AF Form 673.							
					SUSPENSE DATE		
SIGNATURES INDICATE THAT A REVIEW OF THIS PUBLICATION REVEAL THE INFORMATION IS NOT LESS RESTRICTIVE NOR DOES IT CONTRADICT HIGHER LEVEL GUIDANCE.							
<i>I certify that the attached manuscript meets Air Force requirements for necessity, good taste, and applicability to the Air Force.</i>							
17. TYPED NAME, RANK, TITLE, AND FAS OF CERTIFYING AUTHORITY				18. SIGNATURE (Please use ink.)		19. DATE	
ALL CAPS, Lt Col, USAF Commander, 460th Communications Squadron				<i>All Caps</i>		20040106	
<i>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.</i>							
20. TYPED NAME, RANK, TITLE, AND FAS OF APPROVING AUTHORITY				21. SIGNATURE (Please use ink.)		22. DATE	
ALSO CAPS JR., Col, USAF Commander, 460th Air Base Wing							
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/ARTWK:		
		YES NO					
35. DATE RELEASED FOR PUBLICATION	36. SIGNATURE OF PERSON RELEASING COPY (Please use ink.)					37. DATE	

3.13.1.1.2.4. (Added) Obtain the Certifying Official's signature in block 18.

3.13.1.2. (Added) Step 2: AF Form 673OP_AFSPC, Reverse Side - Section VI. Publication Content Releasability Certification. Determine if publication will be public access or restricted access, AF Form 673OP_AFSPC, Reverse Side - Section VI, Item 38, justification for nonreleasability required, and verify content as the information content owner, Item 39, **Figure 3.15. (Added)**

3.13.1.2.1. (Added) Obtain **mandatory coordination** from the Content Releasability coordinating offices, to include names, dates and telephone numbers, on AF Form 673OP_AFSPC, Reverse Side - Section VI, Item 40, **Figure 3.14. (Added)** and **Figure 3.15. (Added)** **Do not shotgun out**; original signatures are required. Each addressee will review, sign on the AF Form 673OP_AFSPC, Reverse Side - Section VI, Item 40, and forward the finalized draft publication and all coordination to the OPR.

3.13.1.2.1.1. (Added) Certification is completed prior to the Approving Authority signature. No changes (administrative or otherwise) are permitted in this process. The front of the Master AF Form 673OP_AFSPC should be complete at this time. Any changes to the publication will require the coordination for the content releasability coordinating offices to be reaccomplished in its' entirety.

3.13.1.2.1.2. (Added) The content releasability coordinating offices include:

3.13.1.2.1.2.1. (Added) **Foreign Disclosure Office.** If the publication contains classified, unclassified with sensitive information or FOUO, the OPR will forward publication to the Command Foreign Disclosure Office, HQ AFSPC/XPIF.

3.13.1.2.1.2.2. (Added) **460th Communications Squadron Privacy Act Office (460 CS/SCSA).**

3.13.1.2.1.2.3. (Added) **460th Communications Squadron Freedom of Information Act (FOIA) Office (460 CS/SCSA).**

3.13.1.2.1.2.4. (Added) **460th Air Base Wing Operations Security (OPSEC) Manager (460 ABW/XP).**

3.13.1.2.1.2.5. (Added) **460th Air Base Wing Public Affairs Office (460 ABW/PA).**

3.13.1.2.2. (Added) Obtain Organizational Content Approval Authority's signature (0-5 or above) on AF Form 673OP_AFSPC, Reverse Side - Section VI, Item 41, **Figure 3.14. (Added)** and **Figure 3.15. (Added)** **Do not shotgun out**; original signatures are required.

Figure 3.14. (Added) Publication Content Releasability Certification.

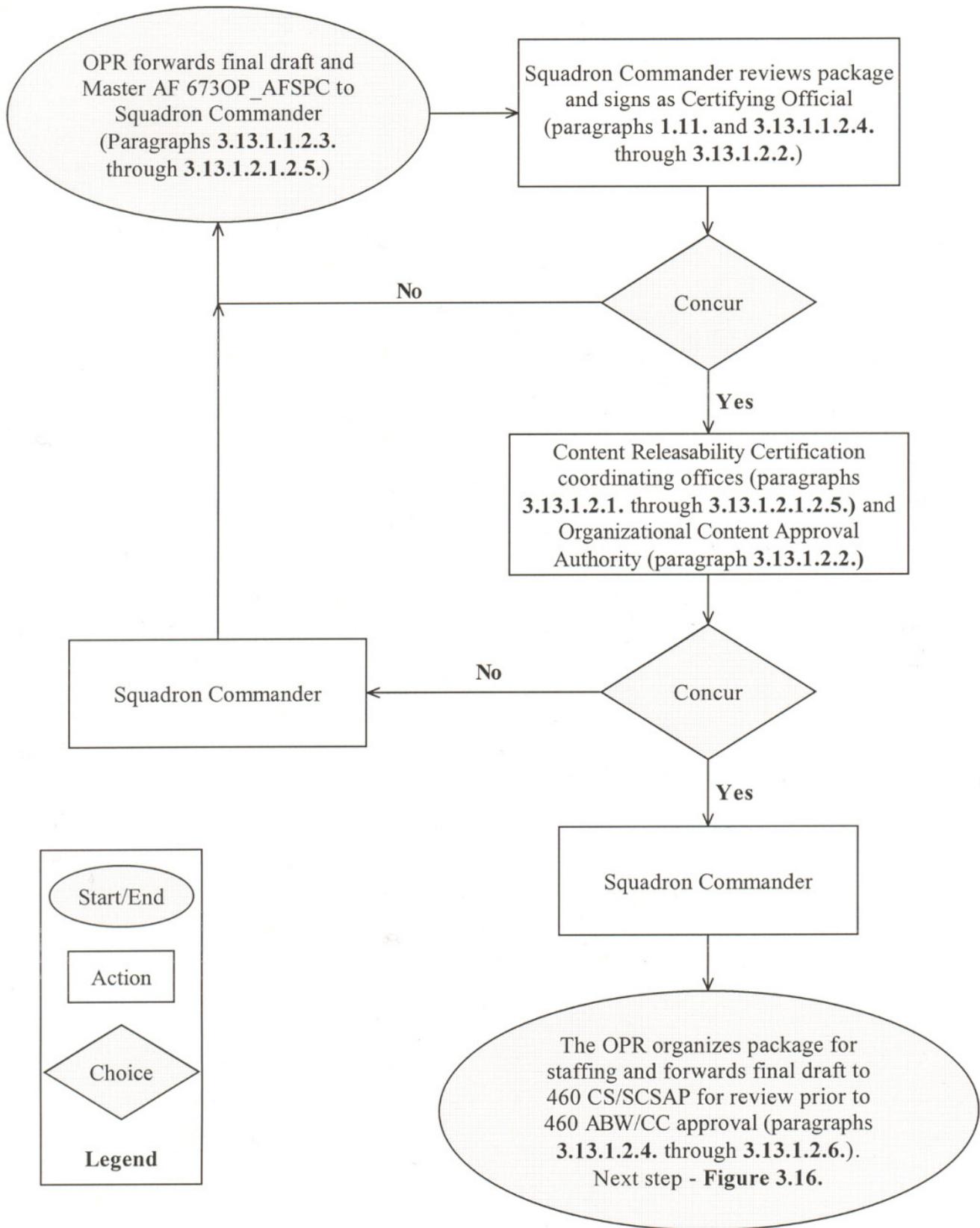
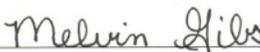
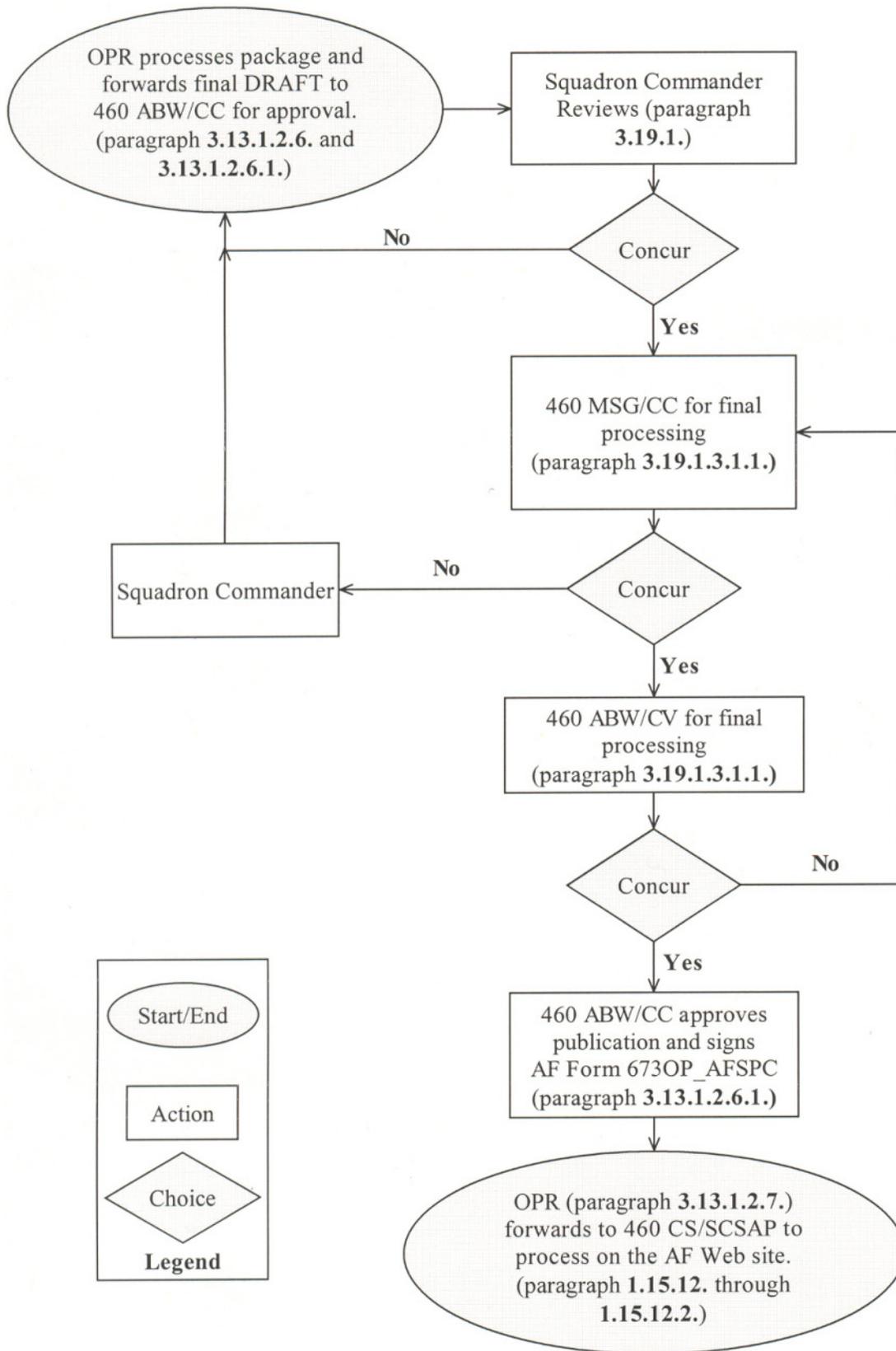


Figure 3.15. (Added) Example Master AF Form 673OP_AFSPC (Reverse Side).

AF FORM 673 CONTINUATION SHEET			
REMARKS (Continued)			
SECTION V - ADDITIONAL PUBLICATION COORDINATION INFORMATION			
COORDINATING OFFICES MUST GROUP THEIR COMMENTS AS FOLLOWS:			
<p>CRITICAL COMMENTS. These comments are major deficiencies that affect the implementation of the publication. <i>(The publication OPR is REQUIRED to incorporate or resolve any critical comments. Resolution of the critical comments must be included in documentation provided to the Publishing Office.)</i></p> <p>SUBSTANTIVE COMMENTS. These comments are less significant deficiencies that include deviations but would not prevent implementation of the publication. <i>(The publication OPR is NOT REQUIRED to incorporate or resolve this type of comment, but is highly encouraged to do so. Any resolution of these comments must be included in all documentation provided to the Publishing Office.)</i></p> <p>ADMINISTRATIVE COMMENTS. These comments offer clarity, accuracy and consistency. They include such items as updated references, improper terminology and minor errors. <i>(The publication OPR is NOT REQUIRED to incorporate or resolve this type of comment, but is highly encouraged to do so. Any resolution of these comments must be included in all documentation provided to the Publishing Office.)</i></p>			
SECTION VI - PUBLICATION CONTENT RELEASABILITY CERTIFICATION			
<p>38. This section is completed after the publication has been finalized and is ready for issuance. No changes, administrative or otherwise, will be allowed during the certification process. Any changes will invalidate the certification which will have to be repeated for the revised document.</p> <p><i>As the information content owner for the publication listed on the front of this form, I certify a review of the content in this publication has been conducted against the criteria prescribed in AFI33-129, AF110-1101, and DoD5400.7-R_AFSUP1 and AFSPCSUP1. This review has been conducted to identify any risks associated with the public release of this information. As a result of this review, I have indicated the releasability of this document by marking an "x" next to the appropriate category listed below.</i></p>			
<input checked="" type="checkbox"/>	PUBLIC ACCESS - Access is unlimited and available to the general public, including foreign nationals, US government contractors, foreign government contractors, etc.		
<input type="checkbox"/>	RESTRICTED ACCESS - Access to this publication is limited and not available to the general public. Justification is provided below.		
<p>JUSTIFICATION FOR NONRELEASABILITY</p> <p>* If publication is "X" distribution, annotate RESTRICTED ACCESS box and include justification.</p> <p>* Contact 460 CS/SCSAP for guidance.</p>			
39. INFORMATION CONTENT OWNER			
OFFICE OF PRIMARY RESPONSIBILITY (OPR) 460 CS/SCSAP	OPR NAME AND GRADE IMA READY, Contr-TekStar, Inc.	OPR DUTY PHONE DSN 877-0000	
SIGNATURE 		DATE (YYYYMMDD) 20040109	
40. CONTENT RELEASABILITY COORDINATING OFFICES			
Coordination on this document assumes your concurrence with the releasability category selected by the OPR. If you do not concur, provide rationale for nonconcurrence on this form or on a separate sheet. All nonconcurrences must be resolved by the OPR prior to publishing the document.			
FUNCTIONAL ADDRESS	NAME (Typed or printed and signature)	DATE	DUTY PHONE
Foreign Disclosure Office	N/A		
460 CS/SCSA (Privacy Act (PA) & FOIA)	MSgt Melvin Gibbs 	20040114	877-0011
OPSEC Manager	Clark Kint 	20040116	877-0007
460 ABW/PA (Public Affairs Office)	Joe Schmoe 	20040121	877-0006
41. ORGANIZATIONAL CONTENT APPROVAL AUTHORITY (0-5 OR ABOVE)			
As the organization content approval authority, I concur with the releasability determination indicated in block 38 above.			
APPROVAL AUTHORITY NAME AND GRADE ALL CAPS, Lt Col, USAF Commander, 460th Communications Squadron		SIGNATURE 	DATE (YYYYMMDD) 20040123

- 3.13.1.2.3. (Added) Accomplish an AF Form 1768, **Staff Summary Sheet**.
- 3.13.1.2.4. (Added) Forward final package to 460 CS/SCSAP.
 - 3.13.1.2.4.1. (Added) 460 CS/SCSAP will review package for compliance to guidance provided (i.e. AFI33-360V1 and V2, publications guides, OPR checklist, etc.).
 - 3.13.1.2.4.2. (Added) Forward package to the OPR.
 - 3.13.1.2.5. (Added) The OPR will remove all backup information and forward backup information to 460 CS/SCSAP to be maintained in the official record set, paragraph **1.13.14**.
 - 3.13.1.2.6. (Added) The OPR will forward package up the chain (paragraph **3.19.1**) for approval by the Approving Authority, 460 ABW/CC, **Figure 3.16. (Added)**
 - 3.13.1.2.6.1. (Added) 460 ABW/CC approves publication, signs AF Form 673OP_AFSPC, (Front Side - Section II, Item 21) and forwards approved package to the OPR.
 - 3.13.1.2.7. (Added) The OPR will submit the approved publication to 460 CS/SCSAP as part of the complete record set, paragraph **1.13.14**.

Figure 3.16. (Added) Final Approval Process.



3.17. **Coordinating With Interested Staff Offices.** When writing a new or revised publication, **minimum mandatory** coordination is required in addition to any coordination the OPR deems necessary (AFI33-360, Volume 1, **Table 3.1.** and **Table 3.2.**). In addition, if the subject matter warrants higher headquarters coordination, the OPR must coordinate with the appropriate office before submitting the manuscript to 460 CS/SCSAP. Coordination more than 180 days old must be reaccomplished prior to publication of the document.

3.19.1. The OPR for the publication will forward the tasking for coordination through their squadron commander via email, memorandum, or AF Form 1768, **Staff Summary Sheet**, Optional Form 41, **Routing and Transmittal Slip**, or as determined by each unit, **Figure 1.1. (Added)**

3.19.1.1. Squadron commanders will review draft publication and suspense the AF Form 673OP_AFSPC and draft publication to appropriate offices under their purview.

3.19.1.2. (Added) Squadron commanders will monitor inputs, consolidate information and attach all coordination to the AF Form 673OP_AFSPC and sign (in Section II) verifying all offices under their purview have coordinated. Add or delete offices as necessary.

3.19.1.3. (Added) Squadron commanders will forward the AF Form 673OP_AFSPC and all coordination through the appropriate wing/group commander or equivalent using the AF Form 1768.

3.19.1.3.1. (Added) 460 MSG. If the OPR is from a subordinate 460 MSG organization (i.e. 460 MSS, 460 CONS), the OPR's squadron CC will forward the publication tasker to 460 MSG/CCE for review. In addition to reviewing the draft publication, 460 MSG/CCE will suspense out taskers and monitor inputs from subordinate organizations and consolidate one report back to the OPR in accordance with (IAW) paragraphs **3.19.1.1.** through **3.19.1.3. (Added)** 460 MSG/CC or 460 MSG/CCE will approve the publication for coordination to units outside of 460 MSG, and forward back through the squadron commander to the OPR for distribution to coordinating offices (i.e. 460 ABW, 140 WG).

3.19.1.3.1.1. (Added) After receiving all coordinating offices' coordination and when publication is ready for final processing, OPRs will forward publication package through the 460 MSG/CC and 460 ABW/CV to the approving authority, 460 ABW/CC, paragraph **3.13.1.2.6.** and **Figure 3.16. (Added)**

3.19.1.3.2. (Added) 460 ABW. If the OPR is from a 460 ABW organization (i.e. Wing Staff, Conptroller Flight, etc.), the OPR's squadron CC or flight/agency chief will forward the publication tasker to 460 ABW/CCE for review. In addition to reviewing the draft publication, 460 ABW/CCE will suspense out taskers and monitor inputs from 460 ABW organizations and consolidate one report back to the OPR IAW paragraphs **3.19.1.1.** through **3.19.1.3. (Added)**

3.19.1.3.2.1. (Added) After receiving all coordinating offices' coordination and when publication is ready for final processing, OPRs will forward publication package through the 460 MSG/CC and 460 ABW/CV to the approving authority, 460 ABW/CC, paragraph **3.13.1.2.6. (Added)** and **Figure 3.16. (Added)**

3.19.1.3.3. (Added) 460 MDS. If the OPR is from 460 MDS, the OPR's flight/agency chief will forward the publication tasker to the 460 MDS/CC for review. Upon 460 MDS/CC approval, the OPR will send out taskers, monitor inputs and consolidate into a final draft.

3.19.1.3.3.1. (Added) After receiving all coordinating offices' coordination and when publication is ready for final processing, OPRs will forward publication package through the 460 MSG/CC and 460 ABW/CV to the approving authority, 460 ABW/CC, paragraph **3.13.1.2.6. (Added)** and **Figure 3.16. (Added)**

3.19.1.3.4. (Added) Other tenant organizations, i.e. 140th Wing, 140th Operations Group. If the OPR is from a tenant organization, the OPR's squadron CC or flight/agency chief will forward the publication tasker through their respective wing/group commander or equivalent to 460 ABW/CCE for review. In addition to reviewing the draft publication, 460 ABW/CCE will suspense out taskers and monitor inputs from 460 ABW organizations to include 460 MSG, 460 ABW Staff offices and 460 MDS and consolidate one report back to the OPR IAW paragraphs **3.19.1.1.** through **3.19.1.3. (Added)**

3.19.1.3.4.1. (Added) After receiving all coordinating offices' coordination and when publication is ready for final processing, OPRs will forward publication package through the 460 MSG/CC and 460 ABW/CV to the approving authority, 460 ABW/CC, paragraph **3.13.1.2.6. (Added)** and **Figure 3.16. (Added)**

3.19.2. (Added) Compliance with AFI33-360V1_AFSPCSUP_I, *Publications Management Program*, paragraph **3.19.1.** through paragraph **3.19.1.2.6.** is applicable to all 460th Air Base Wing units and subordinate units assigned, attached, and supported by the 460 ABW to include Air National Guard and Air Force Reserve personnel who write 460 ABW publications. Document review comments may be made via e-mail or letter as well.

3.19.2.1. (Added) OPRs must coordinate all 460 ABW instructions and 460 ABW supplements through 460 CS/SCSAP.

3.19.2.2. (Added) Coordinating officials must group their document review comments into one of three categories: "critical," "substantive" or "administrative."

3.19.2.2.1. (Added) Each addressee will review, coordinate (via memorandum, email, or on the AF Form 673OP_AFSPC) and forward the draft publication and all coordination through the appropriate office to the OPR, paragraphs **3.19.1.3.1. (Added)** through **3.19.1.3.3.1. (Added)**

3.19.2.2.2. (Added) If comments received in coordination process cannot be incorporated by the OPR of the publication and the issue cannot be resolved with the coordinating official, OPRs must elevate through appropriate channels for final resolution. **NOTE:** 460 CS/SCSAP is not authorized to publish any proposed publication until all issues have been resolved. Critical comments and non-concurrences must be "resolved," **in writing**, before publishing actions may occur. All correspondence relating to coordination will be submitted to 460 CS/SCSAP as part of the complete record set.

3.20. **Effective and Expiration Dates.** Effective date of a publication is the issuance date assigned by Air Force Departmental Publishing Office (AFDPO), Central Tagging. **NOTE:** Publications will not be backdated under any circumstances.

3.24. **Prescribing or Adopting Forms.** All 460 ABW forms (except office forms) must be prescribed by a directive publication.

3.43.2.1. 460 CS/SCSA reviews all publications for Privacy Act and FOUO information.

3.45.5. Holdover supplements that are not revised within 120 days after reissue of the basic publication will be sent to the 460 ABW/CC for consideration for rescission or for the commander to task the OPR to revise.

3.49.1. Only rescind 460 ABW publications in their entirety (not by chapters, parts or sections). Approval and rescission authority are the same level of the organization that issued the publication. This authority may not be delegated. Recommend OPR coordinate with other affected offices/agencies prior to requesting rescission of publication. Attach coordination (e-mail, memorandum, and etcetera) to the AF Form

1382, **Request for Review Of Publication and/or Form(s)**. Send AF Form 1382 requesting rescission to 460 CS/SCSAP, 18950 East Crested Butte Avenue, Stop 91, Buckley AFB CO 80011-9522. For classified publications, include whether the publication may be downgraded or declassified before rescinding.

3.49.1.1. (Added) If the publication to be rescinded prescribes a form, contact 460 CS/SCSAP. The publication cannot be rescinded until the forms issue is resolved.

3.64. **Transfer of Responsibilities for a Publication.** When an OPR transfers responsibility for a publication or form, they must obtain concurrence, in writing, from the new OPR. Forward copy of the memorandum to 460 CS/SCSAP.

3.64.1. (Added) When reorganizations occur, it is the responsibility of the directorate office to inform 460 CS/SCSAP of the reorganization and appoint an individual to assist with determining new OPR office symbols, AFMAN 33-326, *Preparing Official Communications*, **Chapter 9**. The same applies to the supervisor of those individuals that transfer or retire.

3.65. **Implementing Publications of Higher Headquarters.** 460 CS/SCSAP will forward the AF Form 399, **Request for Action on Implementation of Higher Headquarters Publication**, to OPRs to advise them to take action on newly issued higher headquarters publications.

3.66. **Initiating Review of Publications.** For 460 ABW functions, AF Forms 1382 are prepared and forwarded to the appropriate office every 2 years in lieu of using the anniversary month. Each OPR reviews their publication to determine whether the publication is current, requires revision or can be rescinded.

6.3.1. The OPR selects the series number whose description most closely matches their publication subject. The 460 CS/SCSAP assigns the control number.

7.1. 460 ABW publications and forms are also kept in a backup repository on the Buckley intranet website <https://intraweb/BaseIM>, and maintained on a CD-ROM in the 460 ABW Publications Manager's office.

A4.1. **Guidance.** The 460 ABW Publications Manager will provide customer training (either one-on-one or in group sessions) in the accessing, developing and publishing of official publications and forms as prescribed by AFI33-360V1 and this supplement. OPRs contact 460 CS/SCSAP prior to drafting a publication to receive local guidance on publication creation. OPRs will also provide draft publication to 460 CS/SCSAP prior to sending publication for coordination.

ALLEN KIRKMAN JR., Colonel, USAF
Commander