



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

OPR: 50 SCS/SCSI (Mr. Gregory A. Cummins) Certified by: 50 SCS/SCS (Mr. Ricky S. Anderson)
Supersedes 50 SWH 33-304, 2 Aug 99
Pages: 4
Distribution: F

The Office of Primary Responsibility (OPR) of this supplement is 50 SCS/SCSI (Mr. Gregory A. Cummins). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360, Volume 1, Publications Management Program, 6 May 2002. This instruction applies to all 50th Space Wing (50 SW) units. It does not apply to the Air National Guard or the Air Force Reserves. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This document replaces 50 SWH 33-304, 2 August 1999 and is the SAFB initial supplement to AFI 33-360V1.

1.7.1. The Air Force e-Publishing web site is “The Official Source Site for Air Force Publications and Forms.” 50 SW publications and forms are also maintained on the following web site:

<https://milgov.schriever.af.mil/baseim/>

1.7.2. There is no Publications Distribution Office at Schriever AFB. Organizations requiring reprints must obtain them via Document Automation and Production Service (DAPS) using their Government Purchase Card. Requests for reprints must be coordinated with the 50 SW Publishing Office (50 SCS/SCSIP) prior to submittal.

1.7.3. 50 SW publications become official as soon as approved and signed by the Installation Commander.

1.9.3. The 50 SW/CC is the approving authority for all new, revised, and rescinded 50 SW publications.

1.11. **Certifying Officials.** The certifying official validates the need for the publication and ensures it is as restrictive as the higher headquarters publication, same subject. NOTE: The publication may be as or more restrictive, but never less restrictive than higher headquarters publication it implements or supplements. OPR ensures coordination from all offices between OPR and the certifying authority.

1.13.1. OPRs should consult with the Publications Manager to obtain the latest written guidance and examples prior to writing a new publication or revising an existing document.

1.13.10. Mandatory coordination is required for new or revised publications; this is in addition to any Interested Staff Offices the OPR deems necessary. To ensure the publication does not violate legal, security, foreign disclosure, Privacy Act (PA), FOUO, Freedom of Information Act (FOIA), records policy, publications and forms management policy; the OPR will obtain the coordination in the order listed before submitting the final package to 50 SCS/SCSIP for publishing:

1.13.10.1. (Added) The Publishing Management Office, 50 SCS/SCSIP (before sending out for other coordination).

1.13.10.2. (Added) The Records Management Office, 50 SCS/SCSIR.

1.13.10.3. (Added) Your Unit/CC

1.13.10.4. (Added) MSG/CC

1.13.10.5. (Added) CG/CC

1.13.10.6. (Added) OG/CC

1.13.10.7. (Added) Any other organization that the publication will effect.

1.13.14. The 50 SW Publications Manager is responsible for maintaining the official record sets for standard publications they publish. The OPR must provide all required documentation for the record sets, to include: a paper and electronic copy (Microsoft Word document) of the draft, all completed AF Forms 673, AF Form 1768(s) and any other supporting documentation.

1.14.1. Additions, deletions, or changes to official 50 SW publications and forms are announced on the 50 SW Publishing web page, <https://milgov.schriever.af.mil/baseim/>, under publishing bulletins.

1.15.12. Publications that have graphics and/or pictures must be placed in the document where required and submitted in a separate file format (power point figures (.ppt) preferred).

1.15.13. The 50 SW Publications Manager does not integrate supplements; Air Force Distribution Publications Office (AFDPO) completes the integration electronically.

1.15.15. (Added) Responsibilities. The Base Publication Manager provides assistance and training to the Unit Publications Managers (UPMs). Base Publication Manager will conduct initial and or refresher training for the UPMs bi-monthly, or as deemed necessary.

2.2.8.2. The 50 SW Publications Management personnel do not publish or coordinate on unit operating instructions (OI). They will, however, assist the OPR upon request. The Unit Pubs/Forms Manager is responsible for maintaining the unit record set of any OI generated.

2.3.9.1. The Schriever Base Bulletin is published electronically daily. Paper copies are no longer distributed. Base Bulletin information can be found on the Schriever AFB Web Page under the "News" link.

3.2. **Issuing New Policy.** An official standard publication must be issued to replace a policy memorandum or message within 120-calendar days. The OPR should begin writing and coordinating a new publication immediately to ensure it is published before the policy letter is obsolete. Contact 50 SCS/SCSIP for guidance on issuing new policy memoranda.

3.5. **Conflicting Publications.** Notify the OPR and publisher, 50 SCS/SCSIP, if conflicts with higher-level publications are discovered.

3.11. **Selecting a Series Number.** The Base Publications Manager, 50 SCS/SCSIP, assigns publication control numbers to new publications after all coordination is completed.

3.13. AFSPC CCS/SCSP has stated that it is mandatory that 50 SW units use the AF Form 673OP_AFSPC vs. the AF Form 673. The form is available on the Schriever AFB Web Page under the “Resource” link. Click on “Publications” and then “Overprint & AFSPC Forms”. The AF Form 673 Overprint is also available on: <https://midway.peterson.af.mil/pubs/formlinks/index.htm>.

3.14. **Electronic Coordination of Draft Publications.** E-mail coordination is acceptable to expedite the coordination process. The coordinating agency should ensure hard copy information (drafts and coordination) is returned for inclusion in the publication package. All backup information (drafts and coordination) must be attached to the AF Form 673 and annotated, “see attached e-mail coordination.”

3.19.1. Recommend use of AFSPC Form 24, *Document Review Comments*, to submit comments to reviewed publications. Comments may be made via email or letter. Recommend that subordinate unit OPRs use the form but they should contact their local publishing activity for local procedures.

3.22. **Minimum Processing Requirements.** The OPR must create an AF Form 1768, Staff Summary Sheet, for the final approval process. The AF Form 1768 must have, as a minimum, the following offices identified for coordination:

3.22.1. (Added) 50 SCS/SCSIP (Publications Management Office)

3.22.1.1. (Added) 50 SW/DS

3.22.1.2. (Added) 50 SW/CCE

3.22.1.3. (Added) 50 SW/CV

3.22.1.4. (Added) 50 SW/CC

3.23.1. The Publishing Office is not responsible for providing editing services for publications.

3.23.1.7. Reference AFI 33-360V1, Attachment 4 for editorial guidance for preparing, reviewing, and editing publications.

3.24.3. 50 SCS/SCSIF manages Schriever Air Force Base forms. Contact the Base Forms Manager once the need for a new or revised form is determined.

3.43.2.3. The special “X” distribution classification will only be used for restricted publications, i.e., classified or For Official Use Only (FOUO) publications.

3.50.1. Schriever Air Force Base publications will be revised in their entirety. Office of Primary Responsibility does not revise a publication merely to update organizational titles, series numbers, signature elements, or references unless these items cause significant problems.

3.66. **Initiating Review of Publications.** AF Forms 1382 are prepared by the 50 SCS/SCSIP and sent to the OPR annually in the anniversary publication month. Each OPR is responsible for reviewing its publication to determine whether the publication is current, requires revision, or can be rescinded. Rescinded publications and forms require the signature at the same level of the approval authority. The AF Form 1382 must be signed and returned to the Publishing Office for inclusion in the publication record set. If a publication is being rescinded and prescribes a form, state whether the form will be prescribed by another publication.

A4.29.7. (Added) Content Releasability Coordinating: The OPR will obtain the following coordination before submitting the final package to 50 SCS/SCSIP for tagging:

A4.29.7.1. (Added) HQ AFSPC/XPIF (Foreign Disclosure)

A4.29.7.2. (Added) 50 SW/PA (Public Affairs)

A4.29.7.3. (Added) 50 SW/XPY (OPSEC)

A4.29.7.4. (Added) 50 SCS/SCBI (Privacy Act/FOIA)

SUZANNE M. VAUTRINOT, Colonel, USAF
Commander