

**BY ORDER OF THE COMMANDER  
90TH SPACE WING**

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

**90TH SPACE WING  
Supplement 1**

**31 MAY 2003**



**Communications and Information**

**PUBLICATIONS MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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

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OPR: 90 CS/SCSP (Ms Linda McLees)  
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This instruction implements and extends the guidance of AFI 33-360, Volume 1, 6 May 2002, providing local publishing policy. It applies to all personnel who prepare, manage, review, certify, approve and use publications at the 90th Space Wing and units assigned, attached, and supported by the 90th Space Wing Publishing Office. 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, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information.

### **SUMMARY OF REVISIONS**

This supplement is significantly changed and must be completely reviewed.

1.5.1.3.1. (Added) Publications published by the Publishing Management Office (90 CS/SCSP) are published as 90 SW publications, rather than issuing 90th Space Wing and Francis E. Warren Air Force Base as separate publications. Short titles are 90SWI for instructions, 90SWMAN for manuals, 90SWPAM for pamphlets, 90SWSUP for supplements, 90SWVA for visual aids, 90SWRP for recurring periodicals, and so forth.

1.5.2. Contact the publishing management office, 90 CS/SCSP, for more information and approval to establish a special publication system if needed.

1.7.1. In the event of internet failure resulting in non-access to the official Air Force publishing website at <http://www.e-publishing.af.mil>, the official backup internet repository for 90th Space Wing publications is <http://www.warren.af.mil/pubs/index.htm>. In addition, the Air Force and Air Force Space Command Electronic Publishing Libraries (EPLs) CD-ROMs are located on the local network and intranet. If you lack access, contact the publishing management office or the local network help desk for assistance. Since CD-ROMs are current only for the period published, users should refer to official web sites first to ensure access to the most current products. Groups and squadrons should keep AFEPLs and

AFSPCEPLs on hand for use during electronic access downtime. See your Organizational Account Representative (OAR) to order these products.

1.10.1.1. The 90 SW/CC is the approving authority official for NEW, first issue 90th Space Wing publications. This authority may not be delegated, except the 90 SW/CV may sign for the 90 SW/CC when on orders.

1.10.1.2. Approving Official Authority for revised publications is delegated to the 90 SW/CV, group commanders, or equivalent staff agency chiefs that report directly to the Wing Commander. This responsibility may not be further delegated, except for deputy commanders or assistant chiefs who may sign when designated the commander or chief on orders. **NOTE:** A revised publication is one that supersedes or changes a previous edition originally approved by the actual approving authority official when first published.

1.10.1.2.1. (Added) Delegated approving authority officials will obtain coordination from the actual approving authority official when required. Delegation of approving authority does not apply if higher headquarters' directives specifically mandate the wing commander's coordination and approval on a specific publication or subject matter. Project officers and certifying officials must elevate the publication when required.

1.10.1.3. When the approving authority official is delegated, the signature block in the publication will remain that of the actual approving authority or the official who has delegated the authority; such as, for 90th Space Wing publications, the wing commander.

1.10.1.4. When the approving authority official is delegated, insert the delegation of authority as the last item in the first paragraph or the purpose paragraph of the publication, just above the SUMMARY OF REVISIONS; such as, "In accordance with AFI 33-360, V1, 90 SW Sup 1, paragraph **1.10.1.2.**, the 90 SW/CC designates [90 MSG/CC] approval authority official for this publication. The signature block remains that of the 90th Space Wing Commander."

1.11. Certifying Authority Officials for new, revised, or rescinded publications are one level below the approving authority official. The certifying authority official may not be further delegated, except for deputy commanders or assistant chiefs who may sign when designated commanders or chiefs are on orders.

1.12. The publishing manager, 90 CS/SCSP, is authorized to publish and monitor the 90th Space Wing's portion of Air Force's official publications program.

1.12.1. As publications are issued at all levels, publishing monitors must be assigned at all levels in order to monitor their organization's portion of the publishing program, ensuring publications are established, processed, published, distributed, and controlled IAW AFI 33-360, Volume 1. Send memorandums designating the name of the primary and alternate Group publishing monitors, functional addresses, and office phone numbers to 90 CS/SCSP. Squadron publishing monitors send their memorandums of designation to their group publishing monitors, and flight monitors to squadron publishing monitors (sample memorandum may be found at **Attachment 13 (Added)**).

1.12.2. Approving authority is at the highest level for all publications. The wing publications require the wing commander's approval (except for authorized delegation set forth in this supplement, paragraph **1.10.1.2.**). For group-level publications, the approving authority is the group commander; squadron-level, the squadron commander; and flight-level, the flight commander.

1.12.2.1. (Added) Group publishing monitors will coordinate their group publications (instructions, manuals, pamphlets, visual aids, and so forth) with the base publishing office (90 CS/SCSP). Request coordi-

nation via e-mail to <mailto:90SW.Publisher@warren.af.mil>, or send hard copies of the draft along with completed AF Form 673 to 90 CS/SCSP. Group publishing monitors coordinate on squadron publications and squadron monitors coordinate on flight publications to ensure compliance with publishing and forms standards set forth in AFI 33-360V1, AFI 33-360V2, and other publishing standards.

1.12.2.2. (Added) OPRs of policy memorandums will send courtesy copies of policy memorandums to their unit publishing monitor, who monitor the policy memorandums to ensure policy is converted to standard publications within 120 days, reissued, or rescinded (as required in AFI 33-360, Volume 1, paragraph 3.2.).

1.13.1. Project officers or the OPRs of 90th Space Wing publications and/or prescribed forms will complete and submit drafts to the publishing office, 90 CS/SCSP, for review/coordination, prior to obtaining any other coordination. All formatting will be flush left with no indenting. The publisher will contact the OPR after the review. If requested, the Publishing Office will assist the OPR in completing the appropriate forms and go over the coordination process. Contact publishing monitors within the group, squadron, or flight when establishing or revising unit publications and/or prescribed forms.

1.13.4. When generating wing publications, the OPR will obtain coordination and approval from HQ AFSPC counterpart, to ensure the publication's technical content is necessary, is as or more restrictive, and does not contradict AFSPC policy. This can be done by fax, telephone or e-mail to speed up the coordination process. Annotate the person's name, telephone number and date of the coordination on the AF Form 673. **NOTE:** For local group and below publications, obtain coordination and approval from the higher-level functional manager. For example, for a group OI dealing with safety, coordinate with the Base Safety Office.

1.13.5. Keep publications current, but don't change publications to update minor changes such as office symbols, names, signature blocks, or minor administrative items, unless they are causing a significant problem. Wait until it is revised. A written justification statement from the Certifying or Approving Official must accompany the AF Form 673, in order to publish a revision containing only these minor changes.

1.13.5.1. (Added) If, during the 2-year review of a publication, the OPR indicated a publication or form required revision on the AF Form 1382, but failed to submit a completely coordinated publication's package within 180 calendar days from the date the approving official signed the AF Form 1382, the status of the publication will be changed by the publishing manager to reflect current and essential until the next 2-year cycle. The OPR may submit the revision when it is completed. Coordination older than 180 calendar days must be re-coordinated.

1.13.5.2. (Added) When basic publications are superseded, their supplements automatically stay in effect as holdover supplements. A revised holdover supplement must be issued within 120-calendar days after receiving notification of holdover status. Therefore, if the publishing manager notifies the OPR that a supplement must be rewritten due to an updated basic, and the OPR fails to provide the completely coordinated publications' package within 120-calendar days from the notice, the publishing manager is authorized to generate an AF Form 1382 to the approving authority officials to rescind the supplement.

1.13.10. Standard publications must be coordinated with minimum mandatory coordinators, as required by AFI 33-360, Volume 1. Contact 90 CS/SCSP for the current names and office symbols of mandatory coordinators at base level (see requirements in paragraph 3.21.).

1.13.11. Coordinate revised 90th Space Wing publications with those organizations having a functional interest in the change or revision made and with mandatory coordinators. OPRs of 90th Space Wing pub-

lications will coordinate with lower-level functional offices when required, such as if they are tasking the office or unit.

1.13.13. Notify 90 CS/SCSP when transferring OPR responsibility for a standard publication to another organization, or if the OPR is changing within the organization (PCA/PCS). This can be done in writing, e-mail, or fax, but must show concurrence by the new OPR if known.

1.13.14. The 90 CS/SCSP maintains record sets for standard 90th Space Wing publications. Before publishing, the OPR must provide all the required documentation for the record set, to include the signed AF Form 673, copies of e-mail coordination, comments received during coordination, supporting documentation, and so forth. Group, squadron, and flight publishing monitors will maintain (at their location) the record sets for publications they publish.

1.13.15. Prepare 90th Space Wing instructions, manuals, pamphlets, handbooks, and so forth, as stand-alone publications, or supplement Air Force or Air Force Space Command instructions, when possible. Operating Instructions are not processed through the wing publishing management office (90 CS/SCSP). They are formatted in final format and published by the appropriate group, squadron, or flight publishing monitor. The wing publishing activity, 90 CS/SCSP, will review and coordinate on group publications/forms. Group publishing monitors will coordinate on all squadron publications/forms and squadron publishing monitors will coordinate on all flight publications/forms.

1.14.1. Announcements of new, revised, and rescinded publications are posted in the weekly base bulletin and in monthly publishing notices. Publishing monitors will ensure unit members have the opportunity to review these bulletins.

1.14.2. Users of publications and forms need the most current product from official publishing sites; therefore, local web masters will link to official publishing sites rather than place publications and forms files on their web sites.

1.15.8. Contact the publishing manager, 90 CS/SCSP, for the most current rich text format file, (.rtf) or (.doc) file of a publication before beginning a new revision. All publishing managers will provide the last known electronic file to their OPRs, when needed.

1.15.10. The 90th Space Wing publications are sent as required to the Air Force publishing transform facility. When returned the base publishing manager will contact the OPR and obtain a final approval, as well as check for format and structure. If approved, the transform facility will be notified they may be posted and 90 CS/SCSP will publish them. Group, squadron, and flight publications are prepared in final format and published by the publishing monitor within that unit.

1.15.10.1. (Added) To ensure 90 SW publications are correctly prepared for the transform facility, the base publisher is the final authority on format and structure. Publications do not always follow other writing guidance such as for general correspondence. The format, structure, grammatical sequence, and so forth, must follow publishing guidelines outlined in AFI 33-360V1, as supplemented, and general guidance provided by the Publishing Office. Anyone in the coordination process may edit and correct grammar, spelling, punctuation, capitalization, use of references, abbreviations, and acronyms, but coordinators will not hold up publications for minor editing. The suggested changes may or may not be included in the final document.

1.15.12. The 90 SW Production Office, 90 CS/SCSP, will forward 20 AF and 90 SW publications to the Air Force publishing facility for tagging and will ensure coordination approving the content may be released prior to Air Force placing them on the Air Force publishing site.

1.15.15. (Added) The official “backup repository” for 90th Space Wing publications is <http://www.warren.af.mil/pubs/index.htm>. **WARNING:** Using publications accessed from other sources other than official source sites could result in outdated and incorrect guidance.

2.2. Banner statement “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY” is required on all 90th Space Wing directive publications (not required on pamphlets, handouts, visual aids, etc.).

2.2.1. Policy Directives are not issued at the 90th Space Wing.

2.2.7. Supplements for 90th Space Wing publications follow the same criteria as for 90th Space Wing publications. Only one supplement may be issued at any one given level. OPRs from different functional areas having input need to work together to produce one mutually combined supplement. Subordinate units do not supplement 90th Space Wing publications.

2.3.2. Designate indexes with the acronym of the unit, such as 90SWIND, 90MXGIND, 90OGIND, 90MSGIND, 90SFGIND, and so forth. Indexes may be issued as needed. The AF Form 673 is not required; however, if the index is placed on an internet site, it is recommended to ensure coordination and concurrence with required coordinators for release of the index.

2.3.8. Ninetieth Space Wing visual aids do not require a prescribing directive. Submit the AF Form 673, including mandatory coordination, to 90 CS/SCSP to publish visual aids. Electronic visual aids containing names and pictures will not be placed on internet sites at this time but will be made available on intranet or the local area network. Visual Aids require an AF Form 673.

2.3.8.2. Physical temporary visual aids (flyers) require printing approval of the publishing manager, 90 CS/SCSP, prior to submission for printing. Resource Advisors will not process requests for printing of publications and forms without this approval. All temporary visual aids must bear the complete office symbol of the OPR and an expiration date, not to exceed 90-calendar days, at the bottom of the visual aid; however, if the visual aid shows the date of the event, you may eliminate the expiration date. Electronic temporary visual aids displayed on intranet, LAN, or other electronic means, or sent through e-mail must also include the same identification criteria as physical temporary visual aids. Ensure the information is on the visual aid itself. The purpose here is to ensure that if this information is printed and posted, it will include the OPR and expiration date.

2.3.9.1. The Francis E. Warren Air Force Base Bulletin serves as the official base and publishing notice for 90th Space Wing, and is published by 90 CS/SCSP. The 90th Communications Squadron Commander is designated the approving authority official for the base bulletin and the signature block will be that of the 90 CS/CC. The base bulletin is used to publicize temporary announcements, dates of significant meetings and events, changes and closures, job opportunity announcements, notices, instructions, and other reminders of major importance; as well as new, revised, and rescinded publications and forms. It will contain items of interest that impacts the majority of the base. Advertise official and unofficial notices in the base bulletin instead of issuing an electronic mail message when possible.

2.3.9.1.1. (Added) The base bulletin link is sent out to everyone on the base via e-mail address every Monday. During weeks with legal holidays or in the event the base is closed on date of issue, the bulletin may be published earlier or NLT the next duty day after the holiday or closure.

3.2.9.1.2. (Added) Official notices generally will be published twice consecutively unless the requester specifies that it run only once, longer, or will be deleted if the event date has passed. Unofficial notices usually appear only once, but may be included longer at the option of the requester and publisher. Gener-

ally readers are bored with and do not pay attention to articles kept in longer than two times. Every other issue, or every third issue, or once a month may be a better option.

2.3.9.1.3. (Added) Official submissions for the base bulletin must be typed or neatly printed on plain paper (not official letterhead). A request to send a base bulletin is available on page one of the electronic version of the bulletin. Send the request to <mailto:90SW.publisher@warren.af.mil>, or send to address/facsimile number listed on the base bulletin. Articles should reflect the subject of the notice, office symbol, and duty number, and bear the signature or e-mail address of the author. Each notice should be brief, concise, free of slang or questionable grammar, and should not exceed 10 typed lines. If the notice exceeds 10 typed lines, it may be returned to the requester to edit or may be accepted if there is sufficient space, unless the publisher determines the article may be longer due to the importance and interest to the majority of the base populace.

2.3.9.1.4. (Added) Unofficial notices should not exceed four “typed” lines and must not appear to endorse any non-military function on behalf of the Air Force; however, items of general interest to the majority of the base populace or serve the community and will be published on a space-available basis. Personal advertisements such as “for sale” ads are not accepted as base bulletin items and should be directed to another source of dissemination like the base or local newspapers.

2.3.9.1.5. (Added) The publisher reserves the right to edit all base bulletin notices prior to publishing and is not obligated to publish notices as written, those that are late, or notices that do not meet the standards and intent of the base bulletin.

2.3.9.1.6. (Added) Messages received from higher headquarters concerning personnel notices, vacancy announcements, or similar subject matter will be submitted by the Military Personnel Flight (MPF) (90 MSS/DMP) to the publisher for input into the base bulletin. The MPF prepares the request or highlights the section in the message they need included in the bulletin (must be 10 typed lines or less).

2.3.9.1.7. (Added) Official National Guard notices received directly by the publisher will be included in the base bulletin on a space-available basis when received, but will reflect the MPF as a point of contact.

2.3.9.2. The base bulletin serves as the official means of notification of publishing information, such as new, revised, and rescinded publications and forms. Items are usually included in the next available issue after the publication or form is officially published. In addition, of official 90 SW Publishing Announcement, showing new, revised, and rescinded publications and forms is issued the first of each month.

3.8.1. Do not issue publications that apply to Air Force Reserve Command (AFRC). If a requirement exists, contact 90 CS/SCSP.

3.9.1. Do not issue publications that apply to the Air National Guard (ANG). If a requirement exists, contact 90 CS/SCSP.

3.13. Mandatory coordination is required on all publications to ensure the publication does not violate Legal, Foreign Disclosure, Information Assurance, Privacy Act Laws, Freedom of Information Act (FOIA), and Records and Forms Management policies. Contact 90 CS/SCSP for names of mandatory coordinators for the following offices:

3.13.1. (Added) Foreign Disclosure and Operations Security (OPSEC) Office.

3.13.2. (Added) Freedom of Information and Privacy Act Office.

3.13.3. (Added) Records Management Office.

3.13.4. (Added) Information Assurance Office.

3.13.5. (Added) Public Affairs Office.

3.13.6. (Added) Legal Office.

3.13.7. (Added) Publishing Management Office.

3.14. Replies from the individual or office of coordination by fax or e-mail assumes the sender's authenticity for documenting coordination. OPR prints the e-mail reply and attaches it as well as any backup information to the AF Form 673. OPR inserts the name, date, and office symbol of the reply on the AF Form 673. The OPR will ensure the coordinating agency returns any hard copy information for inclusion in the publication package. **NOTE:** Before sending a publication through e-mail, project officers should coordinate with their unit computer security managers to ensure document may be sent electronically.

3.14.1. (Added) Electronic coordination is not acceptable to obtain signatures of the Certifying or Approving Authority Officials on the AF Form 673. These officials must sign the form. If using an AF Form 1768, Staff Summary Sheet, when coordinating your publication, ensure the Certifying and Approving Authority Official also signs the AF Form 673 and/or other publishing forms before submitting to the publishing management office. Don't forget to get a signature for the release of the publication on page 2. This signature must be an Lt Col or above and usually the Approving Authority Official signs.

3.21.4.1. Individuals with disabilities and special needs may contact the Publishing Office, 90 CS/SCSP, for assistance with access and use of publications, if needed.

3.50.1. At the 90th Space Wing, publications are revised in their entirety. Upon revision, only those offices that the revisions affect and mandatory coordinators are required to coordinate on the AF Form 673. Coordination is not required of other offices if it is only for the purpose of notifying or to ensure compliance. Once issued, all units the publication applies to must comply with its content.

3.66. Policy is important and policy makers must ensure publications are kept current. For 90th Space Wing publications, the Publishing Management Office initiates a review of the publication and its prescribed form every 2 years in the publication's anniversary month. An open dialog about the publication must exist between the OPR, the certifying authority official, and the approving authority official to ensure the publication is current and essential at all times or is rescinded. An AF Form 1382, required for the record set, is sent electronically (when possible) to the OPR. The publishing manager provides a copy of the publication, its prescribed form, and the AF Form 1382. The OPR annotates where required, signs, and returns the AF Form 1382 to the publisher. However, if the status is to rescind, the approving authority official for the publication must sign the AF Form 1382.

3.66.1. (Added) If the publishing manager does not receive the AF Form 1382 back from the OPR by the suspense date (30 calendar days), the publishing manager is authorized to mark current and essential status. The OPR may provide a revised publication package to the publisher anytime after that date.

**Attachment 13 (Added)****SAMPLE MEMORANDUM OF APPOINTMENT OF PUBLISHING MONITORS**

MEMORANDUM FOR 90 CS/SCSP

FROM: (Group/CC)

SUBJECT: Appointment of (Group) Publishing Monitors (squadrons send similar memo to group monitor, etc.)

1. The following individuals are designated publishing monitors for the (Group).

- a. Primary: Name and Rank/Grade
  - Office: Office Symbol
  - Address: Street Address  
F. E. Warren AFB WY 82005-+4
  - Phone: DSN 481-0000
  
- b. Alternate: Name and Rank/Grade
  - Office: Office Symbol
  - Address: Street Address  
F. E. Warren AFB WY 82005-+4
  - Phone: DSN 481-0000

2. This supersedes memorandum dated \_\_\_\_\_, same subject.

GROUP COMMANDER, Colonel, USAF  
Commander, Group

(end of example)

THOMAS D. SHEARER, Colonel, USAF  
Commander