

Air Force Contract Requirements Documents (AFCRD), and Miscellaneous Federal Government and Commercial Publications, indexes JCS publications. A | indicates revisions from the previous edition.

Section A—References and Supporting Information

1. See attachment 1.

| Section B—Air Force Compliance

2. DoD Issuances. DoD policy directs that in most instances DoD issuances be written in such a way that further supplementation or implementation is unnecessary. However, in the event the DoD issuance cannot stand alone, the Air Force must publish a departmental publication or a supplement consistent with the intent of the DoD issuance.

2.1. When Air Force implementing documents are not required, the Air Force must comply with the DoD issuance.

2.2. If a DoD issuance requires an Air Force implementing document and OSD does not specify a suspense date, the Air Force must publish its implementing document within 6 months after receiving the issuance.

2.3. SAF/AAD provides for printing and distribution of DoD issuances which are required in the Air Force inventory and not available electronically i.e., classified and FOUO. Those available electronically can be found at <http://web7.whs.osd.mil/corres.htm>.

Section C—Air Force Coordination on Draft DoD Issuance Actions--New, Reissuances, Changes, or Cancellations

| 3. OSD:

3.1. Forwards SD Form 106 with draft DoD issuance action to the SAF/OS for review, concurrence, or comments.

3.2. An administrative reissuance or change that revises non-substantive portions of a DoD issuance is not coordinated.

| 4. SAF/OS (Administrative Office):

4.1. Tasks the two-letter Secretariat or Air Staff office of primary responsibility (OPR) for the issuance.

4.1.1. For offices with SCATS (Suspense Control and Tasking System) capability: Sends through SCATS.

4.1.2. For non-SCATS users: Sends to HQ USAF/CVAE for processing with AFHQ Form 160, **Department of the Air Force Referral Slip**, SD Form 106, and draft DoD issuance action.

4.2. Designates which Assistant Secretary or Principal Secretariat official (SAF/AA, SAF/FM, SAF/SN, SAF/AQ, or SAF/MI) will sign the SD Form 106.

4.3. Annotates SAF/AA for informational copy on AFHQ Form 160 or if sending through SCATS on the Universal Routing Slip.

5. HQ USAF/CVAE (Executive Services Division):

5.1. For non-SCATS users: Sends the AFHQ Form 160, SD Form 106, and draft DoD issuance action to the two-letter Secretariat or Air Staff OPR.

5.2. Sends informational copy of the package to SAF/AA.

5.3. Monitors suspense.

5.4. When OPR action is complete, maintains signed copy of package, and retires as permanent record.

6. Secretariat or Air Staff OPR:

6.1. Notifies SAF/OS and HQ USAF/CC when a draft issuance action has significant impact on the Air Force, (i.e., personnel policy/fiscal issues).

6.2. Reviews and coordinates with affected Secretariat and Air Staff offices, MAJCOMs, FOAs, and DRUs.

6.3. States the Air Force position on AF Form 1768 and attaches the original SD Form 106, and draft issuance.

6.3.1. If the Air Force does not concur or concurs with comment(s), also prepares and attaches a memorandum to OSD for the Air Force Assistant Secretary or Principal Secretariat official's signature.

6.3.2. Obtains necessary coordination and sends to the official signatory.

6.4. If processing a classified DoD draft issuance, follows the same procedures, except sends the OSD OPR a list containing required information on intended recipients per DoD 5025.1-M, page 6-2, available at <http://web7.whs.osd.mil/corres.htm>.

6.5. If classified issuances or paper copies of unclassified issuances are required in the Air Force publication inventory and, therefore, listed in AFIND 4, advises SAF/AAD by memorandum and includes a functional statement. See AFI 33-360, Volume 1, *Publications Management Program*, paragraph 3.43.3.1, for guidance on preparing a functional statement.

6.6. Provides signed copies of AF Form 1768, SD Form 106, and memorandum (if applicable) to HQ USAF/CVAE and SAF/AAX.

6.7. Forwards signed SD Form 106 and memorandum (if applicable) to OSD OPR.

7. Assistant Secretary or Principal Secretariat Official:

7.1. Signs the SD Form 106 and the memorandum (if applicable).

7.2. Sends to HQ USAF/CVAE for close-out of suspense and return to Secretariat or Air Staff OPR.

8. DoD Approval. After final review of the draft issuance, with Service component input, the responsible OSD official signs indicating approval.

8.1. Recoordination is required if 6 months has elapsed since original coordination took place or if there is a new OSD Principal Staff Assistant (PSA).

8.2. A nonconcurrency shall be resolved by a second coordination. (DoD 5025.1-M)

Table 1. Air Force Coordination Process for Draft DoD Issuance Actions.

I T E M	A	B
1	Action Office OSD	Action(s) Sends SD Form 106 with draft DoD issuance action to SAF/OS for review, concurrence, or comment
2	SAF/OS (Administrative Office)	<p>Tasks the two-letter Secretariat or Air Staff OPR</p> <p>For offices with SCATS capability: Sends through SCATS</p> <p>For non-SCATS users: Sends to HQ USAF/CVAE for processing of AFHQ Form 160 with SD Form 106, and draft DoD issuance action</p> <p>Designates which Assistant Secretary or Principal Secretariat official (SAF/AA, SAF/FM, SAF/SN, SAF/AQ, or SAF/MI) will sign the SD Form 106</p> <p>Annotates SAF/AA for informational copy on AFHQ Form 160 or if sending through SCATS on the Universal Routing Slip</p>
3	HQ USAF/CVAE	<p>For non-SCATS users: Processes and sends to two-letter Secretariat or Air Staff OPR AFHQ Form 160, SD Form 106, and DoD draft issuance action</p> <p>Sends informational copy of the package to SAF/AA</p> <p>Monitors suspense</p> <p>Maintains signed copy of fully coordinated package and retires as permanent record</p>
4	Secretariat or Air Staff OPR	<p>Notifies SAF/OS and HQ USAF/CC if draft has significant impact on Air Force (i.e., personnel policy or fiscal issues)</p> <p>Reviews/coordinates with appropriate Secretariat, Air Staff, MAJCOM, FOA, and DRU offices</p> <p>States the Air Force position on AF Form 1768</p> <p>Prepares memorandum if nonconcurring or concurring with comments</p> <p>Sends fully coordinated AF Form 1768 package containing SD Form 106, draft DoD issuance action, and memorandum, if applicable, for official's signature</p> <p>Sends signed SD Form 106 and memorandum (if applicable) to OSD, with copies to HQ USAF/CVAE and SAF/AAX</p> <p>Prepares memo that includes functional statement and sends to SAF/AAD, if DoD issuance will not be available electronically, i.e., classified or FOUO</p>

I T E M	A	B
	Action Office	Action(s)
5	SAF/AA, SAF/FM, SAF/SN, SAF/AQ, or SAF/MI	Signs SD Form 106 and memorandum (if applicable) and sends to HQ USAF/CVAE for close-out of suspense and return to the two-letter Secretariat or Air Staff OPR
6	Secretary, Deputy Secretary of Defense, or Principal Staff Assistant	Signs SD Form 106 indicating approval of issuance and forwards to OSD/WHS. After July 1, 1998, all unclassified DoD issuances will only be available electronically at http://web7.whs.osd.mil/corres/htm

Section D—Implementing a DoD Issuance or Directive-Type Memorandum

9. SAF/AAX (The Directorate of Plans, Programs, and Budget, Office of the Administrative Assistant to the Secretary of the Air Force):

9.1. Acts as the liaison between the OSD (WHS) and the Air Force in managing the DoD Directives System in the Air Force.

9.1.1. Receives notification from WHS when OSD website is updated for either a new, reissuance, change, or cancellation of DoD issuance.

9.2. Identifies the two-letter Secretariat or Air Staff OPR for implementation.

9.2.1. Sends a memorandum to the Military Assistant/Executive Officer of the Secretariat or Air Staff OPR.

9.2.1.1. Provides DoD issuance number and title (*issuances will only be available at <http://web7.whs.osd.mil/corres.htm>*).

9.2.1.2. Requests method of implementation.

9.3. Provides Air Force OPRs clarification of guidance, as required.

9.4. Prepares quarterly report, for SAF/AA signature, on the status of Air Force implementation of DoD issuances.

9.4.1. Sends quarterly report to each two-letter Secretariat and Air Staff OPR with open issuances.

10. SAF/OS Administrative Office (for Directive-type Memorandum only):

10.1. Receives DoD directive-type memorandum from OSD OPR.

10.1.1. Tasks the two-letter Secretariat or Air Staff OPR.

10.1.1.1. For offices with SCATS capability: Sends through SCATS.

10.1.1.2. For non-SCATS users: Sends to HQ USAF/CVAE for processing with AFHQ Form 160 and DoD directive-type memorandum.

10.1.2. Annotates SAF/AA for informational copy on AFHQ Form 160 or if sending through SCATS on the Universal Routing Slip.

11. HQ USAF/CVAE, Executive Services (for Directive-type Memorandum only):

- 11.1. For non-SCATS users: Sends the AFHQ Form 160 and DoD directive-type memorandum to the two-letter Secretariat or Air Staff OPR.
- 11.2. Sends informational copy of the package to SAF/AA.
- 11.3. Monitors suspense, if required.
- 11.4. When OPR action is complete, maintains signed copy of package and retires as permanent record.

12. Secretariat or Air Staff OPR. Is responsible for Air Force implementation of DoD issuance or Directive-type memorandum.

- 12.1. Receives DoD directive-type memorandum directly from SAF/OS (Administrative Office) (SCATS users) or HQ USAF/CVAE (non-SCATS users).
 - 12.1.1. Immediately disseminates the policy in the DoD directive-type memorandum.
 - 12.1.2. Provides SAF/AAX copy of any implementing document.
- 12.2. Receives tasker memorandum from SAF/AAX requesting OPR information on implementation action for DoD issuance.
 - 12.2.1. Provides SAF/AAX, via memorandum or e-mail, within 10 days of tasker memorandum, the following information:
 - 12.2.1.1. The name, functional address symbol, and telephone number of the action officer.
 - 12.2.1.2. How the DoD issuance will be implemented. Examples include:
 - 12.2.1.2.1. The DoD issuance stands alone without further Air Force guidance needed.
 - 12.2.1.2.2. Existing Air Force publication already implements the DoD issuance, cite number(s) and date(s).
 - 12.2.1.2.3. Revising an existing Air Force publication.
 - 12.2.1.2.4. May send an interim change (IC) to an existing Air Force publication (see AFI 33-360, Volume 1, paragraph 3.53 for guidance on how to prepare IC).
 - 12.2.1.2.5. Issue a new Air Force publication.
 - 12.2.1.2.6. Supplement the DoD issuance (see AFI 33-360, Volume 1, paragraph 3.46 for guidance on supplementing DoD issuances).
 - 12.2.1.2.7. May issue a message or policy memorandum to meet OSD suspense. (See AFI 33-360, Volume 1, paragraph 3.2 for restrictions.)
- 12.3. Obtains input from offices of collateral responsibility (OCR) as required.
- 12.4. Ensures implementing document includes all policy guidance and interpretation that users need to comply with the DoD issuance.

- 12.5. Shows the number, title, and date of the DoD issuance being implemented in the purpose paragraph of the implementing publication.
- 12.6. May quote or paraphrase the DoD issuance and add supplementary or clarifying material.
- 12.7. Meets the OSD and SAF/AAX suspenses for implementing issuances.
- 12.8. Obtains extension from OSD and SAF/AAX if required.
- 12.9. Prepares the Air Force proposed implementing document, obtains required coordination, and sends to SAF/AAD for electronic publication (IAW AFR 33-360, Volume 1).
- 12.10. Certifies in a transmittal memorandum to the OSD OPR and SAF/AAX that the Air Force has complied with the DoD intent of the issuance.
- 12.11. Advises OSD OPR when the Air Force implementing document is available electronically.

13. Implementing Classified DoD Issuances.

- 13.1. OSD sends classified issuances directly to the Air Force OPR; it does not send them through SAF/AAX.
- 13.2. The Air Force OPR processes in the same way as unclassified issuance and informs SAF/AAX of the unclassified title, date of the classified DoD issuance, and how the issuance will be implemented.

14. Changing the Status of an Implementing Document.

- 14.1. DoD may:
 - 14.1.1. Reissue an issuance (50 percent or more change),
 - 14.1.2. Issue a page(s) or pen change(s) to an issuance, or
 - 14.1.3. Cancel an issuance.
- 14.2. SAF/AAX notifies OPR of reissuance, change, or cancellation requesting effect on current implementing document.
- 14.3. Secretariat or Air Staff OPR will:
 - 14.3.1. Advise SAF/AAX and the OSD OPR by memorandum or e-mail:
 - 14.3.1.1. If the reissuance or change will effect the current implementing document (i.e., require revision).
 - 14.3.1.2. If the cancellation will effect implementing publication (i.e., rescind it).
 - 14.3.1.2.1. Also advises SAF/AAD via e-mail or AF Form 1382, **Request for Review of Publication and/or Forms(s)**.
 - 14.3.1.3. Provide new OPR information if there is a transfer of responsibility.

15. SAF/AAD (The Directorate of Departmental Publishing, Office of the Administrative Assistant to the Secretary of the Air Force):

- 15.1. Processes Air Force implementing publications for electronic distribution.

15.2. Announces a DoD issuance in the *Air Force Publishing Bulletin* (AFPB) after receiving a functional statement from OPR.

15.3. Stocks and distributes DoD issuances through the Air Force Publishing Distribution Center (AFPDC) if not available electronically.

15.3.1. Does not stock or distribute copies of DoD directive-type memorandum.

15.4. Maintains (AFIND 4).

Table 2. Implementing DoD Issuances or Directive-type Memorandum.

I T E M	A	B
	Action Office	Action(s)
1	SAF/AAX	Receives notification from WHS when new DoD issuance, reissuance, change or cancellation is available at: http://web 7.whs.osd.mil/corres.htm
		Sends tasking memorandum with DoD issuance title, number, and WHS website to the two-letter Military Assistant/Executive Officer of the Secretariat or Air Staff OPR
		Prepares quarterly report for SAF/AA signature on the status of Air Force implementation of DoD issuances. Sends to each two-letter Secretariat and Air Staff OPR with open issuances
2	SAF/OS (Administrative Office)	Receives DoD directive-type memorandum directly from OSD OPR
		Tasks two-letter Secretariat or Air Staff OPR
		For offices with SCATS capability: Sends through SCATS
		For non-SCATS users: Sends to HQ USAF/CVAE for processing with AFHQ Form 160 and DoD directive-type memorandum
		Annotates SAF/AA for informational copy on AFHQ Form 160 or if sending through SCATS, on Universal Routing Slip
3	HQ USAF/CVAE	For non-SCATS users: Sends AFHQ Form 160 and DoD directive-type memorandum to two-letter Secretariat or Air Staff OPR
		Sends informational copy to SAF/AA
		Monitors suspense, if required
		When OPR action is complete, maintains signed copy of package, and retires as permanent record
4	Secretariat or Air Staff OPR	Responsible for Air Force implementation of DoD policy
		Immediately disseminates policy in DoD directive-type memorandum
		Provides HQ USAF/CVAE and SAF/AAX copy of implementing document
		Responds to SAF/AAX memo with required information and implementation action(s). Examples include:
		May use the DoD issuance as a stand alone
		May use an existing Air Force implementing publication
		May revise an existing Air Force publication
		May issue message or policy memorandum for new policy
May issue an interim change (IC)		

I T E M	A	B
		May supplement the DoD issuance Obtains input from OCR as required Meets OSD and SAF/AAX suspenses Sends SAF/AAD fully coordinated Air Force implementing document for electronic publishing Sends memo to SAF/AAX and OSD OPR certifying that Air Force has met OSD intent Notifies SAF/AAX and OSD OPR of revisions, rescissions, or changes in an implementing document; also notifies SAF/AAD of rescissions
5	SAF/AAD	Publishes electronically Air Force implementing documents
		Announces DoD issuances in AFPB as required Maintains AFIND 4

Section E—Publishing and Distribution of Unclassified/Classified DoD Issuances

16. OSD/WHS. Note: *Effective July 1, 1998, OSD/WHS will discontinue the printing of unclassified DoD issuances in paper. After that date they will be available exclusively over the internet at the following location: <http://web7.whs.osd.mil/corres.htm>.*

17. Distribution of DoD Issuances. AFIND 4, now lists the DoD publications (such as DoD Regulations, DoD Manuals, DoD Indexes, and DoD Handbooks), DoD Directives (DoDDs), and DoD Instructions (DoDIs) that the AFPDC stocks and distributes directly to Air Force activities as required.

17.1. After July 1, 1998, SAF/AAD will not index the DoD issuances which are available on the OSD/WHS website.

17.2. Personnel not having electronic capability will get paper copies from their Publishing Distribution Offices (PDOs), or MAJCOM/SC offices when PDOs are eliminated.

17.3. The Secretariat or Air Staff OPR:

17.3.1. If not done in the coordination phrase, will determine if a DoD issuance is required in AFIND 4 (i.e., classified and FOUO) and, therefore, in the Air Force inventory. (See paragraph 6.5.)

18. Classified DoD Issuances.

18.1. The Air Force OPR:

18.1.1. Determines how copies of classified DoD issuances are distributed.

18.1.2. Is the final authority on whether to release the document to the requester (DoD 5200.1-R *Information Security Program*/AFI 31-401, *Managing the Information Security Program*).

18.2. Project officers, or others who need information contained in a classified DoD issuance, may send the Air Force OPR a memorandum justifying their “need to know” (DoD 5200.1-R, AFI 31-401).

Section F—Keeping Records of Air Force Action

19. The Record Set. The Secretariat, Air Staff, MAJCOM, FOA, or DRU OPR maintains a background file containing the historical development on each DoD issuance or Directive-type memorandum assigned for implementation. This includes copies of any coordination, a copy of the DoD issuance or Directive-type memorandum, Air Force implementing documents (current and previous) with fully coordinated AF Forms 673, and other supporting papers IAW AFI 33-360, Volume 1, and AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-339).

19.1. The current OPR transfers the complete record set of an implementing document to the new OPR when there is a transfer of responsibility.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 5025.1, *Department of Defense Directives System*, June 24, 1994

DoD 5025.1-M, *DoD Directives System Procedures*, August 15, 1994, with Change 1, February 3, 1997

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

AFPD 90-1, *Strategic Planning and Policy Formulation*

AFI 31-401, *Managing the Information Security Program*

AFI 33-360, Volume 1, *Publications Management Program*

AFMAN 37-139, *Disposition of Air Force Records Schedule*

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

Abbreviations and Acronyms

AFI—Air Force Instruction

AFIND—Air Force Index

AFMAN—Air Force Manual

AFPB—Air Force Publishing Bulletin

AFPD—Air Force Policy Directive

AFPDC—Air Force Publishing Distribution Center

DoD—Department of Defense

DoDD—DoD Directive

DoDI—DoD Instruction

DRU—Direct Reporting Unit

FOA—Field Operating Agency

IC—Interim change

MAJCOM—Major command

OCR—Office of Collateral Responsibility

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PDO—Publishing Distribution Office

PSA—Principal Staff Assistant

SAF—Secretary of the Air Force

WHS—Washington Headquarters Services

Terms

DoD Directive (DoDD)—A broad DoD policy document containing what is required by legislation, the President, or the Secretary of Defense to initiate, govern, or regulate actions or conduct by DoD Components within their specified areas of responsibilities. DoD Directives establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities. One-time tasking and assignments of deadlines are not appropriate in DoD Directives. (DoD 5025.1-M)

DoD Directives System—The single, uniform system of DoD issuances and directive-type memorandums used to convey DoD policies, responsibilities, and procedures. It provides for the orderly processing, approval, publication, distribution, internal review, and records management of DoD Directives, DoD Instructions, and DoD Publications, and changes thereto. (DoD 5025.1-M)

DoD Directives System Transmittal—The notice that changes or cancels a DoD Directive, DoD Instruction, or DoD publications. (DoD 5025.1-M)

DoD Directive-Type Memorandum—A memorandum issued by the Secretary of Defense, Deputy Secretary of Defense, or OSD Principal Staff Assistants (PSAs) that, because of time constraints, cannot be published in the DoD Directives System. Directive-type memorandums signed by PSAs are procedural in nature. They implement policy documents, such as DoD Directives, Federal laws, and Executive Orders. Directive-type memorandums signed by the Secretary or Deputy Secretary of Defense are policy-making documents. A Directive-type memorandum shall be converted into a DoD Directive or DoD Instruction within 90 days, unless the subject is classified with limited distribution or is material of limited or temporary relevance. (DoD 5025.1-M)

DoD Instruction (DoDI)—A DoD issuance that implements the policy, or prescribes the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities. (DoD 5025.1-M)

DoD Issuance Action—Action required for either coordination of draft or final DoD issuances (new, reissuances, changes or cancellations).

DoD Issuances—DoD Directives, DoD Instructions, DoD Publications, and their changes. (DoD 5025.1-M)

DoD Publications—DoD issuances that implement or supplement DoD Directives and Instructions by providing uniform procedures for management or operational systems and disseminating administrative information. DoD Publications include Catalogs, Directories, Guides, Handbooks, Indexes, Inventories, Lists, Manuals, Pamphlets, Plans, Regulations, and Standards that implement or supplement DoD Directives or DoD Instructions. (DoD 5025.1-M)

Implementation—The publication by the DoD Components of directives, instructions, regulations, and related documents that define responsibilities and authorities and establish the internal management processes necessary to carry out the policies required by DoD issuances. (DoD 5025.1-M)

Office of the Secretary of Defense—The principal staff element of the Secretary in the exercise of policy development, planning, resource management, fiscal and program evaluation, and oversight responsibilities. (DoD 5025.1-M)

Open DoD Issuances—DoD issuances on which the Air Force has not completed action(s) to implement (i.e., implementing documents).

OSD—Principal Staff Assistants (PSAs) The Under Secretaries of Defense (USDs), the Comptroller of the Department of Defense (C, DoD), the Director of Defense Research and Engineering (DDR&E), the Assistant Secretaries of Defense (ASDs), the Director of Operational Test and Evaluation (DOT&E), the General Counsel of the Department of Defense (GC, DoD), the Inspector General of the Department of Defense (IG, DoD), the Assistants to the Secretary of Defense (ATSDs), and the OSD Director or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

Record Set—A background file containing the historical development of the issuance that includes a copy of the signed SD Form 106, a copy of the DoD issuance, Air Force implementing document(s), with AF Form 673, and other supporting papers.

Reissuance—A reissuance is done when 50 percent or more of a DoD Directive, Instruction, or publication must be changed; the proposed amended material is too complex to be handled as pen and/or page changes; or pages of one or two page Directive or Instruction must be changed. (DoD 5025.1-M)

Supplementation—The publication by the DoD Components of directives, instructions, regulations, and related documents that add to, restrict, or otherwise modify the policies and procedures of DoD issuances. (DoD 5025.1-M)