

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 33-360, VOLUME 1

**AIR FORCE RESERVE COMMAND
Supplement 1**

1 April 1999

Communications and Information

PUBLICATIONS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM), published monthly.

OPR: HQ AFRC/SCSI (Billy M. Jones)
Supersedes AFI 33-360, Volume 1, 1 January
1998 and AFI 33-360, Volume 1/
AFRC Sup, 3 August 1998

Certified by: HQ AFRC/SCS (Maj Ted A. Dimitt)
Pages: 20
Distribution: F

The OPR for this supplement is HQ AFRC/SCSI (Billy M. Jones). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360, volume 1, 31 July 1998. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the standalone Air Force basic.

SUMMARY OF REVISIONS

This revision renumbers the previous AFRC attachment 10 through attachment 15 to attachment 11 through attachment 16, and adds Attachment 17. A (I) indicates revisions from the previous edition.

1.1.4. In the Air Force Reserve Command (AFRC), electronic publications (InfoBase) are available on the WWW at <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM), published monthly.

1.7.1. The Air Force Reserve Command Electronic Publications (InfoBase) on the WWW is established and designated as the official source for electronic publications in this command. The InfoBase is managed by the Chief of Publishing at HQ AFRC/SCSI and at subordinate units by the unit publications manager.

1.12.2. The approval authority for new command directive publications is delegated to the Vice Commander, Air Force Reserve Command (CV), and Assistant Vice Commander, Air Force Reserve Command (CS). Directors and Chiefs of Special Staff Offices are appointed certifying officials for command publications and are delegated as approval authority for revisions of all existing directive and nondirective command publications. Delegation of approval authority is maintained in writing at HQ AFRC/SCSIP. The signature block in directive and nondirective publications is the Commander, HQ Air Force Reserve Command. The commander of ARPC, NAFs, wings, groups, and squadrons is the approval authority for directive publications they are authorized to publish. The commander may delegate the authority for the

approval of nondirective publications. The certifying official for these publications will normally be one level below the approval authority.

1.13.14. The AFRC publishing function maintains record sets of command standard publications. The OPR for standard departmental publications maintains record sets for those publications they author (see paragraph A2.1). The AFRC publishing function processes and tracks standard departmental publications and maintains a record of the process. A copy of the AF Form 673 and the cover page of each departmental publication processed are maintained. Publications managers at subordinate activities maintain record sets of standard publications for their organizations.

2.2.4. HQ AFRC and unit OPRs see attachment 12 for sample instruction format. Units see attachment 13 for sample unit instruction for paper only format. Convert all publications (except supplements) from a Word .doc to a portable document file (.pdf) before loading onto unit InfoBase.

2.2.7. HQ AFRC and unit OPRs see attachment 14 for sample supplement format. See attachment 15 for sample unit paper only supplement. Units send their supplements to HQ AFRC/SCSIP for processing as follows:

2.2.7.1. (Added) AFRC units must prepare their publications in Word (6.0 or 7.0) and save as (.doc).

2.2.7.2. (Added) Unit publications must comply with the guidance and format provided in AFI 33-360, V1/AFRC Sup 1.

2.2.7.3. (Added) Tables within publications must be formatted as tables and not presented as tabular text or scanned graphics.

2.2.7.4. (Added) Any image files necessary to the publication must be saved separately and provided in a .tif or .gif format.

2.2.7.5. (Added) Publications must be certified and approved at unit level according to AFI 33-360, V1/AFRC Sup 1 prior to final processing.

2.2.7.6. (Added) Approved publications are then sent to HQ AFRC/SCSIP via FTP.

2.2.7.7. (Added) HQ AFRC/SCSI provides an FTP site for the exclusive use by the command and unit publishing staffs.

2.2.7.8. (Added) HQ AFRC/SCSI publishing staff screens publications for approval and accuracy. Any publications not meeting the format criteria will be returned to the unit for corrections and resubmission.

2.2.7.9. (Added) Once the publication has been processed by HQ AFRC/SCSIP, it is sent to the Air Force Transform Function via FTP.

2.2.7.10. (Added) During the processing by SCSIP, publications are tracked by logging as date received, date forwarded, number of pages, and number of images. File name is assigned by the transform function according to standard naming conventions.

2.2.7.11. (Added) Upon completion by the transform function, the publications are returned to HQ AFRC/SCSI from the transform function via FTP. HQ AFRC/SCSIP screens for accuracy and acceptance.

2.2.7.12. (Added) Unit Publication Managers add their unit publications to their publications directory and place them on the InfoBase server or link them to the world wide web for delivery to the customer.

2.2.8.2. See attachment 16 for sample unit operating instruction.

2.3.3. At HQ AFRC, an official record set is created quarterly. Units create an official record set at least semiannually. Units send electronic file (.pdf) of staff directory to HQ AFRC/SCSID via e-mail to afrc.scsid@afrc.af.mil.

2.3.8. Within this command, publications do not prescribe VAs.

3.1. At HQ AFRC contact the Chief, Publications Management Section (HQ AFRC/SCSIP) for guidance on preparation of command publications. See Attachment 4 and Attachment 11 for instructions on preparing drafts of new and revised publications. Within subordinate activities, contact the responsible publications manager assigned to the SC function for guidance.

3.1.1. (Added)(HQ AFRC Only) Send drafts of AFRC publications to HQ AFRC/SCSIP for processing.

3.1.2. (Added)(HQ AFRC Only) The draft package consists of:

3.1.2.1. (Added)(HQ AFRC Only) Completed AF Form 673 certified and approved according to paragraph 1.12.2 of this supplement. Be sure to verify completion of coordination (shown in basic table 3.1 and table 3.2) before sending your draft package to SCSIP.

3.1.2.2. (Added)(HQ AFRC Only) All background material (if any), to include letter of publishing approval from higher headquarters where required, concurrence/nonconcurrence, comments, etc. (We recommend attaching the basic publication to the proposed supplement during the coordination process.) Other background material consists of notes, memoranda, coordination, and all new actions/changes affecting the issuance of the publication.

3.1.2.3. (Added)(HQ AFRC Only) One paper copy of a double-spaced draft and a MS-DOS formatted 3.5-inch floppy disk done in Microsoft Word 6.0 or higher that incorporates all approved coordinated changes. Format text in 12-point Times New Roman, flush left, and unjustified. Do not use the Word autonumbering feature. Make sure the paper draft is numbered in pencil in lower right corner. Provide graphics for figures as .TIF or .GIF. This can be done for you by Visual Information Graphics Branch (HQ AFRC/SCSVG).

3.4.7.4. The AFRC Information Collections and Reports (ICR) manager is the Chief, Records Management Branch (HQ AFRC/SCSM). The records manager at ARPC, NAFs, and wings are information control officers for their respective organizations.

3.4.7.5. Coordinate command forms and other data collection products with HQ AFRC/SCSID (forms management). Coordinate ARPC, NAF, or wing forms or data collection products with the assigned forms manager for the respective organization.

3.8.1. (HQ AFRC Only) The AFRC OPR provides a courtesy copy (cc) of e-mail or written memorandum advising the MAJCOM OPR of applicability or nonapplicability of MAJCOM publications reviewed to afrc.scsip@afrc.af.mil or HQ AFRC/SCSIP, when by memorandum.

3.11. HQ AFRC/SCSIP assigns the control number for each new command publication issued. Publications managers at subordinate activities assign control numbers for new publications issued by their organizations.

3.21. At HQ AFRC, OPRs for departmental publications send the coordinated AF Form 673 and final edited draft to HQ AFRC/SCSIP to obtain final mandatory coordination with HQ AFRC/JA and HQ AFRC/CV before sending to HQ USAF/REE. At ARPC, send the coordinated AF Form 673 and final edited draft to ARPC/SCS. ARPC/SCS forwards the final draft and AF Form 673 to HQ AFRC/SCSIP. HQ AFRC/SCSIP obtains mandatory coordination from command OPR, HQ AFRC/JA, and HQ

AFRC/CV before sending to HQ USAF/REE. **NOTE:** HQ AFRC/SCSIP keeps the edited draft of command publications until rescinded or superseded.

3.21.1. All forms, except office forms, are prescribed by a directive publication.

3.21.2. (HQ AFRC Only) Submit DD Form 67 and draft of new or revised AFRC forms to HQ AFRC/SCSID, before submitting the new publication.

3.24.2. (NOTE) Blank forms will not be included in AFRC or subordinate unit publications.1

3.24.3. Contact HQ AFRC/SCSID (command forms manager) as soon as the need for a new or revised command form is known. Contact the forms manager at ARPC, NAF, or assigned unit level as soon as the need for a new or revised local form is known.

3.35. Within this command, do not use bullets at any level.

3.43.3.1.1. (HQ AFRC Only) OPRs forward functional statements to HQ AFRC/SCSID for publishing in the AFRC Publishing Bulletin at least 45 days before the desired and distribution of publications.

3.45.5. Units revise their holdover supplements 120 days from the AFRC revision date.

3.50.1. (HQ AFRC Only) The command issues ICs or EMCs only if a complete revision cannot be processed within 8 duty hours.

3.51. Include a Summary of Revisions in revised policy directives, instructions, manuals, headquarters operating instructions, supplements, and local operating instructions.

3.54.4. The publishing manager for HQ AFRC/OPRs is HQ AFRC/SCSI. ARPC, NAF, wings, and GSUs designate a publishing manager for their respective organization.

3.64. (HQ AFRC only) OPRs assigned to HQ AFRC must notify HQ AFRC/SCSIP when transferring responsibility to another OPR.

3.66.1. (Added) Publishing functions complete part I of the form in two copies. Send one copy to the OPR. File one copy under the suspense date in an expandable file or equivalent.

3.66.2. (Added) OPRs complete part II and return signed AF Forms 1382 to the publications management office issuing the review. For command publications and HOIs issued by HQ AFRC, return signed AF Forms 1382 to HQ AFRC/SCSIP.

3.66.3. (Added) If the project officer indicates in part II that the publication and prescribed forms are current and essential, discard the suspense copy and file the returned original in the publication record set. Also, file a copy of the AF Form 1382 in the numerical file of each prescribed form.

3.66.4. (Added) If further action is required, such as an upcoming revision of the publication or a form, record the planned action on the suspense copy and file it under the new suspense date. File the original in the publication record set and a copy in the numerical file of each prescribed form.

3.66.5. (Added) Maintain the suspense copy until planned action is completed. If suspense is missed, follow-up with OPR to obtain current status or revised suspense date.

3.70.1. Contact HQ AFRC/SCSIP for guidance on special publications.

6.3.1. HQ AFRC/SCSIP assigns the control number for each new command publication issued. Publications managers at subordinate activities assign control numbers for publications issued by that activity.

A2.1. For command and subordinate unit publications, the publications manager maintains record sets. In the record set of an integrated supplement, keep the unit stand-alone supplement. It is optional to keep the printed entire publication.

A2.1.1. OPRs who author departmental publications maintain official record sets. At HQ AFRC, send a copy of the AF Form 673 and final edited draft to HQ AFRC/SCSIP. At ARPC, send a copy of the AF Form 673 and final edited draft to ARPC/SCS. **NOTE:** HQ AFRC/SCSIP keeps the edited draft of command publications until rescinded or superseded.

A2.1.4. HQ AFRC and subordinate units maintain separate folders for publications and forms record sets.

A2.1.9. (Added) Electronic files for publications record sets should include, if available, the following:

.doc (source file)

.sgm (tagged, standard generalized markup language)

.str (structured file, created using FrameMaker + SGML)

.pdf (portable document format)

.tif (tagged image file, [usually a graphic])

.gif (graphic interface file)

.rtf (rich text format)

A4.31. (HQ AFRC only) See attachment 11 for AFRC publications requirements.

Attachment 11(Added)**INSTRUCTIONS FOR PREPARING DRAFTS OF NEW AND REVISED PUBLICATIONS**

1. Type drafts using Microsoft Word 6.0 or higher.
2. Use 1-inch margins all around.
3. Turn right justification off. Type all text flush left. **Do not insert a hard return at the end of each line; let it wrap.**
4. Type the rule line (hold down shift key and press the underline key) full measure just before the purpose statement.
5. Use 12-point Times New Roman font.
6. Do not type headings on pages.
7. Do not type page numbers or footnotes.
8. Use digital numbering system for paragraphs (Ref AFI 33-360, vol 1, fig 3.5). **DO NOT USE AUTO-NUMBERING.** Use a paragraph title for each main paragraph. Titles are optional for subparagraphs; however, if any subparagraphs of a paragraph have titles, they must all have titles at that level.
9. Type sections as Section 1A, 1B, 1C, etc. with chapters and section A, B, etc. without chapters; follow with a double dash and section title. Bold and italicize section designations and set them in upper and lower case, flush left.
10. Type chapter designations in upper and lower case bold letters and titles in upper case bold letters. Chapters begin on the same page as a previous chapter ends.
11. Provide graphics for figures in .TIF or .GIF format. This can be done for you by Graphics Arts Section (HQ AFRC/SCSVG). Include the disks when submitting for final.
12. Type form titles in bold when referencing in text.
13. Type publication titles in italics when referencing in text.
14. Type attachments beginning two lines below the signature block. **DO NOT START A NEW PAGE.**
 - 14.1. Center and bold each line of attachment headings (attachment number and title).
 - 14.2. Insert the word "(Added)" after the attachment number if the attachment is new.
 - 14.3. Do not insert "(Added)" before each paragraph of the new attachment.

Attachment 12 (Added)**SAMPLE FORMAT FOR INSTRUCTIONS PROCESSED WITH FRAMEMAKER + SGML
(UNITS: Replace AFRC With Unit Information)**

AFRCI36-2811

BY ORDER OF THE COMMANDER AIR FORCE RESERVE COMMAND
AIR FORCE RESERVE COMMAND INSTRUCTION 36-2811

15 January 1998 *(SCSIP dates when final; use any date here as a placeholder for draft.)

Personnel

AFRC COMMUNICATIONS AND INFORMATION AWARDS

OPR: HQ AFRC/SCPX (Georgette Wasson) *(This is the person in block 3, AF Form 673)

Certified by: HQ AFRC/SCP (John N. Gillespie) *(Block 18, AF Form 673)

Supersedes AFRCI 36-2811, 15 March 1997 and AFRCPAM 36-103, 14 July 1996

Pages: 3/Distribution: F

This instruction implements AFD 36-28, *Awards and Decoration Programs*. It establishes awards to recognize Air Force Reserve Command (AFRC) communications and information organizations and personnel for significant contributions to AFRC and the United States Air Force. It applies to all Air Force Reserve Command communications and information elements and personnel.

SUMMARY OF REVISIONS

If this is a revision, tell the reader in this space the major changes from the previous edition and cite the paragraph. Capitalize, bold, and italicize the words "SUMMARY OF REVISIONS." The paragraph must start out with "This revision" as the beginning two words. Type the statement "A (I) indicates revisions from the previous edition." as the last sentence of the summary. Be sure to include an * before all changed paragraphs.

1. References:

- 1.1. AFI 36-2805, *Special Trophies and Awards*.
- 1.2. AFRESI 36-2801, *AFRES Awards Program*.

2. Communications Flight (CF)/CC:

- 2.1. Serves as the approval authority for all annual communications and information awards.
- 2.2. Authorizes the convening of boards to review nominations submitted according to this directive and make selections.
- 2.3. Ensures timely recognition of selectees based on award criteria and nominating procedures established herein.

3. Frequency of Awards and Reporting Period: Annually, 1 January to 31 December.

4. Procedures. Communications and information element commanders may submit one nomination for the organizational award. One nomination for each eligible AFSC may be submitted for the individual categories listed in paragraph 5. Submission is based on the entire calendar year. Submit nominations to arrive at 10AF/SC not later than 15 January of the following year.

5. Outstanding Communications and Information Professional of the Year Award:

5.1. Description. A plaque with the Air Force Reserve Command crest. The plaque is engraved with the name of the award, the individual's name and unit, and the year of the award. Award is for permanent retention by the individual.

5.2. Eligibility. All communications and information personnel. Air reserve technicians (ART) may only compete in the civilian category. Military nominees must not have received judicial or nonjudicial punishment nor adverse administrative actions during the nomination period. Additionally, they must not have been enrolled in any phase of the Weight Management Control Program during the nomination period. Civilian nominees must not have undergone adverse personnel action. The following categories are established:

5.2.1. Officers with primary or duty AFSC 33XX - 1 for each category.

5.2.1.1. Company grade officer (second lieutenant through captain).

5.2.1.2. Field grade officer (major through lieutenant colonel). Field grade officers compete at command level only.

5.2.2. Enlisted: 1-2EXXX, 1-3CXXX, 1-3VXXX, and 1-3AXXX combined for each category.

5.2.2.1. Senior NCO (master sergeant through senior master sergeant).

5.2.2.2. NCO (staff sergeant through technical sergeant).

5.2.2.3. Airman (airman through senior airman).

5.2.3. Civilian (includes ARTs).

5.2.3.1. Junior civilian GS-08 and below: 3 each.

5.2.3.2. Senior civilian GS-09 - GS-12: 3 each.

5.3. Nominating Procedures: All categories established above follow the same criteria. Nominations must be submitted on AF Form 1206 not to exceed 45 single spaced lines (front only) in bullet format. Do not include professional military or civilian education, past or current awards, or other extraneous information not related to the communications and information mission.

COMMANDER NAME, Rank, USAFR

Commander

Attachment 1

ATTACHMENT TITLE

A1.1. Start your attachment here.

A1.2. Don't forget to use this numbering scheme.

A1.3. The next attachment is typed just below this one.

Attachment 2

ATTACHMENT TITLE

A2.1. This is attachment 2.

A2.2. And so on.

Attachment 13 (Added)

SAMPLE UNIT INSTRUCTION (PAPER ONLY)

BY ORDER OF THE COMMANDER
301 FIGHTER WING

301 FW INSTRUCTION 36-2903
1 January 1998

Unit
Seal

Personnel
DRESS AND PERSONAL APPEARANCE
OF AIR FORCE PERSONNEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on unit designation InfoBase.

OPR: 301 FW/DPMC
(CMSgt Danny Ames)
Supersedes 301FWI 36-2903, 15 January 1996

Certified by: 301 FW/DP
(Col Gary D. Shoehorn)
Pages: 2
Distribution: F

Start the purpose statement here. All AFRC and unit instructions must implement an antecedent policy directive. The statement describes the purpose of the publication and to whom it applies.

Start the privacy act information here, if needed. This instruction requires you to collect and maintain information protected by the Privacy Act of 1974. Title 10 U.S.C. 8013 creates this authority. You must show or give a copy of the Privacy Act statement before collecting personal information. System of Records Notice, place the applicable system Identification Number and System Name per Air Force Privacy Act Systems of Records Notices, AFDIR 37-144 here. Each form or format subject to Air Force Instruction (AFI) 37-132, Air Force Privacy Act Program (formerly Air Force Regulation (AFR) 12-35) and required by this instruction has a Privacy Act Statement, either in the body of the document or in a separate statement accompanying it. The Secretary of the Air Force, or his or her designee, may revise any determination made under this instruction.

SUMMARY OF REVISIONS

If this is a revision, tell the reader in this space the major changes from the previous edition and cite the paragraph. Capitalize, bold, and italicize the words "SUMMARY OF REVISIONS." Type the statement

"An (*) indicates revisions from the previous edition." as the last sentence of the summary. Be sure to include a star before all changed paragraphs.

1. Text Format. Text format for instructions is full measure, full justification on all pages. Use 12-point Times New Roman font throughout the document. Running headers should be used on every page. Headers are upper case on every page including page 1. Pages are numbered in the header line. Indentions are optional.

1.1. Title Page Header. Set all title page header information in 12-point Times New Roman, all caps, bold and italics. If used, place a 1-inch seal of the wing flush left, just under the organization. Use a full measure line to separate the header information from the title page footnotes.

*1.2. Title Page Footnotes. Place the title page footnotes on the first page directly under the header information. Use regular 12-point Times New Roman font, initial caps and lower case letters. Do not use bold and italics.

*1.3. Table of Contents. Type the table of contents below the SUMMARY OF REVISIONS. Use the table of contents for AFI 33-360, volume 1 as a guide. Tables and figures are listed based on the page where they appear. Attachments are typed last.

2. Chapters. When using chapters, type the word chapter in upper/lower case, and the title in all upper case. Center and bold both.

3. Paragraphs and Subparagraphs. Use a paragraph title for each main paragraph. Main paragraphs are typed in bold. Titles are optional for subparagraphs; however, if any subparagraphs have titles, they must all have titles at that level. Subparagraphs with titles are not bolded. Number all paragraphs and subparagraphs according to AFI 33-360, volume 1, figure 3.5. Do not use bullets.

4. Tables and Figures. Tables and figures are numbered according to AFI 33-360, volume 1, figure 3.5.

5. Signature Element. The signature element is the name, rank, and title of the commander. It is typed five lines below the last line of text, one space left of center.

6. Attachments. Attachments in publications with a table of contents are listed at the end of the table of contents. Attachments are no longer listed after the signature element when there is no table of contents. Type Attachment 1 (upper/lower case) and the title (all caps) in bold and centered at the top of the attachment. The body of the attachment is typed full measure, full justification in 12-point Times New Roman font.

7. Forms Prescribed: List all forms prescribed by the directive publication here. They are no longer listed in the table of contents.

COMMANDER NAME, Rank, USAFR

Commander

Attachment 14 (Added)**SAMPLE FORMAT FOR INTEGRATED SUPPLEMENTS PROCESSED WITH FRAME-
MAKER + SGML**

AFI44-109/917SUP1

BY ORDER OF THE COMMANDER 917TH WING

AIR FORCE INSTRUCTION 44-109

917TH WING

1 * (This is the supplement number.)25 January 1998 *(SCSIP dates when final; use any date here as a placeholder for draft.)

Medical

MENTAL HEALTH AND MILITARY LAW

OPR: 917 WG/SGA (TSgt John J. Doe) *(This is the person in block 3, AF Form 673)Certified by: 917 WG/SG (Col James R. Jones) *(Block 18, AF Form 673)

Supersedes AFI 44-109, 1 August 1996 and AFI 44-109/917 WG Sup, 8 November 1996

Pages: 2/Distribution: F

The OPR for this supplement is HQ AFRC (or unit)/office symbol (name of OPR). This supplement implements and extends the guidance of Air Force Instruction (AFI) 44-109, 1 August 1996. The AFI is published word-for-word without editorial review. Air Force Reserve (or unit designator) supplementary material is indicated by "(AFRC)" or "(unit designator)" in bold face type. This supplement describes Air Force Reserve (or unit designator) procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the standalone Air Force basic. (Identify to whom the supplement applies.)

SUMMARY OF REVISIONS

If this is a revision, tell the reader in this space the major changes from the previous edition and cite the paragraph. Capitalize, bold, and italicize the words "SUMMARY OF REVISIONS." Type the statement "A (l) indicates revisions from the previous edition." as the last sentence of the summary. Be sure to include a * before all changed paragraphs.

1.1.1. Consult with the active duty host base MHP identified under the appropriate Support Agreement. MHP must be informed of member's Reserve status.

1.1.2. In the notification of MHE include the names and telephone numbers of any attorneys or IG members consulted by the commander and specific information on how the reservist can contact his/her servicing Area Defense Counsel.

1.1.4. (Added) Commanders are responsible for ensuring that members reporting for duty are medically qualified for Reserve participation (according to AFI 48-123, chapter 14). This includes any pre-existing mental health problems that would interfere with their participation in unit training activities.

1.1.5. (Added) Commander may use his or her plenary authority to deny participation for pay or points based on the commander's assessment of fitness for duty. In exercising this authority, commanders must be extremely judicious not to violate policy directives set forth in DoD Directive 6490.1, Section D. Commanders will not use this authority as a reprisal against a member for preparing lawful communications to a member of Congress, any appropriate authority in the chain of command of the member, and Inspector General (IG), or a member of a DoD audit, inspection, investigation, or law enforcement organization. Likewise, commanders must not use this authority as a means of restricting the flow of information to such individuals or organizations. When a commander elects to use this plenary authority, the commander must notify the Reserve medical unit, and the commander must contact the host facility or closest AD MTF Mental Health Provider (MHP) on call to seek further guidance on whether a "nonemergency" or "emergency" Mental Health Evaluation (MHE) is warranted. If a nonemergency MHE is recommended the member should be counseled by the commander to also seek private evaluation/hospitalization and follow-up. Supply records of all MHEs (private or DoD) to the Reserve medical unit for determination of appropriate profiling and file in the member's Reserve medical record.

1.2.1. The unit SJA assists in identifying such legal counsel for the reservist.

1.2.5. Coordinate an appointment with the MHP and the member so as to afford the reservist a minimum of seven days notice. The member's unit issues invitational travel orders for this appointment and the appointment is verified by certified mail.

1.3. Air Force Reserve Command members may not be involuntarily hospitalized unless considered an immediate danger to themselves or others. If the Air Force Reserve Command member is not on military orders, but is considered an immediate danger to self or others, the civil mental health laws of the state should be applied for involuntary evaluation/hospitalization. If hospitalized in a military facility, the member must be referred to the proper civilian authorities as soon as possible. The member's commander notifies member's family and, at the family's request, the member's employer of this action. The commander also ensures a line of duty is initiated and requests the MPF accomplish an interim line of duty.

1.3.3. The wing commander will:

1.3.3.1. Results of this review may be incorporated into a formal line of duty if requested. The review officer should contact HQ AFRC/IGQ, DSN 497-1495, commercial (912) 327-1495 for guidance, as necessary.

1.3.3.2. When an impropriety has been reported and an IG investigation directed, the IG must notify their NAF/CVA and HQ AFRC/IGQ, in turn, in writing, within 5 workdays that a member was referred in violation of DoD 6490.1. The following information must be included in this notification: rank, name, and duty location of AFRC member who was referred to mental health; date the IG received the complaint; brief synopsis of allegations (include rank, full name and duty title of subject in each allegation); rank, name, and duty location of the inquiry officer; IG contact and phone number (commercial and DSN). This notification should be signed by the local IG and submitted to HQ AFRC/IGQ via fax (DSN 497-0512 or commercial (912) 327-0512).

1.5.1.4. (Added) Notify your NAF/CVA and HQ AFRC/IGQ, in turn, in writing, that the alleged referral was made in retaliation.

2. Reservists must be retained on active duty, or recalled to active duty, for purposes of courts-martial according to AFI 51-201, chapter 2.

Attachment 1 (Added)

ATTACHMENT TITLE

A1.1. If you need to add attachments do it here.

A1.2. The signature block goes at the end of all attachments.

COMMANDER NAME, Rank, USAFR

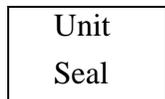
Commander

Attachment 15 (Added)

SAMPLE UNIT SUPPLEMENT (PAPER ONLY)

BY ORDER OF THE COMMANDER
301 FIGHTER WING

AFI 36-2903/301 FW SUPPLEMENT 1
15 January 1998



Personnel
DRESS AND PERSONAL APPEARANCE
OF AIR FORCE PERSONNEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 301 FW/DPMC
(CMSgt Danny Ames)

Certified by: 301 FW/DP
(Col Gary D. Shoehorn)

Supersedes AFI 36-2903, 15 January 1996, and
AFI 36-2093/301 FW Sup, 18 March 1996

Pages: 2
Distribution: F

AFI 36-2903, 1 January 1998, is supplemented as follows:

SUMMARY OF REVISIONS

If this is a revision, tell the reader in this space the major changes from the previous edition and cite the paragraph. Capitalize, bold, and italicize the words "SUMMARY OF REVISIONS." Type the statement "A (*) indicates revisions from the previous edition." as the last sentence of the summary. Be sure to include a star before all changed paragraphs.

2.3. (301FW) Text Format. Text format for instructions is full measure, full justification on all pages. Use 12-point Times New Roman font throughout the document. Running heads should be used on every page. Headers are upper case on every page including page 1. Pages are numbered in the header line. Indenting is optional.

3.1. (301FW) Title Page Header. Set all title page header information in 12-point Times New Roman, all caps, bold and italics. If used, place a 1-inch seal of the wing flush left, just under the organization. Use a full measure line to separate the header information from the title page footnotes.

***3.2. (301FW) Title Page Footnotes.** Place the title page footnotes on the first page directly under the header information. Use regular 12-point Times New Roman font, initial caps and lower case letters. Do not use bold and italics.

***3.3. (Added-301FW) Table of Contents.** Type the table of contents below the SUMMARY OF REVISIONS. Use the table of contents for AFI 33-360, volume 1 as a guide. Tables and figures are listed based on the page where they appear. Attachments are typed last.

4.2. (301FW) Adding Paragraphs and Subparagraphs. When adding paragraphs and subparagraphs to the basic, show added and the unit at the beginning of the supplemental paragraph. See paragraph 3.3 for an example.

5.4. (301FW) Tables and Figures. When adding tables and figures to the basic, show added and the unit after the table or figure number and before the title. EXAMPLE: Table 1.3. (Added-AFRC) Unit Unique Items. Captions for tables and figures are placed at the top of the table or figure.

6.5. (301FW) Signature Element. The signature element is the name, rank, and title of the commander. It is typed five lines below the last line of text, one space left of center.

7.6. (Added-301FW) Attachments. When adding attachments to the basic, show added and the unit after the attachment number. EXAMPLE: Attachment 3 (Added-301FW). Attachments are no longer listed after the signature element when there is no table of contents. Start the attachment on a new page after the signature element. Type Attachment 1 (upper/lower case) and the title (all caps) in bold and centered at the top of the attachments. The body of the attachment is typed full measure, full justification in 12-point Times New Roman font.

8.9. (Added-301FW) Forms Prescribed: List all forms prescribed by the directive publication here. They are no longer listed in the table of contents.

COMMANDER NAME, Rank, USAFR

Commander

Attachment 16 (Added)

SAMPLE UNIT OPERATING INSTRUCTION

BY ORDER OF THE CHIEF
OPERATIONS SUPPORT ELECTRONIC WARFARE

OSWE OPERATING INSTRUCTION 36-2903
1 January 1998

| |
|------|
| Unit |
| Seal |

Personnel

*DRESS AND PERSONAL APPEARANCE
OF AIR FORCE PERSONNEL*

OPR: 419 OSF/OSWE (Lt Col Stephen Owens)
Supersedes OSWEOI 36-2903, 15 January 1996

Pages: 2
Distribution: X

Start the purpose statement here. All AFRC, ARPC, and unit operating instructions (OI) must implement an antecedent policy directive. The statement describes the purpose of the publication and to whom it applies.

SUMMARY OF REVISIONS

If this is a revision, tell the reader in this space the major changes from the previous edition and cite the paragraph. Capitalize, bold, and italicize the words "SUMMARY OF REVISIONS." Type the statement "A (*) indicates revisions from the previous edition." as the last sentence of the summary. Be sure to include a star before all changed paragraphs.

1. Text Format. Text format for operating instructions is full measure, full justification on all pages. Use 12-point Times New Roman font throughout the document. Running headers should be used on every page. Headers are upper/lower case except for page 1, which is all caps. Pages are numbered in the header line. Indentions are optional.

1.1. Title Page Header. Set all title page header information in 12-point Times New Roman, all caps, bold and italics. If used, place a 1-inch seal of the wing flush left, just under the organization. Use a full measure line to separate the header information from the title page footnotes.

1.2. Title Page Footnotes. Place the title page footnotes on the first page directly under the header information. Use regular 12-point Times New Roman font, initial caps and lower case letters. Do not use bold and italics.

2. Paragraphs and Subparagraphs. Use a paragraph title for each main paragraph. Main paragraphs are typed in bold. Titles are optional for subparagraphs; however, if any subparagraphs have titles, they

must all have titles at that level. Subparagraphs with titles are not bolded. Number all paragraphs and subparagraphs according to AFI 33-360, volume 1, figure 3.5. Do not use bullets.

3. Signature Element. The signature element is the name, rank, and title of the chief of the office. It is typed five lines below the last line of text, one space left of center. If there is no seal used on the front of the OI, a written signature is required above the typed signature block. If the seal is used, no written signature is needed.

4. Attachments. Attachments are no longer listed after the signature element. If required, type Attachment 1 (upper/lower case) and the title (all caps) in bold and centered at the top of the attachment. The body of the attachment is typed full measure, full justification in 12-point Times New Roman font.

5. Review. OPRs review OIs at least every 2 years. Annotate review on the front page of the OI with date and initials of the chief of the office. OPRs may use an AF Form 1382 for reviews.

STEPHEN OWENS, Lt Col, USAFR

Chief, Operations Support Electronic Warfare

Attachment 17 (Added)**INSTRUCTIONS FOR PREPARING DRAFTS (UNIT PUBLICATIONS)**

A17.1. Page Format. Follow instructions in attachment 11.

A17.2. Top Matter:

A17.1.1. Follow sample format for instructions processed with FrameMaker+SGML (attachment 12).

A17.1.2. Follow sample format for integrated supplements processed with FrameMaker + SGML (attachment 14).

A17.1.3. Distribution is "F." (X distribution is no longer shown.)

A17.3. Body Text:

A17.3.1. Titles:

A17.3.1.1. Italicize publication titles when referencing in text.

A17.3.1.2. Bold form titles when referencing in text.

A17.3.2. Dates:

A17.3.2.1. Basic date should be upper/lower case letters.

A17.3.2.2. Supplement date should be upper/lower case letters.

A17.3.2.3. GMAJCOM supplement date should be upper/lower case letters.

A17.3.3. Purpose Statement. The first sentence should read, "The OPR for this supplement is 433 CF/SCBT (OPR's name)."

A17.3.4. Summary of Revisions. The first sentence must begin with, "This revision"

A17.3.4.1. Standard statement for extensive revision, "This document is substantially revised and must be completely reviewed."

A17.3.4.2. The last sentence should read, "A (l) indicates revision from the previous edition."

A17.3.4.3. In the body of the draft, place an asterisk before the paragraph number to indicate a revised paragraph.

A17.3.5. Paragraph Numbers. Follow the paragraph numbers unless adding new text.

A17.3.5.1. Show "(Added)" after paragraph number if paragraph does not exist. **NOTE:** Do not show (AFRC) or (unit designation) after paragraph number.

A17.4. Attachments:

A17.4.1. Type attachments beginning two lines below the signature block. **DO NOT START A NEW PAGE.**

A17.4.2. Center and bold each line of attachment headings (attachment number and title).

A17.4.3. Insert the word "(Added)" after the attachment number if the attachment is new.

A17.4.3.1. Do not insert “(Added)” before each paragraph of the new attachment.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander