



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is AFSPC CSS/SCTI (Mr. Justin Martin). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360V1, **Publications Management Program**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplement material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. The Air Force Publications Management Program is in a state of evolution. As we move forward, there may be new requirements levied on the Publication Program Managers which is above and beyond the scope of current levels of operation. Action must be taken at all levels to embrace these changes and taskings to allow the program to evolve. Send proposed/recommended changes to this supplement to AFSPC CSS/SCTI, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730. This supplement applies to all organizations supported by HQ AFSPC (including Centers, Direct Reporting Units (DRU) and Numbered Air Forces (NAF)) and AFSPC gained Air National Guard units. Reference to subordinate publishing activities includes but not limited to Centers, Direct Reporting Units (DRU and Numbered Air Forces (NAF) and Wings. It does not apply to Air Force Reserve Command units. Subordinate publishing activities will supplement AFI33-360V1 to establish local publishing requirements. Supplements to AFI33-360V1 are to be forwarded to AFSPC CSS/SCTI for coordination prior to publishing. This supplement is not to be supplemented.

SUMMARY OF REVISIONS

Removed all references of support for NORAD and USSPACECOM until it is determined what support will be provided; Changed office symbol from SCSP to SCTI; added the definition of subordinate publishing activities in purpose statement; added how approving authority delegation memorandum may be submitted (paragraph 1.10.1.2.); adds directive verbiage (paragraph 1.13.1.); deletes paragraph 3.9.1.; changes policy on releasability certification requirement (paragraph 3.13.); clarifies verbiage (paragraph 3.23.1.); adds information on the recurring periodical program (paragraph 3.56); clarifies verbiage (paragraph 3.72.14. (Added)); renumbered paragraph 6.7. to 7.16.3.2.; added guidance on functional libraries

(paragraph 7.1.); added guidance to include the use of AFSPC Form 3, **Report of Periodical Expenditures** (paragraph 3.56.); deletes paragraph 3.71.

1.4. The Air Force expects its personnel to comply with the requirements and standards of its publications. As such, we as publishers are expected to fully comply with the requirements and standards of the Air Force Publishing Program as defined in AFI33-360V1 and AFI33-360V2. This compliance is expected regardless of whether the publisher is blue suit (to include personnel within a Most Efficient Organization (MEO)) or contractor.

1.5.2. AFSPC CSS/SCTI approves requests to establish a Special Publication System. Subordinate publishing activities will review/approve requests at the local level.

1.7.1. The Air Force e-Publishing web site is “The Official Source Site for Air Force Publications and Forms”. Air Force Space Command (AFSPC) publications are available electronically at <http://www.e-publishing.af.mil>. AFSPC publications are maintained on the AFSPC publications web site (<https://midway.peterson.af.mil/pubs>) as a secondary location. Major Command (MAJCOM), and subordinate publishing activities publications should be maintained on a local network as a backup repository in the event of internet failure. The Air Force Electronic Publishing Library (EPL) and AFSPC EPL are located on the local network. Contact AFSPC CSS/SCTI or the 21 NET Help Desk for how to access. Remember that CD-ROMs are current only for the period published.

1.9. At the MAJCOM, approving officials AFSPC Directors and Chiefs of Special Staff Elements. Subordinate publishing activities, except ANG, must establish approving criteria within their supplement to AFI33-360V1.

1.10.1.1. For new, first issue, AFSPC standard publications, the two-letter (Directorate Level) is the approving authority. This authority **may not** be delegated. If the deputy director is **acting** in the capacity of the director during his absence, the deputy director may sign as the approving authority as “Acting Director, ...”. Subordinate publishing activities, except ANG, must establish delegation of approving criteria within their supplement to AFI33-360V1.

1.10.1.2. Approving authority (two-letter) may be delegated, in writing, to the Directorate Deputy for revisions of existing AFSPC publications. Submit delegation memorandum to AFSPC CSS/SCTI, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730. Memorandum may be in the form of a letter or by e-mail. Either case requires the signature of the Director (two-letter). Minimum mandatory coordination for AFSPC publications may not be delegated. Subordinate publishing activities, except ANG, must establish delegation of approving criteria for existing publications within their supplement to AFI33-360V1.

1.12. Chief, Publishing Section (AFSPC CSS/SCTI) is designated the Command Publications Manager for AFSPC. Subordinate publishing managers are appointed in writing by the their respective commanders. Subordinate publishing activities, except ANG, will submit a memorandum of appointment upon assignment of the publications manager to AFSPC CSS/SCTI, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730. The memorandum must include: name, grade, telephone number and complete mailing address to include current office symbol.

1.13.1. At the MAJCOM, OPRs contact AFSPC CSS/SCTI for format requirements before developing a publication. Contact the Command Forms Manager (AFSPC CSS/SCTI) if your publication prescribes a form(s) or data collection tool(s). Subordinate publishing activities will establish OPR criteria for developing publications and forms.

1.13.10. Contact AFSPC CSS/SCTI for mandatory coordination requirements. Subordinate publishing activity OPRs must contact their publishing activity for coordination requirements.

1.13.14. AFSPC CSS/SCTI maintains the official record set for publications published by SCTI. Before publishing, OPRs provide all the required documentation for the record sets, to include: signed AF Form 673, comments received during coordination, supporting documentation, etcetera. Subordinate publishing activities will maintain (at their location) the record sets for publications they publish. (Reference paragraph A2.1.)

1.15.12. Within AFSPC, AFSPC CSS/SCTI is the only publications production office that SGML tags publications. The publishing function also provides HQ AFSPC with electronic production activities (e.g., SGML tagging, electronic dissemination, CD-ROM production, etcetera). Subordinate publishing activities will forward their publications to SAF/AAD via the files transfer protocol (ftp) system set up by Air Force for SGML tagging. Air Force publishing automatically places wing level publications on the e-Publishing web site unless instructed otherwise. All publishing offices must ensure that content releasability certification for their publications has been completed prior to Air Force placing their publications on the Air Force web site.

1.15.15. (Added) Air Force e-Publishing web site is the **official** repository for current publications Air Force wide. HQ AFSPC CSS/SCTI and subordinate publishing activities will establish a local source for their publications to be used as a backup repository. **WARNING:** Using publications accessed from other sources other than the **official** source sites could result in outdated or incorrect guidance.

2.2. The banner statement "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY" is required on all AFSPC (includes subordinate publishing activities) directive publications.

2.2.1. HQ AFSPC Policy Directives (AFSPCPD) are issued only when required policy is not found in higher headquarters (HHQ) directives. AFPDs and AFSPCPDs will not be supplemented. The AFSPC Command Section (DS) determines the approval authority for AFSPCPDs. HQ AFSPC OPRs must contact AFSPC CSS/SCTI for format and coordination requirements before starting their policy directives. Subordinate publishing activities and subordinate unit OPRs are highly encouraged to communicate with their HHQ/Command counterpart before issuing PDs. Center, DRU and Wing commanders must establish the policy for locally developed PDs; however PDs will not be established if HHQ guidance exists.

2.2.3. HQ AFSPC issues mission directives (AFSPCMD) for respective mission responsibilities and organizations in the Command. Mission directives are not issued below MAJCOM headquarters level. HQ AFSPC OPRs contact AFSPC CSS/SCTI for format and coordination requirements before starting their AFSPCMD.

2.2.7. AFSPC supplements follow the same criteria as Air Force Space Command Instructions (AFSPCI) (see paragraph 2.2.4.). Only one supplement may be issued at any one given level (i.e., one at MAJCOM; one at NAF; one at Wing, etcetera). Approving authority for new Command Supplements is at the Directorate level. This authority may not be delegated. OPRs from different functional areas who have input need to work together to produce one mutually combined supplement. Subordinate publishing activities, except ANG, must establish delegation of approving criteria within their supplement to AFI33-360V1. **NOTE:** subordinate units will not supplement MAJCOM supplements.

2.3.8. AFSPC visual aids do not require a prescribing publication. Subordinate publishing activities will establish their own criteria in this regard.

3.2. HQ AFSPC/SCXX administers the policy memorandum program at the headquarters. Contact them for guidance on issuance of new policy memorandums. Subordinate unit OPRs contact their local publishing activity for local contact.

3.4.7.4. At the MAJCOM headquarters, OPR contacts HQ AFSPC/SCXX. Subordinate unit OPRs contact their local publishing activity for local contact.

3.4.7.5. At the MAJCOM headquarters, OPR contacts HQ AFSPC/SCXX. Subordinate unit OPRs contact their local publishing activity for local contact.

3.8.1. Subordinate publishing activities will not issue publications that apply to Air Force Reserve Command (AFRC). If it is determined this requirement exists, the local publishing activity will contact AFSPC CSS/SCTI for guidance.

3.11. At the MAJCOM Headquarters, publication numbers are assigned to new publications by AFSPC CSS/SCTI after all coordination is completed. Subordinate publishing activities establish criteria for assigning publication numbers.

3.13. Certifying Releasability of Publications. The OPR must conduct a releasability certification for each publication they want disseminated through an official publishing dissemination medium (e.g., official web repository, CD-ROM, AF Publishing Distribution Center (AFPDC), or any future dissemination medium). All publications, except classified, require a releasability certification. The releasability certification will be documented on the AF Form 673 AFSPC Overprint and must include:

3.13.1. (Added) Level of releasability (public access or restricted access).

3.13.2. (Added) Statement of the restriction, if applicable, and justification for limited release.

3.13.3. (Added) Mandatory coordination consists of the following:

3.13.3.1. Foreign Disclosure Office.

3.13.3.2. Privacy Act (PA) Office.

3.13.3.3. Freedom of Information Act Office (FOIA).

3.13.3.4. Operations Security (OPSEC) Manager.

3.13.3.5. Public Affairs Office.

3.13.4. (Added) Certifying signature of the organizational content approval authority must be Lt Col or civilian equivalent, or above.

3.17. Contact AFSPC CSS/SCTI for mandatory coordination requirements. Coordination more than 180 days old must be reaccomplished prior to publication of the document. Subordinate unit OPRs must contact their local publishing activity for coordination requirements and policy.

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

3.19.1.1. OPRs must coordinate all AFSPCIs and AFSPC supplements with their functional area at NAF and Wing organizations. Subordinate publishing activities may establish their own criteria for coordination with subordinate activities.

3.19.1.2. (Added) Coordinating officials must group their comments into one of three categories: “critical,” “substantive,” or “administrative.” Coordinating officials and OPRs of publications must comply with the following requirements to ensure an effective and meaningful publication is developed. If comments received in coordination process cannot be incorporated by the OPR of the publication and the issue cannot be resolved with the coordinating official, OPRs must elevate through appropriate channels for final resolution. **NOTE:** Publishing activities are not authorized to publish any proposed publication until all issues have been resolved. Critical comments and non-concurrences must be “resolved,” in writing, before publishing actions may occur. All correspondence relating to coordination will be submitted to AFSPC CSS/SCTI as part of the complete record set. Subordinate unit OPRs submit all correspondence relating to coordination to their local publishing activity. See below for definitions (these include the three comment categories):

3.19.1.2.1. Coordination . The processes by which OPRs obtain review/concurrence on the contents of a proposed publication from representatives of organizations that have an interest in the publication.

3.19.1.2.2. Concur . The coordinating official agrees with the publication in its entirety; or with the overall content of the publication, however, they may have recommended Substantive or Administrative comments.

3.19.1.2.3. Non-concur . Coordinating officials do not agree with the overall content of the publication; comments must meet the “Critical Comments” criteria (see paragraph 3.19.1.2.4.). All “Non-concurs” must be based on critical comments and provide recommended changes to the OPR, in writing, to the publication. Publishing activities will not publish the publication in question until the non-concurrence is resolved.

3.19.1.2.4. Critical Comments . These are major deficiencies that affect the implementation of the publication. OPRs of publications must incorporate all critical comments into the publication unless the OPR and the coordinating official making the recommendation reach agreement, in writing, for exclusion or modification. If resolution cannot be reached, elevate the disagreement up the chain until the issue is resolved. The OPR must maintain the recommendations as part of the official coordination package provided to the publishing activity. Publishing activities will not publish the publication in question until critical comments are resolved.

3.19.1.2.5. Substantive Comments . These are less significant deficiencies that include deviations but would not prevent implementation of the publication. OPRs should seriously consider these comments for incorporation but are not required to incorporate or resolve this type of comment.

3.19.1.2.6. Administrative Comments . These are comments offered for clarity, accuracy, and consistency. They include such items as outdated references, improper terminology, and minor errors. OPRs are not required to incorporate or resolve this type of comment.

3.20. AFSPC CSS/SCTI dates all publications up to 6 weeks in advance to allow for timely dissemination. Subordinate publishing activities will establish local procedures for dating their publications.

3.21.2. Submit DD Form 67, **Form Processing Action Request**, to AFSPC CSS/SCTI, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730, through the local base forms manager, if applicable.

3.23.1. Publishing activities no longer provide editing services for publications. This responsibility is that of the OPR. Use Attachment 4 of AFI33-360V1 for guidance.

3.23.1.5. To meet the demands of an electronic environment, covers are not authorized for publications published by AFSPC CSS/SCTI, except for classified paper publications. When used, the only authorized

graphic on a cover is the emblem for the MAJCOM (i.e., AFSPC). Subordinate publishing activities, except ANG, will use the MAJCOM organizational emblem.

3.23.1.7. Ensure titles are short and concise.

3.24. Reference AFI33-360V2_AFSPCSUP1, *Forms Management*, for specific guidance.

3.24.3. Contact AFSPC CSS/SCTI or your local base forms manager once the need for a new or revised form is determined. All forms (except office forms) must be prescribed by a directive publication.

3.24.5. (Added) If the OPR has approved the incorporation of a prescribed form into a functional area system, list the system after the form is mentioned for the first time in the body of the directive and also list the system in the Forms Prescribed paragraph. For example: "AFSPC Form 33, **Title XXX**. Form is also incorporated in system 303303, Title."

3.38. Purpose statements are required for all publications except visual aids (VA), directories, indexes, catalogs, digests, and handbooks.

3.45.4. Issue only one supplement for each publication being supplemented.

3.48. When a prescribing directive is rescinded, any form(s) prescribed in it are considered obsolete until they are prescribed in another publication.

3.49.1. At the Headquarters, approval and recession authority resides at the two-letter level of the organization that issued the publication. This authority may not be delegated. Mandatory coordination for rescission of publications is: AFSPC/SCXX (Reports), AFSPC/IGI, and AFSPC CSS/SCTI. Recommend OPR coordinate with other affected offices/agencies. Attach coordination (e-mail, memorandum, and etcetera) to the AF Form 1382, **Request for Review of Publication and/or Form(s)**, or memorandum. Send memorandum or AF Form 1382 requesting rescission to AFSPC CSS/SCTI, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730. For classified publications, include whether the publication may be downgraded or declassified before being rescinded. Subordinate publishing activities will establish local approval and recession authority levels.

3.49.1.1. (Added) If the publication to be rescinded prescribes a form, contact the Command Forms Management Office (AFSPC CSS/SCTI, 150 Vandenberg St, Ste 1105, Peterson AFB CO 80914-4730), through your local base forms manager **prior** to submitting the request for rescission.

3.49.1.2. (Added) If the publication prescribes a report, contact the Command Reports Management Office (HQ AFSPC/SCXX, 150 Vandenberg St, Ste 1105, Peterson AFB CO 80914-4400) for disposition determination **prior** to the request for rescission.

3.52. Changes to publications will not be issued. Revisions are the only acceptable form of changing existing publications. Revisions meet the demands of an electronic environment. This results in the end user having a seamless document to use, rather than one with a basic and several changes, each requiring a separate electronic file.

3.56. Publishing of organizational newsletters (electronic or printed hard copy) must comply with the requirements of this publication. Newsletters are low-cost periodicals that must meet the financial requirements outlined in **Attachment 1** (see definition of Periodical). Organizations will use AFSPC Form 3, **Report of Periodical Expenditures**, to track annual expenditures. The form will be prepared quarterly and maintained on file and be available for inspection to ensure compliance.

3.64. When an OPR transfers responsibility for a publication, they must obtain concurrence, in writing, from the new OPR, and then forward a copy through the appropriate chain-of-command to the supporting publishing activity. For Headquarters activities, forward the transfer correspondence to AFSPC CSS/SCTI, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730. At the subordinate organizational level, send to the appropriate wing publishing activity.

3.64.1. (Added) Organizational office symbols change frequently due to directorate internal reorganizations or headquarters reorganizations. Also, with the transfer or retirement of personnel, frequent individual OPR changes occur as well. When reorganizations occur, it is the responsibility of the directorate office to inform AFSPC CSS/SCTI of the reorganization and appoint an individual to assist with determining new OPR office symbols. The same applies to the supervisor of those individuals that transfer or retire. Subordinate publishing activities should create some similar type procedure to maintain accuracy of organizational/individual OPRs.

3.66. For Headquarters functions, AF Forms 1382 are prepared and forwarded to the appropriate directorate office every 2 years in lieu of using the anniversary month. Each OPR reviews their publication to determine whether the publication is current, requires revision, or can be rescinded. Subordinate publishing activities, except ANG, must identify their review process in their supplement to AFI33-360V1.

3.70. A System of Special Publications will not, in itself, prescribe forms. Reference paragraph **3.72.14. (Added)**.

3.72.14. (Added) Forms Prescribed. Forms for use within a specialized system will have a prescribing paragraph within the instruction that prescribes the system.

7.1. Publishing offices within AFSPC will not maintain a physical Functional Publications Library (FPL). Each publishing office is required to forward their publications to AFDPO for inclusion on the Air Force Publishing web site. However, each publishing activity will make available and maintain local electronic publications access for their customer base. In addition, subordinate publishing activities, except ANG, will maintain some type of "stand-alone" access in the event of loss of network capability.

7.16.3.2. AFSPC Form 24, **Document Review Comments** and AFSPC Form 3, **Report of Periodical Expenditures**.

A2.1. AFSPC CSS/SCTI maintains the official record set for command level published publications. Subordinate publishing activities will maintain the record sets for their publications at their locations. (Reference paragraph 1.13.14.)

A4.1. Publishers will provide customer training (either one-on-one or in group session) in the accessing, developing and publishing of official publications and forms as prescribed by AFI33-360V1 and this supplement. OPRs contact the appropriate publishing activity prior to drafting a publication to receive local guidance on publication creation.

A4.6. Within AFSPC, include a table of contents in any publication 30 pages or larger.

A4.23. Sample forms are not used within publications published by AFSPC CSS/SCTI. Use written instructions for each block/section of the form. Blank forms within publications are prohibited.

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