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AIR FORCE SPACE COMMAND**

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**AIR FORCE SPACE COMMAND
Supplement 1**

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Communications and Information

**CONTENT MANAGEMENT
PROGRAM-INFORMATION MANAGEMENT
TOOL (CMP-IMT)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is AFSPC CSS/SCTIF (Mr. Charles Whitson, Jr.). This supplement supersedes AFI33-360V2_AFSPCSUP1, 2 Jun 03. This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360, Volume 2, **Content Management Program-Information Management Tool (CMP-IMT)**, 11 Sep 03. The AFI is published word-for-word without editorial review. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. This supplement applies to Headquarters (HQ) AFSPC, its subordinate units, and to all organizations supported by the Command Forms Management Office, AFSPC CSS/SCTIF. This supplement does not apply to Air Force Reserve or Air National Guard units. Submit any recommended changes or additions to this supplement to AFSPC CSS/SCTIF, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730. Upon receipt of this integrated supplement, discard the Air Force basic publication.

SUMMARY OF REVISIONS

The basic publication has changed, however the only revisions required in this supplement were made in the date line, title line, OPR line, supersession line, certifying and approving authorities and administrative formatting changes.

1.1. **General.** AFSPC operates under a "centralized" forms program. The Command Forms Management Office, AFSPC CSS/SCTIF, manages all AFSPC command-level, headquarters forms, and subordinate unit forms to include direct reporting units, numbered Air Forces, base, and wing forms, and manages other agency or organization forms as directed in an approved memorandum of agreement (MOA). The Command Forms Management Office will also manage group and squadron forms where the group or squadron has host base responsibilities or has geographically separated subordinate units. Office forms are not controlled by the AFSPC Command Forms Management Office. All requests for form develop-

ment throughout the command and subordinate units are forwarded through the Base Forms Manager to AFSPC CSS/SCTIF for final approval, design and publishing.

1.4. Majcom and FOAs (Except Air National Guard). The Command Forms Manager for AFSPC resides in AFSPC CSS/SCTIF. The AFSPC Command Forms Manager also executes the Forms Management program for other agencies or organizations as directed in an approved memorandum of agreement. In addition to the Command Forms Manager, AFSPC has a Command Forms Production Manager who is responsible for the development and complete lifecycle management of all forms as identified in **paragraph 1.1.**

1.4.1.1. Each AFSPC installation will have a Base Forms Manager to administer the Forms Management program for the base. The communications squadron commander at each AFSPC installation appoints a Base Forms Manager; the communications squadron commander sends the name, grade, organization office symbol, telephone number, e-mail address, and mailing address of the appointed Base Forms Manager to the Command Forms Manager, AFSPC CSS/SCTIF. All other AFSPC subordinate unit commanders will appoint a Forms Manager to manage the forms program for their organization and will submit their name in writing to their Base Forms Manager.

1.4.1.3. Form designations will be consistent with the designation of the prescribing directive, i.e., 50SW Supplement and 50SW Form, Onizuka Instruction and Onizuka Form.

1.4.1.4. The Command Forms Management Office, AFSPC CSS/SCTIF, is the only authorized agent to purchase and use the AF standard forms design software.

1.4.1.6. The Command Forms Management Office approves establishment of all forms for AFSPC organizations as stated in **paragraph 1.1.** above and publishes numerical indexes every 6 months for all prescribed forms they manage. Base Forms Managers do not publish form indexes since their prescribed forms are listed in AFSPCIND9, *Numerical Index of AFSPC and Subordinate Unit Forms*. Office forms are not indexed.

1.4.1.8. Since AFSPC has a centralized forms program, AFSPC CSS/SCTIF sends Air Force Departmental Publishing Office (AFDPO) information on all AFSPC and subordinate unit forms for placement in the AF Master Catalog and the AF Product Announcement.

1.5.1. All AFSPC OPRs must conduct a releasability certification for each form they want disseminated through an official publishing dissemination medium; see paragraph **4.6. (Added)** for further guidance. OPRs will use the AFSPC overprint of the DD Form 67, **Form Processing Action Request**, which contains required coordination and approval documentation for certifying a form's releasability. Use the AFSPC overprint until such time that the DD Form 67 is revised by Department of Defense or Air Force. The DD Form 67_AFSPC Overprint is available on the AFSPC Forms Library website. OPRs submit completed DD Form 67_AFSPC overprint to the local Base Forms Manager who will review the request for completeness and will forward the DD Form 67 package to AFSPC CSS/SCTIF, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4730 for final approval, development, and publishing. Requirements for the DD Form 67 package are:

1.5.1.1. (Added) Ensure a legible draft of the proposed form is attached.

1.5.1.2. (Added) Ensure Block 13 has a complete purpose statement to justify form.

1.5.1.3. (Added) Ensure Block 14 has mandatory coordination as required in accordance with AFI 33-360 V2, **Table 1.1.**

1.5.1.4. (Added) Use Block 15 for the Base Forms Manager's coordination and for other coordination that may be required.

1.5.1.5. (Added) Ensure Block 16 is complete and signed by the Project Officer.

1.5.1.6. (Added) Signature requirements for Block 17 are:

1.5.1.6.1. (Added) New Forms. Must be signed by the approving authority authorized to sign the AF Form 673, **Request to Issue Publication**, for the prescribing directive (Block 20 on the AF Form 673). Block 17a on the DD Form 67 must include the typed or printed duty title and organization of the approving official.

1.5.1.6.2. (Added) Revised Forms. May be signed one level below the approving authority for a new form as designated in **paragraph 1.5.1.6.1. (Added)** above.

1.5.1.6.3. (Added) Office Forms. Must be signed by the office chief.

1.5.1.7. (Added) Page 2, Section I, Block 2. Must indicate the types of using activities, e.g., all AFSPC subordinate units.

1.5.1.8. (Added) Page 2, Section II, Blocks 7 and 8. Annotate if form will be stocked and issued (S&I) or stocked and used (S&U) by the OPR and indicate the organization and office symbol responsible in Block 8. If the form is either S&I or S&U, then Block 9 does not have to be completed nor content approval authority signature obtained.

1.5.1.9. (Added) Page 2, Block 9. Annotate releasability level and obtain required coordination. After concurrence is obtained on releasability level, get content approval authority signature (must be O-5 or higher).

1.5.1.10. (Added) Page 2, Section III. Completed by the Forms Management Office.

1.5.2. Justification for other than electronic media will be in writing and submitted along with the DD Form 67 for inclusion in the form's official record set.

1.5.4. Approval documentation is sent through the local Base Forms Manager to AFSPC CSS/SCTIF for inclusion in the form's official record set. The appropriate Forms Manager will forward a copy to the requestor.

1.5.7. Notification must be in writing signed by the approval authority for the form. OPR may use a DD Form 67, AF Form 1382, **Request for Review of Publication and/or Form(s)**, memorandum, or the documentation used to rescind the prescribing directive.

1.6. **Functional Area Users.** Submit written requests for approval to use an existing form in a system through the organization or Base Forms Manager to AFSPC CSS/SCTIF; AFSPC CSS/SCTIF will forward the request to the appropriate level OPR for approval. Include a copy of the system's version of the form and state the software it was developed in. Request may be routed through e-mail as long as supporting documentation is electronic. If approval is granted, the requesting office will maintain the written approval on file for the lifecycle of the system and identify the form on the system front-end or back-end template as: Form number, date, "Exception approved by (organization/office symbol), date of approval." If the request concerns a command or subordinate unit form, the appropriate Forms Manager will also maintain a copy of the approval in the numerical file for that form.

1.6.3. (Added) When the official form is revised, the previous exception approval is obsolete. The system owner must promptly review the system data collection tool to align with the data fields of the new ver-

sion of the form as appropriate. The system owner must then submit a new request for exception package through the Forms Manager to the OPR of the official form. Only the OPR of the official form who owns the process can ensure the system meets their new requirements; and only the OPR can grant approval or disapproval of the exception to the official form.

1.7. **Forms Managers.** AFSPC has a centralized forms management program with a Command Forms Manager and Forms Production Manager at the command level, a Base Forms Manager at all AFSPC installations, and a Forms Manager at each AFSPC subordinate unit. The AFSPC Command Forms Manager also executes the Forms Management program for other agencies or organizations as directed by an approved MOA. Under the centralized forms management program, AFSPC CSS/SCTIF will manage all prescribed forms for those organizations as stated in **paragraph 1.1.** of this supplement and is responsible for their complete lifecycle management. Since AFSPC CSS/SCTIF is the only office authorized to have the AF standard forms designer software, ALL form design using the Air Force standard forms software is accomplished by AFSPC CSS/SCTIF.

1.7.2. Since AFSPC has a centralized forms program, AFSPC CSS/SCTIF will send AFDPO information for placement in the AF Master Catalog and AF Product Announcement on all forms they manage to include AFSPC command, subordinate unit and other agency forms. Base and subordinate unit Forms Managers may also announce their forms in a local publishing bulletin if desired.

1.7.6. Accomplished by AFSPC CSS/SCTIF.

1.7.7. Forms Managers provide guidance to the OPR on preparing DD Form 67. After reviewing the form for accuracy and completeness, Base Forms Manager will coordinate in Block 15 and forward the DD Form 67 package to AFSPC CSS/SCTIF for processing.

1.7.8. Final approval of new or revised forms rests with the Command Forms Management Office, AFSPC CSS/SCTIF. Base and Unit Forms Managers should review new or revised data collection tools to include those in information systems or placed on web pages to see if they need to come under Forms Management responsibility. Reference **paragraph 2.2.** for items not managed as forms.

1.7.9. Also, validate information systems that collect data or incorporate existing forms to ensure compliance with program requirements. Ensure proper approval has been obtained from the appropriate OPR of the incorporated form. Ensure the forms and system have been properly referenced in the publication, i.e., body of the publication, Forms Prescribed paragraph. The use of approved local systems that incorporate higher level forms should be directed in a local publication, i.e., "Customers can use the XX system which incorporates AF Forms 1, 2, and 3; approval was granted by (approving office organizational symbol)."

1.7.13. Final approval rests with the Command Forms Management Office, AFSPC CSS/SCTIF, in coordination with the Base Forms Manager and the OPR.

1.7.17. AFSPC CSS/SCTIF maintains the official records set for all forms they manage to include AFSPC command, subordinate unit and other agency prescribed forms. The Base Forms Manager maintains a copy of the official record set for each form they are responsible for. Unit Forms Managers below base level maintain an official record set for each of their unit forms.

1.7.20. (Added) Reviews Certificate of Networthiness and Certificate to Operate packages for compliance with public law and established policy on data collection in the Federal Government.

1.8. (Added) **Base Forms Managers.** The Base Forms Manager provides forms management support to all AFSPC organizations attached to their base in accordance with existing memorandums of agreement.

The Base Forms Manager is the liaison between local OPRs and AFSPC CSS/SCTIF. The Base Forms Manager:

1.8.1. (Added) Executes the forms management program objectives as stated in **paragraph 1.1.** and is responsible for the duties listed in **paragraph 1.7.** except as indicated in this supplement.

1.8.2. (Added) Sends completed DD Form 67 package for new or revised forms to AFSPC CSS/SCTIF, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4730, for approval and development or disapproval.

1.8.3. (Added) Approves or disapproves all print requests regarding forms to include printing overprints onto existing physical forms and reprinting of a physical form with special print specifications on an emergency basis. All printing costs associated with reproducing forms or overprints are the responsibility of the requester.

1.8.4. (Added) Acts as the AF standard forms software point of contact for the base. Ensures customer requirements for the AF standard forms software are met. Notifies the base communications squadron or Command Forms Manager of problem areas.

1.8.5. (Added) Establishes and maintains a base forms web page. Ensures base electronic forms are not placed directly on the base forms page, instead, link all forms referenced on the page to the appropriate official forms repository. Develops a contingency plan for customers to access forms in the event of web or network failure.

1.8.6. (Added) Ensures each new or revised form has been reviewed, coordinated and certified for web releasability by the OPR. **See paragraph 4.6. (Added)** of this supplement. Forms will not be published if web releasability has not been certified and properly coordinated on the DD Form 67.

2.1. **Forms Types.** A form is a data collection tool no matter what the medium. It can be a paper or physical product, digitized in either the AF standard forms software or another software, a web-based format, spreadsheets, or input or output screens used as the front end or back end to databases or information systems. All recurring requirements for data collection using a data collection tool must comply with regulatory and higher headquarters policy on data collection in the Federal Government. Data collection requirements directed for use in more than one office will be managed, prescribed and numbered as forms unless they meet one of the criteria in **paragraph 2.2.,** Items Not Managed as Forms. However, any form collecting Privacy Act information must be managed as a form and prescribed in a directive publication. Each form or data collection tool must be prescribed in a directive publication to properly direct the applicable audience of the requirement to use the form. All forms must be numbered and dated.

2.2.7. (Added) Items of training literature identified as worksheets, handouts, numbered pages of study guides, workbooks, etc., used for student responses to assignments. Instead, this material should be identified by a course number assigned by the originator.

2.2.8. (Added) Surveys, critiques, or questionnaires, relating to “how am I doing” or “customer satisfaction” are exempt from forms management control.

2.2.9. (Added) Form memorandums used to disseminate information rather than to collect or record it. Guidelines for preparing form memorandums are in AFMAN 33-326, ***Preparing Official Communications.***

2.3.2. AFSPC operates under a “centralized” forms management program; therefore, purchase of the AF standard forms design software is limited to the Command Forms Management Office, AFSPC CSS/SCTIF.

2.3.3. Every AFSPC Base Forms Manager will have a contingency plan established for accessing forms when the official Air Force web site is down. Customers should contact their Base Forms Manager for local procedures.

2.5. Support of Morale, Welfare, Recreation, and Services (MWRS). AFSPC CSS/SCTIF will design and control forms supporting appropriated fund activities. The development and printing of forms supporting non-appropriated fund activities and any associated costs are the responsibility of the appropriate Services activity; they may use any commercial resource available to them. The base Services Officer makes final determination as to whether the form is in support of appropriated fund or non-appropriated fund activities.

3.1.1. The prescribing directive of a form and the form must be published and distributed simultaneously (new form only). A revised prescribed form may be issued at any time without making changes to the prescribing directive. Office forms do not have to be prescribed or indexed and are stocked and issued by the OPR.

3.1.1.6. (Added) Identifies approved systems that incorporate the forms prescribed by that publication. This includes new forms or data collection tools that the system generates. The system should be stated in the body of the directive where the form is originally mentioned and also in the Forms Prescribed paragraph after the appropriate form number and designation. For example: “AFSPC Form 33, Title XXX. Form is also incorporated in system 3030303, Title.”

3.1.2. (Added) Owners of approved systems that incorporate higher level forms for use by a subordinate organization only should also direct its use in an appropriate supplement to the respective higher level directive.

3.3.1. All DD Forms 67 for AFSPC command, headquarters and other agency prescribed forms are submitted to AFSPC CSS/SCTIF. All AFSPC subordinate unit forms as defined in **paragraph 1.1.** are sent through the local Base Forms Management office for forwarding to AFSPC CSS/SCTIF.

3.5.2. Customers requesting an exception to a form will submit requests through their local Base Forms Manager for forwarding to AFSPC CSS/SCTIF. The request will be either forwarded to appropriate OPR for approval or forwarded to the next higher-level Forms Office for processing. Requests may be forwarded through e-mail as long as any supporting documentation can be attached electronically. Approval documentation will be returned to the requester and maintained in the requester’s office for the life cycle of the requirement or until the original form is revised or made obsolete.

3.6.1. The documentation declaring a form obsolete must be signed by the approving official for the form as designated in **paragraph 1.5.1.6.1. (Added)** of this supplement. When a publication prescribing a form is rescinded, the form automatically becomes obsolete. If a requirement still exists for the form, the OPR must prescribe the form in another directive. When the new directive is published, the form will be reinstated.

3.6.2.1. This is accomplished by AFSPC CSS/SCTIF.

3.7. Stocked and Issued (S&I) and Stocked and Used (S&U) Forms. All AFSPC subordinate unit physical or paper forms will not be distributed by AFDPO at this time and must be either stocked and

issued (S&I) or stocked and used (S&U) by the OPR. All printing costs associated with these physical products will be the responsibility of the OPR.

3.10. Forms Subject to the Privacy Act of 1974 (AFI33-332). Forms collecting Privacy Act information will be managed as a form and must be prescribed in a directive publication.

3.15.1. (Added) **Overprinting onto an Electronic Form.** AFSPC CSS/SCTIF approves or disapproves requests for overprinting onto an existing electronic form. AFSPC CSS/SCTIF designs the overprint using the AF standard forms software and saves it as a locked file. The electronic overprint may then be placed on the AF e-Publishing web site with a short title identifying it as an overprint, i.e., DD1610OP_21SW. When a requirement exists, the OPR submits a DD Form 67 and draft of the overprint through their Base Forms Manager to forward to AFSPC CSS/SCTIF for approval and development. If the original form is revised, the overprint is obsolete and the OPR will need to request approval and development of a new overprint.

3.15.2. (Added) **Overprinting onto a Physical Form.** The Base Forms Manager approves or disapproves requests for printing overprints onto a physical or paper form. Overprints must be more advantageous to the government. All printing costs associated with the overprint are the responsibility of the requester. Designate physical overprints in the lower right corner of the form with the organization and office symbol and the word "overprint", i.e., 21SW/PA Overprint.

4.1. Organizing and Using Files. AFSPC CSS/SCTIF maintains the official record set. The Base Forms Manager maintains a copy of the complete file for all forms for which they are responsible. Unit Forms Managers maintain an official record set for each of their unit forms.

4.4. Reviewing the Status of Forms. Base Forms Managers send a copy of the completed review with original signature to AFSPC CSS/SCTIF for inclusion in the official record set.

4.5. Master Catalog. AFSPC CSS/SCTIF will provide information and file updates to the AF Master Catalog on all forms they are responsible for as stated in **paragraph 1.1.** of this supplement.

4.6. (Added) Certifying Releasability of Forms. The OPR must conduct a releasability certification for each form they want disseminated through an official publishing dissemination medium (e.g., official web repository, CD-ROM, AF Publishing Distribution Center (AFDPC), or any future dissemination medium). Forms that are disseminated by the OPR (e.g., stocked and issued and stocked and used) do not require a releasability certification. The releasability certification will be documented on the AFSPC overprint to the DD Form 67 that will be used until DoD or AF revises the DD form 67. The releasability certification documentation includes:

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

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

4.6.3. (Added) Mandatory coordination (See **Table 4.1. (Added)**).

Table 4.1. (Added) Mandatory Coordination.

Required Functional Area Coordination	Applicable To
Privacy Act Monitor	All
Freedom of Information Act	All
Public Affairs	All
OPSEC Manager	All
Foreign Disclosure Officer	All
NOTE: The Command Foreign Disclosure Officer will coordinate for units that don't have a Foreign Disclosure Officer. The Command Forms Management Office will obtain this coordination for the unit when the DD Form 67 package is received from the Base Forms Manager.	

4.6.4. (Added) Certifying signature of the organizational content approval authority (must be O-5 or above).

6.2.2. Only AFSPC CSS/SCTIF can electronically modify general purpose forms as it requires the designer software which only AFSPC CSS/SCTIF is authorized to have. OPRs who wish to electronically modify a general purpose form should contact their Base Forms Manager to forward the request to AFSPC CSS/SCTIF.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

Computer/System Generated Forms—A form or data collection tool (i.e., template, web screen, input screen, front-end or back-end templates) automated using a software other than the AF standard forms software. These data collection tools must comply with regulatory and higher level policy on data collection in the Federal Government and must, therefore, be reviewed by the Forms Management Office for compliance.

Contractor Forms—These are forms developed by contractors by their own direction, not as a result of direction in a statement of work. Such forms are not developed, procured, or stocked by Air Force personnel or employees. No Command funds are used for such forms.

Format—A format cannot solicit Privacy Information, collect information from the public, or require OMB approval.

Local Reproduction Authorized (LRA)—All electronic forms are considered to be LRA and the electronic form is the LRA master to print from. On command forms, special print specifications are identified in the “Form Properties” block of the electronic file. Costs associated with printing an electronic form are the responsibility of the requester.

Test Forms—Test forms are stocked and issued by the OPR and are not indexed.

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