

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 33-17**

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Communications and Information

**PUBLICATIONS AND FORMS MANAGEMENT
PROGRAM (WING/DRU/BASE/UNIT)**

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This checklist reflects Command general guidance and responsibilities for effective and efficient management of the Air Force Forms and Publications management programs.

SUMMARY OF REVISIONS

This checklist is revised to bring it in line with new IG standards and format for checklists. It has been completely revised and should be reviewed in its entirety. HQ AFSPC and AFSPC CSS portions have been deleted.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum, and are related to forms and publications management. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the functions.
- 2.** The checklist establishes a baseline to be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's publications, forms, and publishing distribution management programs.

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Attachment 1

PUBLICATIONS AND FORMS MANAGEMENT PROGRAM (WING/DRU/BASE/UNIT)

Table A1.1. Checklist.

SECTION 1: PUBLICATIONS MANAGEMENT PROGRAM (WING/DRU/BASE)			
MISSION STATEMENT: Implements policy and guidance in the publications programs for publishing activities at all organizational levels. Establishes Wing/DRU/Base/Unit policy, provides management program guidance and direction, and evaluates publications program performance for supported organizations. Responsible for implementation of Air Force and Air Force Space Command electronic publishing initiatives, such as electronic publications, publications development and production, and electronic dissemination.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Has AFI33-360V1, <i>Publications Management Program</i> , been supplemented to establish local publications requirements? (AFI33-360V1_AFSPCSUP1, <i>Publications Management Program</i> , purpose statement)			
1.1.2. Have approval and certification levels for publications been established? (AFI33-360V1, para 1.9. and 1.11.; and AFI33-360V1_AFSPCSUP1, para 1.9.)			
1.1.3. For first issue publications, has approval authority criteria been established? (AFI33-360V1_AFSPCSUP1, para 1.10.1.1.)			
1.1.4. For revised publications, has approval or delegation of approval authority criteria been established? (AFI33-360V1_AFSPCSUP1, para 1.10.1.2.)			
1.1.5. Are standard publications maintained in an official record set to meet historical and legal requirements? (AFI33-360V1_AFSPCSUP1, para 1.13.14. and para A2.1.)			
1.1.6. Have policies and procedures been established for implementation of the publications program? (AFI33-360V1, para 1.15.2.)			
1.1.7. Do policy directives attach metrics to measure compliance with that policy directive? (AFI33-360V1, para 2.2.1.; AFI33-360V1_AFSPCSUP1, para 2.2.1.; and AFI33-360V1, Attachment 3)			
1.1.8. Has a content releasability certification program been established? (AFI33-360V1_AFSPCSUP1, para 1.15.12. and para 3.13.)			
1.1.9. Is the statement "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY" placed on the first page of all directive publications? (AFI33-360V1_AFSPCSUP1, para 2.2.)			

CRITICAL ITEMS CONTINUED:	YES	NO	N/A
1.1.10. Are steps being taken to ensure that directives being produced are not less restrictive nor contradictory to AF-level or other higher headquarters guidance? (AFI33-360V1, para 3.5.)			
1.1.11. Does the publications management office ensure that before publications are released for final publishing actions, the publication contains no unresolved, nonconcurrence or insufficient coordination? (AFI33-360V1_AFSPCSUP1, para 3.19.1.2. (Added))			
1.1.12. Are classified publications and accompanying documents (such as AF Form 673, Request to Issue Publication) properly portion marked? (AFI33-360V1, para 3.43.1.1 and 2.2.4)			
1.1.13. Have local procedures been established for the rescission of any publication or form? (AFI33-360V1_AFSPCSUP1, para 3.49.1.)			
1.1.14. Are publication reviews conducted at least every 2 years? (AFI33-360V1, para 3.66.)			
1.1.15. Has AFI33-360V1 been supplemented outlining the publication review process? (AFI33-360V1_AFSPCSUP1, para 3.66.)			
1.1.16. In the event of the loss of network capability, has a procedure been established for the customer base to access electronic publications? (AFI33-360V1_AFSPCSUP1, para 7.1.)			
1.1.17. Has customer training, formal or informal, been established for publication OPRs? (AFI33-360V1_AFSPCSUP1, para A4.1.)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does the publications management office review/approve Special Publication Systems? (AFI33-360V1, para 1.5.2. and AFI33-360V1_AFSPCSUP1, para 1.5.2.)			
1.2.2. Has a publications manager been designated to manage the publications management program and a letter of appointment forwarded to HHQ identifying the individual? (AFI 33-360V1, para 1.12.1. and AFI33-360V1_AFSPCSUP1, para 1.12.)			
1.2.3. Has OPR criteria been established for developing publications? (AFI33-360V1_AFSPCSUP1, para 1.13.1.)			
1.2.4. Has OPR coordination requirements been established? (AFI33-360V1_AFSPCSUP1, para 1.13.10.)			
1.2.5. Has criteria for publishing Visual Aids been established? (AFI33-360V1_AFSPCSUP1, para 2.3.8.)			

NON-CRITICAL ITEMS CONTINUED:	YES	NO	N/A
1.2.6. Have procedures for assigning publication numbers been established? (AFI33-360V1_AFSPCSUP1, para 2.3.8.)			
1.2.7. Do publications which prescribe forms and/or reports identify those forms and reports in the prescribing publications? (AFI33-360V1, para 3.4.7.2. and 3.24.4)			
1.2.8. Have local procedures been established to ensure that OPR changes are reported to the publishing activity? (AFI33-360V1_AFSPCSUP1, para 3.64.1. (Added))			
1.2.9. Do all revised publications (except VA, directories, handbooks and catalogs) contain a Summary of Revision, which identifies major changes? (AFI33-360V1, para 3.51 and Attachment 4, para A4.4.)			
1.2.10. Are Air Force Form 399's sent to OPRs to advise them to take action on newly issued higher headquarters publications? (AFI 33-360V1, para 3.65)			
1.2.11. Does the publications management office assign the series/control number for standard publications? (AFI33-360V1, para 6.3.1.)			
<p>SECTION 2: FORMS MANAGEMENT PROGRAM (WING/DRU/ BASE)MISSION STATEMENT: Implements policy and guidance in the forms management program for wing, DRU or base organizations. Establishes wing, DRU or base policy, provides program management guidance and direction, and evaluates the program performance for supported organizations. Responsible for implementation of Air Force and Air Force Space Command electronic publishing initiatives, such as the Air Force standard forms software, electronic forms and electronic dissemination.</p>			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Has the installation commander appointed a Base Forms Manager to administer the forms management program for the base submitted the name in writing to the Command Forms Manager? (AFI33-360V2_AFSPCSUP1, <i>Forms Management Program</i> , para 1.4.1.1.)			
2.1.2. Is the Numerical Forms File listed on the files maintenance/disposition plan? (AFI33-360V2, <i>Forms Management Program</i> , para 1.7.17. and 4.1.)			
2.1.3. Are all base forms prescribed in a directive publication? (AFI33-360V2, para 1.7.3)			
2.1.4. Are forms subject to a Congressional act or management information requirement (Paperwork Reduction Act, Privacy Act, etc.) coordinated on by the proper authority (i.e., Reports Manager, Privacy Act Officer)? (AFI33-360V2, para 1.7.1. and 3.10., and Table 1.1.)			

CRITICAL ITEMS CONTINUED:	YES	NO	N/A
2.1.5. Do forms that collect personal data or forms that request the individual's social security number (SSN) contain a Privacy Act Statement? (AFI33-360V2, para 3.10.)			
2.1.6. Has a forms review been conducted at least every two years from the date of the form or the last revision? Has a copy been forwarded to the Command Forms Management Office? (AFI33-360V2, para 1.7.11. and 4.4.)			
2.1.7. Do base customers have the current version of the AF standard forms software loaded on their machines? (AFI33-360V2_AFSPCSUP1, para 1.8.4.)			
2.1.8. Are procedures established to provide local technical support for the AF standard forms software to base customers? Are avenues for customer technical support publicized? (AFI33-360V2_AFSPCSUP1, para 1.8.4.)			
2.1.9. Is there a contingency plan established for the base population to access higher level and base electronic forms when web or network access is not available, i.e., local network drive, cd-rom on stand-alone computer? (AFI33-360V2_AFSPCSUP1, para 1.8.5. and 2.3.3.)			
2.1.10. Has a forms releasability certification been documented on the DD 67 for each new and revised form? (AFI33-360V2_AFSPCSUP1, para 1.8.6.)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are all DD Forms 67, Form Processing Action Request , reviewed for completeness, compliance with governing program directives and appropriate coordination and signature and coordinated in Block 15 of DD67 before forwarding to the Command Forms office for final approval, development and publishing? (AFI33-360V2_AFSPCSUP1, para 1.7.7. and 1.8.2.)			
2.2.2. Are all AF Forms 673, Request to Issue Publication , for all base publications coordinated on by the Base Forms Manager? (AFI33-360V2, para 1.7.9.)			
2.2.3. Are staff assist visits to subordinate activities being conducted to monitor forms operating methods and procedures? (AFI33-360V2, para 1.7.16.)			
2.2.4. Is there a base forms web page? Are links established for forms back to the appropriate form repository, i.e., AF e-Publishing? (AFI33-360V2_AFSPCSUP1, para 1.8.5.)			

<p>SECTION 3: FORMS MANAGEMENT PROGRAM (UNIT) MISSION STATEMENT: Manages unit forms management and form dissemination programs. Provides forms management support to all unit organizations to include dissemination of forms in paper or electronic medium as required.</p>			
<p>3.1. CRITICAL ITEMS:</p>	<p>YES</p>	<p>NO</p>	<p>N/A</p>
<p>3.1.1. Has the unit commander appointed a Forms Manager to administer the forms management program for the unit and submitted the name in writing to their next higher level Forms Manager? (AFI33-360V2_AFSPCSUP1, para 1.4.1.1.)</p>			
<p>3.1.2. Are record sets maintained for each unit form? (AFI33-360V2, para 1.7.17. and 4.1.)</p>			
<p>3.1.3. Has a DD Form 67, Form Processing Action Request, been completed for each new form and each revision? (AFI33-360V2, para 4.1)</p>			
<p>3.1.4. Are all unit forms prescribed in a directive publication? (AFI33-360V2, para 1.7.3.)</p>			
<p>3.1.5. Are forms subject to a Congressional act or management information requirement (Paperwork Reduction Act, Privacy Act, etc.) coordinated on by the proper authority (i.e., Reports Manager, Privacy Act Officer)? (AFI33-360V2, para 1.7.1. and 3.10, and Table 1.1.)</p>			
<p>3.1.6. Do forms that collect personal data or forms that request the individual's social security number (SSN) contain a Privacy Act Statement? (AFI33-360V2, para 3.10.)</p>			
<p>3.1.7. Has a forms review been conducted at least every two years from the date of the form or the last revision? (AFI33-360V2, para 1.7.11. and 4.4.)</p>			