

**BY ORDER OF THE INSTALLATION
COMMANDER**

AIR FORCE INSTRUCTION 33-360, VOLUME 1



**MACDILL AIR FORCE BASE
Supplement 1
7 MAY 2004**

Communications and Information

**AIR FORCE CONTENT MANAGEMENT
PROGRAM - PUBLICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 6 CS/SCSPE (G. Story)
Supersedes MACDAFBS1, 12 January 2004

Certified by: 6 CS/SCS (CMSgt K. Thompson)
Pages: 3
Distribution: F

AFI 33-360, Volume I, 30 January 2004, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication was revised to reflect the new name of the basic publication and adds the requirement that all new or revised publications must be coordinated with the 6th Air Mobility Wing, Staff Judge Advocate (6 AMW/JA), and the 6th Communications Squadron, Base Records Manager (6 CS/SCBR) (para 3.21). A bar (|) indicates new or revised material since previous edition.

1.13.1. Consult with the Support Flight, Electronic Publications and Forms Management (6 CS/SCSPE, ext 8-5493), prior to routing publication for coordination in order to adhere to publishing requirements.

2.2.8.1. Headquarters Operating Instructions will not be issued on MacDill Air Force Base.

2.3.9.1. The Publishing & Information Technology Element (6 CS/SCSPI, ext 8-5493) will edit, publish, and distribute the MacDill Air Force Base Official Bulletin once every week on Wednesday, excluding holidays. Items to be published in the Official Bulletin must be submitted via E-Mail to <mailto:base.bulletin@macdill.af.mil> and received by 6 CS/SCSPI no later than 1630 on Friday prior to the desired publication date. Articles should be titled "Base Bulletin Article", typed in upper/lower case, with point of contact and duty phone. Submitters of items are responsible for the content and accuracy of articles. 6 CS/SCSPI will edit material to be printed and will have final approval over all items published (ref MACDI 33-360, *Official Bulletin (PA)*). The bulletin is available electronically on the MacDill Web-site at <http://intraweb.macdill.af.mil/6msg/6cs/SCS/Bulletin/bulletin.htm>, and via email for personnel without access to the Base Intranet.

2.3.9.2. Rescinded MacDill Air Force Base directives will be announced in the Official Bulletin.

3.12.1. 6 CS/SCSPE will assign the control number to MacDill Air Force Base publications.

3.17. **Coordinating With Interested Staff Offices.** Coordinating officials will ensure that prompt coordination is accomplished. The publication must be coordinated with all staff offices that have a technical or functional interest in its contents. Show those staff offices in Section II of AF Form 673, Request to Issue Publication. Coordinating officials show concurrence by signing the AF Form 673 in Section II. If other means are used to obtain coordination, i.e., electronic mail (para 3.14.), type in required information on master AF Form 673 and submit to 6 CS/SCSPE.

3.17.1. Publications that require compliance by Headquarters, United States Special Operations Command (USSOCOM), or Headquarters, United States Central Command (USCENTCOM), will be coordinated with the appropriate staff element of USSOCOM or USCENTCOM prior to submission to 6 CS/SCSPE.

3.17.2. (Added) Publications that affect civilian personnel policies, practices, and working conditions will be coordinated with the Labor-Employee Management Relations Section, 6th Mission Support Squadron, Civilian Personnel Flight (6 MSS/DPC).

3.21. **New and Revised Departmental Publications.** Mandatory coordination is required by the Base Records Manager (6 CS/SCBR) on all publications, new or revised. It is also recommended that all publications be coordinated through the 6th Air Mobility Wing, Staff Judge Advocate (6 AMW/JA).

3.23. **Minimum Editorial Requirements for Offices of Primary Responsibility (OPR).** OPRs should submit draft publication, a diskette on which the publication has been recorded, and a completed, but unsigned, AF Form 673 to 6 CS/SCSPE for initial review and editing (use Microsoft Word for Windows, 10-point Times New Roman, flush left and justified right margins). Do not use the automatic numbering or bullet features. For additional guidance, refer to the MacDill Checklist that is available on the Publishing Website at

<http://intraweb.macdill.af.mil/6msg/6cs/SCS/Pubs%20and%20Forms/pubsdevelopment.htm>. After editing, 6 CS/SCSPE will return the final draft, diskette, and AF Form 673 to the OPR.

3.40. **Graphics and Artwork for Publications.** Submit graphics, illustrations, charts, figures, etc., in camera ready form. Each graphic must be submitted separately as a gif or tif file as well as being included in the publication. For instructions on creating and importing graphics, refer to the Air Mobility Command Publications Checklist available on the Publishing Website, or call the Base Publishing Office at 8-5493.

A4.10.2.1. All references, abbreviations, and/or acronyms used in a publication must be listed alphabetically and included with the publication as Attachment 1.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

MACDI 33-360, *Official Bulletin (PA)*

DAVID M. SNYDER, Brig Gen (Sel), USAF
Commander