



30 SEPTEMBER 2004

Communications and Information

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

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: HQ PACAF/SCTE (Carolyn Y. Cruz)
Supersedes AFI 33-360, V2/PACAFSUP1,
21 January 2000

Certified by: HQ PACAF/SCT (Mark Fink)
Pages: 2
Distribution: F

This publication applies to the Air National Guard (ANG) units and members upon mobilization, but does not apply to the Air Force Reserve Command (AFRC) units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates policy and guidelines IAW AFI 33-360, Volume 2. It requires chiefs of base content management to notify HQ PACAF/SCTE when appointing new Information Management Tools (IMT) managers. It provides guidelines on maintaining and using numerical files. It makes functional files optional. It authorizes base IMT managers to provide local designing guidelines and standards within their CMP-IMT. New or revised material is indicated by an (*).

| AFI 33-360, Volume 2, 11 September 2003, is supplemented as follows:

1.4. The Enterprise Information Management Branch (HQ PACAF/SCTE) administers the command's CMP-IMT. The Base Chief of Content Management will designate an IMT manager to administer the base CMP-IMT and provide that individual's name, grade, DSN number, e-mail address and DEROS to HQ PACAF/SCT, 25 E Street, Suite C-316, Hickam AFB HI 96853.

1.7.6. Bases may develop local design standards and place them on their web sites as appropriate.

2.1. (See Attachment 1 – Definition of Office Forms). Do not develop office IMTs to replace existing higher headquarters IMTs. Control of office IMTs is delegated to the OPR. Office IMTs do not have to be prescribed and will not be issued IMT licenses.

3.1. Only office IMTs are exempt from this requirement.

3.6.1. When a publication prescribing an IMT becomes obsolete, the IMT also becomes obsolete.

3.10. Coordinate with the Base Freedom of Information Act (FOIA) Manager and Staff Judge Advocate Office.

3.14. Report all minor deficiencies (misspelling, field blocks, fonts, printing capability, format, etc.) on MAJCOM or higher headquarters IMTs, by email or official business phone, to the Command IMT Manager.

4.2. Maintaining a functional file is optional, but highly recommended to avoid duplicating existing IMTs.

4.5. Continue to maintain a base master catalog for your base IMTs until the AF Master Catalog is fully updated.

GREGORY L. BRUNDIDGE, Colonel, USAF
Director, Communications and Information