

**BY THE ORDER OF THE
INSTALLATION COMMANDER**

AFI 33-360V1

**SCOTT AFB
Supplement 1**

26 NOVEMBER 2000

Communications and Information

PUBLICATIONS MANAGEMENT PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>

OPR: 375 CS/SCVI (Ms. Sharon Thomas)

Certified by: 375 CS/SCVI
(MSgt Michael A. Chace)

Supersedes AFI 37-160, Volume 1, SAFB1, 22
Jun 98.

Pages: 4
Distribution: F

SUMMARY OF REVISIONS

This document has been revised to comply with AFI 33-360, Volume 1; operating instructions (OI) should mirror the Air Force Numbering System and format (**para 2.2.8. (Added)**.); revision has introduced the 375 AW Staff Directory as electronic only (**para 2.3.8.**); preferred method for submitting a SAFB Bulletin article is E-Mail (**para 2.3.9.2.**); SAFB Bulletin articles will be submitted NLT COB Tuesdays and is available via the Scott AFB Publishing Website only (paras **2.3.9.4. and 2.3.9.5.**); SAFBIND 2 and AWIND 2 are updated monthly (electronic ONLY)(**para 3.42.**); follow-up letters will be sent for 30-, 60-, and 90-days overdue on submission of revised publication (**para 3.66.**). A “I” indicates revised material since the last edition.

AFI 33-360, Volume 1, 31 July 1998, is supplemental as follows:

The following personnel are authorized to approve 375 AW and Scott AFB publications:

- 1.12.2.1. Commander, 375 AW/CC/
- 1.12.2.2. Vice Commander, 375 AW/CV.
- 1.12.2.3. Director of Staff, 375 AW/DS.
- 1.12.2.4. Commander and Comptroller, 375th Comptroller Squadron, 375 CPTS/CC.
- 1.12.2.5. Commander, 375th Communications Group, 375 CG/CC.
- 1.12.2.6. Deputy Commander, 375th Communication Group, 375 CG/CD.
- 1.12.2.7. Commander, 375th Communications Squadron, 375 CS/CC/
- 1.12.2.8. Commander, 375th Computer Systems Squadron, 375 CSS/CC.

- 1.12.2.9. Chief, Command & Control, 375 AW/CP.
- 1.12.2.10. Staff Judge Advocate, 375 AW/JA.
- 1.12.2.11. Chief of Safety, 375 AW/SE.
- 1.12.2.12. Wing Chaplain, 375 AW/HC.
- 1.12.2.13. Chief, Manpower & Quality Office, 375 AW/MQ.
- 1.12.2.14. Chief, Plans & Programs, 375 AW/XP.
- 1.12.2.15. Director, Public Affairs, 375 AW/PA.
- 1.12.2.16. Chief, Social Actions, 375 AW/ME.
- 1.12.2.17. Commander, 375th Logistics Group, 375 LG/CC.
- 1.12.2.18. Deputy Commander, 375th Logistics Group, 375 LG/CD.
- 1.12.2.19. Commander, 375th Supply Squadron, 375 SUPS/CC
- 1.12.2.20. Commander, 375th Transportation Squadron, 375 TRNS/CC.
- 1.12.2.21. Commander, 375th Contracting Squadron, 375 CONS/CC.
- 1.12.2.22. Commander, 375th Maintenance Squadron, 375 MXS/CC.
- 1.12.2.23. Commander, 375th Logistics Support Squadron, 375 LSS/CC.
- 1.12.2.24. Commander, 375th Operations Group, 375 OG/CC.
- 1.12.2.25. Deputy Commander, 375th Operations Group, 375 OG/CD.
- 1.12.2.26. Chief, Standardization and Evaluation, 375 OG/OGV.
- 1.12.2.27. Commander, 375th Operations Support Squadron, 375 OSS/CC.
- 1.12.2.28. Commander, 375th Aeromedical Evacuation Squadron, 375 AES/CC.
- 1.12.2.29. Commander, 11th Airlift Squadron, 11 AS/CC.
- 1.12.2.30. Commander, 457th Airlift Squadron, 457 AS/CC.
- 1.12.2.31. Commander, 458th Airlift Squadron, 458 AS/CC
- 1.12.2.32. Commander, 375th Medical Group, 375MDG/CC.
- 1.12.2.33. Commander, 375th Medical Operations Squadron, 375 MDOS/CC.
- 1.12.2.34. Commander, 375th Medical Support Squadron, 375 MDSS/CC.
- 1.12.2.35. Commander, 375th Aerospace Medicine Squadron, 375 AMDS/CC.
- 1.12.2.36. Commander, 375th Surgical Operations Squadron, 375 MSGS/CC.
- 1.12.2.37. Commander, 375th Dental Squadron, 375 DS/CC.
- 1.12.2.38. Commander, 375th Support Group, 375 SPTG/CC.
- 1.12.2.39. Deputy Commander, 375th Support Group, 375 SPTG/CD.
- 1.12.2.40. Commander, 375th Security Forces Squadron, 375 SFS/CC.

1.12.2.41. Commander, 375th Civil Engineer Squadron, 375 CES/CC.

1.12.2.42. Deputy Base Civil Engineer, 375th Civil Engineer Squadron, 375 CES/CD.

1.12.2.43. Commander, 375th Services Squadron, 375 SVS/CC.

1.12.2.44. Commander, 375th Mission Support Squadron, 375 MSS/CC.

1.12.2.45. Chief, Military Personnel Flight, 375 MSS/DPM.

1.12.2.46. Chief, Civilian Personnel Flight, 375 MSS/DPC.

2.2.8. (Added) The Air Force Numbering System and format established for Air Force publications should be used in numbering/formatting OIs. Use AFI 33-360, Volume 1, Attachment 7, Series Title, to assign the series number by description and functional area. An AF Form 673, **Request to Issue Publication**, can be used for internal coordination.

2.3.8. The 375 AW Staff Directory is electronic ONLY. The current Website address is <http://public.scott.af.mil/375aw/foia/rroom.htm>. At "Electronic Reading Room," scroll down to 375 AW Staff Directory. Changes to the staff directory are the responsibility of each organization or staff agency.

2.3.9. (Added) The following responsibilities and procedures are established for the SAFB Bulletin:

2.3.9.1. Visual Information System Flight, Base Publishing, will edit, publish, and distribute the SAFB Bulletin. Submitters are responsible for the content and accuracy of articles.

2.3.9.2. Submit one copy of SAFB Form 16, **SAFB Bulletin Request**, for each item to be published. **NOTE:** The preferred methods for submitting the SAFB Bulletin requests are through E-Mail: hockaday@wing or Publications-msipd@wing. All E-Mail submissions must follow the guidelines outlined on the SAFB Form 16 and this supplement. Articles will be titled "Base Bulletin Article," typed in upper/lower case, including POC and duty phone, list specific dates for publication, and keep article short, concise, and to the point—no flyers or letters accepted.

2.3.9.3. Items in the SAFB Bulletin are published according to the following priorities:

2.3.9.3.1. PRIORITY 1 –OFFICIAL SECTION . An official item will be published a maximum of two times. Submission should not exceed more than six typewritten lines. **EXCEPTION: Articles directed from higher headquarters; or priority articles evaluated on a case-by-case basis.**

2.3.9.3.2. PRIORITY 2 –NOTICE SECTION . A notice will be published one time. Consists of official base-sponsored events, including social functions, athletic events, retirement ceremonies, education and Community/Youth Center announcements, and meetings of private organizations sanctioned by the 375th Service Squadron. Submissions must not be more than three typewritten lines.

2.3.9.3.4. The deadline for submitting all SAFB Bulletin articles is COB Tuesday for a Wednesday bulletin. The bulletin will be published once a week on Wednesdays, excluding a holiday or the days immediately following a holiday. **NOTE:** The bulletin will NOT be published Christmas or New Year's week.

2.3.9.3.5. The Base Bulletin is available electronically ONLY on the Scott AFB Publishing Website: <http://www.scott.af.mil/375aw/375cg/cs/scv/pub/scvi.htm> **NO PAPER COPIES.**

3.11. Base Publishing, 375 CS/SCVI, will assign the control number to 375 AW and SAFB publications.

3.13. The OPR will submit a final draft to Base Publishing using the following guidelines:

3.13.1. (Added) An AF Form 673, **Request to Issue Publication**, which has been coordinated by all staff agencies with a technical interest or a tasking. If applicable, Base Publishing will coordinate the proposed publication with the 375 AW Command Section. **NOTE:** On the AF Form 673, Block 17, Certifying Authority, is one level above the OPR; Block 20, Approving Authority, only those personnel listed in **paragraph 1.12.2.**, this supplement, are authorized to approve 375 AW or SAFB publications.

3.13.2. (Added) The final draft is prepared on bond paper in a word processing format-single column. Diskette is labeled with the file name and software program, which will be Microsoft Word, Times New Roman (12 point). The diskette will be returned to the OPR with editorial changes when the publication is finalized.

3.14. All 375AW and SAFB OPRs revising a publication can request response by electronic coordination to organizational E-Mail accounts. Use the electronic AF Form 673, along with a proposed draft of the publication, and E-Mail to staff agencies having a technical interest or tasking. Replies are returned with a signature on the AF Form 673 and FAXed back to the OPR.

3.42. The AWIND 2 and SAFBIND 2 will be updated monthly. Indexes are available electronically **ONLY**—no paper copies.

3.49. The following procedures are acceptable for rescinding 375 AW and SAFB publications: (a) AF Form 1382, **Request for Review of Publication and/or Forms**, Part II, Item 9 (F); (b) A memorandum prepared by the approving official authorizing to rescind the publication, coordinated with all interested staff offices, and signed by the designated approving authority; (c) Under normal circumstances, if a 375 AW or SAFB publication has been under revision for 6 months or more, the Publishing Manager will take immediate action to rescind the publications, remove from the current indexes, and announce in the AW Publishing Bulletin, Obsolete Section.

3.60. The AF Form 1382, **Request for Review of Publication and/or Forms**, will be used for the annual review of all 375 AW and SAFB publications and supplements. The approval level on this form is a minimum of one level above the OPR. If publication requires revision, the OPR is responsible for meeting the suspense date they set for completing the revision. If publication isn't revised within that timeframe, follow-up letters will be sent for 30-, 60-, and 90-day overdue.

A4.2. (Added) For 375 AW and SAFB publications. Header (upper left-hand corner) of publication will read:

**BY ORDER OF THE
INSTALLATION COMMANDER**

Form Prescribed: SAFB Form 16.

DONA J. HANLEY, Lt Col, USAF
Commander, 375th Communications Squadron