

**BY THE ORDER OF THE COMMANDER,  
SPACE AND MISSILE SYSTEMS CENTER**

**AIR FORCE INSTRUCTION  
33-360V1\_AFSPCSUP1**



**SPACE AND MISSILE SYSTEM CENTER  
Supplement 1**

**17 MARCH 2003**

**Communications and Information**

**PUBLICATIONS MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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

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OPR: 61 CS/SCSI (Patricia A. Postell)

Certified by: 61 CS/SCS (Mr. Bruce M. Bender)

Pages: 4

Distribution: F

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The OPR for this supplement is 61 CS/SCSI (Patricia Postell). This supplement implements and extends the guidance of Air Force Instruction 33-360V1, dated 6 May 2002 and AFSPC Supplement dated 1 October 2002, Publications Management Program. The supplement describes SMC's procedures for use in conjunction with the basic AFI. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule.

1.7.1. The Air Force e-Publishing web site is "The Official Source Site for Air Force Publications and Forms". SMC publications and forms are kept in a backup repository on <http://intranet.losangeles.af.mil/61ABG/61CS/SMCPDL/>.

1.7.2. Units requiring paper versions of their publications must pay for them via Defense Automation and Production Service (DAPS) using their Government Purchase Card. Coordinate requests for reprints with the Base Publications Manager (61 CS/SCSI) before submitting requests to DAPS.

1.9. SMC approving officials are the 2-letter official, e.g., SMC/JA or 61 CS/CC.

1.10.1.1. For new SMC publications, the 2-letter official is the approving authority. This authority may not be delegated. If the deputy director is acting in the capacity of the director during his absence, the deputy director may sign as the approving authority as "Acting Director, ...".

1.10.1.2. For revisions of existing SMC publications, the approving authority and functional coordination may be delegated, in writing, to 61 CS/SCSI, 2420 Vela Way, Ste. 1467, Los Angeles AFB CA 90245-4659.

1.13.1. You can obtain a copy of the SMC Publishing Guide at:

<http://intranet.losangeles.af.mil/61ABG/61CS/SMCPDL/> to assist you in writing a new or revising an existing publication or form. This guide contains general information and samples on how to create, review, or revise SMC Instructions and Forms. Contact the Base Publications Manager, 61 CS/SCSI, if you need additional instructions.

1.13.14. The Publications Management Office maintains the official record sets for standard publications they publish, including visual aids and pamphlets. To get a document published, the Office of Primary Responsibility (OPR) must provide all the required documentation for the record sets, to include: a paper and an electronic copy (Microsoft Word document) of the draft, completed AF Form(s) 673, AFSPC overprint, any comments received during coordination documented on AFSPC Form 24, with proof of their resolution, and any other supporting documentation.

1.14.1. The 61 CS Publications Office no longer issues Publishing Bulletins. Additions, deletions, or changes to official SMC publications and forms are published on the SMC Publishing web page.

1.15.15. SMC publications are placed on our local intranet as a backup repository.

2.1.1. (Added) On Los Angeles AFB, the base publications are issued as SMC publications.

2.2.1.1. (Added) For SMC Policy Directives (PD), the approval authority is the SMC Commander and or Vice Commander. This authority may not be delegated. Policy directives will not be supplemented.

2.2.1.2. (Added) For new or revised SMC Policy Directives (PD), the certification level resides with the chief of SMC staff offices, System Program Office (SPO) directors, deputy SPO directors, group commanders, deputy group commanders, squadron commanders and flight chief or higher.

2.2.7. Only one supplement may be issued for a publication. Functional areas must work together to produce one mutually combined supplement. Approval authority is the same for SMC PDs.

2.2.8.2. The publishing office does not publish or coordinate on unit operating instructions (OIs). OPRs maintain the unit record set. Use format for SMC Instruction to develop the OI.

2.3.8. SMC visual aids do not require a prescribing publication. Record sets for permanent VAs are maintained by the publishing office.

2.3.9.1.1. (Added) SMC Base Bulletins primary objective is to disseminate general information to the base populace. It is electronically published once a week on Friday mornings, except on holidays. Paper copies are no longer distributed. Articles for the bulletin must be submitted to:

<http://intranet.losangeles.af.mil/shared-folders/STAFF.BULLETIN/> by 1530 each Thursday for submission on Friday.

3.2. The OPR must maintain their own policy memorandums, and formalizing them into an official publication, within 120-calendar days, if the policy still exists. Contact 61 CS/SCSI for guidance on issuing new policy memorandums.

3.4.7.4. Contact 61 CS/SCSI, Base Records Manager for guidance on issuing publications that collect information that require licensing.

3.4.7.5. Contact 61 CS/SCSI, Base Records Manager for guidance on issuing forms that collect information internal or external to the Air Force.

3.8.1. SMC organizations will not issue publications that apply to Air Force Reserve Command (AFRC). If it is determined this requirement exists, the publications office will contact AFSPC CSS/SCTI for guidance.

3.11. The publishing office assigns publication control numbers and verify series number to new publications after all coordination is completed.

3.13. Releasability certification must be obtained prior to publishing SMC publications on the intranet or dissemination through the AF Publishing Distribution Center (AFPDC). The releasability certification

must be documented on the AF Form 673 AFSPC Overprint. This form can be downloaded from the SMC Publishing web page, <http://intranet.losangeles.af.mil/61ABG/61CS/SMCPDL/>.

3.13.3. Mandatory coordination for content releasability consists of the following offices: SMC/AXP, Foreign Disclosure and OPSEC Offices; SMC/PKC, Freedom of Information and Privacy Act Office; SMC/PA, Public Affairs Office.

3.13.4. The certifying signature of the organizational content approval authority must be Lt Col or civilian equivalent, or above.

3.17. Minimum mandatory coordination for SMC publications is as follows: SMC/JA, Staff Judge Advocate; SMC/PKC, Freedom of Information/Privacy Act Manager; 61 CS/SCSI, Base Records Manager and any office having technical or functional interest in the content of the publication. Coordination more than 180 days old must be reaccomplished prior to publication of the document.

3.19.1.2. Coordination officials must document their comments using AFSPC Form 24. Comments are grouped into one of three categories: critical, substantives, or administrative. This form can be downloaded from the AFSPC Publishing web page, <https://midway.peterson.af.mil/pubs/formlinks/afspcforms.htm>. If no comments required, documents statement "NO COMMENTS REQUIRED" sign and date the form and return it to the OPR with the AF Form 673.

3.20. The Publishing Office dates all publications with the date on which they get forwarded to AFDPO for processing.

3.23.1. The Publishing Office no longer provides editing services for publications. This is the responsibility of the OPR.

3.24.3. All forms (except office forms) must have a prescribing directive. Contact 61 CS/SCSI once the need for a new or revised form is determined.

3.49.1. Rescission authority resides at the 2-letter level of the organization that issued the publication. This authority may not be delegated. Document rescission using AF Form 1382, Request for Review of Publication and/or Form(s). Send form to 61 CS/SCSI, Base Publications Manager. OPR must coordinate recession with all affected offices.

3.52. Changes to existing publications are accomplished in the form of a revision.

3.64. When an OPR transfers responsibility for a publication, it must obtain concurrence, in writing, from the new OPR. Forward a copy through the appropriate chain of command to 61 CS/SCSI. Use AF Form 1382 to change office symbols. This information is kept with the record set of the corresponding publication(s)

3.66.1. (Added) SMC publications are reviewed every 2 years, using AF Form 1382, in the anniversary month of the publication(s). If there is no response from the OPR after the AF Form 1382 has been sent twice, the third request for review is sent to the CC of the unit through the 61 CS/CC. If the OPR indicates revision of a publication is necessary, the revised publication must be submitted to the publications office

within 60 days from the date of the AF Form 1382 response. A Memorandum for Record shall be place in the publication record set if the revision is not received.

STEPHEN W. STARKS, Lt Col, USAF  
Commander, 61 Communications Squadron