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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: 60 CS/SCXEP (Ms. Nell Broussard)
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AFI 33-360, Volume 1, 30 January 2004 is supplemented as follows: This supplement implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It covers the procedures and standards that govern management of standard publications on Travis Air Force Base. It applies to all personnel who prepare, manage, review, certify, approve, or use publications on Travis Air Force Base.

SUMMARY OF REVISIONS

This revision changes the name of the publication title from Publications Management Program to Air Force Content Management Program-Publications and updates the procedures for submitting articles to be printed in the Travis AFB bulletin. **A bar (|) indicates revision from the previous edition.**

1.7.2. The majority of 60 AMW/Travis AFB publications are electronic. Since printing funds are decentralized on Travis AFB, units must pay printing costs for physical (paper) products (publications and forms).

1.12.2. The following personnel are authorized to approve Travis AFB publications:

1.12.2.1. (Added) Commander, 60 AMW/CC.

1.12.2.2. (Added) Vice Commander, 60 AMW/CV.

1.12.2.3. (Added) Director of Staff, 60 AMW/DS.

1.15.10. Travis AFB Publishing Office ensures official publications are formatted in accordance with Air Force Electronic Publishing Program standards and software.

2.3.2. Travis Air Force Base INDEX 2 is updated as needed. Indexes are available electronically ONLY on Travis Publishing Website. No physical products will be distributed to customers.

2.3.9. The following responsibilities and procedures are established for the Base Bulletin:

2.3.9.1. 60th Communication Squadron Forms Publishing, will edit, publish, approve, and load the base bulletin on Travis Publishing Website. Submitters are responsible for the content and accuracy of articles.

2.3.9.2. The correct method for submitting a base bulletin request is via E-mail:

<mailto:bulletin@travis.af.mil>. The article must be titled "Base Bulletin Article," it must be typed in upper/lower case, Times New Roman 10 font, include a point of contact (POC), duty phone, list specific dates for publications, a brief message, and no flyers or letters.

2.3.9.3. (Added) Items in the Base Bulletin are published according to the following priorities:

2.3.9.3.1. (Added) Priority 1 – Official Section. An official item will be published a maximum of three times. Submission should not exceed more than six typewritten lines. EXCEPTION: Articles directed from higher headquarters or priority articles will be evaluated on a case-by-case basis.

2.3.9.3.2. (Added) Priority 2 – Unofficial Section. An unofficial item will be published three times. It will consist of official base-sponsored events, including social functions, athletic events, retirement ceremonies, education, community, Youth Center announcements, and meetings of private organizations sanctioned by 60 SVS. Submissions must not contain more than three typewritten lines.

2.3.9.3.3. (Added) The deadline for submitting Base Bulletin articles is not later than (NLT) change of business 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: TAFB Bulletin WILL NOT be published during Christmas or New Years' weeks.

2.3.9.3.4. (Added) The Base Bulletin is available electronically ONLY on the Travis AFB Publishing Website: <http://w3.travis.af.mil/60cs/pubs/bulletin.htm>. No paper copies will be distributed to customers.

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Director of Wing Staff